

**COUNCIL OF THE COUNTY OF MAUI**  
**PARKS, RECREATION, ENERGY, AND**  
**LEGAL AFFAIRS COMMITTEE**

October 20, 2017

**Committee**  
**Report No. \_\_\_\_\_**

Honorable Chair and Members  
of the County Council  
County of Maui  
Wailuku, Maui, Hawaii

Chair and Members:

Your Parks, Recreation, Energy, and Legal Affairs Committee, having met on September 19, 2017, makes reference to County Communication 17-367, from the Director of Housing and Human Concerns, transmitting a proposed resolution entitled "AUTHORIZING THE EMPLOYMENT OF THE LEGAL AID SOCIETY OF HAWAII AS SPECIAL COUNSEL FOR LEGAL SERVICES ADMINISTERED THROUGH THE OFFICE ON AGING."

The purpose of the proposed resolution is to authorize the employment of Legal Aid Society of Hawaii ("Legal Aid") as special counsel to provide legal services to qualified individuals, pursuant to Section 3-6(6) of the Revised Charter of the County of Maui (1983), as amended, administered through the Office on Aging. As proposed, total compensation for the two-year period of engagement would not exceed \$70,000 per year.

According to the Deputy Director of Housing and Human Concerns, the Older Americans Act requires each area's agency on aging to allot a minimum percentage of Federally allocated funds to provide legal services to seniors and to grandparents raising grandchildren. To comply with this requirement, the Department issued a request for proposals. Legal Aid was the successful bidder.

Your Committee notes that, because the Office on Aging receives Federal funding, the Office uses the Federal Fiscal Year to implement the contract for legal services. Therefore, services rendered by Legal Aid pursuant to the proposed resolution will cover the period October 1, 2017 through September 30, 2019.

**COUNCIL OF THE COUNTY OF MAUI**  
**PARKS, RECREATION, ENERGY, AND**  
**LEGAL AFFAIRS COMMITTEE**

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**Committee**  
**Report No. \_\_\_\_\_**

Your Committee notes the Council (2015-2017 Council term) previously adopted Resolution 15-93, authorizing the employment of Legal Aid as special counsel to provide legal services to qualified individuals, as required by the Older Americans Act, for total compensation not to exceed \$70,000 per year, for the contract period October 1, 2015 through September 30, 2017.

Your Committee was informed that the contract authorized by Resolution 15-93 was extended by the Office on Aging. The County's Executive on Aging explained the Office needs to go through the request for proposals process before asking for Council approval of special counsel. The process took longer than expected, so the Office extended the current contract until December 31, 2017, to avoid any gap in services. There are still unused funds under the current contract.

A Deputy Corporation Counsel informed your Committee the current contract contains a provision allowing for a time extension of the contract upon mutual agreement.

Your Committee asked whether the State Attorney General's office should assist the Office on Aging with deputies, rather than having to contract for services. A Deputy Corporation Counsel said Deputies Attorney General can only represent State employees, similar to the way in which Deputies Corporation Counsel represent County employees. The Office on Aging is required to make legal services available to private citizens, so special counsel is required.

Your Committee noted the assistance provided by Legal Aid, through the Office on Aging, is vital to the population it serves.

COUNCIL OF THE COUNTY OF MAUI

**PARKS, RECREATION, ENERGY, AND  
LEGAL AFFAIRS COMMITTEE**

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**Committee  
Report No. \_\_\_\_\_**

Your Committee revised the proposed resolution to reflect the finding by the Department of Housing and Human Concerns of a real necessity to retain Legal Aid as special counsel to provide legal services to qualified individuals. Your Committee opined, should the Council adopt the proposed resolution, it would be expressing its agreement with this finding.

Your Committee also revised the proposed resolution to clarify no County funds will be used to pay Legal Aid under this arrangement.

Your Committee voted 5-0 to recommend adoption of the revised proposed resolution and filing of the communication. Committee Chair Guzman, Vice-Chair King, and members Atay, Hokama, and Sugimura voted "aye." Committee members Carroll, Cochran, Crivello, and White were excused.

Your Committee is in receipt of a revised proposed resolution, approved as to form and legality by the Department of the Corporation Counsel, incorporating your Committee's recommended revisions.

Your Parks, Recreation, Energy, and Legal Affairs Committee **RECOMMENDS** the following:

1. That Resolution \_\_\_\_\_, as revised herein and attached hereto, entitled "AUTHORIZING THE EMPLOYMENT OF THE LEGAL AID SOCIETY OF HAWAII AS SPECIAL COUNSEL FOR LEGAL SERVICES ADMINISTERED THROUGH THE OFFICE ON AGING," be ADOPTED; and
2. That County Communication 17-367 be FILED.

COUNCIL OF THE COUNTY OF MAUI  
**PARKS, RECREATION, ENERGY, AND  
LEGAL AFFAIRS COMMITTEE**

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**Committee  
Report No.** \_\_\_\_\_

This report is submitted in accordance with Rule 8 of the Rules of the Council.

  
\_\_\_\_\_  
DON S. GUZMAN, Chair

prl:cr:17008aa:jgk/cmn

# Resolution

NO. \_\_\_\_\_

AUTHORIZING THE EMPLOYMENT OF THE LEGAL AID SOCIETY  
OF HAWAII AS SPECIAL COUNSEL FOR LEGAL SERVICES  
ADMINISTERED THROUGH THE OFFICE ON AGING

WHEREAS, the Department of Housing and Human Concerns ("Department") has acquired funds under the Older Americans Act and through the State of Hawaii, Department of Health, Executive Office on Aging ("Office on Aging") to provide legal assistance to qualified individuals in the County of Maui; and

WHEREAS, the Department is required by the Office on Aging to operate and administer said funds as a contract for services; and

WHEREAS, the Department sought a legal services provider through the bidding procurement process and Request for Proposal ("RFP") No. 16-17/P-96; and

WHEREAS, the Legal Aid Society of Hawaii desires to provide legal services pursuant to the scope of work indicated in RFP No. 16-17/P-96; and

WHEREAS, pursuant to RFP No. 16-17/P-96, the Legal Aid Society of Hawaii was the successful bidder; and

WHEREAS, the Legal Aid Society of Hawaii's hourly attorney rate of \$40.00 per hour is well below market pricing; and

**Resolution No. \_\_\_\_\_**

WHEREAS, pursuant to Section 3-6(6) of the Revised Charter of the County of Maui (1983), as amended, the Council alone is authorized to retain or employ special counsel by resolution adopted by a two-thirds vote; and

WHEREAS, the Department finds that, because of the need for specialized expertise and services, there is a real necessity to retain the Legal Aid Society of Hawaii as special counsel to provide legal services to qualified individuals; and

WHEREAS, the Legal Aid Society of Hawaii shall conduct itself in a manner consistent with the scope of work and terms and conditions contained in RFP No. 16-17/P-96 and as may be imposed and required by the Contract and County General Terms and Conditions; now therefore,

BE IT RESOLVED by the Council of the County of Maui:

1. That the Council hereby authorizes the employment of the Legal Aid Society of Hawaii as special counsel to provide legal services to qualified individuals as administered through the Maui County Office on Aging and the Older Americans Act; and

2. That the total compensation, including any costs incurred for the employment of the Legal Aid Society of Hawaii as special counsel for two years shall not exceed \$70,000 per year (\$140,000 total), inclusive of

**Resolution No. \_\_\_\_\_**

all taxes, subject to the availability of Older Americans Act funds or similar, non-County funds; and

3. That the hourly attorney rate charged shall be \$40.00 per hour; and

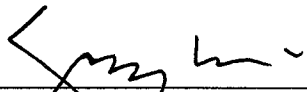
4. That the funds for the two-year contract period shall be expended according to the Cost Proposal attached as Exhibit "A" hereto, which is by reference incorporated herein; and

5. That the expenditures of additional funds or substantial changes to the responsibilities of the parties shall require Council approval; and

6. That, notwithstanding the contract period stated in Exhibit "A," the contract period shall be from October 1, 2017 through September 30, 2019; and

7. That certified copies of this Resolution be transmitted to the Mayor, the Corporation Counsel, the Director of Housing and Human Concerns, and the Director of Finance.

APPROVED AS TO FORM AND LEGALITY



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GARY Y. MURAI  
Department of the Corporation Counsel  
County of Maui  
2015-4160/2017-0099  
2017-10-03 Resolution

**VII-B**

**COST PROPOSAL**

EXHIBIT " A "



## BUDGET

(Period October 1, 2017 to September 30, 2018)


Applicant/Provider: Legal Aid Society of Hawaii  
 RFP No.: 16-17/P-96  
 Contract No. (As Applicable): \_\_\_\_\_

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	47,738			
2. Payroll Taxes & Assessments	5,251			
3. Fringe Benefits	8,593			
<b>TOTAL PERSONNEL COST</b>	<b>61,582</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	450			
2. Airfare, Out-of-State				
3. Audit Services	300			
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts				
6. Insurance	250			
7. Lease/Rental of Equipment	450			
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	4,268			
10. Mileage	200			
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Substance/Per Diem				
16. Supplies	200			
17. Telecommunication	1,150			
18. Transportation	450			
19. Utilities				
20. Litigation	500			
21. Outreach	200			
22.				
23.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>8,418</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>TOTAL (A+B+C+D)</b>	<b>70,000</b>			
<b>SOURCES OF FUNDING</b>	(a) Budget Request	Budget Prepared By: Wayne Keawe (808) 527-8080 Name (Please type or print) Phone		
	(b)	Signature of Authorized Official Date 5/31/2017		
	(c)	M. Nalani Fujimori Kalna, Executive Director Name and Title (Please type or print)		
	(d)	For State Agency Use Only		
<b>TOTAL REVENUE</b>		Signature of Reviewer Date		

## ORGANIZATION - WIDE BUDGET BY SOURCE OF FUNDS

(Period October 1, 2017 to September 30, 2018)

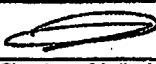
Applicant/Provider: Legal Aid Society of Hawaii  
 RFP No.: 16-17/P-96  
 Contract No. (As Applicable): \_\_\_\_\_

BUDGET CATEGORIES	Total Funds (a)	TITLE III (b)	STATE FUNDS (c)	FEDERAL FUNDS (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	337,210	47,738	115,789	173,683
2. Payroll Taxes & Assessments	37,093	5,251	12,737	19,105
3. Fringe Benefits	64,070	8,593	22,190	33,286
<b>TOTAL PERSONNEL COST</b>	<b>438,373</b>	<b>61,582</b>	<b>150,716</b>	<b>226,074</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	2,000	450	620	930
2. Airfare, Out-of-State				
3. Audit Services	1,200	300	360	540
4. Contractual Services - Administrative	500			
5. Contractual Services - Subcontracts				
6. Insurance	4,200	650	1,420	2,130
7. Lease/Rental of Equipment	3,309	450	1,144	1,715
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	51,700	4,268	18,973	28,460
10. Mileage	1,500	200	520	780
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Substance/Per Diem				
16. Supplies	7,700	200	3,000	4,500
17. Telecommunication	5,000	1,150	1,540	2,310
18. Transportation				
19. Utilities				
20. Litigation	4,800	500	1,720	2,580
21. Outreach	1,000	250	750	450
22.				
23.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>82,909</b>	<b>8,418</b>	<b>30,047</b>	<b>44,395</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>TOTAL (A+B+C+D)</b>	<b>521,282</b>	<b>70,000</b>	<b>180,763</b>	<b>270,469</b>
<b>SOURCES OF FUNDING</b>	(a) Total Funds	Budget Prepared By:		
	(b)	Wayne Keawa (808) 527-8060 Name (Please type or print) Phone		
	(c)	 7/24/2017 Signature of Authorized Official Date		
	(d)	Angela J. Lovitt, Director of Professional Development & Compliance Name and Title (Please type or print)		
<b>TOTAL REVENUE</b>		For State Agency Use Only		
		Signature of Reviewer Date		

# ORGANIZATION - WIDE BUDGET BY PROGRAMS

(Period October 1, 2017 to September 30, 2018)

Applicant/Provider Legal Aid Society of Hawaii  
 RFP No. : 16-17/P-96  
 Contract No. (As Applicable): \_\_\_\_\_

BUDGET CATEGORIES	(a)	(b)	(c)	(d)
	Contract/RFP#: G4373 Program: Legal Services	Contract/RFP#: C8953 Program: Holistic Legal Services	Contract/RFP#: J18004 Program: Title III	Contract/RFP#: GAL Program: GAL
<b>A. PERSONNEL COST</b>				
1. Salaries	187,412	61,560	47,738	40,500
2. Payroll Taxes & Assessments	22,131	5,256	5,251	4,455
3. Fringe Benefits	40,304	7,883	8,593	7,290
<b>TOTAL PERSONNEL COST</b>	<b>249,847</b>	<b>74,699</b>	<b>61,582</b>	<b>52,245</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	1,550		450	
2. Airfare, Out-of-State				
3. Audit Services	900		300	
4. Contractual Services - Administrative	500			
5. Contractual Services - Subcontracts				
6. Insurance	3,650		850	
7. Lease/Rental of Equipment	2,895		450	
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	41,432		4,268	6,000
10. Mileage	100		200	1,200
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Substance/Per Diem				
16. Supplies	7,200		200	300
17. Telecommunication	2,950		1,150	900
18. Transportation				
19. Utilities				
20. Litigation	4,300		500	
21. Other	449	301	250	
22.				
23.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>65,826</b>	<b>301</b>	<b>8,418</b>	<b>8,400</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>TOTAL (A+B+C+D)</b>	<b>315,673</b>	<b>75,000</b>	<b>70,000</b>	<b>60,645</b>
<b>SOURCES OF FUNDING</b>				
(a) Budget Request				
(b)				
(c)				
(d)				
<b>TOTAL REVENUE</b>				
For State Agency Use Only	Budget Prepared By: <u>Wayne Keawe</u>			
Signature of Reviewer	Date	Name (Please type or print) <u>Angela J. Lovitt</u>	Phone <u>(808) 527-8003</u>	Signature of Authorized Official 
				Date <u>7/24/2017</u>



**BUDGET JUSTIFICATION  
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Legal Aid Society of Hawaii

RFP No.: 16-17/P-96 Period: 10/1/2017 to 9/30/2018

Date Prepared: 5/31/2017

Contract No.: \_\_\_\_\_  
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	\$ 47,738.44	7.65%	\$ 3,651.99
Unemployment Insurance (Federal)	\$ 47,738.44	0.00%	\$ -
Unemployment Insurance (State)	\$ 47,738.44	1.40%	\$ 668.34
Worker's Compensation	\$ 47,738.44	1.15%	\$ 548.99
Temporary Disability Insurance	\$ 47,738.44	0.80%	\$ 381.91
SUBTOTAL:			
<b>FRINGE BENEFITS:</b>			
Health Insurance	\$ 47,738.44	13%	\$ 6,206.00
Retirement	\$ 47,738.44	5%	\$ 2,386.92
SUBTOTAL:			
TOTAL:			13,844

**JUSTIFICATION/COMMENTS:**

**BUDGET JUSTIFICATION  
TRAVEL - INTER-ISLAND**

Applicant/Provider: Legal Aid Society of Hawaii

RFP No.: 16-17/P-96      Period: 10/1/2017 to 9/30/2018

Date Prepared: 5/31/2017

Contract No. \_\_\_\_\_  
(As Applicable)

NAME OF EMPLOYEE & TITLE	DESTINATION	NO. DAYS	PER DIEM OR SUBSISTENCE A	AIR FARE B	TRANSPORTATION C	TOTAL A+B+C
All Staff	Molokai, Lanai	3		450		450
<b>TOTAL:</b>		<b>3</b>		<b>450</b>		<b>450</b>
<b>JUSTIFICATION/COMMENTS:</b>						



**BUDGET JUSTIFICATION  
CONTRACTUAL SERVICES - ADMINISTRATIVE**

Applicant/Provider: Legal Aid Society of Hawaii

RFP No.: 16-17/P-96

Period: 10/1/2017 to 9/30/2018

Date Prepared: 5/31/2017

Contract No. \_\_\_\_\_  
(As Applicable)

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
<b>TOTAL:</b>			



**BUDGET JUSTIFICATION  
CONTRACTUAL SERVICES - SUBCONTRACTS**

Applicant/Provider: Legal Aid Society of Hawaii

RFP No.: 16-17/P-96

Period: 10/1/2017 to 9/30/2018

Date Prepared: 5/31/2017

Contract No.  
(As Applicable) \_\_\_\_\_

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
<b>TOTAL:</b>			

## BUDGET JUSTIFICATION DEPRECIATION

Applicant/Provider: Legal Aid Society of Hawaii

RFP No.: 16-17/P-96

Contract No. (As Applicable): \_\_\_\_\_ Period: 10/1/2017 to 9/30/2018

Date Prepared: 5/31/2017

ITEM PLEASE IDENTIFY EACH ASSET. DO NOT GROUP BY ASSET TITLE.	ACQUISITION DATE	ACQUISITION COST	USEFUL LIFE	METHOD OF DEPRECIATION	PREVIOUS DEPRECIATION TAKEN	DEPRECIATION EXPENSE	% ALLOCATED	DEPRECIATION ALLOCATED
<b>Total:</b>								
<b>JUSTIFICATION/COMMENTS:</b>								

**BUDGET JUSTIFICATION  
PROGRAM ACTIVITIES**

Applicant/Provider: Legal Aid Society of Hawaii

RFP No.: 16-17/P-96

Period: 10/1/2017 to 9/30/2018

Date Prepared: 5/31/2017

Contract No. : \_\_\_\_\_  
(As Applicable)

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
<b>Total:</b>		

## BUDGET

(Period October 1, 2018 to September 30, 2019)

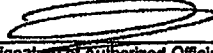
Applicant/Provider: Legal Aid Society of Hawaii  
 RFP No.: 16-17/P-96  
 Contract No. (As Applicable): \_\_\_\_\_

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	47,738			
2. Payroll Taxes & Assessments	5,251			
3. Fringe Benefits	8,593			
<b>TOTAL PERSONNEL COST</b>	<b>61,582</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	450			
2. Airfare, Out-of-State				
3. Audit Services	300			
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts				
6. Insurance	250			
7. Lease/Rental of Equipment	450			
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	4,268			
10. Mileage	200			
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Substance/Per Diem				
16. Supplies	200			
17. Telecommunication	1,150			
18. Transportation	450			
19. Utilities				
20. Litigation	500			
21. Outreach	200			
22.				
23.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>8,418</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>TOTAL (A+B+C+D)</b>	<b>70,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
		Wayne Keawe (808) 527-8060		
		Name (Please type or print) Phone		
		Signature of Authorized Official Date 5/31/2017		
(a) Budget Request		M. Nalani Fujimori Kaina, Executive Director		
(b)		Name and Title (Please type or print)		
(c)				
(d)				
<b>TOTAL REVENUE</b>		For State Agency Use Only		
		Signature of Reviewer Date		

## ORGANIZATION - WIDE BUDGET BY SOURCE OF FUNDS

(Period October 1, 2018 to September 30, 2019)

Applicant/Provider: Legal Aid Society of Hawaii  
 RFP No.: 16-17/P-96  
 Contract No. (As Applicable): \_\_\_\_\_

BUDGET CATEGORIES	Total Funds (a)	TITLE III (b)	STATE FUNDS (c)	FEDERAL FUNDS (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	337,210	47,738	115,789	173,683
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<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	2,000	450	620	930
2. Airfare, Out-of-State				
3. Audit Services	1,200	300	360	540
4. Contractual Services - Administrative	500			
5. Contractual Services - Subcontracts				
6. Insurance	4,200	650	1,420	2,130
7. Lease/Rental of Equipment	3,309	450	1,144	1,715
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	51,700	4,268	18,973	28,460
10. Mileage	1,500	200	520	780
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Substance/Per Diem				
16. Supplies	7,700	200	3,000	4,500
17. Telecommunication	5,000	1,150	1,540	2,310
18. Transportation				
19. Utilities				
20. Litigation	4,800	500	1,720	2,580
21. Outreach	1,000	250	750	450
22.				
23.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>82,909</b>	<b>8,418</b>	<b>30,047</b>	<b>44,395</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>TOTAL (A+B+C+D)</b>	<b>521,282</b>	<b>70,000</b>	<b>180,763</b>	<b>270,469</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total Funds		Wayne Keawe (808) 527-8080 Name (Please type or print) Phone		
(b)				
(c)		7/24/2017 Signature of Authorized Official Date		
(d)		Angela J. Lovitt, Director of Professional Development & Compliance Name and Title (Please type or print)		
<b>TOTAL REVENUE</b>		For State Agency Use Only		
		Signature of Reviewer Date		

# ORGANIZATION - WIDE BUDGET BY PROGRAMS

(Period October 1, 2018 to September 30, 2019)

Applicant/Provider

Legal Aid Society of Hawaii

RFP No. :

16-17/P-96

Contract No. (As Applicable):

BUDGET CATEGORIES	(a)	(b)	(c)	(d)
	Contract/RFP#: G4373 Program: Legal Services	Contract/RFP#: G4373 Program: Holistic Legal Services	Contract/RFP#: C5953 Program: Title III	Contract/RFP#: J18004 Program: GAL
<b>A. PERSONNEL COST</b>				
1. Salaries	187,412	61,560	47,738	40,500
2. Payroll Taxes & Assessments	22,131	5,256	5,261	4,455
3. Fringe Benefits	40,304	7,883	8,593	7,290
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<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	1,550		450	
2. Airfare, Out-of-State				
3. Audit Services	900		300	
4. Contractual Services - Administrative	500			
5. Contractual Services - Subcontracts				
6. Insurance	3,550		650	
7. Lease/Rental of Equipment	2,895		450	
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	41,432		4,268	6,000
10. Mileage	100		200	1,200
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Substance/Per Diem				
16. Supplies	7,200		200	300
17. Telecommunication	2,950		1,150	900
18. Transportation				
19. Utilities				
20. Litigation	4,300		500	
21. Other	449	301	250	
22.				
23.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>65,826</b>	<b>301</b>	<b>8,418</b>	<b>8,400</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>TOTAL (A+B+C+D)</b>	<b>315,673</b>	<b>75,000</b>	<b>70,000</b>	<b>60,645</b>
<b>SOURCES OF FUNDING</b>				
(a) Budget Request				
(b)				
(c)				
(d)				
<b>TOTAL REVENUE</b>				
For State Agency Use Only	Budget Prepared By: Wayne Keawe			
	Angela J. Lovitt		(808) 527-8003	
Signature of Reviewer	Date	Name (Please type or print)	Phone	Signature of Authorized Official
				Date



**BUDGET JUSTIFICATION  
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Legal Aid Society of Hawaii

RFP No.: 16-17/P-96 Period: 10/1/2018 to 9/30/2019

Date Prepared: 5/31/2017

Contract No.: \_\_\_\_\_  
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	\$ 47,738.44	7.65%	\$ 3,651.99
Unemployment Insurance (Federal)	\$ 47,738.44	0.00%	\$ -
Unemployment Insurance (State)	\$ 47,738.44	1.40%	\$ 668.34
Worker's Compensation	\$ 47,738.44	1.15%	\$ 548.99
Temporary Disability Insurance	\$ 47,738.44	0.80%	\$ 381.91
SUBTOTAL:			
<b>FRINGE BENEFITS:</b>			
Health Insurance	\$ 47,738.44	13%	\$ 6,206.00
Retirement	\$ 47,738.44	5%	\$ 2,386.92
SUBTOTAL:			
<b>TOTAL:</b>			<b>13,844</b>
<b>JUSTIFICATION/COMMENTS:</b>			





**BUDGET JUSTIFICATION  
TRAVEL - OUT OF STATE**

Applicant/Provider: Legal Aid Society of Hawaii

RFP No.: 16-17/P-96 Period: 10/1/2018 to 9/30/2019

Date Prepared: 5/31/2017

Contract No. \_\_\_\_\_  
(As Applicable)

NAME OF EMPLOYEE & TITLE	DESTINATION	NO. DAYS	PER DIEM OR SUBSISTENCE A	AIR FARE B	TRANSPORTATION C	TOTAL A+B+C
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**BUDGET JUSTIFICATION  
CONTRACTUAL SERVICES - ADMINISTRATIVE**

Applicant/Provider: Legal Aid Society of Hawaii

RFP No.: 16-17/P-96

Period: 10/1/2018 to 9/30/2019

Date Prepared: 5/31/2017

Contract No. \_\_\_\_\_  
(As Applicable)

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
<b>TOTAL:</b>			

**BUDGET JUSTIFICATION  
CONTRACTUAL SERVICES - SUBCONTRACTS**

Applicant/Provider: Legal Aid Society of Hawaii

RFP No.: 16-17/P-96

Period: 10/1/2018 to 9/30/2019

Date Prepared: 5/31/2017

Contract No.  
(As Applicable) \_\_\_\_\_

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
<b>TOTAL:</b>			

## BUDGET JUSTIFICATION DEPRECIATION

Applicant/Provider: Legal Aid Society of Hawaii  
 RFP No.: 16-17/P-96  
 Contract No. (As Applicable): \_\_\_\_\_ Period: 10/1/2018 to 9/30/2019

Date Prepared: 5/31/2017

ITEM PLEASE IDENTIFY EACH ASSET. DO NOT GROUP BY ASSET TITLE.	ACQUISITION DATE	ACQUISITION COST	USEFUL LIFE	METHOD OF DEPRECIATION	PREVIOUS DEPRECIATION TAKEN	DEPRECIATION EXPENSE	% ALLOCATED	DEPRECIATION ALLOCATED
<b>Total:</b>								

**JUSTIFICATION/COMMENTS:**

**BUDGET JUSTIFICATION  
PROGRAM ACTIVITIES**

Applicant/Provider: Legal Aid Society of Hawaii

RFP No.: 16-17/P-96

Period: 10/1/2018 to 9/30/2019

Date Prepared: 5/31/2017

Contract No. : \_\_\_\_\_  
(As Applicable)

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
<b>Total:</b>		