



**The Legal Clinic (TLC)  
FY26-27 Grants In Aid Proposal to  
State of Hawaii**

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



AUTHORIZED SIGNATURE

Bettina Mok, Executive Director

PRINT NAME AND TITLE

1/23/26

DATE



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

**Vendor Name:** THE LEGAL CLINIC

**Issue Date:** 01/05/2026

**Status:** Compliant

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#:

UI#:

XXXXXX5435

DCCA FILE#:

281811

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Waived
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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)

1.23.26

(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

(2) The public purpose for the grant:

The public purpose of this grant is to strengthen Hawai‘i’s nonprofit immigration legal infrastructure by investing in workforce development, professional training, and long-term strategic planning. The project supports high-quality legal service delivery to underserved immigrant communities by equipping legal staff and advocates with the tools, skills, and strategic direction necessary to respond to rapidly evolving federal policies and increased community need.

The Legal Clinic’s mission is to ensure justice for low-income immigrants and migrants in Hawai‘i through high-quality immigration legal services, education, and advocacy. This request advances the public purpose of promoting access to justice, public education, and professional development in a sector facing significant service and staffing gaps.

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

With this grant, The Legal Clinic (TLC) will:

- **Hire a new full-time Paralegal** to support immigration legal cases and expand statewide service capacity
- **Add a part-time Program Associate** to coordinate TLC’s LEAP-HI cohort (Legal Empowerment & Advocacy Pathways–Hawai‘i), which trains non-attorney immigration advocates for DOJ accreditation
- **Provide professional development** for legal and program staff, including immigration law training, conference attendance, and a 2027 staff retreat
- **Conduct a board- and staff-led strategic planning process**, guided by an external consultant, to develop a 3–5 year roadmap for sustainable service delivery and workforce development

(4) The target group:

- Low-income immigrants and migrants residing in Hawai‘i who face barriers to legal status and access
- Entry-level legal staff, law student interns, and non-attorney community members seeking DOJ accreditation and immigration legal careers
- TLC staff and board members who will participate in training and strategic planning to guide the organization’s growth and impact statewide.

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

Grant request amount: \$100,000

Budget amount: Program: \$278,800    Org: \$2,376,000

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)

January 23, 2026

(Date)

Bettina Mok, Executive Director

## Application for Grants

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### **I. Certification – Please attach immediately after cover page**

#### **1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2025.

#### **2. Declaration Statement**

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

#### **3. Public Purpose**

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

### **II. 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.*

#### **1. The Legal Clinic Background**

The Legal Clinic (TLC) is a nonprofit law firm established in 2017 to ensure justice for low-income immigrants and migrants in Hawai'i through high-quality immigration legal services, education, and advocacy. Founded by a diverse group of attorneys, community leaders, and faith advocates, TLC was created to fill a critical gap in accessible immigration legal support for those unable to afford private counsel. We became an independent 501(c)(3) in 2018 and now operate statewide with offices in

Honolulu, a team of 14 staff members, and a network of volunteers, pro bono partners, and community collaborators.

TLC is one of only a few nonprofit immigration legal service providers in Hawai'i—and the only local nonprofit listed on the U.S. Department of Justice's Pro Bono Legal Services Provider roster for adults in immigration court proceedings. This listing reflects our capacity to take on complex cases, including asylum, removal (deportation) defense, Special Immigrant Juvenile Status (SIJS), and humanitarian relief. Our staff attorneys are supported by legal assistants and a paralegal trained to provide culturally responsive, trauma-informed care.

TLC is committed to a statewide service model. While our main offices are on O'ahu, we serve clients on all major neighbor islands, including through outreach trips, remote consultations, partnerships with local agencies, and multilingual digital communications. In the past year, TLC has expanded its digital outreach to reach over 20,000 people, conducted educational presentations across the state, and provided direct legal services to more than 250 individuals.

## **2. Goals and Objectives Related to the Request**

This GIA request will help build the organizational infrastructure needed to meet increasing community demand and sustain TLC's statewide impact. Our key goals for this program, **Strategic Capacity Expansion to Sustain Statewide Immigration Legal Access (FY26–27)**, are:

- **Create a new full-time Paralegal position** to support TLC's expanding team of staff attorneys. This role will assist with brief writing, legal research, evidence gathering, USCIS filings, case tracking, client communication, and hearing preparation. The paralegal will be based on O'ahu but support clients across the state, with some travel included.
- **Hire a part-time Program Associate** to coordinate the LEAP-HI program (Legal Empowerment & Advocacy Pathways– Hawai'i), a cohort-based initiative to train and mentor non-attorney advocates pursuing DOJ Recognition and Accreditation. This role will also assist with volunteer engagement, grants-related tracking, and cross-program support.
- **Invest in professional development and legal training** for staff, interns, and volunteers. This includes attendance at national conferences, regular webinar-based training, and an annual in-person staff retreat in early 2027 focused on legal updates, cultural competency, and technology applications in immigration law.
- **Conduct a comprehensive strategic planning process** in 2026 to define TLC's roadmap for the next 3–5 years. The process will include board, staff, and stakeholder input and will be led by an outside facilitator. It will assess our service model, staffing structure, geographic reach, funding diversification, and sustainability strategies.
- **Support critical infrastructure and facilities**, including office and parking lease costs and interisland travel for outreach, legal appointments, and community meetings.

These efforts reflect an intentional, phased approach to strengthening TLC's capacity while remaining mission-aligned and responsive to immigrant communities across Hawai'i.

### 3. Public Purpose and Need to Be Served

Hawai'i is home to one of the most diverse immigrant populations in the United States. Nearly one in five state residents is foreign-born, and over 100,000 are non-citizens. According to recent data, nearly 30% of non-citizen households in Hawai'i fall below 200% of the federal poverty level (Migration Policy Institute, 2023), and many face exclusion from public benefits due to immigration status. Despite making up a significant portion of Hawai'i's workforce and contributing 13.3% of their income in state and local taxes (Hawai'i Appleseed, 2024), immigrant communities continue to face disproportionate challenges in accessing reliable legal information, representation, and pathways to lawful status.

At the same time, Hawai'i's immigration legal services landscape remains dangerously limited. There are fewer than 15 nonprofit immigration attorneys across the state, and even fewer who are able to take on complex, time-intensive cases such as removal defense or defensive asylum. TLC is the only nonprofit in Hawai'i listed on the U.S. Department of Justice's Pro Bono Legal Service Provider roster for immigration court—a designation that reflects our capacity to provide direct representation to individuals at imminent risk of deportation.

The year 2025 brought a sharp increase in both the volume and complexity of immigration legal matters. Key trends include:

- **Surge in Deportation Cases:** TRAC Immigration data shows a marked increase in new deportation proceedings as the federal government reinstated "last-in, first-out" case scheduling. This has flooded immigration courts with cases involving newly arrived migrants, many of whom may be eligible for relief but face fast-moving timelines and no right to appointed counsel.
- **Expanded Detention and Expedited Removal:** The U.S. Department of Homeland Security expanded use of expedited removal and detention in 2025, accelerating deportation timelines and increasing the number of individuals held without adequate access to legal advice.
- **Youth and SIJS Delays:** TLC continues to receive a growing number of referrals involving unaccompanied minors. Recent federal backlogs in Special Immigrant Juvenile Status (SIJS) adjudications have left youth in prolonged legal limbo, without the ability to work or regularize their status.

Yet even as the need intensifies, Hawai'i's legal services landscape is in flux. Several long-standing legal providers have faced reductions in capacity due to funding cuts or staffing transitions. Others are restricted in the types of clients or cases they can serve due to federal funding regulations. As a result, more complex and high-need cases—particularly those involving removal, asylum, or undocumented individuals—are increasingly referred to TLC.

In this evolving context, the ability of TLC's staff, volunteers, and legal advocates to **stay up to date on rapidly shifting immigration laws and federal policies** is more important than ever. Federal rule changes, court decisions, and policy directives are reshaping eligibility for relief, document requirements, and timelines. Inadequate or outdated legal guidance can lead to devastating outcomes for clients, including missed filing deadlines, denial of relief, or unjust deportation.

To serve our clients ethically, effectively, and efficiently, TLC must invest in:

- **Ongoing professional development** for attorneys, legal staff, and non-attorney representatives;
- **Strategic planning** to assess service priorities, partnerships, and the most effective use of limited resources;
- **Training programs** such as LEAP-HI that build a local pipeline of accredited, non-attorney advocates to expand statewide access.

The activities proposed in this application directly support the public purpose outlined in HRS §42F-102 by:

- Ensuring that immigration legal services in Hawai'i remain high-quality, up-to-date, and trauma-informed;
- Training future legal advocates to help fill urgent service gaps, especially in rural and neighbor island communities;
- Building TLC's internal capacity to make strategic decisions in a changing environment;
- Sustaining access to justice for those who are most vulnerable to exclusion, detention, or deportation.

This investment will strengthen Hawai'i's nonprofit immigration legal infrastructure at a time when clarity, consistency, and coordination are needed most.

#### **4. Target Population to Be Served**

Hawai'i is home to a diverse and growing immigrant population. Nearly **one in five Hawai'i residents (approximately 250,000 people)** are foreign-born, and more than **110,000 are non-citizens**, according to the Migration Policy Institute and Hawai'i Appleseed (2023–2024). Of these:

- Over **55,000 are lawful permanent residents** (green card holders) who are eligible for naturalization but often face barriers in completing the process;
- An estimated **45,000 are undocumented or under-documented**, including individuals with expired visas, pending applications, or no current status;
- Many of these individuals fall at or **below 200% of the federal poverty guidelines (adjusted for Hawai'i)**, and face additional hurdles such as limited English proficiency, lack of digital access, housing instability, and discrimination.

TLC's clients include:

- **Hawai'i residents from low-income households** (under 200% of federal poverty threshold) who cannot afford an immigration attorney;

- **Unaccompanied minors and youth aging out of foster care or guardianship systems**, often referred for Special Immigrant Juvenile Status (SIJS) cases;
- **Survivors of domestic violence, trafficking, or persecution**, many of whom are eligible for humanitarian relief under federal law;
- **COFA migrants** from the Freely Associated States, who often lack formal documentation but have legal status to reside in the U.S. and face unique legal challenges due to widespread misinformation and policy gaps;
- **Individuals in detention or removal proceedings**, many of whom have no other legal representation due to restrictions on federally funded providers;
- **Rural and neighbor island residents**, particularly on Hawai'i Island, Kaua'i, and Maui, where there are few or no nonprofit immigration legal providers.

TLC has served clients from over 40 countries, with the largest groups from the Philippines, Mexico, Micronesia (FSM), Marshall Islands, El Salvador, Guatemala, Honduras, and China.

### **5. Geographic Coverage**

TLC provides services statewide, including to clients on all major neighbor islands, through a combination of remote consultation, interisland travel, and partnerships with community-based organizations. Our multilingual and culturally responsive model prioritizes those facing the greatest legal barriers and the fewest options for help. While our physical offices are on O'ahu, our legal and outreach staff regularly conduct remote consultations for clients on Maui, Hawai'i, and Kaua'i, and for clients in rural areas. To address unmet need on Hawai'i, TLC plans to hire a new full-time immigration attorney based on the island, supported by a legal assistant. This expansion is already budgeted and reflects strategic prioritization of neighbor island access. Legal services will be offered in Hilo, Kona, and surrounding rural communities, which currently lack adequate immigration legal infrastructure.

We collaborate with churches, schools, health providers, shelters, and cultural organizations across the islands. This proposal includes budget support for interisland travel by the new paralegal and other staff, ensuring that legal services and training opportunities remain accessible to neighbor island communities.

## **III. 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.*

### **1. Scope of Work, Tasks, and Responsibilities**

The Legal Clinic (TLC) will implement a capacity-building initiative to expand the reach, effectiveness, and sustainability of its statewide immigration legal services. This GIA-supported project has four core components:

#### **A. Personnel Expansion**

- **Hire a full-time Paralegal** by mid-2026 to support staff attorneys with brief writing, case law research, USCIS application support, client correspondence, scheduling, and hearing preparation. The position will be based on O'ahu but serve clients statewide, including travel to neighbor islands as needed.
- **Hire a part-time Program Associate** in FY26 to support the LEAP-HI (Legal Empowerment & Advocacy Pathways–Hawai'i) program, a cohort-based initiative to train non-attorney immigration advocates. This role will manage cohort communications, coordinate training logistics, and support volunteer engagement and grant writing.

#### **B. Professional Development**

- **Staff development activities** will include:
  - Attendance at national immigration law conferences for two staff members
  - Participation in a 2026 in-person all-staff retreat focused on legal and policy updates, trauma-informed care, and technology in legal services
  - Ongoing legal webinars, training, and professional support throughout the year
- **Volunteers and interns will benefit from training and mentorship throughout the fiscal year.**
- **DOJ-accredited representatives-in-training** will receive training and mentorship from TLC and partner organizations on O'ahu and Maui. They will have monthly opportunities to collaborate and learn from one another.

#### **C. Strategic Planning Process**

- In calendar year 2026, TLC will engage an external consultant to lead a 3–5 year **strategic planning process**, incorporating input from board, staff, community stakeholders, and sector partners

#### **D. Operational Support and Infrastructure**

- The project budget includes **partial lease and parking expenses** at TLC’s office locations, partial funding for an operations director role in quarters 3 and 4, and **interisland travel** for client services, outreach, and cohort meetings. TLC’s team supports remote clients across Hawai’i and frequently travels to neighbor islands for in-person assistance.

These combined investments are designed to strengthen TLC’s legal team, expand its statewide impact, and ensure responsible organizational growth in response to rising community need.

## 2. Projected Annual Timeline and Milestones

### FY26 (July 2026–June 2027)

Quarter	Key Milestones
<b>Q1 (Jul–Sep 2026)</b>	<ul style="list-style-type: none"> <li>- Hire PT Program Associate</li> <li>- LEAP-HI cohort training underway</li> <li>- Research and secure training consultants and planning facilitator</li> <li>- Propose internal staff training calendar</li> <li>- Engage stakeholders for strategic planning</li> </ul>
<b>Q2 (Oct–Dec 2026)</b>	<ul style="list-style-type: none"> <li>- Hire and train FT Paralegal</li> <li>- Conduct strategic planning sessions</li> <li>- A staff member attends a national immigrant justice conference</li> <li>- Program Associate organizes fall and year end LEAP cohort activities; begins planning for 2027 cohort.</li> <li>- Paralegal is actively providing case support for staff attorneys</li> <li>- Finalize strategic plan</li> <li>- Individual staff participate in webinars, online courses, and/or other trainings</li> </ul>
<b>Q3 (Jan–Mar 2027)</b>	<ul style="list-style-type: none"> <li>- Evaluation of LEAP program impact.</li> <li>- Finalize LEAP-HI schedule and partner MOUs for 2027</li> <li>- Ongoing case support, outreach, and training activities</li> <li>- TLC directors retreat, planning</li> <li>- Individual staff participate in webinars, online courses, and/or other trainings</li> </ul>
<b>Q4 (Apr–Jun 2027)</b>	<ul style="list-style-type: none"> <li>- LEAP-HI training cohort meeting regularly for trainings</li> <li>- Complete GIA reporting</li> <li>- Staff member attends a national immigrant justice conference</li> <li>- Staff training retreat</li> </ul>

### 3. Quality Assurance and Evaluation Plan

TLC will monitor project progress through a combination of internal metrics, client feedback, and external review. Oversight will be provided by the Executive Director, Operations Director, and Senior Staff Attorney, with board involvement in strategic planning oversight.

#### Monitoring & Evaluation Methods:

- Internal case management system will track paralegal-supported cases, timelines, and outcomes
- LEAP-HI cohort progress will be tracked via session attendance, application progress toward DOJ accreditation, and feedback surveys
- Participation in staff training and conferences will be documented, and staff debriefs will inform future activities
- Strategic planning will include defined benchmarks, deliverables, and post-project assessment
- TLC conducts periodic reviews of all major initiatives to assess performance, adjust workflows, and document learnings

### 4. Measures of Effectiveness

The following indicators will be tracked to evaluate the project's success:

<b>Objective</b>	<b>Measure of Effectiveness</b>
<b>Expand attorney capacity through hiring of Paralegal</b>	<ul style="list-style-type: none"> <li>- Improved legal team capacity according to staff attorneys' capacity (as measured by internal benchmarks)</li> <li>-TLC legal team will assist a higher number of clients than in the prior year.</li> </ul>
<b>Launch and manage LEAP-HI cohort</b>	<ul style="list-style-type: none"> <li>- Coordinate 6+ training sessions and provide technical assistance to at least 6 DOJ rep candidates</li> <li>- LEAP-HI cohort participants report increased knowledge and contacts in immigration legal services work.</li> <li>-Partnering organizations confirm increased capacity from trainees upskilling and participation in the program.</li> </ul>
<b>Strengthen staff expertise</b>	<ul style="list-style-type: none"> <li>- Two staff attend national training and report gaining knowledge or skills that can improve their work</li> <li>-All staff complete annual retreat and at least one other professional development session.</li> </ul>
<b>Strategic planning process completed</b>	<ul style="list-style-type: none"> <li>- Plan finalized and adopted by June 2027</li> <li>- Stakeholder feedback collected and integrated</li> </ul>

## **IV. 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 \(Link\)](#) Attached
  - b. [Personnel salaries and wages \(Link\)](#) Attached
  - c. [Equipment and motor vehicles \(Link\)](#) Attached
  - d. [Capital project details \(Link\)](#) Attached
  - e. [Government contracts, grants, and grants in aid \(Link\)](#) Attached
2. *The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$30,000	\$20,000	\$25,000	\$25,000	\$100,000

3. *The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.*

Program related :

- Hawai'i Justice Foundation IOLTA & ILAF
- City & County of Honolulu (GIA)
- Foundation grants (will request from Clarence T.C. Ching Foundation, First Hawaiian Bank, Womens Fund of Hawai'i)

For operating budget:

- Hawai'i Justice Foundation IOLTA & ILAF
- City & County of Honolulu (GIA), State of Hawai'i Judiciary
- Immigration Law & Justice Network
- Other Foundations (Atherton, Kosasa, Hawai'i Community Foundation, Cooke, McInerney)
- First United Methodist Church
- Individual donors & corporate event sponsors

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.*

N/A

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 2027 for program funding.

<b>GOVERNMENT GRANTS &amp; CONTRACTS WITHIN PRIOR 3 YEARS (FY24-FY26)</b> <i>(None of this funding was for the proposed new positions or program)</i>				
State of Hawai'i Act 310 Grants in Aid	12/01/25-11/31/26	Aloha United Way	State of Hawai'i	\$100,000
City & County of Honolulu – Grants in Aid	11/01/25-10/31/26	Dept. of Community Services	City & County of Honolulu	\$115,000
State of Hawai'i Judiciary – Immigration	9/01/25-6/30/26	Health & Human Services	State of Hawai'i	\$500,000
ILAF Contract – Hawai'i Justice Foundation	7/01/25-6/30/26	Judiciary	State of Hawai'i	\$54,465
State of Hawai'i Judiciary – Civil Legal Services for Indigent Residents	07/01/25-06/30/26	Health & Human Services Contract	State of Hawai'i	\$366,666
City & County of Honolulu Grants in Aid	10/1/24-9/30/25	Dept. of Community Services	City & County of Honolulu	\$ 97,000
State of Hawai'i Judiciary - Civil Legal Services for Indigent Residents	9/15/24-6/30/25	Health & Human Services Contract	State of Hawai'i	\$200,000
ILAF Contract – Hawai'i Justice Foundation	7/01/24-6/30/25	Judiciary	State of Hawai'i	\$48,754
State of Hawai'i Judiciary – Civil Legal Services for Indigent Residents	7/01/23-6/30/24	Health & Human Services Contract	State of Hawai'i	\$245,000
ILAF Contract– Hawai'i Justice Foundation	7/01/23-6/30/24	Judiciary	State of Hawai'i	\$34,528
State of Hawai'i Grants in Aid- Immigration Legal Services	4/1/23-3/31/24	Office of Community Services	State of Hawai'i	\$140,000
Federal Appropriations Contract/ Byrne Discretionary Grant	11/1/23-12/1/25	U.S. Office of Justice Programs	U.S. Dept. of Justice	\$120,000

#### **GOVERNMENT FUNDS SECURED FOR FY27 PROGRAM FUNDING**

City & County Grants in Aid \$38,170

State GIA Act 310 (Aloha United Way) \$41,667 (Jul-Nov '26)

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.

\$500,000 (operating reserve)

## **V. 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.*

The Legal Clinic (TLC) has the skills, experience, and organizational capacity necessary to successfully carry out the activities proposed in this application. Since its founding in 2017, TLC has developed deep expertise in immigration legal services, organizational capacity-building, workforce development, and statewide service delivery for low-income and underserved populations.

TLC is one of only a few nonprofit organizations in Hawai'i providing free, high-quality immigration legal services, and the only Hawai'i-based nonprofit currently listed on the U.S. Department of Justice's Pro Bono Legal Service Provider roster for adult respondents in immigration court. Our legal team consists of 3 attorneys versed in immigration law, including demonstrated expertise in complex and time-intensive immigration matters like asylum, removal (deportation) defense, Special Immigrant Juvenile Status (SIJS), humanitarian relief, and family-based immigration. These cases require advanced legal research, brief writing, procedural knowledge, and coordinated attorney–paralegal support—the precise capacity this request is designed to strengthen.

In recent years, TLC has intentionally expanded both its legal team and its organizational infrastructure to respond to increased demand and shifting federal immigration policies. The proposed addition of a specialized paralegal reflects best practices in nonprofit legal services delivery, allowing attorneys to focus on legal strategy and courtroom advocacy while ensuring timely, accurate case preparation and client communication.

TLC also has demonstrated experience managing **capacity-building and training initiatives**, including:

- The **LEAP-HI (Legal Empowerment & Advocacy Pathways–Hawai'i)** program, piloted with prior State GIA and foundation support in 2025. The program provides structured training and mentorship to non-attorney immigration advocates pursuing DOJ Recognition and Accreditation.
- Ongoing supervision and training of law student interns, volunteers, and DOJ-accredited representatives.
- Coordination of professional development activities for staff, including national conferences, legal webinars, and cross-sector training.

Over the past three years, TLC has successfully administered and complied with multiple public and private funding agreements relevant to this request, including:

- State of Hawai'i Grants in Aid (capacity-building and legal services)
- City & County of Honolulu Grants in Aid
- Hawai'i State Judiciary contracts (IOLTA and ILAF-funded legal services)
- Hawai'i Justice Foundation grants
- National foundation and network grants supporting training, outreach, and legal services

These projects required clear scopes of work, staff supervision, fiscal accountability, data tracking, and timely reporting—all of which TLC has consistently delivered. TLC's leadership team brings extensive nonprofit management, fiscal oversight, and strategic planning experience, and works closely with an engaged Board of Directors that includes attorneys, accountants, and community leaders. TLC is also a proud member of the Hawai'i Coalition for Immigrant Rights, the Hawai'i Association of Nonprofit Organizations (HANO), the Vera Institute's National SAFE Network, and of the National Partnership for New Americans (NPNA) network, one of the largest and most respected immigrant advocacy organizations in the U.S. NPNA provides technical training on citizenship requirements, Department of Justice accreditation of legal assistants, and advocacy related matters. Under NPNA's guidance, TLC succeeded in bringing the City & County of Honolulu into a national "Cities for Citizenship" network.

Taken together, TLC's legal expertise, programmatic experience, and demonstrated ability to manage public funds make the organization well qualified to implement the proposed staffing, training, and planning activities.

## **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.*

TLC currently operates from two office locations on O'ahu, which together provide adequate space and infrastructure to support the activities proposed in this application. The primary office in downtown Honolulu houses the majority of TLC's legal team and administrative staff and includes workstations for attorneys, paralegals, interns, and volunteers. A secondary office location provides additional meeting and workspace and supports client intake and confidential consultations.

These facilities are equipped with secure case management systems, videoconferencing capacity, and technology necessary for legal research, document preparation, remote client meetings, and statewide coordination. TLC's offices are accessible by public transportation and are located near key partners and government agencies.

The proposed new paralegal and Program Associate positions will be housed within TLC's existing office infrastructure. The budget includes partial support for office lease and parking expenses to ensure adequate workspace for staff, interns, and volunteers. TLC also maintains the capacity to serve clients remotely and to travel interisland as needed to meet with clients, partners, and training cohorts on Hawai'i, Maui, Kaua'i, and other neighbor islands. In FY 26-27, to meet the growing needs of the immigrant community on Hawai'i, we are hoping to identify and secure office space there as we hire a new attorney and legal assistant who can work from that location.

No additional facilities are required to implement this project. TLC's current facilities, combined with its remote service capacity and interisland travel plan, are sufficient to support the proposed work and to continue providing statewide services efficiently and securely.

## **VI. 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.*

TLC will implement this request with a combination of experienced staff and two proposed new hires to expand legal services delivery, administrative capacity, and long-term strategic growth.

#### **New Positions Supported by this Request:**

- 1. Full-Time Paralegal** (to be hired in 2026)
  - This new role will expand TLC's capacity to manage a rising volume of complex immigration legal cases. The paralegal will assist attorneys with legal research, brief writing, case preparation, document drafting, client communication, and hearing support. They will be based on O'ahu with some interisland travel to support statewide clients and outreach.
- 2. Part-Time Program Associate** (to be hired in 2026)
  - This position will coordinate the LEAP-HI (DOJ Accredited Representative cohort) program, support volunteer and intern engagement, and assist with training logistics, outreach activities, and grant deliverables. The Associate will help sustain workforce development efforts aimed at expanding immigration legal capacity statewide.

These positions are essential to TLC's goal of expanding service delivery while ensuring continued high-quality legal representation, staff retention, and effective coordination of volunteer and community-led legal training initiatives.

## Qualifications and Experience of Current Personnel

As of FY26, TLC has a seasoned team of program, legal, and operations staff with demonstrated experience in immigration law and nonprofit service delivery:

- TLC's **Executive Director** Bettina Mok manages the organization's overall growth, strategic direction, fiscal health, and staffing plan. Bettina was TLC's first paid staff member in 2019 and has worked in the nonprofit sector for over 30 years. 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 Master of Arts degree in International Administration.
- **Three full-time staff attorneys**, who have courtroom experience and have worked collaboratively at TLC on a range of complex cases, including asylum, Special Immigrant Juvenile Status (SIJS), VAWA petitions, removal defense, and humanitarian relief. One of these attorneys previously served as an Equal Justice Works Disaster Resilience Fellow and now continues full-time as a TLC attorney focused on statewide representation. **Senior Staff Attorney** Neribel Chardon has over 15 years of law practice (including 4 years in immigration law). Neribel has been with TLC since 2023 and provides direct legal counsel to clients on immigration matters, as well as legal education and training for staff, interns, and the public. She represents TLC clients in federal immigration court and is registered with the Executive Office for Immigration Review (EOIR). She holds a law degree (graduating magna cum laude) from the Pontifical Catholic University of Puerto Rico Law School. Previously she also practiced Labor and Employment Law defense litigation for 15+ years. Neribel is also a Registered Spanish Interpreter (Hawai'i State Judiciary) and Notary Public.
- **One paralegal awaiting final confirmation on DOJ accreditation**, who supports client intake, case preparation, and USCIS filings.
- **Two legal assistants**, who assist with administrative and legal tasks across a broad range of cases.
- **Engagement Coordinator**, responsible for coordinating outreach events, interisland engagement, and partnerships with community organizations.
- **Grants & Communications Specialist**, who oversees digital communications, public education materials, multilingual content, and media engagement.
- **Development Director**, who leads fundraising campaigns, donor engagement, and foundation relationships.
- **Operations Director**, who oversees logistics, staff onboarding, scheduling, internal systems, and general operations. This staff member has multiple years of operations experience.
- **Administrative & Grants Manager**, who coordinates data tracking, reporting, and compliance with public and private funders.
- **Community & Policy Advocate**, who monitors immigration policy, coordinates advocacy strategies, and supports community coalition work.

TLC also hosts **law student interns, a policy fellow, and community volunteers** year-round, who support research, outreach, advocacy efforts, and legal services under attorney supervision.

## Supervision and Training Structure

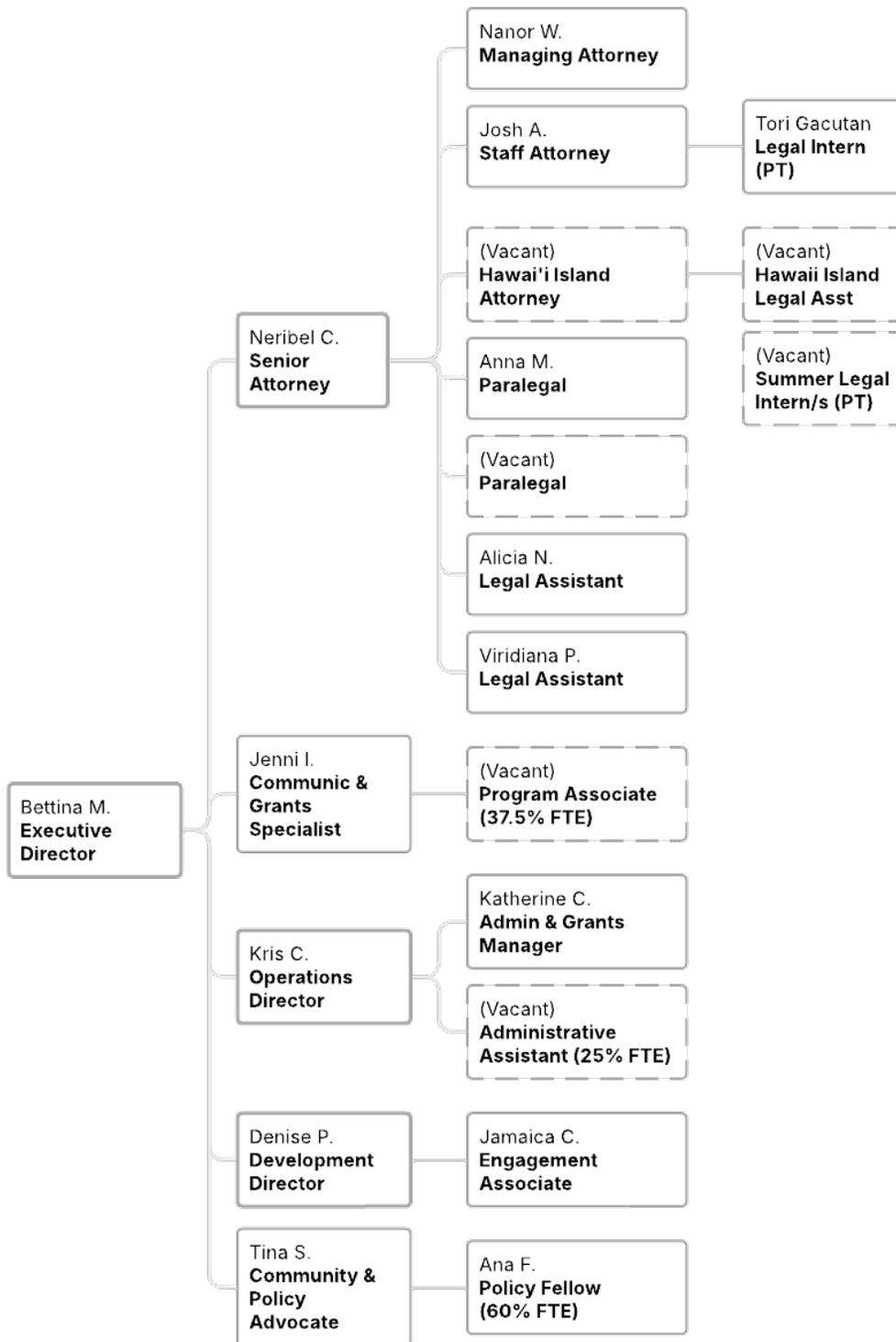
TLC maintains a clear and collaborative supervision structure:

- **Senior Staff Attorney** Neribel Chardon manages TLC's legal team members (attorneys, DOJ-accredited representatives, paralegals, and legal assistants), with regular team case rounds, one-on-one check-ins, and weekly legal strategy meetings.
- All new legal hires receive onboarding in immigration case types, ethical obligations, client confidentiality, and trauma-informed care. TLC uses a secure case management system and workflow protocols to ensure consistent documentation and compliance.
- The **Paralegal** to be hired will report to the senior staff attorney and provide support to the other staff attorneys as well. The new paralegal will have the opportunity to enroll in specific immigration law related courses remotely, in addition to on-the-job training and mentorship. This person will be integrated into weekly legal team meetings, with access to internal resources, templates, and guidance on legal writing and case preparation.
- The **Program Associate** will report to the Grants & Communications Specialist who will provide initial orientation to the cohort structure and coordination plan, nonprofit partners, and internal operating systems and communication platforms.
- TLC staff attend **ongoing trainings** including immigration law webinars, use of AI platforms, policy and ethics briefings, and national immigrant justice conferences. An in-person all-staff retreat, supported through this request, is planned for summer 2026 and could include topics such as digital safety, organizational development, leadership, messaging, and cross-team communications.
- All staff complete annual goal sheets, and self-evaluation forms, as well as going through annual reviews with a supervisor. They are encouraged to identify professional development opportunities.

This supervision and training model ensures high-quality service delivery while supporting professional growth, staff retention, and mission alignment.

## 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 an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.*

Executive Director \$90k-\$115k  
Development Director \$90k-\$100k  
Senior Attorney \$85k-\$100k

## **VII. 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.*

N/A

### **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.*

- 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. Immigration attorneys can be licensed in any U.S. state to practice in federal immigration court.
- TLC's staff attorneys are also authorized to represent cases and clients before the U.S. Citizenship and Immigration Service Executive Office for Immigration Review (US Department of Justice).
- The U.S. Department of Justice (DOJ) has designated The Legal Clinic to serve as a "Recognition & Accreditation Program" site. As such, non-attorneys serving with TLC (legal assistants, interns, etc.) can apply to become DOJ "Accredited Representatives" who can then provide immigration legal services to Hawai'i residents with attorney oversight.

### **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.*

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**

*The applicant shall provide a plan for sustaining after fiscal year 2027 the activity funded by the grant if the grant of this application is:*

- (a) Received by the applicant for fiscal year 2027, but*
- (b) Not received by the applicant thereafter.*

### **Diversified Public and Private Funding Sources**

TLC currently secures funding from a range of sources, including:

- Hawai'i State Judiciary's Indigent Legal Services Fund (ILAF)
- Ongoing contract with the Hawai'i State Judiciary (secured since 2021)
- City & County of Honolulu Grants in Aid
- Hawai'i Justice Foundation (IOLTA and capacity-building grants)
- National organizations such as the Vera Institute of Justice and Immigration Law & Justice Network
- Private foundations (e.g., Kosasa Foundation, Wilcox Trust)
- Faith-based groups
- Individual donors and fundraising campaigns

This multi-channel strategy has allowed TLC to expand services steadily each year. Both proposed staff positions will be incorporated into long-term operating budgets and supported through future grant requests and donor cultivation efforts. The Administrative & Grants Manager and Development Director will coordinate efforts to secure replacement funds by Q3 of FY27, including potential multi-year grant applications.

### **Long-Term Strategic Planning**

The strategic planning process funded by this request will deliver a 3–5 year roadmap, with staffing projections to inform future fundraising and sustainability needs. This plan will also help prioritize which roles or services may be maintained at current levels or supplemented by volunteers or pro bono partnerships in the absence of renewed public funds.

### **Staff Retention and Role Integration**

Rather than stand-alone or time-limited roles, the new Paralegal and Program Associate positions will be integrated into TLC's core staffing model. Cross-training, shared supervision, and flexible job design will ensure that these roles continue to add value to the organization even if future grant timelines or scopes change.

### **Policy Advocacy and Public Support**

TLC will continue working with state, county, national, and local partners to advocate for dedicated, recurring public funding for immigration legal services. As part of the LEAP-HI initiative and our leadership in the Hawai'i Coalition for Immigrant Rights, TLC is helping to build statewide infrastructure for immigrant legal support—including a pipeline

of accredited advocates and increased public awareness of the need for due process in immigration proceedings.

Through these strategies, TLC is well positioned to sustain the impact of this project beyond FY27 and to continue serving the public purpose outlined in this application.

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## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

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)
<b>A. PERSONNEL COST</b>				
1. Salaries	64,125	0	23,000	56,100
2. Payroll Taxes & Assessments	8,272		2,970	7,240
3. Fringe Benefits	6,403		1,700	50,490
<b>TOTAL PERSONNEL COST</b>	<b>78,800</b>	<b>0</b>	<b>27,670</b>	<b>113,830</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	3,000			
2. Insurance	700			600
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	6,000		7,000	10,000
5. Staff Training	500			1,500
6. Supplies				500
7. Telecommunication				1,800
8. Utilities				400
9. Contract Services (for Training)	8,000			2000
10. Contract Services (for Accounting)	3,000		3,500	4,000
11. Travel-Continent (for Conferences)				6,000
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>21,200</b>		<b>10,500</b>	<b>26,800</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>100,000</b>		<b>38,170</b>	<b>140,630</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Name (Please type or print) _____ Phone _____		
(b) Total Federal Funds Requested		Signature of Authorized Official _____ Date _____		
(c) Total County Funds Requested	38,170			
(d) Total Private/Other Funds Requested	140,630			
<b>TOTAL BUDGET</b>	<b>278,800</b>	Name and Title (Please type or print) _____		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: The Legal Clinic

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

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, 2026 to June 30, 2027

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:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
JUSTIFICATION/COMMENTS: N/A						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: The Legal Clinic \_\_\_\_\_

Contracts Total: 79,837

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	City & County of Honolulu GIA	11/01/25-10/31/26	Department of Community Services	City & County of Honolulu	38,170
2	State GIA - Act 310	12/01/25-11/31/26	Aloha United Way/State of H	State of Hawaii	41,667
3					
4					
5					
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7					
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27					
28					
29		29			Application for Grants

# Legal Clinic, The\_OP

Final Audit Report

2026-01-23

Created:	2026-01-23
By:	Contact TLC (tlccontact@tlchawaii.org)
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Transaction ID:	CBJCHBCAABAA4kvUBq76S86mMWRPJAYpP9-Qt52AFPjw

## "Legal Clinic, The\_OP" History

-  Document created by Contact TLC (tlccontact@tlchawaii.org)  
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-  Document emailed to Bettina Mok (director@tlchawaii.org) for signature  
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-  Email viewed by Bettina Mok (director@tlchawaii.org)  
2026-01-23 - 10:02:24 PM GMT
-  Document e-signed by Bettina Mok (director@tlchawaii.org)  
Signature Date: 2026-01-23 - 10:03:21 PM GMT - Time Source: server
-  Agreement completed.  
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