#### REQUEST FOR LEGAL SERVICES

October 2, 2017

Date:

Date

Attachment

prl:ltr:008acc02:cmn

RECEIVED

By Dept. of The Corporation Counsel at 8:16 am, Oct 03, 2017 Don Guzman, Chair From: Parks, Recreation, Energy, and Legal Affairs Committee TRANSMITTAL DEPARTMENT OF THE CORPORATION COUNSEL Memo to: Attention: Gary Murai, Esq. Subject: AUTHORIZING THE EMPLOYMENT OF THE LEGAL AID SOCIETY OF HAWAII AS SPECIAL COUNSEL FOR LEGAL SERVICES ADMINISTERED THROUGH THE OFFICE ON **AGING** (PRL-8) Background Data: Attached is a markup reflecting the revisions made to the proposed resolution at the 09/19/17 Committee meeting as well as a nonsubstantive revision. Please return a signed, hard copy of the revised proposed resolution with your response. (The request dated 09/26/17 attached an incorrect version of the proposed resolution.) [X] FOR APPROVAL AS TO FORM AND LEGALITY Work Requested: [] OTHER: Requestor's signature Contact Person ml Carla Nakata (Telephone Extension: 7659) Don S. Guzman | | ROUTINE (WITHIN 15 WORKING DAYS) [X] RUSH (WITHIN 5 WORKING DAYS) [ ] URGENT (WITHIN 3 WORKING DAYS) PRIORITY (WITHIN 10 WORKING DAYS) [ ] SPECIFY DUE DATE (IF IMPOSED BY SPECIFIC CIRCUMSTANCES): \_\_\_\_\_ REASON: \_ FOR CORPORATION COUNSEL'S RESPONSE ASSIGNMENT NO. 2017-0099 BY: KKU ASSIGNED TO: GYM TO REQUESTOR: A APPROVED [ | DISAPPROVED [ ] OTHER (SEE COMMENTS BELOW) | | RETURNING--PLEASE EXPAND AND PROVIDE DETAILS REGARDING ITEMS AS NOTED COMMENTS (NOTE - THIS SECTION NOT TO BE USED FOR LEGAL ADVICE): \_\_\_\_ DEPARTMENT OF THE CORPORATION COUNSEL

(Rev. 7/03)

16/6/17

# Resolution

NO.	
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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

/ GARY Y. MURAI

Department of the Corporation Counsel

County of Maui 015-4160/2017-0099

2017-10-03 Resolution

Applicant: Legal Aid Society of Hawai'i RFP No. 12-13/P67-LA: Legal Assistance (LA)

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 <b>-</b> 96
Contract No. (As Applicable):	

	DGET	Budget	<u> </u>		1
C A	TEGORIES	Request			
L		(a)	(b)	(c)	(d)
A.	PERSONNEL COST				
	1. Salaries	47,738			
	2. Payroll Taxes & Assassments	5,251			
	3. Fringe Benefits	8,593			
	TOTAL PERSONNEL COST	61,582			
В.	OTHER CURRENT EXPENSES				
	Airfare, Inter-Island	450		l	
l	2. Airfare, Out-of-State				
	3. Audit Services	300			
	4. Contractual Services - Administrative				
ĺ	5. Contractual Services - Subcontracts				
	6. Insurance	250			
1	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				<u> </u>
	15. Substance/Per Diem				
	16. Supplies	200			<u> </u>
	17. Telecommunication	1,150			<u> </u>
	18. Transportation	450			
	19. Utilities			<u></u>	
	20. Litigation	500			
	21. Outreach	200			
	22.				
	23.			<u> </u>	ļ
	TOTAL OTHER CURRENT EXPENSES	8,418			
C.	EQUIPMENT PURCHASES				
D.	MOTOR VEHICLE PURCHASES				
TO	TAL (A+B+C+D)	70,000			
***********			Budget Prepared By:		
SO	URCES OF FUNDING		Wayne Keawe		(808) 527-8060
			Name (Please type or	print)	Phone
	(a) Budget Request				_ •
	(b)		Signature of Authorize	1000	5/31/2017
	(c)		1	1	Date
	(d)		M. Nalani Fujimori Kai Name and Title (Pleas	na, Executive Director	-
-					
TO	CAL DEVENUE		For State Agency Use On	y .	
101	TAL REVENUE		Signature of Reviewer		Date
			-dimine at traditional		Pale

#### **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):	

B	UDGET	Total	TITLE III	STATE FUNDS	FEDERAL FUNDS
	ATEGORIES	Funds			
Ĺ		(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	19,105
	3. Fringe Benefits	64,070	8,593	22,190	33,286
	TOTAL PERSONNEL COST	438,373	51,582	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				
Ì	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
ı	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
		02,303	0,410	30,047	
<u>C.</u>	EQUIPMENT PURCHASES				
D.	MOTOR VEHICLE PURCHASES			400 700	070 100
10	TAL (A+B+C+D)	521,282	70,000 Budget Prepared By:	180,763	270,469
			Budget Prepared by:		
SO	URCES OF FUNDING		Wayne Keawe		(808) 527-8060
	(a) Total Funds		Name (Please type or pr	rint)	Phone
	(b)				7/24/2017
			Signature of Authorized	Official	Date
	(c)		_		
	(d)		Angela J. Lovitt, Directo Name and Title (Please		opment & Compliance
			For State Agency Use Only		
TO	TAL REVENUE				D. J.
	1		Signature of Reviewer		Date

#### **ORGANIZATION - WIDE BUDGET BY PROGRAMS**

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

Applicant/Provider	Legal Aid Socie	ty of Hawaii	_	
RFP No.:	16-17/P-96		_	
Contract No. (As Applicable):			•	
comments to the delicement.	(a)	(b)	(c)	(d)
	Contract/RFP#:	Contract/RFP#:	Contract/RFP#:	Contract/RFP#:
BUDGET		G4373	C5953	J18004
CATEGORIES	Program:	Program: Holistic	Program:	Program:
	Legal Services	Legal Services	Title III	GAL
A. PERSONNEL COST	197.440	64.500	47 720	40.500
Salaries     Payroll Taxes & Assessments	187,412 22,131	61,560 5,256	47,738 5,251	40,500 4,455
Payroll Taxes & Assessments     Fringe Benefits	40,304	7,883	8,593	7,290
TOTAL PERSONNEL COST	249,847	74,699	61,582	52,245
	£ TO UTI	(4,000	U1,002	72,27V
B. OTHER CURRENT EXPENSES	1 560		450	
Airfare, Inter-Island     Airfare, Out-of-State	1,550		450	
3. Audit Services	900		300	
Contractual Services - Administrative	500		900	<u> </u>
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	200
17. Telecommunication	7,200 2,950		200 1,150	300 900
18. Transportation	2,300		1,100	500
19. Utilities				
20. Litigation	4,300		500	
21. Other	449	301	250	
22.				
23.				
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		I		I
(b)				
(c)				
(d)				
TOTAL REVENUE				

Budgel Prepared By: Wayne Keawe

Angela J. Lovitt

Date Name (Please type or print)

(808) 527-8003

Phone Signature of Authorized Official

7/24/2017

Date

For State Agency Use Only

Signature of Reviewer

### BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant/Provider: RFP No.: Contract No. (As A	Legal Aid Society of Hawaii 16-17/P-96 pplicable):	Period: 10/1/201	7 to <u>9/30/2018</u>	Date Prepared:	5/31/2017
POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUOING BUDGETED SALARY INCREASE A	% OF TIME BUDGETEO TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
1	Staff Attormey	1	50640.00	25.00%	12,660

110.			A	В	AxB
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
					W/3000-0-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1
	·				
TOTAL:					47,738

JUSTIFICATION/COMMENTS:

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

Applicant/Provider:	Legal Aid Society of Hawaii					
RFP No.:	16-17/P-96	_Period: 1	0/1/2017	to <u>9/30/2018</u>	Date Prepared:	5/31/2017
Contract No.: (As Applicable)		_				

TYPE	ASSE	BASIS OF SSMENTS 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

RFP No.: 16-17/P-96						
Contract No. As Applicable)	Period:10/1/2017 	. to	9/30/2018		Date Prepared: _	5/31 <u>/2</u> 017
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
						······································
	-					
						naladishinikan ere ere ere ere ere ere ere ere ere er
TOTA		2		4E0		450
TOTA JUSTIFICATION/COMMENTS:	L:	3		450		450

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

Applicant/Provider: 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
	MPLOYEE & TITLE	DESTINATION	NO. DAYS	PER DIEM OR SUBSISTENCE A	AIR FARE B	TRANSPORTATION C	TOTAL A+B+C
					And the second s		
	:						
	TOTAL:						
JUSTIFICATIO	N/COMMENTS:			•	-		

# 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.				
NAME OF BUSINESS	OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
				·
	TOTAL:			

#### BUDGET JUSTIFICATION CONTRACTUAL SERVICES - SUBCONTRACTS

Applicant/Provider:	Legal Aid Society o	f Hawaii			
RFP No.:	16-17/P-96	Perlod:	10/1/2017 to 9/30/2	2018 Date Prepared:	5/31/2017
Contract No. (As Applicable)					
NAME OF BUSINES	S OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMM	ENTS
	TOTA				

#### BUDGET JUSTIFICATION DEPRECIATION

Applicant/Provider:	Legal Aid Socie	ety of Hawali							
RFP No.:	16-17/P-96		•						
Contract No. (As Applicable):			Period:	10/1/2017 to	9/30/2018	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	
				<u></u>		***************************************			
	. •						"		
								•	
Total									
JUSTIFICATION/COMMENTS:									

#### BUDGET JUSTIFICATION PROGRAM ACTIVITIES

Applicant/Provid	er: Legal Aid Society of Hawali						
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	
							·····
			<u></u>				
	was and the second of the seco						
<u> </u>	Total						

Form SPO-H-206H (Effective 10/01/98)

#### **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):	

RI	DGET	Budget			1
	TEGORIES	Request			Ĭ
1		(a)	(b)	(c)	(d)
A.	PERSONNEL COST				
<b>1</b>	1. Salaries	47,738			
	2. Payroll Taxes & Assessments	5,251			
	3. Fringe Benefits	8,593			
	TOTAL PERSONNEL COST	61,582			
<u> </u>				ajustissiuminasiumako marmonet errote 4.7 ast	
₿.	OTHER CURRENT EXPENSES	450			
	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			
	Lease/Rental of Motor Vehicle				
	Lease/Rental of Space	4,268			<u> </u>
	10. Mileage	200			
l	11. Postage, Freight & Delivery				
į	12. Publication & Printing				
	13. Repair & Maintenance				
	14. Staff Training				
	15. Substance/Per Diem				
	16. Supplies	200			
	17. Telecommunication	1,150			
ĺ	18. Transportation	450			
	19. Utilities				
	20. Litigation	500			
l	21. Outreach	200			
	22.				
1	23.				
	TOTAL OTHER CURRENT EXPENSES	8,418			
C.	EQUIPMENT PURCHASES				
D.	MOTOR VEHICLE PURCHASES				
	TAL (A+B+C+D)	70,000			
H	IAL (ATDTOTO)	70,000	Budget Prepared By:		
ISO	URCES OF FUNDING		Wayne Keawe		(808) 527-8060
l	(a) Budget Request		Name (Please type or	print)	Phone
l	(b)		1 2		5/31/2017
l			Signature of Authorize	d Official	Date
l	(c)		M. Nalani Fujimori Kal	na, Executive Director	r
	(d)		Name and Title (Pieas		
TO:	TAL REVENUE		For State Agency Use Only		
ľ	re-your stance with the South Stan		Signature of Reviewer	Date	
<u> </u>					

#### **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):					

BU	DGET	Total	TITLE III	STATE FUNDS	FEDERAL FUND	
	TEGORIES	Funds				
٦	T E G G K I E G	(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	19,105	
	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					
i	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	<del></del>				
	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					
TO	TAL (A+B+C+D)	521,282	70,000	180,763	270,469	
			Budget Prepared By:			
001	IDOEC OF ELINDING				/==== F== AA	
5U	JRCES OF FUNDING		Wayne Keawe Name (Please type or pr	ian	(808) 527-8050 Phone	
	(a) Total Funds		ivante (Flease type of pi	1111)	riole	
	(b)				7/24/2017	
	(c)		Signators of Authorized	Official	Date	
			Angela J. Lovitt, Directo	r of Professional Develo	opment & Compliance	
	(d)		Name and Title (Please	type or print)		
			For State Agency Use Only			
TO.	TAL REVENUE		Signature of Reviewer Date			
			Signature of Reviewer		DATE	

#### **ORGANIZATION - WIDE BUDGET BY PROGRAMS**

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

Applicant/Provider	Legal Aid Socie	ty 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				
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				
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	<u> </u>			
6. Insurance	3,550		650	ļ
7. Lease/Rental of Equipment	2,895		450	
Lease/Rental of Motor Vehicle	44 400		4 760	6,000
9. Lease/Rental of Space	41,432 100		4,268 200	6,000 1,200
10. Mileage 11. Postage, Freight & Delivery	100		200	1,200
12. Publication & Printing				<del> </del>
13. Repair & Maintenance				
14. Staff Training				
15. Substance/Per Diern	<u> </u>			
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.				
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				
For State Agency Use Only	Budget Prepared By:	Wayne Keawe		}
	Angela J. Lovitt	(808) 527-8003		7/24/2017
Signature of Reviewer Date	Name (Please type or p	orint) Phone	Signature of Authorized	Official Date

### BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

No.:	r: Legal Aid Society of Hawaii 16-17/P-96	Period: 10/1/201	8_ to <u>9/30/2019</u>	Date Prepared:	5/31/201
ract No. (As	Applicable):			-	
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
	Staff Attormey	1	50640.00	25.00%	12,660
-	Staff Attormey	1	48912.43	31.13%	15,226
1	Paralegal	1	27623.33	30.00%	8,287
-	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
•	Lanal Paralegal	1	23150.00	10.00%	2,315
1					
			011000000000000000000000000000000000000		
TOTAL:					47,73

# 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: 5/31/20	17	
Contract No.: (As Applicable)						
		BASIS OF ASSESSMENTS OR	% OF			
	TYPE	FRINGE BENEFITS	SALARY	TOTAL	propped v 2 v 2 ·	

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	ler: Legal Ald 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	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
				,			
	And the second s	,					
	TOTAL	-:	3		450		450
JUSTIFICATION	ON/COMMENTS:						

#### BUDGET JUSTIFICATION TRAVEL - OUT OF STATE

Applicant/Provide	er: 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.							
(va Uhhicana)							
			NO.	PER DIEM OR SUBSISTENCE	AIR FARE	TRANSPORTATION	TOTAL
NAME OF E	MPLOYEE & TITLE	DESTINATION	DAYS	А	В	С	A+B+C
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							t- <sup>4</sup>
			<b></b>				
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THE OWNER CONTROL OF THE OWNER CONTROL OWNER CONTRO							
JUSTIFICATIO	N/COMMENTS:						

#### BUDGET JUSTIFICATION CONTRACTUAL SERVICES - ADMINISTRATIVE

Applicant/Provider:	Legal Aid Society of	Hawaii		
RFP No.:	16-17/P-96	Period:	10/1/2018 to 9/30/2	2019 Date Prepared: 5/31/2017
Contract No.		_		
NAME OF BUSINES	S OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
	·			
-				
	TOTA			

# BUDGET JUSTIFICATION CONTRACTUAL SERVICES - SUBCONTRACTS

Applicant/Provider:	Legal Aid Society of	Hawaii	<del></del>	
RFP No.:	16-17/P-96	_ Period:	10/1/2018 to 9/30/201	9 Date Prepared: 5/31/2017
Contract No. (As Applicable)	·	_		
NAME OF BUSINES	S OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
	W 440 - 440 - 440 - 440 - 440 - 440 - 440 - 440 - 440 - 440 - 440 - 440 - 440 - 440 - 440 - 440 - 440 - 440 -			
			-	
	TOTAL	:		

#### BUDGET JUSTIFICATION DEPRECIATION

Applicant/Provider:	Legal Aid Socie	ety of Hawaii						
RFP No.:	16-17/P-96		_					
Contract No. (As Applicable):			Period:	10/1/2018 to	9/30/2019	. Da	te Prepared:	5/31/2017
ITEM PLEASE IDENTIFY EACH ASSET.	ACQUISITION	ACQUISITION		METHOD OF	PREVIOUS DEPRECIATION	DEPRECIATION	%	DEPRECIATION
DO NOT GROUP BY ASSET TITLE.	DATE	COST	LIFE	DEPRECIATION	TAKEN	EXPENSE	ALLOCATED	ALLOCATED
					·			
		-						
Tota	:							·
JUSTIFICATION/COMMENTS:								TA 5/
F								

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#### BUDGET JUSTIFICATION PROGRAM ACTIVITIES

Applicant/Provid	er: 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	
		***************************************				
		•				
***************************************						
	,				Washington and the second seco	
		<b>.</b>				
	Total					

Form SPO-H-206H (Effective 10/01/98)