ALAN M. ARAKAWA Mayor CAROL K. REIMANN Director JAN SHISHIDO Deputy Director

Date

2200 MAIN STREET • SUITE 546 • WAILUKU, HAWAII 96793 • PHONE (808) 270-7805 • FAX (808) 270-7165 MAILING ADDRESS: 200 SOUTH HIGH STREET • WAILUKU, HAWAII 96793 • EMAIL: director.hhc@mauicounty.gov

August 22, 2017

Honorable Alan M. Arakawa Mayor, County of Maui 200 South High Street Wailuku, Hawaii 96793

For Transmittal to:

Honorable Mike White, Chair and Members of the Maui County Council 200 South High Street Wailuku, Hawaii 96793

Dear Chair White and Members:

SUBJECT: AUTHORIZING THE EMPLOYMENT OF THE LEGAL AID SOCIETY OF

HAWAII AS SPECIAL COUNSEL FOR LEGAL SERVICES

ADMINISTERED THROUGH THE OFFICE ON AGING

I am 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 request for authorization to contract with the Legal Aid Society of Hawaii, using Federal Title III funds, to provide legal services to grandparents raising grandchildren and to the elderly, pursuant to Section 3-6(6) of the Revised Charter of the County of Maui.

I respectfully request that this matter be referred to the appropriate Council committee for review, discussion, and expeditious action.

Thank you for your attention to this matter. Should you have any questions, please feel free to call me at Ext. 7805.

Sincerely,

CAROL K. REIMANN

Director of Housing and Human Concerns

Attachment

COUNTY COMMUNICATION NO. 17-367

# 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

R	eso	lutio	n No	ο.	
$\boldsymbol{x}$	てりい	IULIO	TT TA 6	U.	

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

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 Council 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

Resolution	No.	

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 all taxes, subject to the availability of Older Americans Act funds or similar 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

<b>Resolution N</b>	o.
---------------------	----

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

APPROVED AS TO FORM AND LEGALITY

Department of the Corporation Counsel County of Maui

#### 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):	

				·	
	JDGET ATEGORIES	Budget Request (a)	(b)	(c)	(d)
A.	PERSONNEL COST				
	1. Salaries	47,738			
	2. Payroll Taxes & Assessments	5,251			
	3. Fringe Benefits	8,593			
	TOTAL PERSONNEL COST	61,582			
В.	OTHER CURRENT EXPENSES				
	Airfare, Inter-Island	450		1	Ì
	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			
	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	1		
	21. Outreach	200			
	22.				
	23.				
	TOTAL OTHER CURRENT EXPENSES	8,418			
C.	EQUIPMENT PURCHASES				
D.	MOTOR VEHICLE PURCHASES		·		
TO	TAL (A+B+C+D)	70,000			
			Budget Prepared By:	<u> </u>	<u></u>
so	URCES OF FUNDING		Wayne Keawe		(808) 527-8060
_	(a) Budget Request		Name (Please type or	print)	Phone
	(b)		Signature of Authorize	d Official	5/31/2017 Date
	(c)			na, Executive Director	
_	(d)		Name and Title (Pleas		<del>-</del>
то	TAL REVENUE		For State Agency Use On		
. •			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):	

	JDGET TEGORIES	Total Funds	TITLE III	STATE FUNDS	FEDERAL FUND
		(a)	(b)	(c)	(d)
A.	PERSONNEL COST				
	1. Salaries	337,210	47,738	115,789	173,683
	2. Payroll Taxes & Assessments	37,093	5,251	12,737	19,10
	3. Fringe Benefits	64,070	8,593	22,190	33,286
	TOTAL PERSONNEL COST	438,373	61,582	150,716	226,074
В.	OTHER CURRENT EXPENSES				
	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.				
	TOTAL OTHER CURRENT EXPENSES	82,909	8,418	30,047	44,395
C.	EQUIPMENT PURCHASES				
D.	MOTOR VEHICLE PURCHASES				
TOT	TAL (A+B+C+D)	521,282	70,000	180,763	270,469
			Budget Prepared By:		
SOL	JRCES OF FUNDING		Wayne Keawe		(808) 527-806
	1	•	Name (Please type or pr	int)	Phone
•	(a) Total Funds				7
	(b)				7/24/201
	(c)		Signature of Authorized	Official	Date
•		1	Angela J. Lovitt, Director		pment & Compliance
	(d)		Name and Title (Please	type or print)	
	AL REVENUE		For State Agency Use Only		
TOT					

#### **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):

<u> </u>	(a) Contract/RFP#:	(b) Contract/RFP#:	Contract/RFP#:	Contract/RFP#:
BUDGET	CONTRACTION TO THE	G4373	C5953	J18004
CATEGORIES	Program:	Program: Holistic	Program:	Program:
CATEGORIES	Legal Services	Legal Services	Title III	GAL
A. PERSONNEL COST				
1. Salaries	187,412	61,560	47,738	40,5
2. Payroll Taxes & Assessments	22,131	5,256	5,251	4,4
3. Fringe Benefits	40,304	7,883	8,593	7,2
TOTAL PERSONNEL COST	249,847	74,699	61,582	52,2
3. OTHER CURRENT EXPENSES				
Airfare, Inter-Island	1,550		450	
2. Airfare, Out-of-State	.,,000			
3. Audit Services	900		300	
Contractual Services - Administrative	500			
5. Contractual Services - Subcontracts				
6. Insurance	3,550		650	
7. Lease/Rental of Equipment	2,895		450	i i
Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	41,432		4,268	6,0
10. Mileage	100		200	1,2
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Substance/Per Diem				
16. Supplies	7,200		200	3(
17. Telecommunication	2,950		1,150	9
18. Transportation				
19. Utilities				
20. Litigation	4,300		500	
21. Other	449	301	250	
22.				
23.				
TOTAL OTHER CURRENT EXPENSES	65,826	301	8,418	8,40
. EQUIPMENT PURCHASES				-
D. MOTOR VEHICLE PURCHASES				
	242.222		70.000	22.24
TOTAL (A+B+C+D)	315,673	75,000	70,000	60,64
SOURCES OF FUNDING				
(a) Budget Request				
(b)				
(c)				
(d)				
OTAL REVENUE				
or State Agency Use Only	Budget Prepared By:	Wayne Keawe		
		(808) 527-8003		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

P No.: ontract No. (As A	Legal Aid Society of Hawaii 16-17/P-96	Period: 10/1/201	7 to <u>9/30/2018</u>	Date Prepared:	5/31/201
POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
1	Staff Attormey	1	50640.00	25.00%	12,660
1	Staff Attormey	1	48912.43	31.13%	15,226
1	Paralegal	1	27623.33	30.00%	8,287
_ 1	GA-SSI Paralegal	1	34940.00	10.00%	3,494
1	Legal Secretary	1	28860.00	5.00%	1,443
1	Molokai Paralegal	1	43130.00	10.00%	4,313
1	Lanai Paralegal	1	23150.00	10.00%	2,315
TOTAL:					47,738
USTIFICATION/C	COMMENTS:			(10000000000000000000000000000000000000	47,10

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

Applicant/Provider:	Legal Aid Society of Ha	waii			
RFP No.:	16-17/P-96	Period: 10/1/2017	to <u>9/30/2018</u>	Date Prepared:	5/31/2017
Contract No.: (As Applicable)					

	BASIS OF ASSESSMENTS OR	% OF	
TYPE	FRINGE BENEFITS	SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
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:			
FRINGE BENEFITS:			
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/Provide	r: Logal Aid Society o			IER-ISLAND			
Applicant/Provider: Legal Aid Society of Hawaii  RFP No.: 16-17/P-96 Period: 10/1/2017 to 9/30/2018  Contract No. (As Applicable)						5/31/201	
NAME OF EM	IPLOYEE & 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
		~					
		· ·					
	•						
	TOTAL		3		450		450

### **BUDGET JUSTIFICATION TRAVEL - OUT OF STATE**

Applicant/Provid	ler: Legal Aid Society of	Hawaii					
RFP No.: Contract No. (As Applicable)	16-17/P-96	Period: 10/1/2017	to	9/30/2018		Date Prepared: _	5/31/2017
NAME OF E	EMPLOYEE & TITLE	DESTINATION	NO. DAYS	PER DIEM OR SUBSISTENCE A	AIR FARE B	TRANSPORTATION C	TOTAL A+B+C
						·	
	·						
	TOTAL:						
JUSTIFICATIO	DN/COMMENTS:		<del></del>	<u> </u>		<u></u>	

#### BUDGET JUSTIFICATION CONTRACTUAL SERVICES - ADMINISTRATIVE

Applicant/Provider:	Legal Aid Society o	f Hawaii		<del></del>		
RFP No.:	16-17/P-96	Period:	10/1/2017 to	9/30/2018	Date Prepared:	5/31/2017
Contract No.						
NAME OF BUSINES	S OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED		JUSTIFICATION/COMME	ENTS
	· · · · · · · · · · · · · · · · · · ·					
					and the state of t	
•						
					×	m <sup>25</sup> (m) - 1-2-2
					,	
	TOTA	ıL:				

### 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 BUSINES	S OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED		JUSTIFICATION/COMME	NTS
						···
			**************************************			
			· · · · · · · · · · · · · · · · · · ·			
						000000000000000000000000000000000000000
	TOTAL	<u>.: </u>				

### BUDGET JUSTIFICATION DEPRECIATION

Applicant/Provider:	Legal Aid Socie	ety of Hawaii						
RFP No.: Contract No. (As Applicable):	16-17/P-96		Period:	10/1/2017 to	9/30/2018	Da	ite 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
Total	:							
JUSTIFICATION/COMMENTS:								

### BUDGET JUSTIFICATION PROGRAM ACTIVITIES

Applicant/Provid	ler: Legal Aid Society of Hawaii				•	
RFP No.: Contract No. :	16-17/P-96	Period:	: <u>10/1/2017</u> to	9/30/2018	Date Prepared:	5/31/2017
(As Applicable)						
	DESCRIPTION	AMOUNT		JUSTIFICATIO	N/COMMENTS	
-						
						·
						· · · · · · · · · · · · · · · · · · ·
	То	tal:				

#### **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):	

	DGET	Budget				
C A	TEGORIES	Request				
		(a)	(b)	(c)	(d)	
Α.	PERSONNEL COST					
	1. Salaries	47,738				
	2. Payroll Taxes & Assessments	5,251				
	3. Fringe Benefits	8,593				
	TOTAL PERSONNEL COST	61,582				
В.	OTHER CURRENT EXPENSES					
	1. Airfare, Inter-Island	450	i l			
	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.					
	TOTAL OTHER CURRENT EXPENSES	8,418				
C.	EQUIPMENT PURCHASES					
D.	MOTOR VEHICLE PURCHASES					
TO	TAL (A+B+C+D)	70,000				
			Budget Prepared By:			
ຣດເ	URCES OF FUNDING		Wayne Keawe		(808) 527-806	
			Name (Please type or p	rint)	Phone	
	(a) Budget Request					
	<u>(b)</u>		Sign of the Control o	Official	5/31/201 Date	
	(c)		Signature of Authorized	/ 1	Date	
	(d)		M. Nalani Fujimori Kain: Name and Title (Please			
			For State Agency Use Only			
TOTAL REVENUE						
			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):				

	DGET	Total	TITLE III	STATE FUNDS	FEDERAL FUND
G F	ATEGORIES	Funds			
		(a)	(b)	(c)	(d)
A.	PERSONNEL COST				
	1. Salaries	337,210	47,738	115,789	173,68
	2. Payroll Taxes & Assessments	37,093	5,251	12,737	19,10
	3. Fringe Benefits	64,070	8,593	22,190	33,28
	TOTAL PERSONNEL COST	438,373	61,582	150,716	226,07
В.	OTHER CURRENT EXPENSES				
	Airfare, Inter-Island	2,000	450	620	93
	2. Airfare, Out-of-State				-
	3. Audit Services	1,200	300	360	54
	4. Contractual Services - Administrative	500			
	5. Contractual Services - Subcontracts				
	6. Insurance	4,200	650	1,420	2,13
	7. Lease/Rental of Equipment	3,309	450	1,144	1,71
	8. Lease/Rental of Motor Vehicle				
	9. Lease/Rental of Space	51,700	4,268	18,973	28,46
	10. Mileage	1,500	200	520	78
	11. Postage, Freight & Delivery	· · · · · · · · · · · · · · · · · · ·			
	12. Publication & Printing			***************************************	
	13. Repair & Maintenance				<del>V = 2</del>
	14. Staff Training				
	15. Substance/Per Diem				
	16. Supplies	7,700	200	3,000	4,50
	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.				
	TOTAL OTHER CURRENT EXPENSES	82,909	8,418	30,047	44,395
Ο.	EQUIPMENT PURCHASES				
<b>)</b> .	MOTOR VEHICLE PURCHASES				
ΓΟΊ	TAL (A+B+C+D)	521,282	70,000	180,763	270,469
			Budget Prepared By:		****
SOL	JRCES OF FUNDING		Wayne Keawe		(808) 527-806
	(a) Total Funds		Name (Please type or pri	int)	Phone
				<del>)</del>	
	(b)				7/24/201
	(c)		Signature of Authorized (	Official	Date
	(d)		Angela J. Lovitt, Director Name and Title (Please t		oment & Compliance
	1-/			ype or prany	
ΓΟΊ	AL REVENUE		For State Agency Use Only		
		ı			

#### **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):	

Contract No. (As Applicable):	(a)	(b)	- (c)	(d)
BUDGET	Contract/RFP#:	Contract/RFP#: G4373	Contract/RFP#: C5953	Contract/RFP#: J18004
CATEGORIES	Program: Legal Services	Program: Holistic Legal Services	Program: Title III	Program: GAL
A. PERSONNEL COST	Legal Services	Legal Services	11UE 10	OAL
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
TOTAL PERSONNEL COST	249,847	74,699	61,582	52,245
B. OTHER CURRENT EXPENSES				
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	1000			
20. Litigation	4,300	204	500	· · · · · · · · · · · · · · · · · · ·
21. Other 22.	449	301	250	
23.				<del></del>
	05.000		0.440	
TOTAL OTHER CURRENT EXPENSES	65,826	301	8,418	8,400
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	315,673	75,000	70,000	60,645
SOURCES OF FUNDING				
(a) Budget Request				
(b)				
(c)				
(d)				
TOTAL REVENUE	Dudget Conserved To	Waren		
For State Agency Use Only	Budget Prepared By:	•		
	Angela J. Lovitt Name (Please type or p	(808) 527-8003 rint) Phone	Signature of Authorized	7/24/2017 Official Date

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant/Provider:	Legal Aid Society of Hawaii						
RFP No.:	16-17/P-96	Period: _	10/1/2018	to _	9/30/2019	Date Prepared:	5/31/201
Contract No. (As A)	pplicable):	_					

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
1	Staff Attormey	1	50640.00	25.00%	12,660
1	Staff Attormey	1	48912.43	31.13%	15,226
1	Paralegal	1	27623.33	30.00%	8,287
1	GA-SSI Paralegal	1	34940.00	10.00%	3,494
1	Legal Secretary	1	28860.00	5.00%	1,443
1	Molokai Paralegal	1	43130.00	10.00%	4,313
1	Lanai Paralegal	1	23150.00	10.00%	2,315
					·
TOTAL:					47,738

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

Applicant/Provider:	Legal Aid Society of Ha	waii			
RFP No.:	16-17/P-96	Period: 10/1/2018	to <u>9/30/2019</u>	Date Prepared:	5/31/2017
Contract No.: (As Applicable)					

TYPE	ASSE	BASIS OF ESSMENTS OR GE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:				
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:				
FRINGE BENEFITS:				
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/Provid	er: Legal Aid Society o	f Hawaii					
RFP No.: Contract No. (As Applicable)	16-17/P-96	Period: 10/1/2018	to	9/30/2019		Date Prepared: _	5/31/2017
NAME OF E	MPLOYEE & 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
		-					
	TOTAL	:	3		450		450
JUSTIFICATIO	ON/COMMENTS:						

### **BUDGET JUSTIFICATION TRAVEL - OUT OF STATE**

Applicant/Provid	ler: Legal Aid Society of	Hawaii			•		
RFP No.: Contract No. (As Applicable)	16-17/P-96	Period: 10/1/2018	. to	9/30/2019		Date Prepared: _	5/31/2017
NAME OF E	EMPLOYEE & TITLE	DESTINATION	NO. DAYS	PER DIEM OR SUBSISTENCE A	AIR FARE B	TRANSPORTATION C	TOTAL A+B+C
					,		
	· · · · · · · · · · · · · · · · · · ·						
	·····						
	TOTAL:						
JUSTIFICATIO	ON/COMMENTS:		3		L		

#### BUDGET JUSTIFICATION CONTRACTUAL SERVICES - ADMINISTRATIVE

Applicant/Provider:	Legal Aid Society o	t Hawaii				
RFP No.:	16-17/P-96	Period: _	10/1/2018 to	9/30/2019	Date Prepared:	5/31/2017
Contract No.	·					
NAME OF BUSINES	S OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED		JUSTIFICATION/COMMEN	ITS
			<del></del>			
<del></del>					4.1.1	. ,
-T-0-1						
	TOTA	1.				

## BUDGET JUSTIFICATION CONTRACTUAL SERVICES - SUBCONTRACTS

Applicant/Provider:	Legal Aid Society of	f 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 the Association of the A	_				
NAME OF BUSINES	S OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED		JUSTIFICATION/COMME	NTS
	,					
	TOTA	L:				

### BUDGET JUSTIFICATION DEPRECIATION

Applicant/Provider:	Legal Aid Socie	ety of Hawaii						
RFP No.:	16-17/P-96		<u>.</u>					
Contract No. (As Applicable):		····	Period:	10/1/2018 to	9/30/2019	Da	te 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
		-						
Total	:							
JUSTIFICATION/COMMENTS:								

### BUDGET JUSTIFICATION PROGRAM ACTIVITIES

Applicant/Provid	der: 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	
<del></del>							
******					· · · · · · · · · · · · · · · · · · ·		
	Tot	-1.					
	1.01	ויונפי (			**********************************	*************************************	*************************