

Application Submittal Checklist

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

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



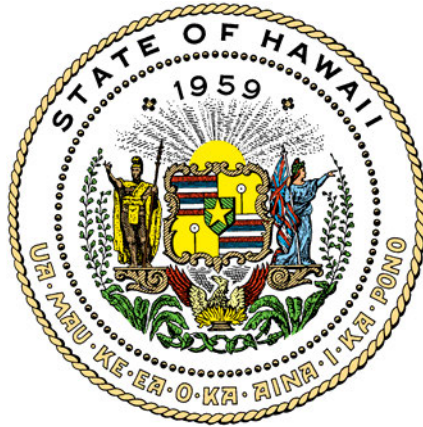
BETTINA MOK, EXECUTIVE DIRECTOR

JANUARY 20, 2022

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

THE LEGAL CLINIC

was incorporated under the laws of Hawaii on 08/21/2017 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



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

Dated: January 11, 2022

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

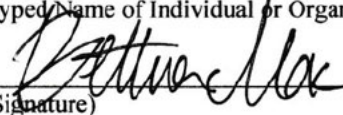
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

The Legal Clinic

(Typed Name of Individual or Organization)



(Signature)

Jan 20, 2022

(Date)

Bettina Mok

(Typed Name)

Executive Director

(Title)

Use of Funds for Public Purpose

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

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

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

- (2) The public purpose for the grant:

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

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

With this grant, The Legal Clinic (TLC) will develop and implement a multi-lingual communication and outreach strategy to reach the lowest-income immigrants and migrants in Hawai'i with immigration legal resources and services. TLC's legal team will also provide 4500+ hours of free immigration legal services to at least 65 low-income residents in Hawai'i. TLC and partners will coordinate public educational events such as "know your rights" workshops, films, speaker panels, etc., to highlight resources for immigrants, and to raise public awareness of immigrant justice matters and legal services. This funding would also allow TLC to engage law students, language interpreters, pro bono attorneys, and other consultants in support of the organization's work.

- (4) The target group:

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

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

Grant request amount: \$145,000

Budget amount: \$672,000

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

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

The Legal Clinic

(Typed Name of Individual or Organization)



(Signature)

Jan. 20, 2022

(Date)

Bettina Mok

(Typed Name)

Executive Director

(Title)

II. Background and Summary

1. Applicant's Background

The mission of The Legal Clinic (TLC) is to **restore hope, dignity, and justice for low-income immigrants through high-quality immigration legal services, education and advocacy.**

Immigration law is complex and often changing, and without qualified legal guidance, individuals are at great disadvantage when trying to navigate the process of applying for a change of status. Securing legal status enables immigrant residents to become more civically engaged and to contribute more fully to Hawai'i's economic, cultural and social vitality.

TLC provides low-cost/no-cost immigration legal services to indigent immigrants in Hawaii. TLC does not charge for immigration legal services to clients who earn less than 200% of the federal poverty guidelines.

In the state of Hawai'i there are fewer than six attorneys specializing in immigration law who offer pro bono or low-cost services year-round. Two of them work for TLC, which was founded to address this critical gap in services. Low-income residents are typically unable to afford the services of private attorneys, so they often delay applying for a change in immigration status that could provide access to benefits, work authorization, voting, and greater security for themselves and their families. Many who are out of status are also hesitant to request support, for fear of detention or deportation.

TLC was founded in 2017 by a group of local immigration attorneys, civil rights advocates, community-based and faith-based activists who recognized the dire need for accessible and affordable legal services and information to assist Hawai'i residents seeking asylum, permanent residency, citizenship, work authorization, and family reunification. TLC was awarded 501(c)3 status as a non-profit charitable organization in June of 2019. Though the TLC office is located inside the First United Methodist Church of Honolulu, TLC is an independent and secular organization.

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

2. Goals and Objectives

TLC will educate on immigrant justice issues, advocate for immigrant rights and services, and provide free immigration legal services to low-income residents of Hawai'i, including assisting residents in navigating a legal path to citizenship. The grant related goals and objectives are to:

- a) Design and implement a **communications strategy** to reach the most vulnerable, low-income immigrants in Hawai'i with messages that promote pathways and resources to permanent residency and citizenship.
 - Redesign TLC's website with current immigration policy information and resources, including multi-lingual information on our mission and services (languages most commonly spoken by our clients include Tagalog, Ilocano, Chuukese, Tongan, and Spanish).
 - Reach over 2,000 individuals with immigrant justice related messaging by increasing TLC's connections to immigrant- and migrant-serving community groups active on social media.
 - Do targeted multi-lingual outreach via social media, radio, and print media to promote immigrant rights and services. Potential reach in the thousands.

- Offer interpretive services for limited English-speaking clients.
 - Develop relationships with at least two immigrant-serving secular or faith-based organizations in the community that we've had limited to no prior contact with, to offer resources on immigration legal services.
- b) **Raise public awareness** of the needs, challenges and contributions of immigrants; of regional and national immigrant justice matters; and of immigrants' legal and civil rights.
- Engage 80+participants from the legal community and general public in one or two immigration-related educational events such as films, workshops, and speaker panels. These could be virtual or in-person.
 - Inform Hawai'i residents about immigration matters through at least two "know your rights" and/or naturalization (citizenship application) workshops, and through media (radio, newspaper) when needed.
 - Monitor and advocate for just immigration policies and practices.
- c) **Provide free or low-cost immigration legal services** to low-income immigrants in Hawai'i.
- Provide free, expert, immigration legal advice and counsel, or other legal services for at least 65 Hawai'i residents.
 - Recruit and train interns, volunteers, and pro bono attorneys to assist with intake, screening, legal services, and referrals.

3. Public Purpose and Need to be Served

There is an urgent need in Hawai'i for accessible and affordable legal counsel and related services for low-income immigrant residents seeking assistance on immigration matters. For those whose English proficiency is limited, lack of access to interpreters or translated documents can also be a barrier. Awareness of immigrant rights and protections is limited, and the need for public education is essential.

The process of applying for U.S. citizenship or for other changes to one's immigration status is extraordinarily complex, and TLC is becoming the go-to organization in Hawai'i for expert legal guidance on complex immigration matters. While some clients might require only brief service for routine matters, many of those coming to TLC have difficult, multi-layered cases that require extended advice and counsel. Clients include those seeking defense against deportation, asylum from persecution, sponsorship of family members to immigrate, naturalized citizenship or legal residency. Some have tried unsuccessfully in the past to secure their change in status but may have not been able to due to lack of expert legal advice and/or the complexity of their matters.

Complexities are staggering for those facing both criminal charges and immigration court issues, and some cases require lengthy and demanding involvement. Additionally, there is no presumptive right to defense counsel in immigration matters, meaning that individuals who cannot afford attorney fees may face detention, deportation, or denial of citizenship benefits without legal representation.

According to U.S. Census figures for 2014-2018, over 18% of Hawai'i's population consists of first-generation immigrants or migrants (nearly 260,000 in total). That's one out of five residents in our state! A sizable segment (42%) of these foreign-born residents is made up of non-U.S. citizens. Without the rights and protections of full citizenship, this population is vulnerable to potential abuse, discrimination, and uncertainty, particularly in the face of recent restrictions added to federal immigration policies and practices. Immigrants who seek legal status—to which they may be entitled—frequently lack the financial means or English language proficiency needed to secure legal

assistance and to tackle complex application procedures. Legal counsel is not only expensive, but also hard to come by, as there are few practicing immigration attorneys in Hawai'i.

Moreover, the few providers of immigration legal services in our state are limited in some ways that TLC is not. For instance, two or three nonprofits provide guidance on immigration paperwork and some legal matters year-round, but can't represent certain complex cases or appear in immigration court because they don't have an immigration attorney on staff. The few that do have immigration attorneys on staff may be restricted by federal funding, which prevents them from serving certain types of client cases. There are a few private immigration attorneys who provide a limited amount of pro bono assistance to low-income immigrants, but their regular caseloads are generally overfull. As a result, many removal defense and asylum cases are now being referred to TLC's two immigration attorneys, and our client waiting list is growing.

A stark indication of the lack of affordable immigration legal services in Hawai'i is revealed by the requirement that the U.S. Department of Justice Executive Office of Immigration Review furnish a list of *pro bono* legal service providers to all immigrants with removal (deportation) orders who are awaiting immigration court hearings. Sadly, the *Pro Bono Legal Service Providers List* for Hawai'i's immigration court jurisdiction is *blank*. There are no such attorneys listed. As a result, most petitioners are left without options for affordable legal counsel, and thus are left to plead their own cases in federal immigration court. The consequences can be dire: physical exile from their home, separation from family, loss of employment, or potential violence or death on return to the country of origin.

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

Hawai'i benefits enormously from our immigrant residents. Immigrants in our state contribute over \$17.5 *billion* to the state GDP--paying taxes, creating businesses, staffing essential jobs--while often being paid below-poverty rates and lacking access to social benefits (New American Economy, 2021).

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

The State of Hawai'i and the City of Honolulu (particularly with adoption in 2017 of Resolution 17-50, "Haven of Aloha" or Ho'okipa) have taken a principled stand against xenophobic federal practices, take pride in a long history of welcoming immigrants, and consistently affirm a commitment to equal rights and non-discrimination. Sadly, a recent report by New American Economy which rates the 100 largest U.S. urban hubs in terms of positive "immigrant integration" ranked Honolulu 6th lowest due to a lack of pro-immigrant policies, practices, and services offered by the state and counties. ("Immigrants and Migrants in Hawai'i, 2021).

Now we must protect our immigrant families by providing accessible and affordable legal representation, assistance with naturalization procedures, and increased public awareness of immigration issues. TLC is helping to fill this critical need in Hawai'i and is committed to serving immigrants regardless of ability to pay, immigration status, religion, nationality, or language.

4. Target Population to be Served

A majority (58%) of Hawai'i's foreign born residents are naturalized citizens. However, an estimated 54,000 are lawful permanent residents ("Green Card" holders) and eligible to apply for naturalized citizenship but may need assistance in doing so. Another estimated 45,000 or more are believed to be undocumented or under-documented. These include residents who are seeking asylum, individuals who have overstayed their visas, and those with so-called DACA (Deferred Action for Childhood Arrivals) status. Many of these individuals may be entitled to legal protections but are vulnerable and could be reluctant to seek help.

One particular segment of our state's foreign-born population has often been overlooked: residents from the states comprising the Compact of Free Association (COFA) — the Federated States of Micronesia, the Republic of the Marshall Islands, and Palau. The Compact entitles citizens of these states to migrate to the U.S. and work here legally yet doesn't afford them all of the benefits that U.S. citizens and permanent residents are entitled to. It is estimated that there are some 18,000 COFA residents in Hawai'i. They are possibly the fastest growing migrant group here, and the unique difficulties they face are only beginning to be recognized, especially as rates of infection and death have been disproportionately high in the COFA communities during the COVID-19 pandemic.

TLC's focus is on helping the most vulnerable immigrants—those with few financial resources and English as a second language—who often do not have access to affordable legal or translation services to pursue a legal path to citizenship, and who struggle against a tide of dehumanizing, anti-immigrant rhetoric and policies in the Aloha State. Most of TLC's clients qualify as extremely low-income (at or below 125% of federal poverty levels). TLC may use additional guidelines to prioritize clients or when unusual circumstances warrant.

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

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

TLC will do outreach to diverse communities and ethnic groups, drawing on our board members', volunteers' and activists' deep roots in the community. Among the communities with which we have direct ties are Tongan, Filipino, Chinese, Korean, Muslim and COFA populations.

5. Geographic Coverage

Now in its third year of operation, The Legal Clinic is beginning to serve more clients from neighbor islands, however the majority of TLC clients are residents of O‘ahu. The need is growing rapidly on Hawai‘i Island and Maui in particular, where there is a dearth of immigration legal services and growing immigrant populations. TLC is beginning to develop relationships with non-profit organizations, attorneys, and immigrant advocates on neighbor islands to be able to offer services more effectively on neighbor islands.

As noted, Honolulu County houses nearly 28% of the state’s non-English language speakers, and in many of O‘ahu’s communities, large portions of the population primarily speak another language at home. Their facility with English is often “poor” or “very poor,” adding substantially to the barriers to moving along the path toward citizenship.

TLC outreach efforts will particularly target neighborhoods and population sectors with a high percentage of non-English-speakers. Some of these are outside of the urban core –and we aim to connect with churches, libraries, and other nonprofits to offer clinics and legal services from their venues as well.

III. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities

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

- TLC staff and partners will **engage at least 80 individuals in informational events** such as “know your rights” workshops, speaker panels, etc., to highlight resources for immigrants, and raise public awareness of the culture, needs, challenges, and contributions of immigrants. If current public gathering restrictions are lifted, TLC will work with UH Richardson School of Law’s Refugee & Immigration Law Clinic to put on an “Immigrant Rights Forum” at the law school, which would actively engage the legal community, law students, and the general public.
- With the help of consultants and volunteers, TLC will **translate some of our primary web-based information into at least three other languages** within the grant period.
- TLC’s Engagement Coordinator will increase TLC’s **media communications**, especially with groups that serve our target client base—including COFA communities, Spanish-speaking, Tagalog and Ilocano-speaking, and Tongan affiliated groups. Through social media alone, TLC will **reach over 2,000 individuals with information on immigrant justice** related messaging.
- TLC staff will **develop strengthened relationships with at least two immigrant-serving secular or faith-based organizations** in the community to offer resources on immigration legal services.
- TLC’s attorney, legal interns, and trained volunteers will provide **immigration legal services and/or representation for at least 65 immigrants in Hawai‘i**. Services may be offered remotely (via phone, video conferencing, and/or citizenshipworks.org/tlc online)—or may be available at the TLC office, and at immigration workshops hosted by TLC and its collaborators at other sites. If deemed safe to hold in-person clinics, they can take place at churches, libraries, or other convenient, safe and accessible venues. Clients will be recruited by TLC

staff, volunteers, community partners, via social- and other media, and by distributing printed flyers. Attorneys and social workers also refer clients to TLC.

- TLC staff members will log over **4,500 hours of providing high quality immigration legal services/consultation** for individuals in Hawai'i through the above-mentioned activities. Duties will include: meetings with clients; managing case data; research; writing; representing cases in courts and federal facilities; supervising legal volunteers; and offering training in legal services.

2. Projected Annual Timeline for Accomplishing the Outcomes of the Service

- **Year-round:** provide high quality immigration legal services (advice and counsel; representation); represent clients at immigration court and accompany them to government appointments as needed; social media communications and other outreach; community partner development.
- **July - August 2022:** Engagement Coordinator plans outreach campaign, including social media plan, to promote naturalization information to our target client base. Meet with COFA community leaders and Micronesian-serving organizations. Contract interpreters and translators to work with. Fall "Immigrant Rights Forum" planning committee meets regularly. Law students begin summer internship at TLC.
- **September - October 2022:** Outreach to nonprofits, churches or other groups outside of O'ahu's urban core to identify alternate client meeting sites, and to promote naturalization. Immigrant Rights Forum planning committee promotes event and secures registrations. Public service announcement via ethnic media.
- **November -December 2022:** Put on Immigrant Rights Forum at UH (or virtual) that includes educational/training session on immigration legal matters. Document number of unique clients served in 2022 and case status. Translate specific pages/information on website into various languages. Identify strategies for immigrant rights advocacy work in 2023.
- **January - February 2023:** TLC staff plan for spring 2023 legal clinic or know your rights workshop in rural O'ahu or on neighbor island. Meet with community service providers such as Legal Aid and Catholic Charities to consider partnering on this. Outreach to target immigrant/migrant communities continues. Monitor bills and resolutions related to immigrant rights in state legislative process.
- **March - April 2023:** Coordinate a legal clinic or know your rights workshop in rural O'ahu or on neighbor island. Community education event. Media engagement. Continued social media communications to promote immigrant rights and services.
- **May - June 2023:** Offer 1-2 days of free legal services at alternate (partner) site in rural O'ahu. Select TLC summer law interns. Summarize client matters and numbers of individuals served for final reporting.

3. Quality Assurance and Evaluation

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

- Using case management software, timesheets, and spreadsheet, TLC's legal team will track hours spent on client services and document number of clients and type of services provided.
- TLC will also use National Justice for Our Neighbors assessment forms to assure quality of legal services.

- Clients complete registration and/or intake questionnaires during initial meeting with TLC's legal team members or at public workshops/clinics.
- TLC will solicit feedback from community partners to evaluate workshops and events and discuss improvements for the next one. Partner organizations will be asked to evaluate volunteer recruitment activities, clarity of communication, effectiveness of outreach activities, and logistics.
- TLC will track the number of participants at events and take photos or screenshots of the events.
- Social media sites offer data on number of people TLC engages with messages we post and/or events we stream online. This information will be tracked by the Engagement Coordinator.

4. *Measures of Effectiveness*

- TLC will provide over 4,500 hours of high-quality immigration legal assistance and information to residents of Hawai'i.
- TLC will provide legal advice and counsel, and/or representation to at least 65 low-income clients, at no cost, during the term of the contract. A majority of their matters will be resolved within a year's time.
- TLC will host or co-host one or more educational events that engage at least 80 members of the legal community and general public in learning about immigration policy or legal matters. Participants will attest to having gained valuable knowledge from the event/s.
- TLC will be able to demonstrate an increase in the numbers of COFA clients we serve.
- At least 2,000 people on social media will have interacted with TLC's posts or videos online. Comments and responses will be positive overall.

IV. Financial

Budget

1. Detail cost of request - See forms (1a-1e) on the following five pages.
 - 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. Anticipated quarterly funding requests for FY 2022

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

3. All other sources of funding being sought for FY 2022:

City & County of Honolulu Grant in Aid:	\$200,000 (pending)
First United Methodist Church	\$ 50,000 (pledged)
Hawai'i Justice Foundation – IOLTA	\$ 55,000 (secured)
Hawai'i Justice Foundation -Judiciary/ ILAF	\$ 25,000 (pending)
Other Foundations (Atherton, Hawaii Community, Clarence T. C. Ching, McInerney, etc.)	\$ 88,000 (will request renewal funding)
National Justice for Our Neighbors	\$ 14,000 (pledged)
Women's Fund of Hawai'i	\$ 5,000 (secured)
Corporate Sponsorships:	\$ 15,000 (to raise)
Individual Donations:	\$ 75,000 (\$20k pledged, \$55k to raise)
	\$527,000

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

None. Not applicable.

5. All federal, state, and county government contracts, grants, and grants in aid granted within the prior 3 years and for FY 2023 for program funding.

TLC was awarded:

\$ 200,000 City & County of Honolulu GIA	FY2022 (Oct 2021 to Sept 2022)
\$ 24,732 Hawaii State Judiciary/ILAF (HJF)	FY2022 (Jul 2021 to Jun 2022)
\$ 46,631 SBA Payroll Protection Program	March 2021
\$125,000 City & County of Honolulu GIA	FY2021 (Oct 2020 to Sept 2021)
\$ 13,900 SBA Payroll Protection Program	Apr 2020
\$ 14,276 Hawaii State Judiciary/ILAF (HJF)	FY2021 (Jul 2020 to Jun 2021)
\$ 10,000 City & County of HNL Emergency Relief Fund	Apr 2020
\$125,000 City & County of Honolulu GIA	FY2020 (Oct 2019 to Sept 2020)

TLC has submitted a renewal \$200,000 funding request to City & County of Honolulu for FY2023 funding (Oct 2022 to Sept 2023). The request is pending.

6. Balance of The Legal Clinic's unrestricted current assets as of Dec. 31, 2021: \$697,100.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: The Legal Clinic

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	113,800		145,850	166,800
2. Payroll Taxes & Assessments	14,750		18,910	21,684
3. Fringe Benefits	9,950		10,500	\$ 16,666
TOTAL PERSONNEL COST	138,500		175,260	205,150
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				5,500
2. Insurance				3,500
3. Lease/Rental of Equipment				2,000
4. Lease/Rental of Space	2,000		5,440	14,000
5. Staff Training				5,000
6. Supplies				9,000
7. Telecommunication			1,700	7,000
8. Utilities				1,000
9. Consultants/Contractors	2,000		15,000	53,000
10 Marketing/Ads/Promotion/Video				5,000
11 Mileage & Parking			2,000	2,000
12 Publications, Memberships, Subscriptions			600	7,000
13 Postage & Printing				5,000
14 Misc/Indirect				1,500
15 Furniture				850
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	4,000		24,740	121,350
C. EQUIPMENT PURCHASES	2,500			500
D. MOTOR VEHICLE PURCHASES				0
E. CAPITAL				0
TOTAL (A+B+C+D+E)	145,000		200,000	327,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	145,000	Bettina Mok (808) 797-2599		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	200,000	<i>Corey Park</i> 1/19/22		
(d) Total Private/Other Funds Requested	327,000	Signature of Authorized Official Date		
TOTAL BUDGET	672,000	Corey Park, President of the Board Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

Applicant: The Legal Clinic

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director (ED)	\$92,000.00	\$92,000.00	40.00%	\$ 36,800.00
Senior Immigration Attorney	\$85,000.00	\$85,000.00	50.00%	\$ 42,500.00
Immigration Staff Attorney	\$71,500.00	\$71,500.00	0.00%	\$ -
Paralegal	\$54,000.00	\$54,000.00	0.00%	\$ -
Legal Assistant	\$45,750.00	\$45,750.00	0.00%	\$ -
Engagement & Administrative Coordinator	\$46,000.00	\$46,000.00	75.00%	\$ 34,500.00
Development Assistant	\$65,000.00	\$32,500.00	0.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				113,800.00

JUSTIFICATION/COMMENTS:

The Senior Immigration Attorney and ED positions are partially funded by other sources through December 2022, but not yet for calendar year 2023. Now in our 3rd year of operations, these two roles are critical to the operations and growth of The Legal Clinic. State funds would provide us some runway to cultivate new donor sources so we can sustain these and other staff positions.

The Engagement & Admin Coordinator role is new in 2022, and will help raise awareness of immigrant justice issues and resources among a prospective client base that is often hard to reach. The Coordinator will also ensure that info is shared through multi-ethnic social media channels, and will assist the ED with database management and other key administrative functions. This position is only partially funded through December 2022 at this time.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: The Legal Clinic

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Laptop with accessories (case, stylus, dock)	1.00	\$3,000.00	\$ 3,000.00	\$ 2,500.00
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 3,000.00	\$ 2,500.00

JUSTIFICATION/COMMENTS

The Education and Outreach Coordinator is a new position in 2022 and will require a company laptop.

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: The Legal Clinic

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	0	0	0	0		
JUSTIFICATION/COMMENTS:						
N/A						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: The Legal Clinic

Contracts Total: \$ 200,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	City & County GIA award to provide experience and training in immigration legal services to students and non-immigration attorneys; put on 4 events/workshops; and provide direct immigration legal services to indigent county residents.	10/1/21-9/30/22	Dept. of Community Services	City & County of Honolulu	\$ 200,000
2	PENDING: Indigent Legal Assistance Fund contract (administered by Hawaii Justice Foundation). Amount unknown/determined by formula. FY2022 amount was \$24,732.	7/1/22-6/30/23	Judiciary	State of Hawaii	-
3					
4					
5					
6					
7					
8					

V. EXPERIENCE AND CAPABILITY

1) *Necessary Skills and Experience*

The Legal Clinic has quickly earned recognition as a dependable provider of high quality immigration legal services, and an advocate for fair policies that improve the lives of Hawai'i's foreign-born residents. While still a new nonprofit, we employ two of the six public interest-serving immigration attorneys that we know of in Hawai'i, who provide such services year-round without charging attorney fees. Even fewer immigration attorneys will take on cases of removal defense (deportation) at no cost, as these cases can be complex and extend over a year's time. TLC believes firmly in providing the right to due process and counsel even for those who could otherwise not afford to hire an immigration attorney.

- TLC is led by a seasoned executive director with several decades of nonprofit management and fundraising experience, and a senior immigration attorney with a UCLA law degree, who was previously a litigator and has also served as an adjunct law professor. TLC's team includes a paralegal, a part-time program coordinator, and a recently-hired second immigration attorney (William S. Richardson School of Law graduate, and former Attorney Advisor for the San Francisco Immigration Court). Contracted language interpreters and an accountant round out the team.
- TLC's board includes veteran lawyers, educators, faith leaders, Pacific Islander and immigrant representatives, an accountant, and a social worker. It is a very ethnically-diverse board with strong networks and a passion for human rights and social justice.
- Relevant projects or contracts for the most recent three years: TLC is in its third year of operation since obtaining independent 501c3 status. In that time:
 - TLC has provided high quality **immigration legal services to over 340 unique individuals** in Hawai'i, without charging the clients attorney fees. The City and County of Honolulu has awarded TLC a Grants-in-Aid contract three years in a row, to provide immigration legal services. TLC has fulfilled the first 2 contracts and is starting the third.
 - The Hawai'i State Judiciary in partnership with Hawai'i Justice Foundation has awarded TLC two years' of "**Indigent Legal Assistance Fund (ILAF)**" support (\$14k-\$25k/year) to date, to provide immigration legal services to the most indigent (those whose household income is 125% or less than federal poverty guidelines). The Judiciary has been satisfied with TLC's services and have invited a proposal for a third year of funding.
 - TLC and its partners have been putting on **public citizenship workshops** for over 3 years, starting even before TLC secured its own 501c3 status and was a mostly volunteer-run effort. Primary partners include UNITE HERE Local 5 union and the Refugee & Immigration Clinic at University of Hawai'i Richardson School of Law.
 - From August to December 2020, Hawai'i Community Foundation contracted TLC to provide multilingual outreach and **COVID relief assistance –"TLC CARES" project** - to limited-English speaking communities on O'ahu. TLC brought on 12 multi-lingual contractors and partnered with 8 community groups to distribute cash assistance to over 1,300 households, share health and resource messaging with over 52,000 residents, and provide testing and/or benefits application services to 300 residents.

These projects demonstrate TLC's ability to do effective outreach, forge strategic partnerships, manage grant contracts well, and perform at a high level to deliver specialized services to a diverse and often marginalized population.

- TLC is fortunate to be an affiliate of “National Justice for Our Neighbors” (NJFON), which supports 19 organizations like TLC across the country that together operate over 50 clinics providing immigration legal and educational services. NJFON provides support to TLC through a pro-bono legal advisor and fundraising consultant, shared advocacy and educational resources, and a wide range of other peer network resources.
- TLC was recently invited to become one of the newest members of the National Partnership for New Americans (NPNA) network, one of the largest and most respected immigrant advocacy organizations in the U.S.
- TLC is a proud member of the Hawai'i Association of Nonprofit Organizations (HANO) and is HANO's next door neighbor.
- A founding TLC advisory board member, John Egan, is a well-respected immigration attorney in Hawai'i, who now serves as Director of UH Mānoa's Refugee and Immigration Law Clinic at the William S. Richardson School of Law.

2) Facilities

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

When we aren't restricted by the health pandemic, TLC holds legal clinics and workshops in other borrowed spaces -such as in community centers, schools, and at other churches- in order to be accessible to residents across O'ahu and eventually also on neighbor islands. Most recently, John Egan of UH Refugee and Immigration Law Clinic offered TLC attorneys the opportunity to use donated office space during visits to Hawai'i Island (Kona side), which is welcome as our client base is growing there.

TLC will be seeking a second office location in 2022 –ideally in the Kalihi neighborhood of O'ahu. Meanwhile, TLC is able to do much of its work remotely -helping clients via phone, email, an online platform (citizenshipworks.org/tlc), and video conferencing.

VI. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

1) Proposed Staffing, Staff Qualifications, Supervision and Training

The Legal Clinic's staff is composed of an executive director (reporting to the Board of Directors), an immigration attorney, a part-time legal assistant, and a part-time program coordinator. TLC retains a contracted accountant/CPA (LaCambra & Associates LLC) for accounting, payroll, and tax filing.

- TLC's **executive director** (ED) Bettina Mok has worked in the nonprofit sector for over 30 years, as a program manager and director, grantwriter, foundation officer, and as an independent consultant to other nonprofit directors. She has significant experience and training in fundraising, employee supervision, volunteer and board management, event coordination, program development and non-profit administration. Bettina has a Masters of Arts degree in International Administration. She was TLC's first staff hire, and has served as ED since February 2019.
 - The ED is tasked with day-to-day administration and fiscal management of TLC, as well as with hiring and staff support, fundraising, partnership development, public outreach, event management, and communications with the board.

- She will oversee implementation of the grant activities, and documentation/tracking of related activities and progress. She will work with the attorney to identify and develop strategic community partnerships, and will manage consultant contracts (interpreters, web designer, etc.). She is also responsible for hiring and supervising the Engagement & Administrative Coordinator to design and implement the communications and outreach plan. The ED will work closely with the contracted accountant on the financial reporting of a grant award.
- The proposed budget allocates State GIA funds to cover 40% of the ED's salary.

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

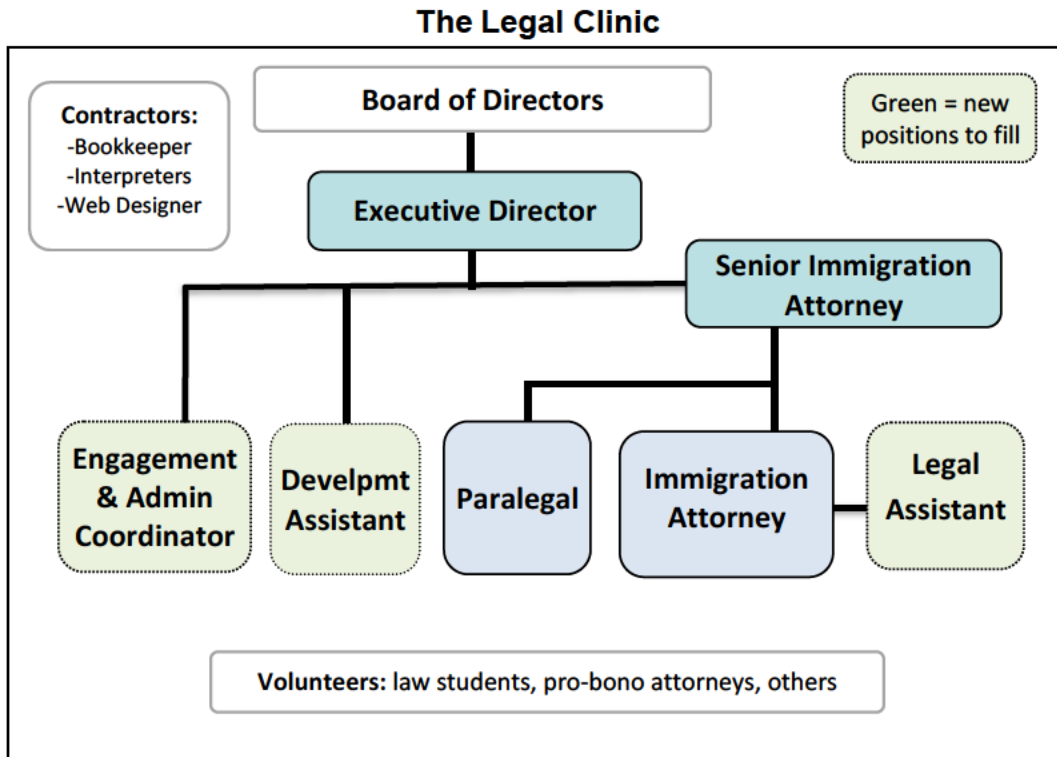
Prior to her work at TLC, Esther served as a litigator in private practice and an adjunct law professor. She represented pro bono asylum clients and assisted other clients in preparing their applications for naturalization and Deferred Action for Childhood Arrivals (DACA) status.

- Esther supervises TLC's second immigration attorney, Kara Teng, and a paralegal, Lia Nakao. Together, they provide the primary in-office legal services to our low-income immigrant clients. They bring in language interpreters and translators as needed, to serve TLC's limited-English-speaking clients. Esther will also hire and train a legal assistant in 2022.
- Esther will also train and engage pro bono attorneys, law student interns, and others, in immigration legal services work. She has been doing so at TLC for over two years now.
- TLC's attorneys collaborates with the few other public interest immigration lawyers on O'ahu, and with others to promote fair policy and good working relationships among those working in the immigrant justice arena in Hawai'i.
- Should this grant request be fully funded, 50% of Esther's salary could be offset by the grant (while the second attorney's time will hopefully be underwritten by a City & County GIA grant).

- TLC plans to hire an **engagement and administrative coordinator** who will lead TLC's community outreach efforts to reach our target client base, design and implement a communications plan, manage social media communications, organize educational events, and provide administrative support to the executive director.
 - In this very digital age and remote service environment, TLC must do more to consistently update information on immigrant rights, services, resources, policies, etc., on its website and social media channels. The coordinator will need to be savvy with social media and have strong writing skills, in addition to being committed to immigrant justice, and ideally, having an eye for design!
 - As TLC is growing, our administrative needs are too, and part of the coordinator's job will be to keep our mailing list/database updated and to provide logistical support for workshops and other events.
 - The coordinator will report to the executive director, and will collaborate with language translators, a web designer, our legal team, volunteers, and others.
 - Should this grant be fully awarded, 75% of the coordinator's salary would be paid for by the grant.

- The salaries of the **second immigration attorney Kara Teng** (Richardson School of Law graduate, former Advising Attorney at SF Immigration Court), **paralegal Lia Nakao** (Kapiolani Community College paralegal program graduate), and **legal assistant** (to be hired), would not be paid for out of the State GIA grant, however, these positions are integral to TLC's legal services team, and to the fulfillment of the proposed objectives. We are seeking other funding, including City & County of Honolulu GIA support to help pay for these positions. Similarly, a new Development Assistant position would be paid for by a separate funding source - to be determined.
- **Volunteers including bilingual speakers, law students, community partner representatives, and pro-bono attorneys** are already regular contributors to TLC's work, and will continue to offer support, either remotely or in person at TLC offices or offsite events.
- All staff participate in **training, conferences and/or continued education opportunities** at various points throughout the year.

Organization Chart



Compensation

Executive Director	\$92,000
Senior Immigration Attorney	\$85,000
Immigration Attorney	\$71,500

VII. OTHER

1. *Litigation*

There is no pending litigation for The Legal Clinic.

2. *Licensure or Accreditation*

- The Legal Clinic's staff attorneys, and any contracted lawyers representing clients on immigration cases, shall have a law degree, and membership in a state Bar.
- TLC's staff attorneys are also authorized to represent cases and clients before the US Citizenship and Immigration Service Executive Office for Immigration Review (US Department of Justice).
- TLC is applying to the U.S. Department of Justice (DOJ) to serve as an "Recognition & Accreditation Program" site. As such, non-attorneys serving with The Legal Clinic can apply to become DOJ "Accredited Representatives (ACRs)" who can then represent foreign-born individuals before the Department of Homeland Security (DHS) and the Executive Office for Immigration Review (EOIR), which includes the immigration courts and the Board of Immigration Appeals (BIA). TLC is aware of only three active DOJ Accredited Representatives in the State of Hawai'i serving our foreign-born communities.

3. *Private Educational Institutions*

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

4. *Future Sustainability Plan*

TLC is fortunate to be able to rely on the guidance and resources of the National Justice for Our Neighbors Network over the long-term, as well as the generous support of the First United Methodist Church of Honolulu, which is providing in-kind support of its facilities for the TLC office (at \$1/year lease).

TLC has an active fundraising committee, spearheaded by board members Susan Li and Amy Agbayani, who jointly have significant experience generating support for grassroots causes in Hawai'i. Together with the Executive Director, who has over 30 years of nonprofit fundraising experience, the committee will continue to pursue a variety of fundraising opportunities, from private foundation grants (local and national), to individual donor contributions, corporate support, and other government funding.

Each year, TLC plans to host at least two events, one in spring and one in fall, to raise community awareness of immigrant justice issues and to engage existing and prospective donors. TLC will hold at least one annual fundraising event annually, as well as develop an individual donor campaign.

A growing number of attorneys are offering pro-bono support as they learn about our work. Currently, our paralegal Lia is applying for the US Department of Justice Recognition and Accreditation program, which would enable her to assist with clients' applications to and appointments with US Citizenship and Immigration Services. This would increase our legal services capacity at an affordable rate, and consequently be able to support more clients.

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

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

LETTERS OF SUPPORT

The following letters of support were submitted on The Legal Clinic's behalf, in conjunction with prior funding requests.



National Partnership for New Americans
1805 South Ashland Ave
Chicago, IL 60608
www.partnershipfornewamericans.org

April 23, 2020

To Whom It May Concern:

It is my pleasure to submit this letter in support of the work of The Legal Clinic (TLC) in Honolulu. I am the director of the National Partnership for New Americans (NPNA) which awarded TLC with modest funding through our "America is Home" program to promote naturalization (citizenship) work in Hawaii last year.

As a newer affiliate of our "Cities for Citizenship" initiative, TLC has demonstrated its ability—in a short amount of time—to move the needle on both local and national immigrant justice efforts. In addition to its ongoing efforts to serve the low-income immigrant community in Honolulu, TLC has participated in convenings and advocacy efforts as far away as Washington D.C. and Detroit. More recently, TLC's work has been an important part of the justice immigration work we do in three other ways.

First, TLC arranged for two Spanish-speaking delegates to travel to Laredo, Texas, to help pro-bono attorneys from Jones Day Law Firm, with English-Spanish language interpretation during an ongoing asylum project at the Mexico border. Their support was invaluable in assisting non-English speaking clients.

Next, in mid-March, we needed to quickly find a co-lead in the U.S. Senate for our New Deal for New Americans bill, which would allocate much-needed funding and political weight to addressing immigration issues nationally. We asked TLC for support in securing the sponsorship of Senator Mazie Hirono, and within two days, Senator Hirano said "Yes", thanks in large part to TLC board member connections. The bill was introduced to the Senate the day after.

Finally, TLC provided legal guidance when one of our national partners –UNITE HERE hospitality workers' union—had urgent questions about the naturalization fee waiver (which we are working to provide U) process, on behalf of the thousands of laid-off hotel workers in Hawaii.

In our work we do not take time to say "Thank You" enough. But on behalf of NPNA, our staff, and our board co-chairs, we would like to say THANK YOU to the staff and board of The Legal Clinic. Please know that TLC plays a very important role in Hawaii and is having an impact far beyond that, in the national landscape of immigrant justice work as well.

Sincerely,

Joshua Hoyt
Executive Director
jhoyt@partnershipfornewamericans.org



April 20, 2020

Dear Grants Committee:

My name is John Robert Egan, and I am the Director of the Refugee & Immigration Law Clinic at the William S. Richardson School of Law at University of Hawai'i at Mānoa. I also serve on The Legal Clinic's (TLC's) Advisory Board.

Since opening its doors in September 2019, TLC in partnership with our UH law clinic and other community-based groups, has provided free legal services to several hundred underserved immigrants here in Honolulu. As part of a national network of similar community-based immigration law clinics called Justice for Our Neighbors, TLC provides services that are otherwise inaccessible or unaffordable.

Studies have shown that the lack of low-cost representation for immigrants in legal proceedings has a pronounced negative impact on case outcomes. In some situations, having a lawyer improves outcomes by 2 to 3 times. Having a community-based organization with no-cost representation as a central part of its mission helps address a real need in our state, where over 50,000 residents are lawful permanent residents but not yet U.S. citizens, and where an estimated 40,000 or more immigrants are currently out of status.

In recent months, TLC has taken the lead role in coordinating public citizenship application workshops, which involve student volunteers from our law school clinic and pro-bono attorneys recruited through the local chapter of the American Immigration Lawyers Association and other networks in our legal community. Working together with a third partner, UNITE HERE Local 5, Hospitality and Healthcare workers' union, these workshops have been successfully assisting 30-50 lawful permanent residents at a time completing the complicated 20-page USCIS Application for Naturalization form, the first step in moving from "green cardholder" to U.S. citizenship status.

The COVID19 pandemic has temporarily interrupted these in-person naturalization workshops, but TLC continues to serve individual clients via phone and email. They are currently setting up an alternative process to help more people complete the Application for Naturalization via an online platform called citizenshipworks.org. This is an exciting development, as remote assistance will allow this work to continue through the public health crisis, and to reach people in more rural parts of our state even after the crisis ends. Our UH law clinic students will continue to support the efforts of The Legal Clinic and I am happy to endorse TLC's request for funding this important initiative.

Respectfully Yours,

A handwritten signature in blue ink, appearing to read "John Robert Egan".

John Robert Egan
Director, UH Refugee & Immigration Law Clinic
jregan@hawaii.edu