



**LEGAL AID
SOCIETY OF HAWAII**

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924 Bethel Street • Honolulu, Hawaii 96813

Joanne Lo Grimes, Esq.
President, Board of Directors

M. Nalani Fujimori Kaina, Esq.
Executive Director

LETTER OF TRANSMITTAL

TO: Senate Committee on Ways and Means
State Capitol Room 208
Honolulu, HI 96813
Attn: GIA

DATE: January 19, 2018

RE: *Grant in Aid FY2019*

Please find enclosed the following:

<u>No. of Copies</u>	<u>Date</u>	<u>Description</u>
1 (one)	N/A	Application for GIA funding, FY 2019
<input type="checkbox"/>	For Your Information/Files	<input type="checkbox"/> Per our Conversation
<input type="checkbox"/>	For Signature	<input type="checkbox"/> Per Your Request
<input type="checkbox"/>	Returned To You	<input type="checkbox"/> For Filing
<input checked="" type="checkbox"/>	See Remarks Below	<input type="checkbox"/> Please Forward to:

REMARKS:

Aloha,

Please find included the Legal Aid Society of Hawaii's application for Grant-in-Aid funding for fiscal year 2019.

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

Thank you,

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

House District(s) _____
Senate District(s) _____

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

Log No: _____

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
LEGAL AID SOCIETY OF HAWAII

Db/a:

Street Address:
924 BETHEL STREET, HONOLULU, HI 96813

Mailing Address:
924 BETHEL STREET, HONOLULU, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LISA SPARRELL

Title DIRECTOR OF GRANTS MANAGEMENT

Phone # (808) 527-8076

Fax # (808) 527-8088

E-mail lisa.sparrell@legalaidhawaii.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Civil Legal Services for the Poor and Low-Income Populations of the State of Hawai'i

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$450,000

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 \$ 438,097

FEDERAL \$ 785,805

COUNTY \$ 44,583

PRIVATE/OTHER \$ 12,500

TYPE NAME & TITLE

M. NALANI FUJIMORI KAINA, EXECUTIVE DIRECTOR
NAME & TITLE

JANUARY 19, 2018
DATE SIGNED

R

JAN 19 2018 *LD 3:41pm*

Application for Grants

Please check the box when item/section has been completed. If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$112,500.00	\$112,500.00	\$112,500.00	\$112,500.00	\$450,000.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

IV. Experience and Capability

1. **Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

2. **Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

V. Personnel: Project Organization and Staffing

1. **Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

2. **Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

3. **Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

VI. Other

1. **Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

2. **Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

3. **Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

4. **Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

5. **Certificate of Good Standing (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2017.

6. **Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

7. **Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))



LEGAL AID
SOCIETY OF HAWAI'I



Application for Grants
Fiscal Year 2019

I. BACKGROUND AND SUMMARY

1. Brief description of the applicant's background.

The **Legal Aid Society of Hawai'i** (Legal Aid), a community-based, nonprofit law firm, has empowered low-income and disadvantaged people throughout our state for over 65 years. It is the only civil legal service provider in the state, and one of the few non-profits, with statewide coverage through eleven offices, from Lanai to urban Honolulu. It provides assistance to clients facing family, housing, consumer, public benefits, tax, child welfare, elder law, and immigration issues.

Legal Aid continues to be guided by its original mission—to provide access to justice for all low-income citizens of Hawaii. In January 2010, due to major cuts in funding for legal services, the Hawaii Immigrant Justice Center (“HIJC at Legal Aid”) became a part of Legal Aid, expanding Legal Aid’s practice areas to include immigration legal assistance. The merger has greatly improved Legal Aid’s ability to serve culturally and linguistically isolated populations that require legal interventions and face barriers to accessing the justice system.

Legal Aid’s primary clients are individuals and families with incomes up to 125% of the federal poverty level. Legal Aid also helps working low-income families and individuals whose incomes are below 250% of the federal poverty level.

Annually, Legal Aid receives over 18,000 requests for services. In FY17, Legal Aid provided legal advice and counsel, brief services, and full representation in approximately 8,633 cases, impacting over 16,955 children, adults and seniors in critical civil legal matters. Legal Aid is the only provider in the state with the ability to handle this significant volume of requests.

2. The goals and objectives related to the request.

Hawaii’s economically disadvantaged lack the necessary resources and knowledge to gain meaningful access to the civil justice system. The availability to have civil legal questions answered and the ability to access attorneys for the poor is critical to meet the expectations of the community in accessing justice. For over 65 years, Hawaii residents have looked to Legal Aid to answer their civil legal questions, represent them, and to point them in the right direction when representation was not available. For eligible clients, civil legal questions in family, consumer, public benefits, housing, elder, and most recently in immigration, are able to be answered and basic assistance provided with the support of the general legal services funding from the state through this Grant-in-Aid and the Indigent Legal Assistance Fund, and through the federal Legal Services Corporation. This funding is critical to keeping in place Legal Aid’s statewide coverage through its office on each of the six major Hawaiian Islands and allowing Legal Aid the flexibility to address legal issues as they arise, not only those cases which fit into specific limited categories.

This year, Legal Aid requests funding for civil legal services through a \$450,000 grant from the legislature to conduct these statewide services.¹ Funding under this grant would restore the state's more than forty-year commitment to funding civil legal services to the poor.²

In 2011, the legislature passed significant legislation for legal service funding by increasing the indigent legal assistance surcharge. In 2013, to facilitate the distribution of the collected funds to legal service providers, the ceiling for the fund was increased to \$1.5 million. This new source of funding has helped to increase stability for Legal Aid's basic legal services; however, at the current ceiling and with Legal Aid's expected share, it alone is not able to replace the historic levels of funding for Legal Aid's legal services, especially given inflation and a recent reduction in federal funding for specific projects.

Prior to the merger and the recession, the Hawaii Immigrant Justice Center (formerly known as Na Loio) was a recipient of Grant-in-Aid funding and received \$422,496 in FY08. However, once the merger occurred, Legal Aid experienced a continued decrease in funding. As HIJC reaches the end of several grant programs, it again faces an uncertain future. As such, Legal Aid seeks Grant-in-Aid funding to support the essential work of HIJC in serving Hawaii's immigrants, including victims of domestic violence, homeless individuals, victims of human trafficking, and people with language access concerns.

This Grant-in-Aid request will return state general funding support of general civil legal services, though not to pre-recession levels.

With the support of this grant, Legal Aid can continue to provide statewide legal assistance, outreach and education through its eleven offices (Oahu – Honolulu,³ Windward and Leeward; Maui⁴; Big Island - Hilo, Kona; Kauai; Lanai and Molokai) and satellite sites. Through this grant, Legal Aid will be able to continue its mission and provide critically-needed legal services to over 8,000 families and individuals whose income is under 200% and positively affect the lives of over 15,000 people. This

¹ In FY 1992, funding for this grant to the Legal Aid Society of Hawai'i was at \$1.47 million. Between FY 1993 – FY 1997 the grant slowly decreased to \$1 million. In FY00 the award decreased to \$810,000 for four years, and in FY04 dropped to \$647,000. In both FY06 and FY07, funding was \$649,000. Funding increased to \$810,000 for FY08, dropped to \$800,000 for FY09 and while TANF funds were allocated for FY10, no funds were released. Rainy Day funds in the amount of \$720,000 were allocated for FY11, but not released until May 2011 and were used in FY12. The \$800,000 allocation for FY13 was released in December 2012. For FY14, \$400,000 was allocated and FY15, \$150,000 was allocated. For FY16, the Legislature allocated \$600,000 to the Judiciary for one year purchase of service contracts for civil legal services. Legal Aid received \$400,000 of this amount for its civil legal services. In FY17, \$750,000 was allocated to the Judiciary for civil legal services purchase of service contracts. Legal Aid was granted \$454,891, along with Volunteer Legal Services Hawaii and Domestic Violence Action Center which received the balance. No funding was awarded in FY18.

² State funding for general civil legal services has been provided since 1975. Civil legal service funding was provided through the Department of Labor's Office of Community Service under a purchase of service contract, but was moved to the Judiciary in 2004 by the legislature as a grant-in-aid. While a critical needed service in the community, civil legal service funding was provided on a non-recurring basis in the Judiciary's budget for FY16 and while recurring funding as a line item in the Judiciary budget is being sought this legislative session, this grant-in-aid is being submitted to provide options to the legislature for funding.

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

⁴ Legal Aid has two offices on Maui.

grant-in-aid will provide approximately 10% of Legal Aid's funding which will fund approximately 560 cases at an average rate of \$805.12 per case.

Legal Aid will provide critical legal assistance, community education and outreach services to:

- **Maintain or secure affordable housing**
- **Help families become safe and stable with family law services, including protection from domestic violence, child custody and support**
- **Protect families and individuals from a consumer problem such as mortgage "rescue" scams or illegal debt collection practices Obtain public benefits such as disability benefits from the Social Security Administration or Medicaid**
- **Eliminate barriers to being homeless**
- **Secure appropriate placement and services for abused and neglected children**
- **Provide critical legal services to assist immigrants and those in need of language access**

3. The public purpose and need to be served.

The Bill of Rights of the Hawaii State Constitution provides in Section 5 that "No person shall be deprived of life, liberty or property without due process of law, nor be denied the equal protection of the laws, nor be denied the enjoyment of the person's civil rights or be discriminated against in the exercise thereof because of race, religion, sex or ancestry." Establishing Justice is a citizen's fundamental right to secure prosperity. However we are failing to provide low-income and working poor with an accessible and just legal system. The issue of Access to Justice is a priority of Hawaii's Chief Justice Mark Recktenwald who said, "The number of individuals representing themselves in civil proceedings because they cannot afford an attorney has been increasing. Many self-represented parties struggle with the judicial system because they don't understand the process and what is expected of them."

In 2017, the Hawai'i State Judiciary, Hawai'i Access to Justice Commission, and the Hawai'i Justice Foundation completed the Hawai'i Justice For All Project Final Report, a twelve-month effort that involved an inventory of resources, assessment of needs, and strategic action planning towards the goal of one-hundred percent access to effective assistance for essential civil legal needs. The report included these key findings as part of its year-long study:

- Social, psychological, and practical barriers exist which can obstruct meaningful access to justice.
- Barriers to safety and security, getting good information, and getting help were identified as levels that needed to be addressed.

The Hawai'i Justice For All Project provided six common principle characteristic of a system providing meaningful access to justice:

- Listens to voices of all community stakeholders;

- An approach that is people-centered and sustainable;
- Creates and fosters gateways or access pathways to legal, government, and community services;
- Encourages collaboration and coordination of services;
- Smart integration and use of effective technology;
- Builds legal services capacity.

In a 2007 report, Achieving Access to Justice for Hawai'i's People: The 2007 Assessment of Civil Legal Needs and Barriers of Low and Moderate-Income People in Hawai'i,⁵ key findings discovered that:

- Only 1 in 5 low and moderate-income Hawaii residents have their legal needs met. Legal service providers are able to help only 1 in 3 of those who contact them for assistance.
- The areas with the greatest unmet civil legal needs are housing (24%), family (23%), domestic violence (8%), and consumer (7%).
- Significant barriers to obtaining legal assistance in addition to inability to afford an attorney includes language and cultural barriers, lack of knowledge of one's legal rights, lack of knowledge of available legal services, and difficulty in accessing legal services programs.
- There is one legal service attorney for every 2,291 persons living below 125% of the federal poverty guideline.
- There is one legal service attorney for every 4,402 persons living below 200% of the federal poverty guideline.
- There is one private attorney for every 361 persons in the general population.

Legal Aid cannot currently meet the demand for services. We are only able to assign an attorney or paralegal in 16% of all cases. As such, we must triage our assistance and work to maximize services in an effort to meet the demand with our limited resources. Through a simple phone call, all eligible clients receive a full interview that outlines the client's legal challenges and priorities, followed by an immediate explanation of the law and a discussion of the client's legal options. Approximately 30% of clients receive brief services, which go one step further by providing additional, limited assistance with such services as writing a simple letter or making a telephone call on behalf of a client, teaching a class to multiple clients with similar legal issues, or assisting a client in completing court forms.

For those who are most vulnerable in our society, legal advocacy from a trusted community resource can mean the difference between receiving food and shelter or being homeless, between being able to visit and ensure the safety of their children or losing protection for their children, between being protected from fraud and predatory consumer practices or falling victim to them. Legal Aid's services act as a safety net to ensure that those most disenfranchised have access to the legal system and that Hawaiian residents in need receive assistance in accessing justice.

4. Describe the target population to be served.

⁵ http://www.legalaidhawaii.org/HUI_Access_to_Justice.pdf.

Legal Aid will provide free legal services to the low-income population with incomes less than 200% of the poverty level. Since the assessment of Hawaii's low-income population in 2006, the total number of people living below 200% of the federal poverty guidelines has increased by 6.98%.

Hawaii Poverty and Low-Income Population

	2007	2015	2016	2016 % Change from 2007	2016 % Change from 2015
Below 125%	156,321	184,671	171,872	9.95%	-6.93%
125-149%	38,499	41,281	45,266	17.58%	9.65%
150-199%	105,378	100,104	104,027	-1.28%	3.92%
Total	300,198	326,056	321,165	6.98%	-1.50%

The American Community Survey's 1-Year Estimates for 2016 shows that the total number of people living below 200% of the federal poverty guidelines has decreased slightly compared to 2015, but still represents 23.11% of the total population.

The 2016 American Community Survey estimates the percentage of population living below the poverty level by county:

Percent Below Poverty Level

County	2006 - 2010	2015	2016
Hawaii	14.40%	18.80%	15.45%
Honolulu	8.80%	9.20%	8.49%
Kauai	8.80%	10.20%	6.06%
Maui	8.90%	9.70%	8.33%

Based on these estimations Hawaii County continues to have the highest level of poverty.

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

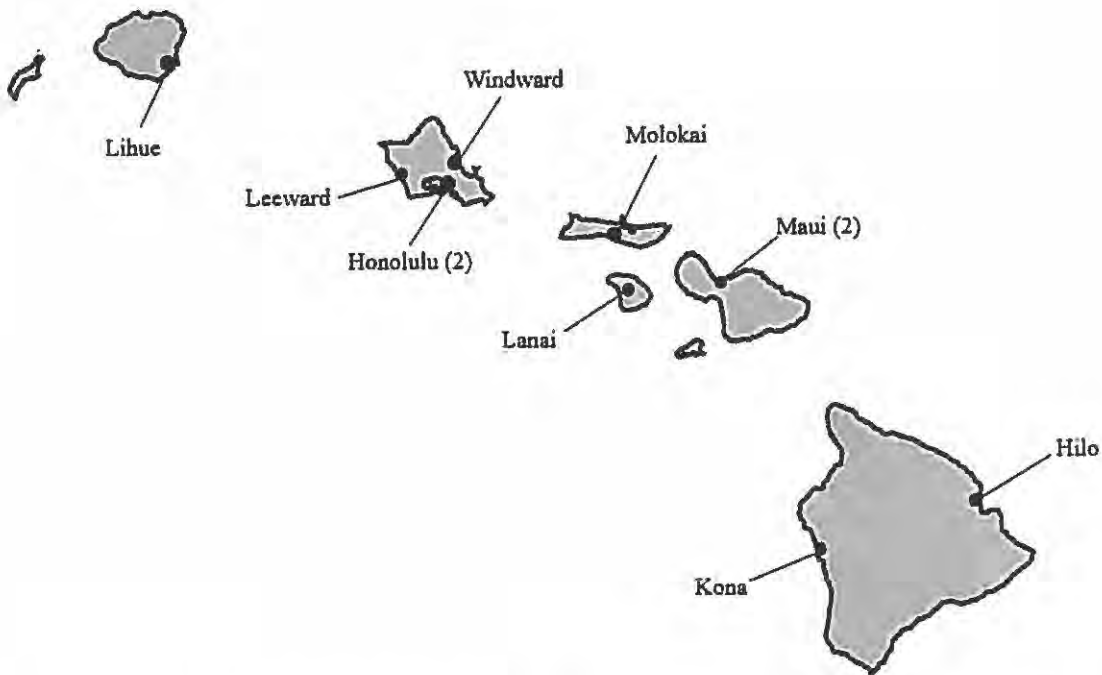
In addition, there are thousands of underserved residents in special populations (geographically and culturally isolated, immigrants with limited English proficiency, the physically and mentally disabled, seniors) that Legal Aid will assist with this grant. According to the most recent United States Census, immigrants constitute about 35.46% of Hawaii's population compared to the national average of 13%. Further, since 1965 Hawaii has remained the state with the highest rate of immigration nationwide. The Hawaii State Judiciary's FY2015-2016 Language Access Plan states Hawaii shows one of the highest relative proportions of non-English speakers in the nation. The growing needs of these groups makes an efficient and effective delivery of legal services even more critical for the people of Hawai'i living in poverty.

5. Describe the geographic coverage.

Legal Aid will provide services throughout the state. Legal Aid has offices on each of the major Hawaiian Islands (Oahu – two offices in Honolulu, Windward and Waianae; Maui; Big Island - Hilo, Kona; Kauai; Lana'i and Moloka'i). We also have outreach sites at the Waimanalo Health Center in Waimanalo, US Vets, Next Step Shelter in Kakaako, and regularly visit the homeless at an additional thirty-five locations on Oahu, six on Maui and four on Kauai. Legal Aid staff also performs outreach and intake services at local domestic violence shelters in Hilo, Kona, Kauai and Molokai. Legal Aid continues to be dedicated to these communities.

The following map shows the extensive reach of Legal Aid's services, illustrating the locations of Legal Aid's 11 offices statewide:

Legal Aid Society of Hawai'i – Statewide Office Locations



We have also compiled the number of cases that were closed in FY17 per office. These values illustrate the continuing demand for services throughout Legal Aid's offices statewide.

Office	FY 15		FY 16		FY17	
Honolulu	4103	49.01%	4566	52.89%	4516	54.59%
Leeward	547	6.53%	555	6.43%	483	5.84%

Windward	350	4.18%	333	3.86%	224	2.71%
Kauai	777	9.28%	637	7.38%	630	7.62%
Maui	871	10.40%	894	10.36%	861	10.41%
Molokai	280	3.34%	190	2.20%	245	2.96%
Lanai	50	0.60%	53	0.61%	44	0.53%
Hilo	896	10.70%	914	10.59%	777	9.39%
Kona	498	5.95%	491	5.69%	493	5.96%

II. SERVICE SUMMARY AND OUTCOMES

1. Describe the scope of work, tasks and responsibilities.

Under this grant, through each island and branch office, Legal Aid staff can provide civil legal services in the following priority case areas:

- **Support for families:** This area includes child custody, child support, domestic violence, visitation, divorce, property division and in some cases ex-military spouse issues. A domestic violence victim may require assistance in obtaining a temporary restraining order or establishing temporary custody, visitation, and support. Paternity cases are accepted to determine custody, visitation, and child support rights and obligations. This work is approximately 34% of the cases Legal Aid handles.
- **Keeping children safe and secure:** This includes providing guardian ad litem services for abused and neglected children; assisting with guardianships and adoptions; and, advising family members and others about their rights and responsibilities in caring for abused and neglected children. Services also include assistance in educational matters. Children's work represents 4% of the cases handled.
- **Preserving the home (non-foreclosure):** Issues include private landlord eviction defense or negotiation; housing discrimination; public housing applications, evictions, grievances, rent issues, and security deposits; and, habitability, repairs, illegal lockouts, or illegal utility shutoff. Thirteen (13%) percent of cases are in this area.
- **Foreclosure prevention:** This area includes foreclosure assistance and prevention and mortgage predatory lending practices. Roughly (1%) of cases are handled in this area.
- **Maintaining economic stability:** Public benefits may be the only source of income for an individual or family. Assistance with denials, appeals and terminations of SSI, General Assistance, Temporary Assistance for Needy Families (TANF), SNAP (formerly known as Food Stamps) and other public benefit programs fall into this category. Unemployment and Veteran's benefits are also areas in which assistance is provided. Cases in this area represent 21% of the work.

- **Protecting consumers (not home related):** Consumer issues include predatory lending, debt collection, bankruptcy, consumer credit matters, repossession, and unfair or deceptive practices. Of the total number of cases, 3% of Legal Aid's work is in this area.
- **Improving health outcomes:** These include program denials of services or eligibility, terminations or assistance with applying to health insurance programs including federal and private. Seven (7%) percent of the work is in this area.
- **Protecting seniors:** These services target individuals who are 60 and older and include assistance with advanced health care directives and simple wills. Eleven (11%) percent of the work is in this area.
- **Promoting safety:** These include district court restraining orders, powers of attorney and civil rights issues. These cases consisted of .3% of Legal Aid's total cases.
- **Assisting culturally and linguistically isolated populations:** With the addition of the Hawai'i Immigrant Justice Center in 2010, Legal Aid expanded its services to culturally and linguistically isolated populations. These services include assistance to immigrant crime victims, family reunification, human trafficking cases, and language access. In FY17, HIJC provided assistance in over 490 cases.
- **Assisting populations with special vulnerabilities:** Legal Aid focuses many of its services toward populations with special vulnerabilities, including the homeless, immigrants and seniors. For example, in FY17, Legal Aid assisted more than 570 homeless individuals and families throughout Hawaii. This number is not inclusive of individuals who were at risk of homelessness and through Legal Aid's services were prevented from becoming homeless, or the more than 400 individuals who were living in transitional/emergency shelters..

Through this grant, Legal Aid will provide screening; referrals; intake; legal assessment and legal advice; brief services; full representation; and, outreach. Each of Legal Aid's offices is prepared to carry out these activities.

- **Screening** an applicant for services begins with our streamlined intake hotline, which provides accurate information and advice to the greatest number of clients possible. Legal Aid opens over 31 dockets per day on the hotline. The hotline, Legal Aid's primary entry point for clients, receives calls from applicants on Oahu, Maui, Kauai, and the Big Island.⁶ There are between 4-6 intake advocates on each of the two shifts per day (9 am to 11:30 am and 1 pm to 3:30pm). Screening occurs through a quick, four-step process.
 - First, an intake worker checks for a legal conflict of interest. This means that if an opposing party was assisted by Legal Aid in the past, the applicant can be disqualified from services.

⁶ On Molokai and Lanai, Legal Aid offices continue to operate their own intake process. Applicants there apply for services directly at the local offices. This intake process differs from other islands because of cultural issues, the relatively small populations and the close association between the island population and our office staff.

- Second, the applicant is screened for income and asset eligibility. The applicant is asked for information about his/her household size and household income. If an applicant's income is either over 200% of the current federal poverty guideline⁷ or if their assets⁸ exceed Legal Aid guidelines, they are considered to be over income or to have excess assets and not qualify for free Legal Aid services. The intake worker further assesses if the applicant is over-income but may be qualified for assistance through our Affordable Lawyers Program⁹ or another program which may have higher income qualifications like our Fair Housing Enforcement Program.
- Third, applicants are screened for their citizenship. Legal Aid can only provide services to citizens of the United States, legal resident aliens or immigrant victims of crime. If an applicant does not fall into either of these categories, they are disqualified from services.
- Fourth, the applicant is screened by the type of legal issue. For example, if an applicant indicates the applicant is calling for a criminal case or personal injury case, they are informed that Legal Aid is not able to assist with criminal or personal injury cases. Other circumstances that might disqualify an applicant include legal issues in another state, or an applicant calling for another party, which would both preclude the intake advocate from rendering services.

In any of the above scenarios, if an applicant is not qualified for services, the intake worker attempts to find an appropriate referral to an organization or agency that can help the applicant further.

- **Referrals** are frequently made to applicants in order to assist them in receiving the necessary services from the most appropriate agency. In FY17, Legal Aid made more than 700 referrals to other agencies. Common referrals include partner agencies such as:
 - Domestic Violence Action Center
 - Volunteer Legal Services Hawai'i
 - Women Helping Women
 - Helping Hands
 - Lawyers Referral Service
 - Hawaii Civil Rights Commission
 - Mediation Center of the Pacific

Applicants who receive services from Legal Aid may also be given referrals to other agencies if such additional assistance would benefit the applicants in seeking a solution to their legal or other problems.

⁷ For example, an applicant's monthly income must be under \$3,155 for a household of two, \$4,812 for a household of four, and \$6,468 for a household of six.

⁸ Assets must be under \$8,000 for an individual with an additional \$3,000 added for each household member, subject to some exclusions (for example, one car and a home used as a primary residence are not counted as assets).

⁹ To be qualified for the Affordable Lawyers Program, which is a reduced fee program, an applicant must have income below 250% of the Federal Poverty Guidelines. Currently, an applicant's monthly income must be under \$3,944 for a household of two, \$6,015 for a household of four, and \$8,085 for a household of six.

- **Intake, Legal Assessment, and Legal Advice.** After screening an applicant for eligibility, the client and advocate discuss the legal issue in question (case assessment). The advocate uses questionnaires designed by Legal Aid staff in order to issue-spot an applicant's legal issue and provides information about the options available to the applicant and the ramifications of choosing each option (legal advice).¹⁰ After appropriate legal advice is given, the intake advocate follows up by mailing legal brochures to the client. These brochures are selected based on the nature of the client's legal issue, and serve to reiterate the advice provided by the intake advocate. Over 150 legal brochures created by Legal Aid staff are available for distribution to clients, several in multiple languages. In FY17, more than 14,000 brochures were distributed by Legal Aid staff to individuals seeking more information about their legal and non-legal issues. All information generated during this intake is documented in a computer "docket."
- **Limited Action** is extended to those clients who need some extra assistance in solving their legal problems. These services include assisting in the preparation of documents and court forms, making telephone calls or writing letters on behalf of a client, or conducting self-help clinics that teach clients how to file their own legal papers. Each Legal Aid office offers these brief services; in addition, the Center for Equal Justice (in Honolulu and Kauai) and the expanded Court Assistance Project at the Family Court of the First Circuit to provide additional assistance to clients. Further, in recognition of the gap between demand for and supply of legal assistance, Legal Aid continues to develop self-help resources including online interactive court forms and legal information brochures that empower self-represented litigants to learn about their legal issue and utilize resources to decrease barriers and enable meaningful access the justice system.
- **Extended Legal Representation.** Not everyone can be his or her own advocate. In these situations, Legal Aid provides one-on-one assistance for those low-income families and individuals who are unable to help themselves. Legal Aid most often represents disadvantaged families and individuals, victims of domestic abuse, public housing tenants facing eviction, slumlord practices, welfare families, disabled individuals, families without health care, and those subject to fraud and harassment. Legal Aid provides direct representation in family, consumer, housing, health, and income maintenance issues.
- **Outreach** efforts include a variety of activities. In FY17, Legal Aid participated in over 2,200 outreach activities serving all islands. Some examples include:
 - Community-based intake
 - Community fairs
 - Outreach presentations
 - Trainings to community
 - Cultural events by HIJC cultural and bilingual advocates

¹⁰ Over 61 documents on various legal issues are available to intake advocates along with checklists and a resource binder with referral information.

- Brown Bag presentations at Legal Aid
- 2-day Public Benefits training on the topic of public benefits law. Social service agencies are invited to attend.

With the assistance of this grant, Legal Aid intends to provide critically-needed legal services to approximately 6,700 families and individuals whose income is under 200% of the federal poverty level and positively affect the lives of over 13,000 people. This grant-in-aid would provide approximately, 10% of Legal Aid’s funding which will fund approximately 600 cases at an average rate of \$805.12 per case.

In FY17, we closed the following number of cases, listed by office and type of case:

	Support for Families	Keeping Children Safe and Secure	Preserving the Home	Foreclosure Prevention	Maintaining Economic Security	Protecting Consumers	Improving Health Outcomes	Protecting Seniors	Promoting Safety	Assisting culturally and linguistically isolated populations	Miscellaneous	Total
Honolulu	1053	111	634	139	490	164	1000	24	34	244	107	4000
Leeward	226	5	26	0	49	1	2	1	2	0	1	31
Windward	147	1	14	0	24	1	2	3	0	0	2	19
Kauai	211	13	50	0	43	16	8	163	16	0	20	54
Maui	253	5	55	3	38	17	8	301	3	0	11	69
Molokai	65	7	8	0	51	1	9	101	0	0	1	24
Lanai	8	0	1	0	2	4	0	26	1	0	0	42
Hilo	182	10	31	6	88	9	27	262	9	0	7	63
Kona	179	8	33	3	68	6	9	77	14	0	5	40
Total	2324	160	852	151	853	219	1065	958	79	244	154	705

2. Projected Annual Timeline

Legal Aid is fully equipped to provide services without interruption during the next fiscal year from July 1, 2018 to June 30, 2019.

3. Quality Assurance and Evaluation Plans

Legal Aid is dedicated to providing high quality legal services. Legal Aid’s manuals and policies set forth the organization’s rules and protocols to establish the standards of quality assurance. There are evaluation procedures to assure that Legal Aid’s high standards are met and problems and client

grievances are addressed by due process. These manuals present protocols and standards in compliance with all federal, state, and county requirements.

They are:

The Legal Aid Case Management Manual. Revised in December 2007 and most recently amended in September 2017 to ensure the most up-to-date compliance, this manual establishes the protocols for intake; case acceptance and handling; closing cases; appeals; and, timekeeping and reporting. This manual also presents established evaluation procedures that include:

- Case review with the attorney's manager before a case is accepted,
- Monthly reviews of open cases between the manager and attorney,
- Periodic review of open cases at each office location by Legal Aid attorneys from outside that location,
- Comprehensive annual reviews of each staff person's performance culminating in a dialog regarding the staff person's strengths and weaknesses and a written evaluation report,
- Clear protocols on intake, case assessment, file maintenance, etc.

Client Grievance Process. This procedure identifies how a client can have any grievance regarding Legal Aid services addressed. The policy provides for the progressive review of any client grievance by the managing attorney of the office where the action took place, the Executive Director, and the Client Grievance Committee of the Board, if required, to resolve the grievance.

Employee Handbook presents Legal Aid's expectations of its staff including all responsibilities to maintain continued employment and staff benefits and policies related to Legal Aid employment. This document also includes employee disciplinary procedures. The Employee Handbook was most recently revised in July 2015.

The Legal Aid Accounting Manual documents the established procedures for handling Legal Aid's finances in a prudent and fiscally sound manner that meets general accounting guidelines. This was most recently revised in July 2015.

Copies of the above-referenced manuals and polices are available for review upon request.

Evaluation. In addition to these manuals and protocols, Legal Aid has incorporated client feedback and evaluation of services into its structure and operations:

- A sample of clients is surveyed each quarter regarding their experiences with Legal Aid and suggestions for how Legal Aid may improve. On average, 80% or more of the clients surveyed consistently rate Legal Aid service as "good or excellent."

- Annually, staff and managers are evaluated for their effectiveness, efficiency, case handling and overall job performance.
- Client representatives compose 1/3 of Legal Aid's Board of Directors. These grassroots directors are appointed by individual social service agencies that provide services to low-income communities across the state. The current Board President is Joanne Lo Grimes.
- The Board has a standing Client Grievance Committee that addresses client complaints.
- The full Board receives these quarterly client evaluations, discusses how Legal Aid can improve, adopts and monitors agreed-upon courses of action.
- The Legal Aid Board periodically conducts a complete evaluation of the Executive Director and of general program performance. To complete its most recent comprehensive evaluation, the Committee aggressively sought feedback from many funders, staff, current and former directors, partner agencies, judges, and bar leaders.
- An annual financial audit by the accounting firm N&K CPAs, Inc. evaluates all financial aspects of Legal Aid operations. Legal Aid addresses any comments or observations raised by the audit as soon as it is completed. The full Legal Aid Board, as well as its standing Audit and Finance Committee, review this audit.
- Over the last decade, Legal Aid has been monitored and audited extensively by the State's Office of Community Services, the US Department of Housing and Urban Development (HUD), the Internal Revenue Service (IRS), and the Federal Legal Services Corporation (LSC). Legal Aid has always met and often exceeded the standards set for its operations by these agencies.

4. Measures of Effectiveness to be Reported to the State Agency Through Which Funds Are Appropriated

Legal Aid will report quarterly the number of cases opened and number of cases closed during FY19. Client demographics will also be reported. In addition, we will report the outcome of each case, utilizing established closing case codes as is the procedure for all other funding reports.

III. FINANCIAL

Legal Aid is seeking \$450,000.00 from the legislature to support general civil legal services. General civil legal services funding was provided by the state for over thirty-nine years, and it is essential to ensuring justice in our community. Legal Aid's funding will support not only the infrastructure of the organization, but will ensure that Legal Aid can continue its services on every island in the state.

1. Budget Forms

The budget forms detailing the cost of the request are included as Attachment "A."

2. Quarterly Funding Requests

The anticipated quarter funding requirements are as follows:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$112,500	\$112,500	\$112,500	\$112,500	\$450,000

3. Funding Sought for Fiscal Year 2019

Legal Aid receives funding from a variety of sources, including federal, state, county, foundations and through private fundraising. Various agencies and organizations specifically contract with Legal Aid to provide a particular type of legal service (social security advocacy, representation of families with children, mortgage foreclosure counseling, assisting the homeless population, etc.). Because of such program-specific limitations, not all critical legal needs can be met without the general funds provided under this legislative grant.

Ideally, funds for these services are provided through a purchase of service contract rather than through this grant-in-aid. Efforts will be made during this legislative session to have these funds included as part of the budget.

Legal Aid has received funding notification for FY19 from the following sources:

Source	Amount	Period During FY 19
Health Navigator CMS	\$30,857	7/18 – 9/18
Legal Services Corporation	\$754,948	7/18 – 12/18
Hawaiï Office of Community Services	\$23,500	7/18
Hawaiï Department of the Attorney General	\$381,264	7/18 – 6/19
Kauai County	\$32,500	7/18 – 12/18
Hawaiï County Office on Aging	\$12,083	7/18 – 9/18
Aloha United Way	\$12,500	7/18 – 12/18
Hawaiï Department of Human Services	\$33,333	7/18

Source	Amount	Period During FY 19

Legal Aid will also be seeking funding from the following sources for FY19:

Source	Amount	Period During FY 19
AmeriCorps, Corporation for National & Community Service	\$144,597	9/18 – 8/19
City & County of Honolulu	\$109,698	10/18 – 9/19
County of Hawaii	\$10,000	7/18 – 6/19
Hawaii Island United Way	\$5,000	7/18 – 6/19
Hawaii Justice Foundation	\$50,000	1/18 – 12/18
Indigent Legal Assistance Fund	TBD	7/18 – 6/19
GA SSI	\$174,900	7/18 – 6/19
State of Hawaii Office of Community Services	\$282,000	7/18 – 6/19
Judiciary	\$410,000	7/18 – 6/19
Department of Housing and Urban Development - Fair Housing Enforcement Program	\$300,000.00	7/18 – 6/19
Macy's	\$5,000	7/18 – 12/18
Maui County	\$75,000	7/18 – 6/19
Legal Services Corporation	\$754,948	1/19 – 6/19

4. State and Federal Tax Credits

Legal Aid has not received any state or federal tax credits in the past three years. Legal Aid has not applied for and does not anticipate applying for tax credits pertaining to any capital project.

5. Government contracts receiving

Attachment "B" contains a list of Legal Aid's federal, state and county government contracts and grants providing program funding.

6. Balance of unrestricted current assets as of December 31, 2017

Legal Aid completes a financial audit on a fiscal year; therefore, we do not have available the balance of unrestricted current assets as of December 31, 2017. As of June 30, 2017, the balance of Legal Aid's unrestricted current assets was \$2,561,416.

These unrestricted current assets include approximately \$1,860,000 in accounts receivable from the state, federal, and local government funders. It also includes approximately \$330,000 that is restricted for maintenance and upkeep of Legal Aid's Bethel Street office, which is owned by the organization and client trust funds.

The remaining balance is to help maintain services without borrowing funds when payments are delayed from funders.

IV. EXPERIENCE AND CAPABILITY

1. Necessary Skills and Experience

The Skill, Ability and Knowledge. Legal Aid, a community-based, nonprofit law firm has empowered low-income and disadvantaged people throughout the state of Hawai'i since 1950. Legal Aid is the only civil legal service provider in the state, and one of the few non-profits, with statewide coverage through eleven offices on each of the islands, from rural Lana'i to urban Honolulu. Since its founding, Legal Aid has utilized its skill, ability and knowledge to bring high quality legal services to children and families throughout the state. Legal Aid is known for its advocacy skills and its ability to empower low-income and disadvantaged people.

Legal Aid is nationally recognized as an innovative, high quality legal services provider. Legal Aid brings its services to the aid of thousands of Hawaii residents using its extensive network of partnerships and its dedicated staff to assist Hawaii's low income community with their critical legal needs. In addition, Legal Aid's statewide toll-free hotline makes its experience and assistance just a phone call away for residents in need of its services. The hotline allows callers to contact an attorney or paralegal by phone and obtain immediate legal advice.

Legal Aid continues to be guided by its original mission—to provide access to justice for all low-income citizens of Hawai'i. Annually, Legal Aid receives over 18,000 requests for services. In FY17, Legal Aid provided legal advice and counsel, brief services, and full representation in approximately 9,947 cases, impacting over 28,511 children, adults and seniors in critical civil legal matters. Legal Aid is the only provider in the state with the ability to handle this significant volume of requests.

Legal Aid has an experienced and dedicated staff that is committed to serving the legal needs of

Hawai'i's disadvantaged:

- Legal Aid's staff is knowledgeable and experienced in addressing each and every area of civil law that affects low-income residents, including housing, public assistance, health, consumer transactions, family matters, immigration, and other civil matters.
- Legal Aid staff generally come from and live within the communities they serve. This community presence lends credibility and builds trust, making residents in need of assistance more receptive to using their local Legal Aid services. This also makes Legal Aid staff more attuned to the unique needs of the areas that they serve.
- Currently, Legal Aid has over 20 paralegals and 30 attorneys that specialize in providing high quality legal services to meet the needs of low-income children and families throughout Hawai'i. Legal Aid has a high retention rate of seven years for non-AmeriCorps staff, an average of eight years for staff attorneys and an average of 10 years for Management Team members. Legal Aid's managing attorneys have over 150 years of combined experience at Legal Aid providing legal services to low-income individuals and families.

Legal services provided through this grant-in-aid grant are completed statewide by Legal Aid paralegals and attorneys across a range of civil litigation areas. Resumes for all staff members are held in the Honolulu Office and can be made available upon request. All staff members provide integral assistance on this grant, and their biographies are provided as an example of the high proficiency of staff who provide assistance to families throughout Hawai'i (see Section V.A. Proposed Staffing, Staff Qualifications, Supervision and Training).

As a result of the extensive skills, ability and knowledge of Legal Aid staff, it is able to:

- Provide legal services to meet the specific needs of the target population, with the goal of stabilizing families, ensuring the safety and stability of children, and ensuring children's access to education. The highest demand for services by the target population for this project is within the area of family law. Family legal services provided include assistance with restraining orders, guardianships and adoptions and child support. In FY16, Legal Aid staff assisted in more than 8,633 cases and impacted over 16,955 children and adults with family law issues throughout Hawai'i.
- Provide quality general legal services to children and families experiencing dysfunction or having difficulty becoming self-sufficient, in the civil areas of housing, public assistance, health, consumer transactions, employment, special education, family matters, immigration, and other civil matters.
- Serve this community through outreach, screening, referral, intake, case assessment, legal advice, legal advocacy, and legal representation activities.

- Reach families and children throughout the state via its eleven offices statewide, its hotline, partnerships, and technology capabilities. Through our advanced use of technology, our law experts in each substantive area are available statewide, no matter where a client lives.
- Record and report in an accurate and timely manner the services that it provides over the life of this contract.

Legal Aid's experience and impact within the community are best measured in the words of Legal Aid's clients from 2017.

Before I came to Legal Aid I didn't know that I was going to be able to get help since I didn't have a job. I was running out of options and didn't know who could help me with my case.

Legal Aid helped me with my divorce case. I took my divorce paperwork to Legal Aid and they instructed me on what to do. I was glad that Susan [Gim Takenaka] was available at the time of my ordeal to help me go through the motions.

With Legal Aid's help, I have won my divorce case! I cannot thank Susan and the whole Legal Aid team enough for all of their efforts! For helping me in my darkest hour, I feel more confident now in myself and I am much more happier now! My ex took me and our kids on an emotional roller coaster but we prevailed!

Legal Aid was very professional with me, Susan was very patient and kind throughout my whole messy situation. I wouldn't have any peace of mind now if it wasn't for Legal Aid. They treated me like family and I highly recommend them.

- Due to Legal Aid's help, I am able to stay in my house without being evicted, and has also helped me obtain a large amount of credit that I have never known about (overcharge by landlord). With their help I am able to stay at my residence that I have live in for over 11 years. I want people to know that Legal Aid can help them with any problem they have with housing.
- Before I came to Legal Aid I was being sued by a debt collector. Legal Aid helped me to get my case dismissed. They worked with the plaintiff's lawyers on my behalf to reach a suitable outcome. Due to Legal Aid's help, I feel less anxiety about my situation, knowing I can get the help I need. They are efficient and made me feel like they were working for what was best for me. I appreciate everything they have done on my behalf.

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

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

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

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

One of Legal Aid's most pertinent and relevant grants is from the U.S. **Legal Services Corporation**. The additional support that we have received from the State of Hawai'i in the past allowed Legal Aid to outperform the national median among Legal Services Corporation funding recipients in services to the low-income for six years running.

Since 2000, Legal Aid has provided housing discrimination advocacy for people in Hawai'i under a grant from the federal Department of Housing and Urban Development. The **Fair Housing Enforcement Project** conducts discrimination testing, advocacy and representation for those who have been discriminated against in housing. The program has resulted in numerous accommodations being made for those living with disabilities, as well as settlements for families with children who have been discriminated against. For the last 17 years, Legal Aid has received a perfect score on the program evaluation conducted by HUD. Legal Aid has just completed a three-year grant from HUD to continue to provide Fair Housing education, outreach and representation throughout Hawaii, and Legal Aid is awaiting notice of award for another such three-year grant.

Through the **Domestic Violence Legal Services for TANF Recipients grant** from the State of Hawai'i, Legal Aid provides legal services to individuals receiving TANF and TAONF, who are qualified victims of domestic abuse (victims), in order to assist these individuals to move towards employability and self-sufficiency. Legal Aid has received this grant since 2002 and the continued receipt of this grant exemplifies Legal Aid's provision of high quality services that meet the needs of low-income families in Hawai'i.

Legal Aid is the only agency in the state providing **Guardian ad Litem** services in each of the judicial circuits. Over the last 17 years, Legal Aid increased its capacity to provide representation to children in need and has provided guardian ad litem services to over 3,300 children on every island in the state. Legal Aid guardians ad litem are known for their high quality work, effective advocacy and dedication and commitment to representing children in need. Legal Aid guardians ad litem go beyond their primary responsibility and ensure that public benefits or other financial assistance are being provided to the child, advocate for special education services through an administrative hearing, or file for an adoption if it is in the best interest of the child. Thus, Legal Aid has extensive experience in providing services that ensure the safety and stability of children.

Legal Assistance for Victims (LAV) Grant. In October 2015, Legal Aid was awarded its second grant from the Office of Violence Against Women to provide statewide legal and support services for victims throughout Hawaii. This program is a collaborative initiative and Legal Aid serves as the lead agency. The Domestic Violence Action Center provides legal advocacy and representation of victims.

Partners Child and Family Services (“CFS”), Women Helping Women (“WHW”), and YWCA – Kauai provide crisis intervention, advocacy and case management in Hawaii County, Maui County and Kauai Counties, and the Sex Abuse Treatment Center (“SATC”) provides sexual abuse support and counseling in Honolulu County. This is a prime example of Legal Aid’s participation and leadership of collaborative initiatives to serve the holistic needs of our clients.

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

2. Facilities

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

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

Each of Legal Aid’s 11 offices has access to an electronic legal library through Westlaw and a computer system which is integrated statewide. Legal Aid acquired a new case management system in June 2013. This system has greatly increased the efficiency of Legal Aid’s operations and provision of services by decreasing administrative time throughout the organization and allowing for efficient tracking of time and effort.

V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed Staffing and Proposed Service Capacity. This grant will allow Legal Aid to continue to bring its broad range of civil legal services to the people of Hawai`i on every major island in the state. In FY17, Legal Aid’s attorneys and paralegals closed over 7,000 cases and served over 20,187 children, adults and seniors.

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

¹² Legal Aid has two offices in Wailuku, Maui.

The state funding provided under this grant in aid will ensure sufficient staffing (though, the number of cases closed will, of course, be dependent upon demand and on the complexity of cases undertaken):

Cases shall be assigned to attorneys and paralegals according to the caseload guidelines dictated in the Case Management & Litigation Manual. That manual presents these recommendations:

- **Attorneys with more than three years of experience:** The caseload should range from 40-80 simple cases which are open and active, and five significant cases that have been certified as significant advocacy, or activities such as impact litigation, management of a Legal Aid program or project, or outreach and community legal education.
- **Attorneys with two to three years of experience:** Caseloads should range from 40-60 simple cases which are open and active, and two to three significant cases that have been certified as significant advocacy or activities such as management of a Legal Aid program or project, outreach and community legal education.
- **Attorneys with less than two years of experience:** Caseloads should range from 30-40 simple cases which are open and active, and two to three significant cases that have been certified as significant advocacy or activities. For new attorneys, the simple caseload can include activities such as outreach and community legal education; and the significant litigation may include co-counseling with other attorneys.
- **Paralegals with more than three years of experience:** Caseloads should range from 40 - 60 open and active cases. Paralegals focusing solely in the GA-SSI or Title III program should have a caseload of 90 - 110. Paralegals are encouraged to participate in significant cases and activities, but are not required to do so.
- **Paralegals with less than three years of experience:** Caseloads should average 25 open and active cases. Paralegals focusing solely in the GA-SSI or Title III program should have a caseload of 90 - 110. Paralegals are encouraged to participate in significant cases and activities, but are not required to do so.

Staff Qualifications and Experience. Legal Aid has an experienced and dedicated staff that is committed to serving the legal needs of Hawaii's disadvantaged. Legal Aid shall utilize attorneys and paralegals currently employed by the organization to provide high quality legal services to eligible clients. Legal Aid attorneys are required to be duly licensed and remain in good standing with the Hawai'i State Bar. Legal Aid attorneys and paralegals are either generalists or specialists in the areas of family, housing, fair housing, consumer, public assistance or immigration law. For example, a generalist attorney in the housing and consumer unit will practice both housing law and consumer law, while an attorney specialist focuses on one specific area. All paralegals are required by Hawaii Rules of Professional Conduct to be closely supervised by Legal Aid attorneys.

A large majority of staff at Legal Aid will provide assistance through this grant. The resumes for all staff members are held in the Honolulu Office and can be made available upon request. The fourteen staff members described below serve as examples of the high caliber of attorneys and paralegals that provide assistance with the programs supported by this grant-in-aid. Their resumes are included as Attachment "D":

Russ Awakuni, Managing Attorney of the Leeward Office, joined Legal Aid in 2008 as a Staff Attorney in the Housing Unit. He currently supervises Legal Aid's staff providing services on the Leeward and Windward coasts, and he recently worked on a high profile case involving mortgage foreclosure fraud.

Bow Mun Chin, Staff Attorney Specialist for Immigration brings 30 years of immigration experience to Legal Aid. Mr. Chin has worked closely with immigrant trafficking victims in the past and currently teaches immigration law at the University of Hawai'i's Richardson School of Law.

Yukari Murakami, Managing Attorney of the Maui, Molokai and Lanai Offices, joined Legal Aid in 2008 and has practiced law for over 10 years. Before coming to Legal Aid, Ms. Murakami worked as a Deputy Prosecuting Attorney for the County of Maui and volunteered for the Circuit Court in Wailuku.

Laura Knudsen, Managing Attorney of the Hilo office, has been with Legal Aid since 2014 and provides legal services to indigent clients in matters involving domestic violence, child custody, visitation, child support, public benefits and housing. Ms. Knudsen also conducts legal clinics for *pro se* litigants with respect to divorce and child custody matters. Ms. Knudsen has specialized training in Family Law, Public Benefits, and working with immigrant crime victims.

Dawn Henry, Managing Attorney of the Kona office, provides direct civil legal services to indigent clients in the areas of family, housing, consumer, and public benefits law. Prior to working at Legal Aid, Ms. Henry was a Law Clerk to the Honorable Ronald Ibarra in the Third Circuit Court.

Janet Kelly, Senior Attorney for the Homeless Outreach project, provides holistic legal services to individuals and families experiencing homelessness. Ms. Kelly has been with Legal Aid since 2001 and is well respected within the homeless provider community in Hawai'i. She performs outreach at local shelters, partner organizations and at beaches and parks to provide direct access to legal services for Oahu's homeless, as well as being an integral part of Legal Aid's medical-legal partnership with the Waimanalo Health Center.

Caitlin Humphreys, Staff Attorney Specializing in Housing, provides representation to those facing eviction or other housing problems. Ms. Humphreys previously practiced at North Penn Legal Services, where her practice included bankruptcy, consumer credit, custody, expungements, mortgage foreclosure, and public benefits. She has also conducted clinics on landlord tenant

matters, custody matters, and domestic violence, and served as vice president of the Monroe County Bar Association's Young Lawyers Division.

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

Makia Minerbi, Senior Attorney at the Waianae office, joined Legal Aid in September 2009 as a fellow from the University of Hawai'i's Richardson School of Law. Mr. Minerbi is active within the social justice community in Hawai'i.

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

Rob Palin, Intake Managing Attorney, supervises Legal Aid's Intake Hotline, which is the gateway to all Legal Aid services. He also supervises Legal Aid's Center for Equal Justice, which provides limited assistance through filling out forms, calling for information or drafting simple documents. Mr. Palin joined Legal Aid in 1996 and became Managing Attorney in 1999. He is a graduate of the University of Cincinnati School of Law.

Daniel Pollard, Managing Attorney of the Honolulu Office's Family/GAL unit, has extensive family law experience and has worked at Legal Aid for over 12 years. Mr. Pollard served as an adjunct faculty member for Chaminade University's Criminal Justice Program from 2000 to 2016. Prior to working at Legal Aid, Mr. Pollard worked as a Deputy Prosecuting Attorney with the City and County of Honolulu.

Linda Vass, Managing Attorney of the Kauai office, practices family law, landlord/tenant, public benefits, guardian ad litem and special education. Ms. Vass works closely with community stakeholders and maintains relationships with community social service providers and agencies.

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

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

Legal Aid's Executive Director **M. Nalani Fujimori Kaina** brings her experience as an attorney on Molokai and Maui from 1999 to 2004, and experience in grant implementation and management, to the overall project. Appointed as the Executive Director in 2009, Ms. Kaina worked hard to maintain Legal Aid's critical services across the state through the recession. As a testament to her leadership, Ms. Kaina was a finalist for the 2014 Pacific Business News American Savings Bank Business Leader of the Year award, received a 2013 Ho'okele Award from the Hawaii Community Foundation, the 2011 Hawaii Women's Legal Foundation's Rhoda Lewis Award, and the 2008 Hawaii State Bar Association's Schutte Award.

Legal Aid's Honolulu Office has five Managing Attorneys who are responsible for the Intake/Center for Equal Justice, Family/Guardian Ad Litem, Consumer/Housing, Immigration/Public Benefits and Community Engagement. The Windward and Leeward offices are supervised by a Managing Attorney. The Neighbor Island Offices in Hilo, Kona, Lihue, Kailua-Kona and Wailuku are each supervised by a Managing Attorney, with the Managing Attorney in Wailuku supervising staff in Legal Aid's offices in Kaunakakai and Lana'i City.

The Managing Attorney at each office location is responsible for all supervision, case maintenance, community outreach, and compliance with all contract requirements. As required by the Hawai'i Rules of Professional Conduct, all paralegals are closely supervised by Legal Aid attorneys. The ratio of attorneys to paralegals throughout Legal Aid is about 1:3.

Close supervision is provided to all staff to ensure that high quality services are provided:

- Staff are evaluated on a regular basis and all staff have development plans. Staff are expected to meet with their supervisors on a bi-monthly basis to review their progress on their development plans and to discuss any issues that may have arisen in their performance.
- Managing Attorneys conduct regular case reviews and case conferences to discuss cases. Monthly case reviews are ongoing learning opportunities for Legal Aid staff. The periodic review of each office's open cases also gives staff an opportunity to learn from peers in other offices. Staff also undergo an annual evaluation that includes creating and revising staff development plans.

Legal Aid has an internal system of training staff on issues for which they must provide assistance. This system is a combination of internal training and retreats, external training opportunities within Hawai'i, participation in selected mainland trainings and events, and work with mentors:

- All advocates go through a comprehensive orientation process within the first week of employment. This orientation process includes a day-long orientation session in the Honolulu office, as well as substantive law lectures and intake observation. Lectures are supplemented with extensive materials and address every area of poverty law.

- All new staff members are also assigned a managing attorney to provide initial guidance on program etiquette, policies and internal program back-up capabilities.
- On an annual basis, Legal Aid provides in-house training on all substantive priority areas including family law, consumer issues, administrative benefits, and housing. In addition, each year at least one additional significant event is presented in-house on an important substantive law topic.
- Legal Aid takes advantage of local training events by sending individual staff members to attend as appropriate. These include legal seminars offered by the Bar Association, the courts, private training providers, and others. In 2017, Legal Aid staff attended family law related trainings including Child Welfare Law Update, Dynamics of Child Sexual Assault, High Conflict Custody Cases, Ohana is Forever, Hawaii State Coalition Against Domestic Violence Conference, Assessing Sexual Assault Victim's Needs, & Hawaii State Bar Association Family Law Update. Housing trainings attended include the National Housing Law Project's Housing Justice Network, and webinars concerning federal housing programs. Immigrant victim services trainings were also attended by attorneys. Attorneys attended the National Consumer Law Center's Annual Conference. Public Assistance advocates attended trainings on public benefits programs and webinars related to Medicaid as well as tips for working with clients suffering from PTSD. All attorneys attended CLE courses as required by the Hawaii State Bar Association.
- Legal Aid uses national opportunities to train staff. Each year, an average of 9 to 12 individuals is sent to national training and conferences. Legal Aid also brings national leaders to train staff on a variety of issues. In 2015, Hawaii Immigrant Justice Center at Legal Aid worked with several organizations including the Hawaii State Commission on the Status of Women and William S. Richardson School of Law to host Ai Jen Poo, a nationally recognized domestic workers expert. Ms. Jen Poo shared her experiences on a Domestic Workers and Human Trafficking in Hawaii panel. In December 2017, fair housing expert Sarah Pratt was brought in to provide training and guidance to members of the Legal Aid Fair Housing group, as well as to members of the Hawai'i Civil Rights Commission.
- Brown bag workshops are offered in the Honolulu Office to continue to educate Legal Aid staff and pro bono attorneys about legal issues and to keep Legal Aid and partner social service agencies abreast of developing legal issues. These training workshops are available to staff and pro bono attorneys throughout the state using Legal Aid's teleconferencing system.
- Each year, Legal Aid staff attends external training, and almost all Legal Aid staff attends internal training and conferences such as public benefits training, internal task force training, management training, etc. Approximately every other year, Legal Aid holds a

statewide staff training to bring the staff together in one place and to provide opportunities for training and networking. In 2016, training tracks included: litigation, substantive law, and client services. Volunteer attorney trainers from around the community assist with this annual training.

Legal Aid's clear, established line of supervision and extensive training requirements for staff create an internal infrastructure system that ensures efficient and effective staff performance and staff development. These systems are in place to ensure the provision of high quality legal services to our client populations.

2. Organizational Chart

An organizational chart is attached as Attachment "F".

3. Compensation

The following are the annual salaries paid by Legal Aid to the three highest paid officers, directors or employees of the organization by positions:

Name	Position	Annual Salary, FY17
M. Nalani Fujimori Kaina	Executive Director	\$110,000.00
Russ Awakuni	Managing Attorney	\$76,172
Daniel Pollard	Managing Attorney	\$76,172

VI. OTHER

1. Litigation

There is no pending litigation against Legal Aid.

2. Licensure or Accreditation

Any attorneys providing services under this contract shall be licensed to practice law in the State of Hawai'i. Specific licensure or accreditation for the agency is not required.

3. Private Educational Institutions

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

4. Future Sustainability Plan

In the future, Legal Aid will remain committed to fulfilling its mission to address critical legal needs through high quality legal advocacy, outreach and education, in the pursuit of fairness and justice.

Legal Aid continues to respond to the changing needs of the community and seeks funding to support innovative delivery service models that are cost effective and improve efficiency. Legal Aid collaborates with other service providers to increase its impact. Additionally, Legal Aid is investing in technology through its websites and development of interactive interviews to empower individuals to access legal information and to complete court documents easily and properly.

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

5. Certificate of Good Standing

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

6. Declaration Statement

All grants and contributions will be expended in accordance with federal Legal Services Corporation Act, 42U.S.C. 2996 et seq. and Public Law 104-134. See www.lsc.gov for additional information.

7. Public Purpose

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

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

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

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

Legal Aid Society of Hawaii
(Typed Name of Individual or Organization)

(Sig 

January 19, 2018
(Date)

M. Nalani Fujimori Kaina
(Typed Name)

Executive Director
(Title)

Attachment “A”

Budget Request Forms

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Legal Aid Society of Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	278,307			
2. Payroll Taxes & Assessments	27,831			
3. Fringe Benefits	52,878			
TOTAL PERSONNEL COST	359,016			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	7,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	30,660			
5. Staff Training				
6. Supplies	5,000			
7. Telecommunication	24,000			
8. Utilities				
9. Audit Services	6,000			
10. Mileage	2,824			
11. Repair and Maintenance	4,000			
12. Postage, Freight & Delivery	2,500			
13. Translation/Interpretation	9,000			
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	90,984			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	450,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	450,000	Lisa Sparrell (808) 527-8076		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		Date 4/19/2018		
(d) Total Private/Other Funds Requested		Sign _____ Date		
TOTAL BUDGET	450,000	M. Nalani Fujimori Kaina, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Legal Aid Society of Hawaii

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
EXECUTIVE DIRECTOR	1	\$112,200.00	5.00%	\$ 5,610.00
DEPUTY DIRECTOR	0.9	\$69,751.64	5.00%	\$ 3,487.58
DIRECTOR OF FINANCE	1	\$71,400.00	5.00%	\$ 3,570.00
SENIOR ACCOUNTING CLERK	1	\$46,463.04	10.00%	\$ 4,646.30
GRANTS MANAGER	1	\$66,307.14	10.00%	\$ 6,630.71
IT MANAGER	1	\$66,307.14	10.00%	\$ 6,630.71
DIRECTOR OF EXTERNAL RELATIONS	1	\$63,459.30	7.00%	\$ 4,442.15
OFFICE MANAGER	1	\$42,848.62	10.00%	\$ 4,284.86
OFFICE CLERK	1	\$32,062.68	10.00%	\$ 3,206.27
ADMINISTRATIVE ASSISTANCE, RECEPTIONIST	1	\$16,993.22	50.00%	\$ 8,496.61
HIJC ATTORNEY	1	\$62,118.00	10.00%	\$ 6,211.80
HIJC ATTORNEY	1	\$75,828.84	10.00%	\$ 7,582.88
HIJC ATTORNEY	0.53	\$29,081.58	50.00%	\$ 14,540.79
HIJC PARALEGAL	1	\$43,479.54	10.00%	\$ 4,347.95
HILO ATTORNEY	1	\$60,612.48	10.00%	\$ 6,061.25
HONOLULU HOUSING ATTORNEY	1	\$73,920.42	5.00%	\$ 3,696.02
HONOLULU CONSUMER ATTORNEY	1	\$56,506.03	5.00%	\$ 2,825.30
HONOLULU FAMILY ATTORNEY	1	\$77,501.82	5.00%	\$ 3,875.09
HONOLULU FAMILY ATTORNEY	1	\$54,870.90	50.00%	\$ 27,435.45
HONOLULU PUBLIC BENEFITS ATTORNEY	1	\$46,329.42	10.00%	\$ 4,632.94
HONOLULU ADOPTIONS PARALEGAL	1	\$36,617.49	10.00%	\$ 3,661.75
HONOLULU FAMILY PARALEGAL	1	\$42,226.47	10.00%	\$ 4,222.65
KAUAI ATTORNEY	1	\$63,564.08	10.00%	\$ 6,356.41
KONA ATTORNEY	1	\$71,798.06	10.00%	\$ 7,179.81
LANAI PARALEGAL	1	\$25,194.66	10.00%	\$ 2,519.47
WAIANAE ATTORNEY	1	\$77,695.12	10.00%	\$ 7,769.51
WAIANAE ATTORNEY	0.8	\$36,382.92	10.00%	\$ 3,638.29
MAUI ATTORNEY	1	\$62,118.00	10.00%	\$ 6,211.80
MAUI PARALEGAL	0.8	\$33,781.18	20.00%	\$ 6,756.24
MAUI CLERK	1	\$31,505.76	50.00%	\$ 15,752.88
MOLOKAI PARALEGAL	1	\$45,687.33	10.00%	\$ 4,568.73
MOLOKAI PARALEGAL	1	\$8,297.12	100.00%	\$ 8,297.12
WINDWARD ATTORNEY	1	\$56,981.28	10.00%	\$ 5,698.13
COMMUNITY ENGAGEMENT ATTORNEY	1	\$63,459.30	100.00%	\$ 63,459.30
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				278,306.76

JUSTIFICATION/COMMENTS: Salary support is requested on each Island and for each specialty area in order to provide comprehensive statewide services.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Legal Aid Society of Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Legal Aid Society of Hawaii

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	0	0	0	0	0	0
JUSTIFICATION/COMMENTS:						

Attachment “B”

Government Contracts
and/or Grants

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Legal Aid Society of Hawaii

Contracts Total: 3,856,664

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	AmeriCorps Project Kaulike - Competitive Grant	9/1/2017 - 8/31/2018	National & Community Service Department of Housing & Urban Development	U.S. Federal	\$ 144,597.00
2	Fair Housing Enforcement Program	7/1/2018 - 6/30/19	Department of Housing & Urban Development	U.S. Federal	\$ 300,000.00
3	Health Navigator CMS	9/2/2016 - 9/12/2018	CMS	U.S. Federal	\$ 185,143.00
4	Legal Services - HI-1	1/1/2018 - 12/31/2018	Legal Services Corporation	U.S. Federal	\$ 1,275,944.00
5	Legal Services - NH-1, Native Hawaiian Department of the Attorney General - Victims of Crime	1/1/2018 - 12/31/2018	Legal Services Corporation	U.S. Federal	\$ 233,952.00
6	Act Victim Assistance Program	7/1/2017 - 6/30/2019	Department of the Attorney General	State	\$ 381,264.00
7	Kauai Title III	12/9/2017 - 12/30/2018	Kauai County Office of Aging	Kauai County	\$ 65,000.00
8	Guardian ad Litem/Legal Counsel Services, Big Island	7/1/2017 - 6/30/2019	Judiciary, Circuit Court of the Third Circuit	Hawaii County	Fee for Service
9	The Hawaii County Senior Citizen Program (SCP)	10/1/2017 - 9/30/2018	Hawaii County Office of Aging	Hawaii County	\$ 72,500.00
10	Homeless Outreach	2/1/2017 - 7/31/2018	Department of Human Services	State	\$ 600,000.00
11	Victim Services for Labor Trafficking Victims with Disabilities, Elderly Victims & Immigrant/LE Victims	7/1/2018 - 6/30/2019	Department of the Attorney General	State	\$ 381,264.00
12	AUW Impact Funding	1/1/2018 - 12/31/2018	Aloha United Way Hawaii Community Foundation	Foundation	\$ 25,000.00
13	Pathways for Resilient Communities Fund	1/1/2018 - 6/30/2019	Hawaii Community Foundation	Foundation	\$ 150,000.00
14	HCF FLEX	11/1/2017 - 10/31/2018	Hawaii Community Foundation	Foundation	\$ 32,000.00
15	Grant in Aid	7/1/2017 - 6/30/18	Hawaii County	County	\$ 10,000.00
16					
17					
18					
34					

Attachment “C”

Legal Aid Office Locations

Legal Aid's Office Locations Statewide

HONOLULU

924 Bethel Street
Honolulu HI 96813
PH: 536-4302
FAX: 527-8088

LEEWARD

85-670 Farrington Hwy
Waianae HI 96792-2354
PH: 696-6322
FAX: 696-5809

WINDWARD

45-773 Kamehameha Hwy, Unit 2
Kaneohe HI 96744
PH: 235-5343
FAX: 235-5292

HAWAII IMMIGRANT JUSTICE CENTER at LEGAL AID (HIJC)

245 N. Kukui St., Ste. 104
Honolulu, HI 96817
PH: 536-8826
FAX: 537-4644

HILO

305 Wailuku Drive
Hilo HI 96720-2488
PH: 961-2851
FAX 969-3983

KONA

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

KAUAI

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

MAUI

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

MAUI

95 Mahalani Street, Suite 6
Wailuku, HI 96793

LANAI

730 Lanai Ave Suite 129
Lanai City HI 96763
PH: 565-6089
FAX: 565-6089

MOLOKAI

40 Ala Malama Ave
Kaunakakai HI 96748-0427
PH: 553-3251
FAX: 553-5809

Attachment “D”

Staff Resumes



EDUCATION:

1990 - 1993 **Loyola Law School: Los Angeles, California**
 · Juris Doctor
 · Recipient, Faculty Minority Scholarship (1992-93)
 Member, Asian Pacific American Law Student Association

1986 - 1990 **University of Hawaii at Manoa: Honolulu, Hawaii**
 · College of Business Administration
 · Bachelor of Business Administration (Finance)
 Senator, Associated Students of the University of Hawaii (1988-90)

WORK EXPERIENCE:

Jun.2008 – Present **Legal Aid Society of Hawaii, Leeward Oahu and Windward Oahu offices**
 · Managing Attorney
 Represent low income individuals in matters regarding summary possession defense, foreclosure defense, public housing/section 8 administrative hearings, home equity theft claims, divorce, and other family court matters. Also, supervise staff, manage branch offices, and minor grant mgt.

Jul.2005 – Jun.2008 **Emblazon Hawaii**
 · Chairman & CEO
 Manage a wholesale/retail business in Honolulu that specialized in products and apparel designs that change color in sunlight. Closed its retail operation at Ward Warehouse and Maui.

Feb.2004 - Jul.2005 **Oliver, Lau, Lawhn, Ogawa & Nakamura**
 · Associate Attorney
 Litigation practice with an emphasis on collection and commercial litigation matters representing lending institutions, associations of apartment owners, and property management companies.

Jan.2002 - Jan.2003 **Honolulu City Council, Council Member Jon C. Yoshimura**
 · Senior Advisor
 Supervise staff and advise the Council member regarding constituent requests and inquiries, legislation formation, and community relations.

Mar.2000 - Jan.2004 **The Law Office of Russ S. Awakuni**
 · Collection Attorney
 Collection practice with an emphasis on assumpsit collection, foreclosure and bankruptcy matters representing lending institutions and property management companies.

Jul.1997 - Feb.2000 **Tam, O'Connor, Henderson, Taira & Yamauchi**
 · Associate Attorney
 Litigation practice with an emphasis on collection, foreclosure and bankruptcy matters representing lending institutions and union trust funds. Assisted partners on other litigation matters.

Sep.1996 - Jul.1997 **Dwyer Imanaka Schraff Kudo Meyer & Fujimoto**
 · Associate Attorney
 Commercial litigation practice with an emphasis on bankruptcy and foreclosure representing financial creditors. Assisted partners on arbitration, construction, contract, and securities tasks.

Aug.1994 - Mar.1996 **Department of the Prosecuting Attorney**
 · Deputy Prosecuting Attorney
 Individually tried scores of criminal and traffic bench trials in the District and Family Courts of the First Circuit and twelve felony and misdemeanor jury trials in the First Circuit Courts.

Dec.1993 - Aug.1994 **First Circuit Court, Twelfth and Nineteenth Divisions**
 · Law Clerk, Criminal Motions
 Drafted judicial determinations, decisions, letters, and memoranda, recommended action on matters taken under advisement and reviewed in-camera, and advised the Court on motions to be heard.

**PRO BONO/
 COMMUNITY
 SERVICE:**

Arbitrator, Court Annexed Arbitration Program (1998 - 2008)
 Vice-Chair, Nuuanu/Punchbowl Neighborhood Board, C&C of Hon. (2003 - 2005)
 Please see addendum

Russ S. Awakuni, Esq.
Pro Bono, Community Service and Volunteer Coordination

1. Democratic Party of Hawaii (1996 – present)

- a. **Young Democrats of Hawaii (1996 – 2004):** As a member (1996–98), Treasurer (1998-00), and Vice-President (2000-04) of the “Young Dems”, we actively sought to establish our voice with the state party. We mobilized young people under the age of 36 to participate in the electoral process, influenced the ideals of the state party and developed the skills of our generation to serve as leaders at the local and national level. As a leader of the group, I got elected to the State Central Committee (see below) and given responsibilities for party building by the state party chairs. We ran successful “get out the vote” campaigns on the University of Hawaii campus each election cycle. This required the management of about a dozen volunteers each campaign. After “aging out” of the Young Dems in 2004, I understand the group is still operating strong.
- b. **Member, State Central Committee (1998 – 2006):** As one of just over a hundred elected party officials, we made policy decisions that impacted the party in the state. We met as a group quarterly. I had to give up my seat in 2006, as my family moved to the Windward side.
- c. **State convention:** Every two years, the party holds its state convention.
 - i. In 2000 and 2004, I co-chaired the Rules and Platform committees, respectively. These committees numbered about fifty people each and were populated by delegates from around the state. As committee co-chair, I organized the groups to meet once prior to the convention to go over matters provided by the counties’ conventions. I then held and facilitated a committee meeting on the first night of the convention to decide upon a report of amended rules in 2000 or a state-wide platform of values in 2004 to present to the entire convention.
 - ii. In 2002, I co-chaired the entire state convention. This required almost bi-weekly meetings for almost a year. My co-chair and I coordinated hundreds of volunteers to meet the many demands of a state-wide gathering – from registration, to security, to speakers, and clean-up.
 - iii. In 1998 and 2006, I attended the convention as a delegate.
- d. **National Lawyers Council, Democratic National Committee (2002 – 2010):** After the issues witnessed during the 2000 Presidential vote count in Florida, the DNC started the NLC as a nationwide coalition of Democratic volunteer lawyers and law students committed to protecting and promoting a strong democracy through advancing an accessible, open and fair election process. As a volunteer attorney, I observed the vote count during the primary and general elections in the 2002 and 2004 on behalf of the state party. In subsequent elections, I endeavored to promote voting rights and to identify and combat problems that undermine those rights in the state.

2. **Young Lawyers Division, Hawaii State Bar Association (1999 – 2001):**

Director (1999), Vice-President (2000), President (2001): As President, I led all licensed attorneys in the state of Hawaii under the age of 36 and sat on the executive committee for the HSBA. The YLD is tasked to provide our division's members with opportunities to educate themselves with developing areas of the law and to inform themselves in matters that will assist their practice, as well as to provide legal education and information for the public.

- a. **Lobbying:** On behalf of the YLD, as Vice-President and President, I testified and lobbied for or against bills in the state legislature that impacted on our legal profession.
- b. **Lawyer Kokua and Playing the Game seminars:** We organized and presented discussion groups for our members. Many young attorneys attended and responded well to these seminars, which were on various topics of general interest to attorneys and provided our members with mentorship and legal practice training.
- c. **"Bar Review" socials:** In an effort to assist our members achieve a balanced professional, personal and public life, I started a program in 2001 called "Bar Review." We conducted monthly social gatherings for our members. The program reconnected the division membership together with the YLD organization. My aspiration that these attendees may become interested in volunteering for YLD events or programs came to fruition, as the last two recent YLD Presidents (2006 and 2007) originally got involved with the division through Bar Review.
- d. **Law Week:** Each May, we conducted our very successful Law Week activities. During Law Week, we run week long activities on all islands for members of the bar and the public, which included classroom presentations, presentations at the United States naturalization ceremonies, and Legal Line clinics, which was an extension of our successful weekly Legal Line program on KHNL. This also required my overview of scores of volunteers.
- e. **Ready for the World project:** My volunteers spoke to high schoolers regarding the laws that will affect them as they make the transition to adulthood and employment. We also included civics in our Ready for the World presentation, as a means of helping Chief Justice Moon achieve his goal of educating high schoolers about the three branches of government.
- f. **Professionals for Drug Free Kids project:** Another week-long project that required several dozen volunteers to present a series of collaborative presentations to fourth graders throughout the state about the legal and medical consequences of using illegal drugs.

3. **Honolulu Japanese Junior Chamber of Commerce (1997 – 2002):**

Member (1997 – 2002), General Counsel (1999-2000), Sports League Director (1999 – 2001): The HJJCC has offered members numerous opportunities to develop leadership, managerial and organizational skills through the planning and implementation of personal development and community service projects. As a member of the "jaycees", I ran several sports leagues (basketball, volleyball, and bowling), coordinated seminars on time management, interpersonal communication, Japanese business etiquette and public speaking. I also was one of the organizers of the Young Business Roundtable, which creates opportunities for young professionals from a cross section of the business community to explore and engage in business development, networking and community service.

4. **Hawaii United Okinawa Association (2005 – 2010):**

Co-Chairman, Capital Campaign committee and member, government relations sub-committee (2005 – 2010): The HUOA was created to promote, preserve and perpetuate the Okinawan culture, perform community services and support and encourage education. I am a member of a group of members that facilitated the purchase and will develop a parcel of land adjacent to the Hawaii Okinawa Center in Waipio. The HUOA will use the income derived from the lease rents on the new project for its operating expenses.

- a. **Lobbying:** As a member of the government relations sub-committee, I successfully lobbied the state legislature for a \$1.6 million grant-in-aid for the purchase of the above-referenced parcel land. We continue to raise monies for the improvement of the land.
- b. **HUOA Leadership Tour member (2007):** I am one of fifteen young adults chosen by the HUOA to travel to Okinawa, Japan in order to gain a deeper knowledge of my ancestral home. The association substantially subsidized my travel cost. The intent of the program, held twice every decade or so, is to inspire us and to lead our member clubs, the members of which are descendants of immigrants from the same ancestral city.

5. **Access to Justice Commission (2008 – present):**

Member, Overcoming Barriers to Access to Justice subcommittee and presenter, First Annual Access to Justice Conference: As a member of the subcommittee since its inception, we are tasked by the ATJ commission: 1) to make recommendations concerning ways to remove impediments to accessing the justice system due to language, cultural and other barriers, and make recommendations concerning what programs should be initiated to address this barrier; 2) to identify other barriers to obtaining legal assistance and make recommendations concerning ways to address them, such as through the provision of ancillary services; and 3) to seek to reduce barriers by recommending input on existing and proposed laws, court rules, regulations, procedures and policies that may affect meaningful access to justice for low income Hawai'i

- a. **Presenting:** I presented a client case to the attendees of the first ATJ conference in June 2009. This gave a "face" to the problem and showcased the need for civil legal services for low-income families.

6. **Hawaii State Commission on Fatherhood (2011 – 2015):**

Oahu Commissioner: Appointed by Governor Abercromie to this state commission tasked to promote healthy family relationships between parents and children by emphasizing the important role fathers play in the lives of their children. The Commission serves in an advisory capacity to state agencies and makes recommendations on programs, services, contracts, policies, and laws relating to children and families.

7. **Hawaii State Bar Association, Board of Directors (2012 – present):**

Director (2012-2014); Secretary (2015-2017); Member, Delivery of Legal Services to the Public (2012-present); Member, Finance Committee (2012): A director of the board elected by the practicing attorneys in the State of Hawaii to make policy decisions that affect the membership, to create programs to assist with the growth and education of the membership, and to adopt resolutions that further the practice of law and provide access to justice in the community. As a director, and then Secretary, I strive to fulfill the HSBA's mission to unite and inspire Hawaii's lawyers to promote justice, serve the public, and improve the legal profession.

RESUME FOR BOW MUN CHIN

LEGAL EXPERIENCE

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

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

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

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

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

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

Attorney (Partner)
Hawaii Immigrant Lawyers
2000 - 2005

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

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

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

Attorney
Self-employed
June 1987 - October 1987

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

LICENSES

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

LEGAL EDUCATION

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

AWARDS

2014 Hawaii State Bar Association
Champion for Social Justice Award

Updated January 16, 2014

Dawn Henry
Managing Attorney
Legal Aid Society of Hawaii
75-5656 Kuakini Hwy., Ste. 202
Kailua Kona, Hawai'i 96740
Tel. 808.329.3910 ext. 2215
Fax. 808.334.9650
dawn.henry@legalaidhawaii.org

EXPERIENCE

Managing Attorney, Legal Aid Society of Hawaii, Kona Office

2015 – present

Provide legal services to indigent clients in matters involving child protection and abuse, domestic violence, child custody, visitation, child support, public benefits, foreclosures and housing. Responsible for all phases of litigation as court-appointed counsel for parents and children in child abuse and neglect cases, including hearings related to temporary foster custody, jurisdiction, periodic reviews and termination of parental rights. Supervise legal staff who provide legal services to indigent clients in a wide range of substantive legal areas, including child abuse and neglect, family, elder abuse, public benefits and housing law. Assist in applying for grants to maintain and expand services provided by the Hilo office, and responsible for the office's training and outreach efforts.

Private Practice

2014 – 2015

Sole practitioner practicing general law in the State of Hawai'i, including wills and trusts, foreclosure commissionerships, conservatorships, criminal law, real estate and business law.

Law Clerk, Judiciary, State of Hawai'i

2012 – 2014

Law Clerk to Honorable Ronald Ibarra, Third Circuit Court, Third Division. Wrote bench memoranda and drafted findings of fact, conclusions of law and orders on civil and criminal law and administrative appeals, worked as bailiff, prepared trial notebooks and managed juries. Coordinated with West Hawai'i Mediation Center regarding Foreclosure Mediation Pilot Project. Drafted materials for judicial presentations to the community and organized committee work on statewide committees chaired by Chief Judge Ibarra.

Global Compliance, LLC

2004 – 2011

Consultant most recently reviewing and recommending changes to the internal justice system of a multilateral organization in keeping with international best practices. Review areas included administrative tribunal statute and rules, ethics code and procedures, grievance procedures and whistleblowing policy. Course writer and editor for online training courses. Topics included workplace ethics, government procurement, anti-fraud, anti-corruption, avoiding harassment and

discrimination in the workplace and many others. Conducted in-person trainings for corporations.

Healing Island Massage, LLC

2006 - 2011

Owner and principal of massage therapy business specializing in medical and sports massage for an international clientele; handling all aspects of small business operation. Two years as Massage Tent Coordinator for Ironman World Championship.

Tobacco Litigation Team, Civil Division, U.S. Department of Justice

2003 - 2004

Senior Trial Counsel representing the United States against the major US tobacco companies under RICO claims that the companies had defrauded the American people in the production and marketing of cigarettes. Wrote successful motions for sanctions, took and defended expert and lay witness depositions, prepared case filings on nicotine manipulation and youth marketing.

Employment Litigation Section, Civil Rights Division, U.S. Department of Justice

1999 – 2003

Senior Trial Attorney enforcing Title VII of the Civil Rights Act of 1964, as amended, by litigating and investigating allegations of violations against public employers on behalf of the United States. Represented the government in federal court at trials and evidentiary hearings, conducted direct and cross examinations of expert and lay witnesses, argued motions, took and defended depositions and engaged in written discovery. Negotiated settlements, including through the use of mediation. Conducted initial investigation of claims and provided written recommendations on whether or not to pursue litigation. Cases included pattern or practice and individual claims alleging disparate impact and disparate treatment discrimination on the basis of race, national origin and sex. Recipient of Special Achievement Awards, 2000 and 2002.

Pennsylvania Coalition Against Domestic Violence

1997 – 1999

Legal Advocacy Coordinator engaged in advocacy to end domestic violence. Analyzed national and state caselaw and legislation. Built coalitions and worked with members of Pennsylvania's General Assembly. Presented policy positions to state decisionmakers. Wrote *amicus* briefs and commented on proposed rules and regulations. Developed the Criminal Justice and Probation and Parole projects and supervised project staff. Engaged in public speaking and training on national, state and local levels.

Legal Aid Society of Hawai'i/AmeriCorps

1995 – 1996

AmeriCorps Attorney providing direct representation and undertaking impact activities relating to violence against women and children. Engaged in litigation, negotiation, case management and advice on family and domestic violence law. Submitted testimony to the Hawai'i State Legislature and filed administrative complaints. Organized domestic violence educational campaigns and worked with community organizations.

ADMISSIONS

Hawai'i Supreme Court, 1995

U.S. District for the District of Hawai'i, 1995

District of Columbia, 1997

EDUCATION

University of Virginia School of Law, Charlottesville, Virginia

Juris Doctor: 1995

Class of 1995 Herbert L. Kramer Public Service Award, Recipient

Virginia Journal of Social Policy and the Law, Editorial Board

Colgate University, Hamilton, New York

Bachelor of Arts: 1990

Honors in Political Science

Clerkships in Washington, DC with: U.S. Equal Employment Opportunity Commission;

Office of Senator Daniel Patrick Moynihan

Caitlin M. Humphreys
924 Bethel Street, Honolulu, HI 96813 • (808) 536-4302 •
caitlin.humphreys@legalaidthawaii.org

PROFESSIONAL SUMMARY

Experienced litigator devoted to the representation of low income populations. Skilled negotiator who advances clients' interests by effectively working with opposing counsel, community allies, and pro-se litigants. Holistic case manager with a focus on improving client's stability, self-reliance, and access to justice.

EXPERIENCE

North Penn Legal Services, Inc. Stroudsburg,
Staff Attorney, Supervisor: James Butz, Esq.

Feb. 2014 – Dec. 2017

- Analyze the factual and legal issues of a case to prioritize assignments and effectively balance client needs with the organization's resources.
- Engage in legal research and writing, applying federal, state and local statutes, rules and regulations to the facts and circumstances of a case.
- Draft a variety of legal pleadings including briefs, pre-trial memos, and settlement agreements as well as advanced directive documents including wills, medical and financial/durable power of attorneys, and living wills.
- Litigate cases before trial courts, magisterial district courts, and administrative agencies in Monroe and Pike counties.
- Effectively represent clients in cases involving custody, consumer credit, bankruptcy, Landlord/Tenant (private, public and federally subsidized), Social Security Supplemental Income, protection from abuse, public benefits, and unemployment compensation.
- Maintain and track large caseloads, ensuring that all statutory and policy deadlines have been met.
- Develop and facilitate Continuing Legal Education courses to present custody, expungements, and Landlord/tenant matters to legal professionals. Engage in community outreach to educate lay members of the community regarding the judicial system.

North Penn Legal Services, Inc. Stroudsburg,
Judicare Attorney, Supervisor: James Butz, Esq.

Dec. 2013 – Feb. 2014

- Effectively represent clients on cases involving advanced directives, consumer credit, custody, Landlord/Tenant (private, public and federally subsidized), and public benefits matters.
- Prepared advance directives for clients seeking to establish or update wills, medical and financial/durable power of attorneys, and living wills.

North Penn Legal Services, Inc. Stroudsburg,
Volunteer Attorney, Supervisor: James Butz, Esq.

Oct. 2013 – Dec. 2014

- Effectively represent clients on cases involving advanced directives, consumer credit, custody, and Landlord/Tenant (private, public and federally subsidized).

Rhode Island Legal Services, Inc. Providence, RI

2012-2013

Student Attorney, Supervisor: Steven Ficshbach, Esq.

- Conducted initial intake interviews with individuals seeking representation in public and federally subsidized housing law cases.
- Analyzed and briefed the factual and legal issues of a case for further analysis by supervising attorneys.
- Represented clients at trial court and administrative agency hearings under supervision of staff attorneys.

EDUCATION

ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW, Bristol, RI

Juris Doctorate

2013

CALI Excellence Award, Critical Race Theory, “In Land We Trust: The Struggle for Hawai’ian Sovereignty”

ITHACA COLLEGE, Ithaca, NY

Bachelor of Arts

2010

Major: History Minor: Religious studies

AFFILIATIONS

Monroe County Bar Association, Member,

2013

Monroe County Bar Association, Young Lawyers Division, Vice President,

2016

Monroe County Bar Association, Charitable Foundation, Board Member,

2017

Luzerne County Bar Association, Member,

2013

Luzerne County Bar Association, Young Lawyers Division, Secretary

2016

Middle District of Pennsylvania Bankruptcy Bar Association, Member

2013

Pocono Mountain Arts Council, Board Member,

2016

JANET KELLY

LEGAL EXPERIENCE

PROJECT MANAGING ATTORNEY

STAFF ATTORNEY

CONTRACT ATTORNEY

Legal Aid Society of Hawaii

07/01 - current

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

LAW CLERK

Bruce Gould, Attorney At Law

2/99 - 03/01

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

CORPORATE LEGAL COUNSEL

Loveland Academy, LLC

11/99 - 10/00

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

LAW CLERK

Office of the Attorney General, State of Hawaii

06/98 - 08/98

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

NON-LEGAL EXPERIENCE

SENIOR SERVICE AGENT

COURIER

HAZARDOUS MATERIAL SPECIALIST

Federal Express Corporation

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

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

EDUCATION

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

COMPUTER SKILLS

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

COMMUNITY ACTIVITIES

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

REFERENCES

Available Upon Request.

Laura Jean Knudsen, HSBA #9981

EDUCATION

Lewis and Clark Law School, Portland, OR

J.D., May 2013

Environmental/Natural Resources Certificate

Richardson School of Law, Honolulu, HI

Summer 2011

University of Hawaii at Manoa, HI

BA in Anthropology, certificate in Spanish, May 2009

GPA: 3.95

Honors: Manoa Dean's List 2004-2008

Member, Phi Beta Kappa honor society

Universidad de Vina del Mar, Vina del Mar, Chile

Semester abroad in Chile with focus on Spanish language, Fall 2005

La Sorbonne, Paris, France

Semester abroad in France with focus on French language, Spring 2008

EMPLOYMENT HISTORY

Legal Aid Society of Hawaii, Hilo HI

Managing Attorney, January 2018-Present

Legal Aid Society of Hawaii, Hilo HI

Staff Attorney, January 2014-December 2017

Provide legal services to indigent clients in a variety of family law, housing, and public benefits issues, both through advising and assisting *pro se* litigants, and providing full representation in contested matters. Represent parents and advocate for children involved with Child Welfare Services. Responsible for drafting motions and pleadings, regularly appearing before the family court on status hearing, motion hearings and evidentiary hearings.

Lewis and Clark Legal Clinic, Portland OR

Legal Intern, Fall 2012, Spring 2013

Represented clients in residential evictions, Chapter 7 bankruptcy, divorce and child custody issues, and tax controversies with the Internal Revenue Service.

State of Hawaii Department of Energy, Honolulu HI

Legal Intern, Summer 2012

Assisted in legal and other research, drafted papers and constituent responses, and completed general office tasks.

Nursefinders Behavioral Health, Honolulu, HI

Paraprofessional, June 2009-August 2010

Provided one-on-one educational, behavioral, and social services to children with special needs in a school setting, charted data and mapped their progress.

SPECIALIZED TRAINING

Building a Safety Net for Immigrant Crime Victims (Honolulu, HI 2017)

Annual Institute on Violence, Abuse and Trauma "IVAT" Summit (Honolulu, HI 2017)

Office of Violence Against Women Grantee Conference (Washington D.C. 2016)

Hawaii Family Law Update (Honolulu, HI 2014, 2015, 2016)

Public Benefits Training (Honolulu, HI 2014)

Hawaii Trial Academy (Honolulu, HI 2014, 2016)

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

June - Aug. 2005

Family Court, Honolulu, HI

Parent Facilitator/Project Developer (intern)

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

June 2004-
April 2005

Legal Aid Society of Hawai'i, Honolulu, HI

Public Benefits Advocate

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

Jan.- July 2003

Hawai'i Intermediate Court of Appeals, Honolulu, HI

Legal Research Aide

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

HONORS:

2005
2004
2004
2004
2003
2002

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

MAKIA MINERBI

EDUCATION

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

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

MA, Italian, Middlebury College, 2002

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

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

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

PROFESSIONAL EXPERIENCE

Senior Attorney, Legal Aid Society of Hawai'i, Honolulu, HI, July 2017 – Present

Staff Attorney, Legal Aid Society of Hawai'i, Honolulu, HI, September 2009 – June 2017

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

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

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

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

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

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

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

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

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

TEACHING EXPERIENCE

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

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

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

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

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

- Developed curriculum and taught introductory Italian classes.

TRANSLATING AND INTERPRETING

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

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

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

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

Ethnomathematics Digital Library, Honolulu, HI, Aug. 2004

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

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

- Translated legal and consular documents from Italian to English.

LANGUAGE SKILLS

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

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

SERVICE

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

YUKARI MURAKAMI

EDUCATION

- William S. Richardson School of Law, University of Hawai'i August 2002 – May 2005
Juris Doctor
- William and Mary College of Law Summer Program, Madrid, Spain July – August 2003
Coursework: European Union Law and Politics, International Business Taxation, International Business Transactions
- Bryn Mawr College, Bryn Mawr, PA May 2001
Bachelor of Arts
Major: Political Science, *Concentrations:* International Politics, East Asian Studies
- Keio University, Tokyo, Japan Spring 2000, Fall 2001
Exchange student, Japanese Language Program
Japanese courses taught in Japanese only

EXPERIENCE

- Managing Attorney, Legal Aid Society of Hawaii Maui Branch** September 2017 – Present
- Supervise staff attorneys and paralegals in Maui, Molokai and Lanai offices with their caseload
 - Manage grants that are specific to Maui County by providing quarterly reports and billing
 - Court Appointed Counsel for parents involved in Child Welfare Services
 - Appointed Guardian Ad Litem in cases involving Child Welfare Services to represent interests of minors
 - Collaborate with other agencies in providing legal services to clients who are victims of domestic violence
 - Volunteer at Self Help Center at Second Circuit Court
- Staff Attorney, Legal Aid Society of Hawaii** June 2008 – September 2017
- Court Appointed Counsel for parents involved in Child Welfare Services
 - Appointed Guardian Ad Litem in cases involving Child Welfare Services to represent interests of minors
 - Collaborate with other agencies in providing legal services to clients who are victims of domestic violence
 - Volunteer at Self Help Center at Second Circuit Court
- Deputy Prosecuting Attorney, County of Maui** December 2006 – December 2007
- Assigned to the District Court Division
 - Handled large volumes of cases, from screening to trial
 - Prosecuted traffic crimes as well as petty misdemeanor and misdemeanor criminal offenses
 - Handled the Mental Health calendar
 - Researched and prepared memorandums
- Volunteer, Circuit Court Second Circuit, Wailuku, HI** Spring 2006
- Worked in the Chambers of The Honorable Richard Bissen, Jr.
 - Assisted law clerk/bailiff with the jury
 - Observed trial proceedings
- Legal Assistant, The Queen's Health Systems** Summer 2004
- Worked for the General Counsel of the corporation
 - Drafted simple contracts
 - Filed records for general business transactions
- Volunteer, Family Court Second Circuit, Wailuku, HI** Spring 2000, 2002
- Worked as an assistant in the Program Services section.
 - Filed records and monitored performances of juveniles sentenced to community service
 - Trained as Guardian Ad Litem

ACTIVITIES

- Hawaii State Bar Association Leadership Institute Fellowship 2016

YUKARI MURAKAMI

Kahului Hongwanji Buddhist Women's Association

2010—present

American Inns of Court, Aloha Inn, Honolulu, HI

Fall 2004 – May 2005

Pacific Asian Legal Studies Organization, Honolulu, HI

Fall 2002 – May 2005

Maui County Bar Associationm board member

2018

SKILLS

Languages: Bilingual in English and Japanese. One year of study in Mandarin

Computer: Windows, Westlaw certification

PERSONAL

Traveled in Europe, Japan and Guatemala.

Enjoys reading, listening to music, and practicing Japanese tea ceremony.

Associate Attorney
Boulder, Colorado

DIETZE DAVIS - Full Service General Law Practice

1 year

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

EDUCATION

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

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

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

BAR ADMISSIONS

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

Robert D. Palin

Education

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

Professional

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

Experience

- 2004-present Legal Aid Society of Hawaii, Honolulu Hawaii**
Managing attorney for brief services unit.
Duties include: supervising a staff of approximately 6 paralegals and attorneys. The brief services unit is responsible for making phone calls or writing on behalf of the client, teaching the client how to fill out and file his/her own legal papers, interpretation of legal documents and any other services that would help a client negotiate the legal system without full representation.
- 1999-present Legal Aid Society of Hawaii, Honolulu, Hawaii**
Managing attorney for intake unit.
Duties consist of: supervising a staff of approximately 20 attorneys and paralegals that determine if applicants are eligible for service, evaluate the applicant's legal situation and give immediate counsel and advice. Additional responsibilities include compliance with rules and regulations of the Legal Services Corporation, the largest source of funding to the Legal Aid Society of Hawaii.
- 1996-1999 Legal Aid Society of Hawaii, Honolulu, Hawaii**
Contract attorney for intake unit
- 1988-1998 Down Under, Honolulu, Hawaii**
Owner of specialty retail shop
- 1986-1988 Surf Line Hawaii, Ltd. Honolulu, Hawaii**
Vice President of Sales and Marketing
- 1981-1985 McInerny, Honolulu, Hawaii**
Merchandise manager for men's division of chain of clothing stores.
- 1975-1981 Liberty House Hawaii, Honolulu, Hawaii**
Buyer of men's sportswear for 42 stores.

1973-1975

Belmont County, Ohio

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

DANIEL E. POLLARD

EXPERIENCE

July 2012 to the present

Co Managing Attorney, Legal Aid Society of Hawaii

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

February 2001 to July 2012

Staff Attorney, Legal Aid Society of Hawaii

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

August 2000 to the present

Adjunct Faculty Member for Chaminade University, Criminal Justice Program

November 1996 to February 2001

Deputy Prosecuting Attorney, City and County of Honolulu

EDUCATION

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

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

1990 *University of Hawaii at Manoa* Honolulu, HI

- Postgraduate studies in business.

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

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

1980-1985 *Punahou School* Honolulu, HI

INTERESTS

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

EDUCATION LICENSES

Seattle University School of Law, Seattle, WA

Juris Doctor, May 2004

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

San Francisco State University, San Francisco, CA

BA in Political Science, June 1999

Dean's List

LICENCES

Hawaii State Bar Association, Admitted October 2007

Washington State Bar Association, Admitted November 2004 (Inactive)

EXPERIENCE

Legal Aid Society of Hawaii, Lihue, HI

Managing Attorney, January 2014 – Present

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

Legal Aid Society of Hawaii, Lihue, HI

Staff Attorney, December 2006 – December 2013

Greater Bakersfield Legal Assistance, Bakersfield, CA

Attorney, Domestic Violence Unit, August 2005 – December 2006

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

King County Housing Justice Project, Kent, WA

Volunteer Attorney, April 2005 – July 2005

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

R.A. Peterson Law Clinic, Seattle, WA

Immigration Clinic Intern, Spring 2004

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

Rule 9 Legal Intern, Youth Advocacy Clinic, Fall 2003

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

COMMUNITY INVOLVEMENT AND MEMBERSHIPS

Kauai Economic Opportunity, Inc., Lihue, HI

Mediation Advisory Board, Member 2012-present

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

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

Secretary – Board of Directors, March 2012-present

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

Kauai Domestic Violence Task Force, Lihue, HI

Member, August 2009-Present

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

Kauai Outrigger Association (KOA) ,

Vice President, January 2015 -present

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

Attachment “E”

Job Descriptions

LEGAL AID SOCIETY OF HAWAII

JOB DESCRIPTION

Position Title: **Managing Attorney**

Date: July 1, 2014

FLSA Status: **Exempt**

Reports to: **Executive Director**

Job Summary

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

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

Essential Functions

The Corporation recognizes that each geographic area assigned to a Managing Attorney is unique. Demographics as well as staff size will require different levels of responsibility. It is expected that Managing Attorneys with less responsibility in particular areas will take on more responsibility and leadership in statewide efforts, including, but not limited to the development of litigation skills, administrative hearing skills, and self-help services.

A. Legal Practice:

1. Maintain current and active caseload commensurate with experience and area of practice.
2. Conduct competent and effective practice of law in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, applicable grant requirements, and all court policies, rules and procedures.
3. Supervise and conduct complex litigation and appeals when opportunities exist.
4. Participate in strategic planning regarding the identification of practices and/or laws that adversely affect the rights and diminish the benefits of the poor in Hawaii and devise creative strategies for addressing these problems.
5. Primary responsibility for the acquisition of and distribution to Corporation staff knowledge in at least one field of poverty law.

6. Primary responsibility for the development, assignment, supervision and final approval of intake scripts, brochures, handbooks, manuals, checklists, briefs, and other legal documents.
 7. Conduct home or hospital visits with clients when necessary.
- B. Staff Supervision:
1. Supervise and train attorneys, paralegals, and other non-attorney staff and volunteers to ensure high quality and effective representation of clients in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, applicable grant requirements, and all court policies, rules and procedures.
 2. Routinely hold case conferences to discuss existing and emerging legal issues.
 3. Meet regularly with attorneys and paralegals to provide feedback on performance and assistance in achieving development goals.
 4. Conduct annual evaluations of attorneys and paralegals aimed at providing constructive feedback, set annual goals and development strategies and discuss working relationships.
 5. Primary responsibility for on-boarding of new staff including but not limited to assessing skills and development needs, creating and implementing training plans, introduction to community members, court personnel, and fellow staff members.
 6. Ensure staff participation in statewide training opportunities and routine subject matter case conferences.
 7. Review and submit substantive law training requests for staff as necessary for skill development.
 8. Recommend personnel changes including promotions, demotions, compensation level, hiring, discipline and firing
 9. Primary responsibility for documenting performance successes, failures, misconduct and discipline and communicating with Executive Director regarding potential issues.
 10. Responsible for exiting staff in accordance with Corporation procedures.
- C. Community Engagement & Outreach:
1. Primary responsibility for identifying, developing opportunities for community outreach and engagement for self and staff members.
 2. Establish self as leader in geographic and/or subject matter area(s).
 3. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups. Facilitate and monitor such contacts and relationships of staff members.
 4. Conduct community outreach and education to client community in geographic area of responsibility and ensure all staff do the same.
 5. Serve in a leadership role in and make significant contributions to task forces, Bar Association committees, Access to Justice Commission committees and other similar professional activities. Able to make decisions and speak on behalf of the Corporation in such committees and/or task force decisions in consultation with Executive Director.
 6. May be expected to teach or co-teach law school course depending on experience and other responsibilities.
- D. Grant & Project Management:
1. Primary responsibility for developing, writing, management and reporting of locally-based or subject matter grants, including, but not limited to grants from local counties and foundations, in consultation with Executive Director and Director of Grants Management.
 2. In coordination with Director of Grants Management, implement statewide grants in geographic or subject matter area.

3. Ensure completion and transmission of grant documents, application materials, billing documents and all other relevant materials to Director of Grants Management.
- E. Administrative Compliance:
1. Timely submit and ensure that staff timely submit all reports and forms required by law, LSC regulations, and Corporation policies and procedure.
 2. Process and close cases in manner necessary to ensure compliance with LSC regulations and Corporation policies.
 3. Timely review office/units closed cases to ensure compliance with LSC regulations, grant requirements and Corporation policies.
 4. Timely complete and submit timesheets, leave requests and reimbursement requests.
 5. Review, approve, and ensure timely submission of timesheets, leave requests and reimbursement requests for all office/unit staff.
- F. Fiscal Management:
1. Primary responsibility for management of client trust fund;
 2. Ensure timely transfer of funds received to Honolulu office or for deposit;
 3. Approval of reimbursement requests for staff;
 4. Approval of office expenditures.
- G. Office Management (where applicable):
1. Ensure upkeep and maintenance of physical office;
 2. Maintain primary conduct with landlord, if rented space, on any problems that arise with notification to Executive Director.
- H. Corporation Program Management:
1. Participate actively in overall program management and assist in charting program direction;
 2. Assist and ensure that information is provided in a timely basis as needed for statewide grants and reports.
 3. Attend monthly management team meetings
 4. Participate in management retreats.
 5. Leadership and oversight of statewide projects as developed with Executive Director.
- I. Regular attendance is required for the position.
- J. Accept additional responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when Executive Director deems necessary.

Knowledge, Skills and Abilities

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

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

Education, Training and/or Experience

- A. Graduate of an ABA Accredited law school.

- B. Be a member of the Bar of the State of Hawaii in good standing or admitted to practice law in the State of Hawaii within a reasonable length of time after employment.
- C. Supervisory and/or management experience required.
- D. At least five (5) years of litigation experience and at least three (3) years of practice in relevant legal subject matter areas strongly preferred.
- E. Demonstrable commitment to or experience with low-income population or issues affecting low-income population required.
- F. Must pass criminal, sex offender, and child abuse and neglect background checks as required by applicable funding sources and/or where rationally related to job responsibilities.

Mental Demands

- A. Must be able to coordinate and organize a large volume and wide variety of different operations and tasks within time limitations.
- B. Requires concentration, alertness and attention to detail.
- C. Must be able to exercise discretion and independent judgment.
- D. Must be able to perform under stressful conditions while maintaining a professional demeanor.

Physical Demands

Physical Demands	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of the time	Seldom or Never
1. Sitting	X				
2. Climbing				X	
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing				X	
10. Pulling: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 			X		X X

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

Communication Demands

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including clients)	X				
4. Talking on the telephone	X				
5. Written communication to coworkers		X			
6. Written communication to business associates (outside contractors, government officials, etc.)		X			
7. Written communication to the public (including clients)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)		X			
11. Responding to written or verbal requests from the public (including clients)		X			
12. Training and/or giving verbal instructions				X	

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
13. Training and/or giving written instructions				X	
14. Receiving verbal instructions			X		
15. Receiving written instructions			X		
16. Reading	X				
17. Visiting and/or working at other work sites		X			

Equipment, Machines, Tool, Vehicles Used

- A. Computer, calculator, typewriter, telephone, copy machine, fax machine, and other office equipment as required.
- B. Have access to an automobile or other means of transportation. Daily and/or regular access to an automobile, possession of a valid driver's license and compliance with all other requirements for vehicle operation specified in the Legal Aid Society of Hawaii Employee handbook may be required depending on duties and geographic location.

Description of Work Environment

Work is performed primarily indoors, although employees are expected to attend meetings, hearings and other events outside of the office. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

Salary

Based upon the Corporation salary grades.

Additional Information

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

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

LEGAL AID SOCIETY OF HAWAII

JOB DESCRIPTION

Position Title: **Staff Attorney**

Date: July 1, 2014

FLSA Status: **Exempt**

Reports to: **Managing Attorney**

Job Summary

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

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

Essential Functions

The Corporation recognizes that a Staff Attorney will be assigned to cover a variety of areas of law depending on his/her location. Staff Attorneys in branch offices are expected to practice as generalists, having knowledge in all areas of law. Staff Attorneys in the Honolulu Office may focus on one areas of law, but should be prepared to either shift focus or become generalists depending on the needs of the organization.

A. Legal Practice:

1. Maintain current and active caseload commensurate with experience and area of practice.
2. Conduct competent and effective practice of law in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, applicable grant requirements, and all court policies, rules and procedures.
3. Participate with other staff in conducting complex litigation and appeals when opportunities exist;
4. Identify practices and/or laws that adversely affect the rights and diminish the benefits of the poor in Hawaii and devise creative strategies for addressing these problems.
5. Assist Managing and/or Senior Attorney(s) with the acquisition and distribution to Corporation staff, knowledge in their primary area of practice. Delivery of such specialized knowledge could include preparation of intake scripts, brochures, handbooks, manuals, checklists, briefs, and other legal documents in the specialty area(s).

6. Conduct home or hospital visits with clients when necessary.
 7. Practice areas and responsibilities will depend on the needs of the office and organization.
- B. Staff Supervision:
1. Assist Managing Attorney with the supervision of the day-to-day legal work of non-attorney staff and volunteers to ensure high quality and effective representation of clients in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, grand/funder requirements, and all court policies, rules and procedures.
 2. Assist Managing and Senior Attorneys as needed with review of closed cases for LSC, Code of Professional Responsibility, and Case Management Manual compliance.
- C. Community Engagement & Outreach:
1. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups as assigned by Managing Attorney.
 2. Conduct community outreach and education to client community in geographic area of responsibility as assigned by Managing Attorney.
 3. Encouraged to contribute to committees, task forces and bar association committees in consultation with Senior and/or Managing Attorney.
- D. Administrative Compliance:
1. Timely submit all reports and forms required by law, LSC regulations, and Corporation policies and procedures.
 2. Process and close cases in manner necessary to ensure compliance with LSC regulations and Corporation policies.
 3. Timely complete and submit timesheets, leave requests and reimbursement requests.
 4. Timely submit and respond to request for information required for grant reporting and billing.
- E. Office Fiscal Management:
1. Have understanding of client trust fund and process required for deposits and recordkeeping;
 2. Assist Managing Attorney with fiscal management upon request.
- F. Regular attendance is required for the position.
- G. Accept additional responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when Managing and/or Senior Attorney deems necessary.

Knowledge, Skills and Abilities

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

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

Education, Training and/or Experience

- A. Graduate of an ABA Accredited law school.
- B. Be a member of the Bar of the State of Hawaii in good standing or admitted to practice law in the State of Hawaii within a reasonable length of time after employment.
- C. Demonstrable commitment to or experience with low-income population or issues affecting low-income population preferred.

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

Mental Demands

- A. Must be able to coordinate and organize a large volume and wide variety of different operations and tasks within time limitations.
- B. Requires concentration, alertness and attention to detail.
- C. Must be able to exercise discretion and independent judgment.
- D. Must be able to perform under stressful conditions while maintaining a professional demeanor.

Physical Demands

Physical Demands	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of the time	Seldom or Never
1. Sitting	X				
2. Climbing				X	
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing				X	
10. Pulling: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 			X		X X
11. Lifting: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X				X X
12. Carrying: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X			X	X

Communication Demands

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including clients)	X				
4. Talking on the telephone	X				
5. Written communication to coworkers		X			
6. Written communication to business associates (outside contractors, government officials, etc.)		X			
7. Written communication to the public (including clients)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)		X			
11. Responding to written or verbal requests from the public (including clients)		X			
12. Training and/or giving verbal instructions				X	
13. Training and/or giving written instructions				X	
14. Receiving verbal instructions			X		
15. Receiving written instructions			X		
16. Reading	X				
17. Visiting and/or working at other work sites		X			

Equipment, Machines, Tool, Vehicles Used

- A. Computer, calculator, typewriter, telephone, copy machine, fax machine, and other office equipment as required.
- B. Have access to an automobile or other means of transportation. Daily and/or regular access to an automobile, possession of a valid driver's license and compliance with all other requirements for vehicle operation specified in the Legal Aid Society of Hawaii Employee handbook may be required depending on duties and geographic location.

Description of Work Environment

Work is performed primarily indoors, although employees are expected to attend meetings, hearings and other events outside of the office. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

Salary

Based upon the Corporation salary grades.

Additional Information

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

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

LEGAL AID SOCIETY OF HAWAII

JOB DESCRIPTION

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

FLSA Status: **Non-Exempt**

Reports to: **Managing Attorney**

Job Summary

A Paralegal renders civil legal services under the supervision of an attorney to eligible persons. A Paralegal addresses the legal needs of Hawaii's low income population by engaging in activities which may include but are not limited to:

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

Essential Functions

The Corporation recognizes that a Paralegal will be assigned to cover a variety of areas of law depending on his/her location. While some paralegals may focus primarily on one areas of law, all paralegals should be prepared to either shift subject matter focus or become generalists, depending on the needs of the organization.

A. Legal Practice:

1. Maintain a current and active caseload commensurate with experience and area of practice.
2. Provide competent and effective services, under the supervision of a licensed attorney, in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, applicable grant requirements, and all court policies, rules and procedures.
3. Practice areas and responsibilities will depend on the needs of the office and organization.
4. Provide assistance to attorneys when needed and requested.
5. Conduct home or hospital visits with clients when necessary.
6. Appear in administrative or court hearings when necessary.

B. Community Engagement and Outreach:

1. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups as assigned by Managing Attorney;
2. Conduct community outreach and education to client community in geographic or subject matter area of responsibility as assigned by Managing and/or Senior Attorney.

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

Knowledge, Skills and Abilities

- A. Demonstrate attitudes and behavior which reflect the mission of the Corporation to address critical legal needs through high quality legal advocacy, outreach and education, in the pursuit of fairness and justice.
- B. Demonstrate attitudes and behaviors in his/her work with clients, co-workers and in the community that exemplify the Commitments of the Corporation to:
- Justice
 - Equality
 - Integrity
 - Respect
 - Compassion, &
 - Excellence.
- C. Demonstrate attitudes and behaviors which benefit the Corporation, such as:
1. Initiative, organization, cooperation, and creativity;
 2. Sensitivity to resource limitations;
 3. Ability to work with low-income and disadvantaged populations;
 4. Maturity and ability to troubleshoot and resolve problems in collaboration with supervisor.
 5. Ability to interact and engage in collaboration with tact, diplomacy and integrity.
 6. Understanding of individual role as part of larger Corporation whole and impact of individual role on the Corporation.

- D. Possess at least a basic understanding of the area of law which is the primary focus of his/her practice. In addition all paralegals are expected to have a basic understanding of all the areas of law in which the organization practices or a willingness to develop this experience.
- E. Understands demographics, politics and culture of geographic area to which he/she is responsible.
- F. Ability to recognize when assistance or guidance is needed and willingness to seek such guidance.
- G. Strong computer skills and familiarity with basic computer programs (Excel, Outlook, Microsoft Word) preferred.
- H. Must be people-oriented and able to work well with others.
- I. Must be prompt, dependable, and responsible.
- J. Ability to travel to home visits and other community meetings may be necessary depending on duties and geographic assignment.

Education, Training and/or Experience

- A. Associate's degree or equivalent from two-year college or technical school or equivalent experience required.
- B. Demonstrable commitment to or experience with low-income population or issues affecting low-income population preferred.

Mental Demands

- A. Must be able to organize a significant volume and variety of different cases and tasks within time limitations.
- B. Requires concentration, alertness and attention to detail.
- C. Must be able to work under the direction of Supervisor, Staff, Senior and/or Managing Attorney and within the limits of the Hawaii Rules of Professional Conduct and Corporation rules and procedures.
- D. Must be able to perform under potentially stressful conditions while maintaining a professional demeanor.
- E. Must pass criminal, sex offender, and child abuse and neglect background checks as required by applicable funding sources and/or where rationally related to job responsibilities.

Physical Demands

Physical Demands	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of the time	Seldom or Never
1. Sitting	X				
2. Climbing				X	
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing				X	
10. Pulling: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 			X		X X
11. Lifting: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 		X			X X
12. Carrying: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 		X		X	X

Communication Demands

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of the time	Seldom or Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including clients)	X				
4. Talking on the telephone	X				
5. Written communication to coworkers		X			

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
6. Written communication to business associates (outside contractors, government officials, etc.)		X			
7. Written communication to the public (including clients)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers				X	
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)		X			
11. Responding to written or verbal requests from the public (including clients)		X			
12. Training and/or giving verbal instructions				X	
13. Training and/or giving written instructions				X	
14. Receiving verbal instructions		X			
15. Receiving written instructions		X			
16. Reading	X				
17. Visiting and/or working at other work sites			X		

Equipment, Machines, Tool, Vehicles Used

- A. Computer, calculator, typewriter, telephone, copy machine, fax machine, and other office equipment as required.
- B. Have access to an automobile or other means of transportation. Daily and/or regular access to an automobile, possession of a valid driver's license and compliance with all other requirements for vehicle operation specified in the Legal Aid Society of Hawaii Employee handbook may be required depending on duties and geographic location.

Description of Work Environment

Work is performed primarily indoors, although employees are expected to attend meetings, hearings

and other events outside of the office. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

Salary

Based upon the Corporation salary grades.

Additional Information

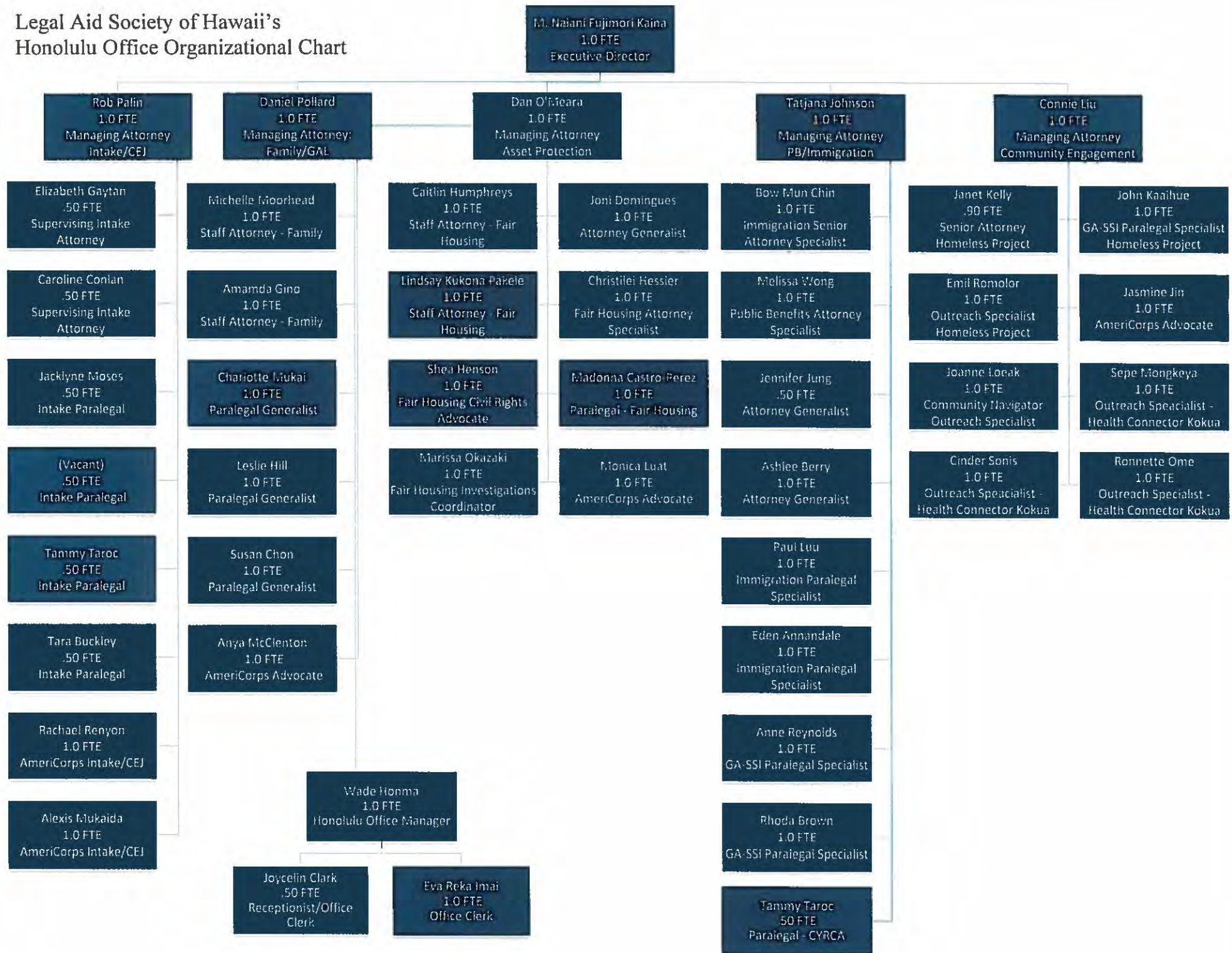
This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

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

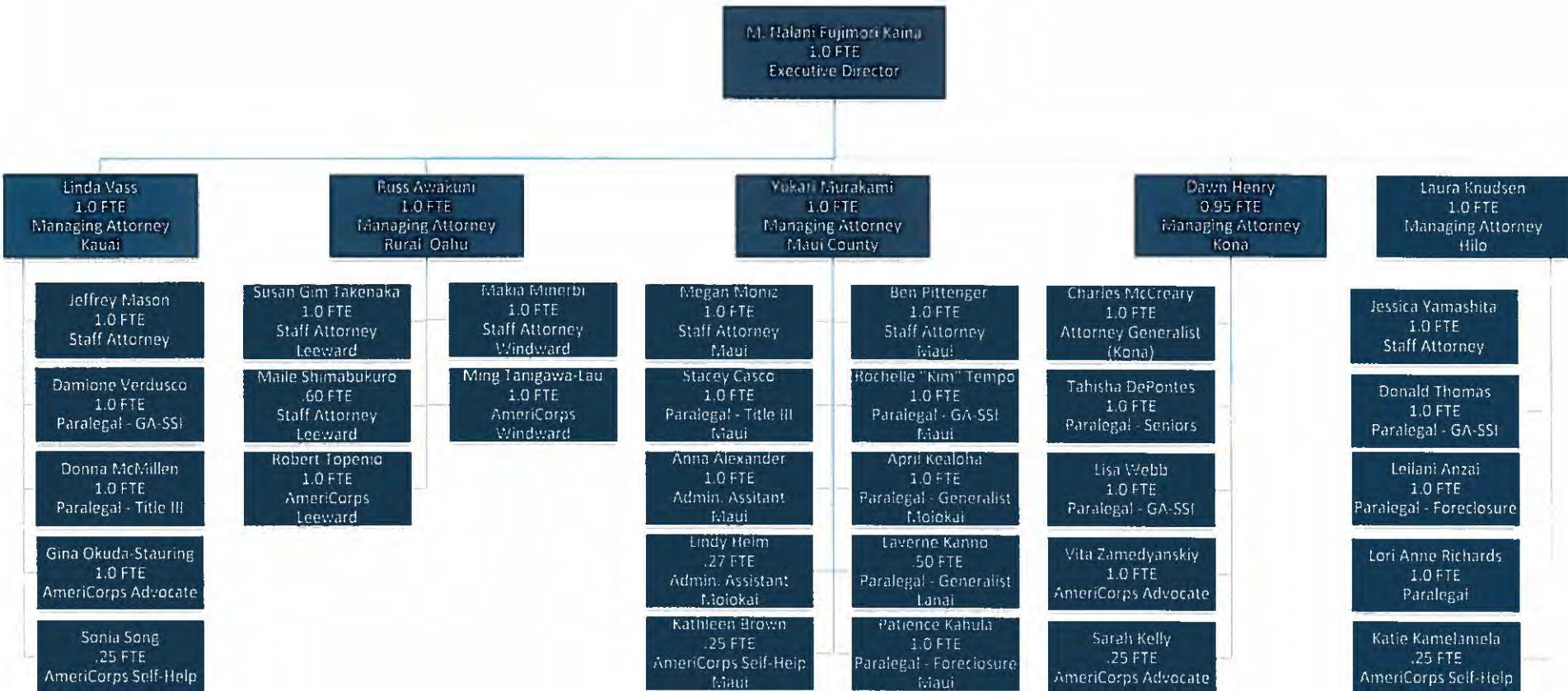
Attachment “F”

Organizational Chart

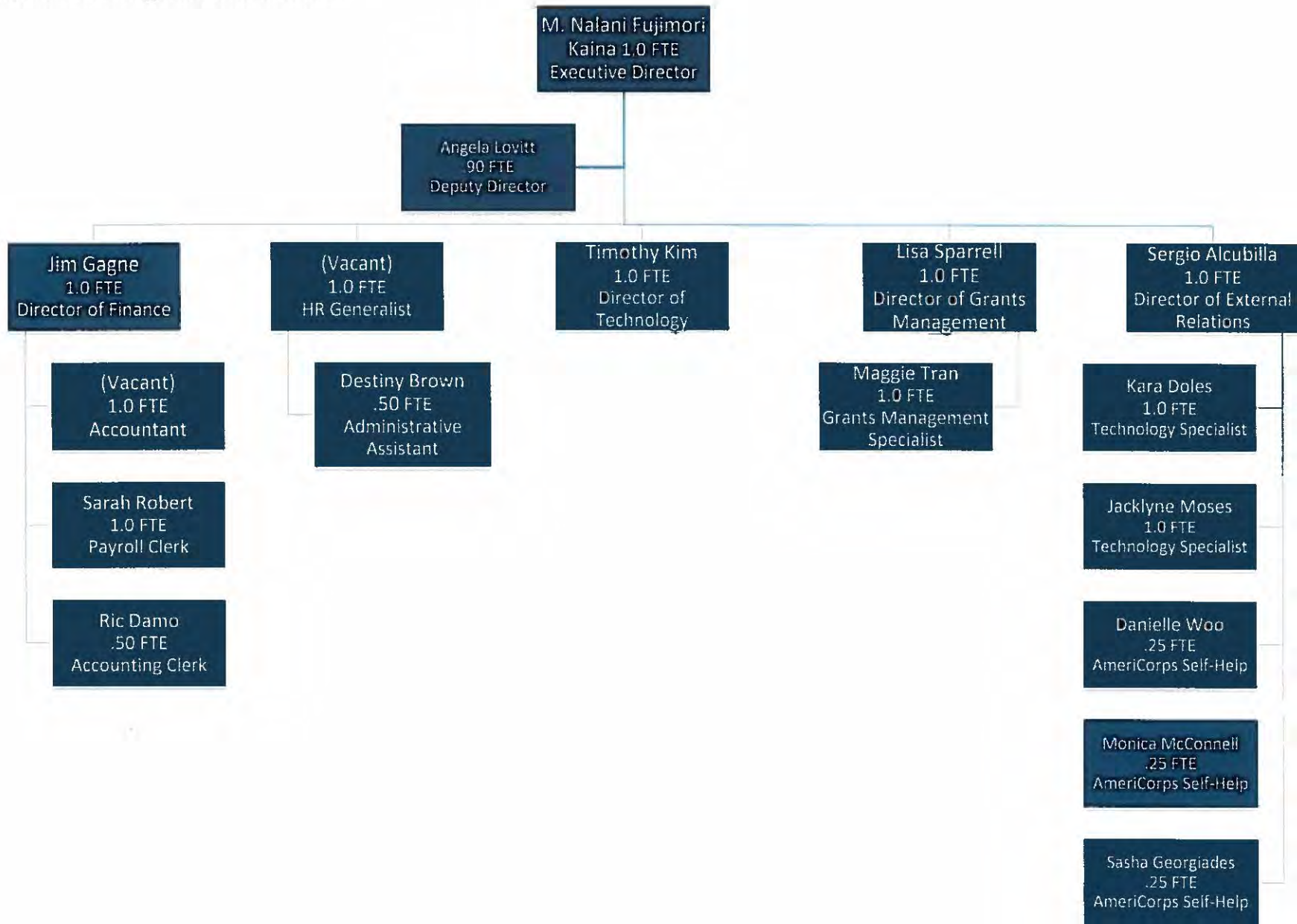
Legal Aid Society of Hawaii's Honolulu Office Organizational Chart



Legal Aid Society of Hawaii's
Branch Office Organizational Chart

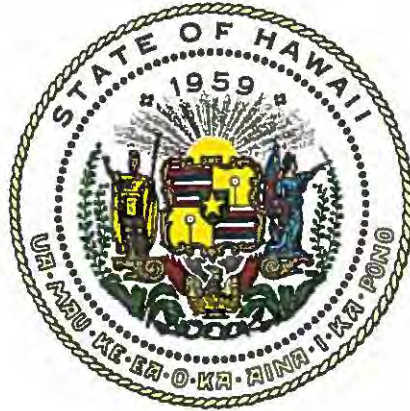


Legal Aid Society of Hawaii's
Administration Staff Organizational Chart



Attachment “G”

Certificate of Good Standing



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

LEGAL AID SOCIETY OF HAWAI'I

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



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

Dated: January 02, 2018

Director of Commerce and Consumer Affairs