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IA-0000000865

Individual Application

Application ID	IA-0000000865	Account	
Application Status	Submitted	Contact	Lisa Sparrell

ACT 310 - Application for Grants

Legal Name of Requesting Org/Individual	Legal Aid Society of Hawai'i	DBA	
Type of Business Entity	501 (C)(3) Non-Profit Corporation	Existing Service(Presently in Operation)	Yes
Mailing Address	924 Bethel Street Honolulu, Hawaii 96813 United States	Amount of State Funds Requested	\$325,929.00
Island	All Islands		

Program Overview

Program 1 Overview	AmeriCorps Project Kaulike, now Access to Justice Fellows Program, is the only program for which Legal Aid is requesting funding. This is the program described in detail in this application, though which Fellows assist community members primarily in court self-help centers and Access to Justice desks, as well as providing outreach and education about civil legal issues.
Program 2 Overview	
Program 3 Overview	
Department Notes	

Agency Eligibility

Recipient of Terminated Federal Funding	Yes	Able to Provide Documentation Evidence	Yes
Serves Negatively Impacted Populations	No	Narrative	Funds are only being requested for the suspended AmeriCorps program, not for the significantly reduced Centers for Medicaid and Medicare Services funding, nor for anticipated reductions in US HUD or potential Legal Services Corporation cuts. Uploaded documents will only reflect the AmeriCorps loss.
Date Funding Stopped	4/25/2025		

Amount of Other Funds Available

State Fund Total Amount	\$3,893,169.00	County Fund Total Amount	\$704,000.00
Federal Fund Total Amount	\$2,767,566.00	Private/Other Fund Total Amount	\$1,161,446.00
Total Amount of State Grants	\$18,108,676.00	Unrestricted Assets	\$4,256,129.00

Contact Person for Matters Involving this Application

Applicant Name	Ms. Lisa Sparrell	Applicant Title	Director of Development and Communications
Applicant Phone	(808) 536-4302	Applicant Email	lisa.sparrell@legalaidhawaii.org

State of Hawaii Eligibility

Organization is Licensed or Accredited	Yes	Nonprofit is a 501c3	Yes
Complies with Anti-Discrimination Laws	Yes	Nonprofit has Governing Board	Yes
Will not Use State Funds for Lobbying	Yes	Is Incorporated Under Laws of State	Yes
Will Allow Access to Audit Records	Yes	Has Bylaws and Policies	Yes

Account Information

Organization Name	Legal Aid Society of Hawai'i	Organization DBA	
EIN	██████████	Street	924 Bethel Street
Account Email	lisa.sparrell@legalaidhawaii.org	City	Honolulu
Account Phone	(808) 536-4302	State	HI
Website	https://www.legalaidhawaii.org	Zip	96813
Mission Statement	The mission of the Legal Aid Society of Hawaii is to address critical legal needs through high quality legal advocacy, outreach, and education in the pursuit of fairness and justice.		

Point of Contact

Point of Contact First Name	Lisa	Point of Contact Last Name	Sparrell
Point of Contact Title	Director of Development and Communications	Point of Contact Email	lisa.sparrell@legalaidhawaii.org
Point of Contact Phone	(808) 536-4302		

Leadership

Leadership First Name	David	Leadership Last Name	Kopper
Leadership Title	Executive Director	Leadership Email	david.kopper@legalaidhawaii.org
Leadership Phone	(808) 536-4302		

Background and Summary

Applicant Background	Legal Aid Society of Hawai'i ("LASH") has provided critical stabilizing legal services to low-income individuals and families in the State of Hawaii for 75 years. Each year, Legal Aid assists over 8,000 families and individuals, supports pro bono and other legal services to thousands more, and positively affects the lives of over 17,000 people. These include maintaining or securing affordable housing; helping families achieve safety and stability through family law services such as protection from domestic violence, establishing paternity, and seeking child custody and support; assisting individuals with complex immigration issues; protecting individuals from consumer problems like mortgage "rescue" scams or illegal debt collection practices; supporting clients in obtaining public benefits, including disability benefits from the Social Security Administration and Medicaid; and working to eliminate barriers that contribute to homelessness. These services are critical to yielding positive outcomes for the clients and communities we serve. The stabilizing
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and beneficial effect of our services are not limited to our clients alone: the national non-profit Legal Services Corporation recently found that every dollar invested in these types of services yields an average return of seven dollars, demonstrating that legal services not only promotes justice but also delivers substantial economic benefits to individuals, communities, and taxpayers alike.

LASH clients are generally low income, with most falling below 250% of the Federal Poverty Level. We strive for accessible services and operate a statewide toll-free hotline so that assistance is just a phone call away, whether the caller is a survivor of domestic violence in Lihue or an immigrant whose vital documents were destroyed by fire in Lahaina. The hotline allows callers to contact an attorney or paralegal by phone and obtain immediate legal information and advice.

In January 2010, Legal Aid's areas of practice expanded to include immigration legal assistance when the Hawai'i Immigrant Justice Center joined the firm. That merger improved LASH's ability to serve culturally and linguistically isolated populations that require legal interventions and face cultural and linguistic barriers to accessing the justice system, and LASH is now one of the largest non-profit providers of immigration legal services in the State of Hawai'i with approximately 275 immigration-related cases closed annually.

LASH is the only legal service provider in the state, and one of the few non-profits, with statewide coverage through 11 offices on each of the islands, from rural Lanai to urban Honolulu. LASH's extensive experience and long history providing a range of civil legal services to indigent clients make it uniquely qualified to provide high quality legal advocacy throughout the state.

Funding Request Purpose	Legal Aid seeks support for its Access to Justice Fellowship program, which is a partial replacement for our prior AmeriCorps National Service program, Project Kaulike, which was suspended on April 25, 2025. As a result of Fellow' activities, disadvantaged individuals throughout the state will better understand the legal system, their rights and responsibilities, and will achieve meaningful access to the justice system. Members will serve at least 800 individuals, as well as provide at least 10 outreach education events and/or educational materials. This project builds capacity within the community by providing individuals with legal information and education under the supervision of Legal Aid attorneys. Fellows also provide critical operational support to courthouse based Access to Justice Room in Honolulu and Self Help Centers on Kauai, Hilo, Kona and Maui, operated in partnership with the Hawaii State Judiciary, the State Bar Association and neighbor island bar sections. Operational support includes recruiting and scheduling volunteer attorneys, intake at the centers, providing legal information and referrals, assist in data collection and reporting, and otherwise supporting the activities of the centers. In 2024, 2,581 individuals received legal information or limited legal advice through self-help centers. Fellows may also organize and attend community events, provide targeted outreach to organizations, or produce informational materials, brochures, intake scripts, and videos, thereby increasing awareness of civil legal issues and available services. Justice Fellows bring valuable perspective as non-legal professionals seeing the client's perspective much more readily and speaking in plain terms with clients rather than legalese.
Geographic Coverage Served	This is a statewide project. Justice Fellows will be based in LASH offices across the state, including Oahu, Hilo, Kona, Maui and Kauai, and will work in court self-help centers on each of these islands.
Public Purpose or Need Served	Legal Aid's mission work addresses the legal needs of low-income and vulnerable individuals who do not have access to legal services. Legal services are so critical to individual stability and safety that a recent national study found a \$7 dollar return on investment for every dollar that goes to supporting legal aid organizations like Legal Aid Society of Hawai'i. However, federal funding for legal services has not substantially increased in decades: accounting for inflation, federal legal services funding has been reduced by more than 36 percent, while needs for services increase year-over-year. This requires organizations to enter into contracts-for-service, which (1) dictate the services available to clients and (2) often require funds spent on additional staff instead of investing in existing staff and services. These are some of the factors leading to the National Justice Index finding that Hawai'i, consistent with the national average, ideally needs more than 9 times as many resources to meet the legal needs of Hawai'i's low income residents. While also considering concerning demographic shifts in the legal field (i.e., shrinking new attorney numbers relative to the population) the future of delivery of legal services already requires innovations, reinvestment, planning and strategic growth.
Target Population Served	Low-income and vulnerable individuals and families facing civil legal problems throughout the state are the target population to be served. They will most frequently be reached via outreach and education in communities statewide and through contact at the court Access to Justice and self-help centers. The project will generally focus on individuals and families living below 250% of the federal poverty level, as well as older adults, individuals with disabilities, those experiencing homelessness, victims of crimes, and other unrepresented civil court litigants.

Summary and Outcomes

Measure(s) of Effectiveness	In order to assess program effectiveness, Legal Aid will collect data through the LegalServer platform as follows: -Number of Self-Help Center/Access to Justice room patrons served by Fellows
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- Number of Legal Aid clients served by Fellows
- Number of Outreaches Fellows participate in

Projected Annual Timeline	Results and outcomes will be reported from the time LASH receives a Notice to Proceed, and results will be accomplished by the contract end date of 6/30/2026. Hiring and training have been completed. Direct service and outreach will take place throughout the contract term.
Quality Assurance and Evaluation Plans	LASH consistently provides quality legal services for Hawai'i's low-income residents. Quality assurance is a high priority for this and all LASH projects. Our policies and manuals are regularly reviewed and updated, and they outline the standards of client service and quality assurance. Client grievances are addressed in steps—by the appropriate managing attorney, then the Deputy Director or Executive Director, then by a committee of the Board of Directors. LASH protocols and standards are in compliance with all federal, state, and county requirements. Direct service and outreach efforts will be supervised by Managing Attorneys in each office. Services, numbers of outreaches, and time staffing the self-help centers will be monitored and evaluated using the case management and timekeeping database LegalServer. This robust system allows for the tracking of all case-related information, including caseworkers, time worked, case-related documents, and case outcomes (in instances where they are known). As the tasks and goals outlined in this project are existing tasks and goals, and fellows have been trained in the use of LegalServer and in outreach, the program has been implemented. Program staff (Fellows) will use LegalServer to track time and outputs, and LASH grants management staff will use the reporting capabilities of the system to track progress toward expected results and outcomes.
Scope of Work	LASH will have 6 FTE Access to Justice Fellows (4 full-time and 4 part-time) who will help low-income and disadvantaged residents of Hawai'i navigate the justice system and connect with the legal information and resources they need to address the civil legal issues affecting their economic and social stability. At the end of the project term, Fellows will have assisted more than 750 disadvantaged Hawai'i residents in becoming familiar with the legal system and their own rights and responsibilities. In addition, Fellows will participate in at least 10 outreach and education sessions, providing information to the communities served. These figures represent work performed from July 1, 2025, through the end of the grant term on June 30, 2026. Traditional legal service delivery involves an attorney representing a client from investigation to representation in court. LASH takes a different approach, as attorney time is expensive and limited, and many issues require guidance rather than representation. LASH balances full representation with more limited assistance, referred to as "counsel and advice" or "limited representation". Counsel and advice consists of a full interview to understand priorities, needs, and challenges, followed by an explanation of the law and a discussion of the legal options. Limited representation involves activities such as writing a letter on the client's behalf, making a phone call, or assisting clients in completing court forms. Fellows will address the needs described by providing self-help guidance, counsel and advice, limited representation, creating legal education materials and tools, and performing outreach to low-income and vulnerable individuals and families. Fellows will also support local courthouse-based self-help centers, assisting pro bono volunteer attorneys and judiciary staff in providing self-help guidance to pro-se litigants seeking guidance to file or respond to a court action. They also conduct intake at the centers and provide court forms or basic legal information. Fellows will be located in LASH offices across the state, including Honolulu, Hilo, Kona, Maui, and Kauai. These Fellow positions are designed to replicate a portion of the work performed by AmeriCorps members before this federally funded program was suspended, and they continue to serve as short-term (one year) positions designed for people exploring an interest in law.

Financial Information

Q1 Requested Amount	\$81,482.00	Q3 Requested Amount	\$81,482.00
Q2 Requested Amount	\$81,482.00	Q4 Requested Amount	\$81,482.00
Sources of Funding	Legal Aid is currently receiving funding from a wide variety of sources for fiscal year 2026, which is underway. The majority of this funding is restricted—that is, it has a specific purpose and target population to which it must be applied. Legal Aid will be engaging in fundraising efforts targeting private sources in order to provide support for the Justice Fellow project. At the present time, Legal Aid is not applying for other sources of government funding to support this project.	State and Federal Tax Credits	No state or federal tax credits have been granted to LASH within the prior three years.

State and Federal Contracts and Grants	These sources of funding are generally restricted for specific purposes and clientele and may not available for this project. Federal: Legal Services Corporation Basic Field Grant and Native Hawaiian Field Grant; US Department of Housing and Urban Development Fair Housing Enforcement Program; Centers for Medicare and Medicaid Services Health Navigator funding (prior three years, not currently receiving); AmeriCorps Project Kaulike (prior three years, not currently receiving). State: State Civil Legal Services; State Immigration Legal Services (9/1/25 - 6/30/26, not available in prior years); DHS Homeless Programs Legal Outreach; DHS Legal Services for Victims of Domestic Violence Receiving TANF; DHS Legal Services for Neighbor Island Shelter-Eligible Victims of Domestic Violence; DHS Legal Services for Immigrant Victims of Domestic Violence; Legal Services for Families with Children at 100% and 200% of Federal Poverty Level. Previously Received: Legal Services for Victims of Crime; Legal Services for Immigrant Victims of Crime; Legal Services for Elderly Victims of Crime; STOP grant for Rural Paralegal Pilot Program. County: City and County of Honolulu, County of Kauai, County of Hawaii, and County of Maui Title III Legal Services for Residents Age 60 and Over; County of Maui Legal Services for Maui Homeless and Domestic Violence Victims.	Prior FY Balance of Unrestricted Assets	\$4,256,129 (This is a preliminary estimate based on figures available at the time of application and is subject to our ongoing annual audit.)
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Experience, Capability, and Personnel

Skills and Experience

Legal Aid Society of Hawai'i, a community-based, nonprofit law firm has empowered low-income and disadvantaged people throughout the state of Hawaii for 75 years. Since it was established to address family law and housing issues in 1950, LASH has utilized its skills and knowledge to bring high quality legal services to individuals and families throughout the state. LASH is known for its determined client advocacy and its ability to empower low-income and historically excluded people.

LASH is nationally recognized as an innovative, high quality legal services provider. Its extensive network of partnerships broadens the reach of services provided by its dedicated staff who assist Hawai'i's low-income community with their critical legal needs.

LASH has demonstrated capacity to carry out this project through a decade of AmeriCorps-funded work in outreach and court self-help and Access to Justice centers. This application seeks to fund a project that has been successful.

LASH continues to be guided by its original mission—to address critical legal needs through high quality legal advocacy, outreach, and education in the pursuit of justice. Annually, LASH receives over 17,000 requests for services. In FY25, LASH provided legal advice and counsel, brief services, and full representation in more than 7,500 cases, impacting over 15,000 adults, children and seniors in critical civil legal matters throughout Hawai'i. LASH is the only legal service provider in the state with the ability to handle this significant volume of requests. LASH has a history of success with the programs it delivers and seeks to provide the best representation to all those who apply and qualify for services. Its reputation for delivering high quality services and achieving measurable outcomes in our partnerships is well documented through its ongoing receipt of 50-60 grants from various federal, state, county and private sources on an annual basis. LASH has extensive experience gathering and reporting performance data. Utilizing the case and time management database LegalServer, staff can open cases and maintain case files electronically. The robust reporting features of LegalServer allow LASH staff to run reports on time, case activity, outreach activity, client demographics, and case outcomes by funding source. This allows for accurate reporting and monitoring of emerging trends.

Facilities

LASH maintains a total of 11 offices, located in Honolulu, Waianae, Kaneohe, Hilo, Kona, Kaunakakai, Lanai City, Lihue, and Wailuku staffed by experienced attorneys and paralegals. Given the natural barriers presented by an island community, maintaining offices on all islands is the only effective way to comprehensively respond to client and community needs

All LASH facilities are ADA compliant, and reasonable accommodations, including home visits, are made to ensure provision of services for those with disabilities. Pandemic protocols were introduced in 2020 which expanded staff availability to meet with clients remotely and provide outreach and education remotely, when appropriate. Each of our 11 offices has access to the web-based case management system LegalServer, an electronic legal library, and a computer system which is integrated statewide. Federal cuts have not caused LASH to close any of its sites at this time.

Proposed Staffing and Service Capacity

LASH's Executive Director and Deputy Director directly supervise all managers. The Honolulu Office has four Managing Attorneys who are responsible for the Intake/Center for Equal Justice, Family/Guardian Ad Litem, Consumer/Housing and Immigration/Public Benefits. Rural Oahu has a Managing Attorney responsible for both Leeward and Windward staff. The Neighbor Island Offices in Hilo, Kona, Lihue, Kailua-Kona and Wailuku are each supervised by a Managing Attorney with the Managing Attorney in Wailuku supervising staff in Legal Aid's offices in Kaunakakai and Lanai City. The Managing Attorney at each office location is responsible for supervision of paralegals, justice fellows, and other outreach staff, as well as case maintenance, community outreach, and compliance with contract requirements. The Pro Bono Coordinator also works with Justice Fellows to ensure they have necessary information as they staff self-help desks and Access to Justice rooms.

LASH attorneys are required to be duly licensed in Hawai'i and remain in good standing with the Hawai'i State Bar. Legal Aid attorneys and paralegals are either generalists or specialists in the areas of family, housing, fair housing, consumer, public assistance and immigration law. For example, a generalist attorney in the housing and consumer unit will practice both housing law and consumer law, while an attorney specialist focuses on one specific area. All paralegals are required by Hawaii Rules of Professional Conduct to be closely supervised by LASH attorneys.

On the Neighbor Islands, LASH attorneys and paralegals practice as generalists and have extensive experience in a wide variety of legal areas. Neighbor island attorneys and paralegals also have direct access to substantive law experts based in Honolulu via telephone or e-mail.

LASH has an experienced and dedicated staff that is committed to serving the legal needs of Hawai'i's disadvantaged. LASH attorneys and paralegals have experience working with low-income and historically excluded populations, specifically domestic violence victims, and the managing attorneys and administration have substantial experience in training, supervising, and overseeing the AmeriCorps positions from which these Justice Fellowships were developed.

The resumes and job descriptions for all LASH staff members, including Managing Attorneys, are held in the

Honolulu Office and can be made available upon request. Justice Fellow positions are included in the attached organization chart.

Staff Position(s) and Compensation	Executive Director \$101,000 - \$170,000
	Deputy Director \$89,444 - \$120,312
	Managing Attorney, Director of Technology, Director of Development, Director of Finance \$80,501 - \$109,202

Other Information

Pending Litigation	There is no pending litigation against Legal Aid.
Special Licensure or Accreditations	All LASH attorneys are licensed to practice in the State of Hawaii.
Private Educational Institutions	This grant will not be used to support or benefit a private educational institution. Additionally, please be advised that the Legal Aid Society of Hawaii will not expend any funds for any activity prohibited by the Legal Services Corporation Act, 42 U.S.C. 2996 et seq. or by Public Law 104-134.

Confirmations

Documentation of Federal Impacts	☒		
Hawaii Compliance Express Certificate	☒	Active Status with the Hawaii AG	☒
IRS Determination Letter	☒	Certificate of Good Standing by the DCCA	☒
Records Retention Policy	☒	By-laws or Corporate Resolutions	☒
Authorized Representative Certification	☒	Signee Title	Executive Director

System Information

Application Type	Act 310 Nonprofit Grant Application	Applied Date	10/24/2025, 4:08 PM
Owner Name		Category	Grant Application
Created By	Lisa Sparrell, 10/24/2025, 7:27 AM	Created Date	10/24/2025, 7:27 AM
Last Modified By	Lisa Sparrell, 10/24/2025, 4:08 PM	Last Modified Date	10/24/2025, 4:08 PM

Federal Grants

Project Kaulike

Name of Program	Program 1
Original Funding Award	\$230,000.00
Amount Reduced or Cut	\$230,000.00
Grant Cycle of Award	September 1, 2025 - August 30, 2026

Files

Attorney General Certification		IRS Determination Letter	
Last Modified	10/24/2025, 4:07 PM	Last Modified	10/24/2025, 4:07 PM
Created By	Lisa Sparrell	Created By	Lisa Sparrell
Document Retention and Destruction Policy		By-Laws -01-24-2024 Adopted	
Last Modified	10/24/2025, 4:07 PM	Last Modified	10/24/2025, 4:06 PM
Created By	Lisa Sparrell	Created By	Lisa Sparrell
COGS_PDF-4529D2		Sustainability Plan.docx	
Last Modified	10/24/2025, 4:06 PM	Last Modified	10/24/2025, 4:00 PM
Created By	Lisa Sparrell	Created By	Lisa Sparrell

3. Organizational Chart 10.08.25

Last Modified **10/24/2025, 4:00 PM**
 Created By **Lisa Sparrell**

Budget Request By Source of Funds

Last Modified **10/24/2025, 3:59 PM**
 Created By **Lisa Sparrell**

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

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 Created By **Lisa Sparrell**

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

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10-16-25 certificate of vendor compliance

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4_ASN_NCCC_MemberReinstatement_FAQ_062625

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 Created By **Lisa Sparrell**

FDP Subaward Amendment - Termination

Last Modified **10/24/2025, 3:55 PM**
 Created By **Lisa Sparrell**

1_Termination Notice of AmeriCorps Award

Last Modified **10/24/2025, 3:55 PM**
 Created By **Lisa Sparrell**

Budget Request By Source of Funds

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BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

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BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

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Attorney General Certification

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Document Retention and Destruction Policy

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Sustainability Plan.docx

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4_ASN_NCCC_MemberReinstatement_FAQ_062625

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1_Termination Notice of AmeriCorps Award

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FDP Subaward Amendment - Termination

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3. Organizational Chart 10.08.25

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10-16-25 certificate of vendor compliance

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IRS Determination Letter

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By-Laws -01-24-2024 Adopted

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10-22-25 COGS_PDF-4529D2

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