



# NEIGHBORHOOD LEGAL SERVICES, INC.

EQUAL JUSTICE FOR ALL

Main-Seneca Building ▪ 237 Main Street ▪ Suite 400 ▪ Buffalo, New York 14203-2794  
TEL. (716) 847-0650 ▪ FAX (716) 847-0227 ▪ TDD (716) 847-1322 ▪ www.nls.org

TO: NLS Board of Directors  
FROM: Sabrina May, President  
RE: January 16, 2019 Board Meeting  
DATE: January 9, 2019

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The January 2019 meeting of the Board of Directors will be held as follows:

**Wednesday, January 16, 2019**

**5:00 p.m.**  
**Refreshments will be served**

**NLS Buffalo Office**  
**4<sup>th</sup> Floor, Main Seneca Building**  
**237 Main Street, Buffalo, NY 14203**

We encourage people to try to attend in person. We have arranged for your parking to be paid by NLS if you bring your ticket with you to the meeting. You must park in the AllPro Parking lot directly across from the office at Main and Seneca (enter from Pearl Street) for NLS to validate your ticket.

If you need to participate by Conference Call:

**Dial in # 716-362-9708 and Guest Pin # 1954,**  
**followed by the # key (you will be asked to state your name)**

**RSVP- Regrets Only:**

Please let Jennifer Graesser know if you **cannot** attend this meeting by calling 716 847-0655, ext. 269 or emailing her at [jgraesser@nls.org](mailto:jgraesser@nls.org).

**2019 MEETING DATES:**

January 16	May 15	September 18 [Board Retreat?]
February 20	June 19	October 16
March 20	July 17	November 20
April 17	August 21	December 18



The agenda for the meeting on January 16, 2019 will be as follows:

1. Welcome – S. May, President
2. Review of Minutes of December 12, 2018 meeting– David Nelson
3. Executive Director's Report – L. Breen (attached)
  - LSC 2019 Priorities, Program Integrity, 2019 Asset Guidelines
4. Financial Report- T. Rothaus (attached)
5. Board President's Report – S. May
  - Nominating/Governance- K. Flick (Filling vacancies, Bylaws Revision process)
  - Personnel- R. Scherer (ED annual evaluation)
6. Other/New Business

## NLS Executive Director's Report 1-09-2019

### 1. Grants Update-

- LSC – Received 2019 \$1,410,404 award notice, which is \$108,000 more in the 2019 funding cycle due to census updates. This is a three-year award, subject to appropriations. LSC has advised that regarding the shutdown, it “has sufficient funds to make the usual double payment to grantees for January and a partial payment to cover most of February. LSC itself will continue to operate for some time.”
- Cummings Foundation submission for van
- US DOJ LAV application due January 31, 2019
- Donations from bar campaigns update
- 2019 Development Plan—to be presented at February meeting.

### 2. Space Update-

We continue to work with landlord Priam, through Paul Kolkmeier, on plans to improve the space (+ possibly expanding to 5<sup>th</sup> floor) and he has agreed to provide additional financial support for improvements given the protracted renovation process and disruption to NLS business over the past three+ years. Priam has costed out renovations using preliminary plans from NLS architect Kathy Kinan. I will meet with Paul on January 11, 2019 to discuss costs.

### 3. 2019 and 2020 Private Attorney Involvement Plans

I spoke with Ronké Hughes, our new LSC Program Counsel, who noted that NLS does not have to adopt a PAI plan in December each year. The LSC regulations require input and presentation of plan to area bar associations, which is a great opportunity for NLS to network. Ronké suggested that NLS send a letter to the area bar associations with a pro forma request for input for 2019 plan, which must be submitted to LSC with our renewal application in early June 2019, and engage them in a more deliberate way for the 2020 plan.

**Neighborhood Legal Services, Inc.**  
**Board Meeting December 12, 2018**  
**Minutes**

Present:

Board Members: Kristen Flick, Brittany Jones, Sabrina May, David Nelson, Sr. Sheila Stone, Peter Warn

By teleconference: Vincent Doyle, Spencer Durland, Amy Okereke

Excused: Prof. Kim Diana Connolly, Tasha Moore, Rich Scherer, Michelle Schwach

Absent: Amber Clarke, Danielle Rovillo

Staff members: Grace Andriette, Lauren Breen, Joseph Clark, Kelley Culmer, Sandy Fudala, Kathryn Horn, Pat McGrath, Penny Selmonsky

NLS Board President, Sabrina May, opened the meeting at shortly after 5 p.m.

1. Review of Minutes

Minutes – October 17, 2018 Board Meeting: The minutes of the October 17, 2018 Regular Board meeting were emailed to the board members prior to the meeting. Sr. Sheila Stone moved to accept the minutes and David Nelson seconded this motion, which passed unanimously, with a slight correction of a typographical error on page one.

2. Executive Director's Report – Lauren Breen, Executive Director (report attached)

LSC Annual Reports – Grace Andriette, Deputy Director: Ms. Andriette informed the board that LSC requires NLS to update its priorities annually. The board will update priorities, assets caps and discuss the PAI plan process in January 2019.

3. Board President's Report - Sabrina May

Ms. May acknowledged and thanked the outgoing board members for their service, and presented Sr. Stone with a plaque as she was the only outgoing board member attending the meeting in person. Ms. May stated that the Board will need a new secretary. David Nelson will serve as secretary/treasurer until the board identifies a candidate for 2019 secretary.

Committee Reports

Executive Director Annual Evaluation Process: Ms. May stated that the annual evaluation process will be starting. Ms. Breen added that Richard Scherer is the Chair of the Administrative Personnel Committee.

Strategic Planning Committee: Brittany Jones stated that the committee needs a few additional members. Ms. Breen reported that NLS is looking at corporate structure and restricted matter within a new corporation. NLS Litigation Director, Jim Morrissey, has five new cases that are being filed and a potential class action that NLS cannot currently complete. Ms. Breen added that the process to develop a new unrestricted corporation will take approximately six months. Ms. May stated that class action cases will allow for systemic changes for NLS clients.

Nominating Committee: Kristen Flick reported that the committee has several seats to fill. Ms. Flick and Sr. Stone met with Catholic Charities, which has recommended Immigration & Refugee Director, Bill Sukaly. Prof. Kim Diana Connolly's seat will need to be filled by a UB Law representative. The committee will contact the YWCA to find a member to fill Tasha Moore's seat. Amy Okereke's seat needs to be filled by a member of the Minority Bar. Ms. Jones added that she may also have a conflict and might have to leave the board, but will know by the end of the year.

Ms. Breen mentioned the annual board meeting. She stated that, historically, the meeting was held annually in November. The board may want to have the meeting moved to June 2019, especially because NLS will be short four members in January and new members will not start until February. Additionally, Section 519 for the Not-For-Profit Corporation Law for non-membership corporations states that the annual meeting should be held within six months after the close of the prior fiscal year and the board must review these financials at its annual meeting. NLS' fiscal year ends in December, therefore the annual meeting needs to take place by the close of June to be in compliance. The audit will be completed in April 2019 and the Form 990 filed by May 15, 2019.

Kristen Flick reported that the bylaws will need to be amended to change the annual meeting date to June; current bylaws state that the annual meeting is held in October. Ms. Jones suggested a Governance Committee or the Nominating Committee can take on this role to revise the bylaws. Ms. May stated that the bylaws will need to be amended, generally, to address other issues as well, and will need to be changed to June.

Ms. May also stated that the board has not recognized the 2017 NLS Financials. On a motion by Kristen Flick, seconded by Sr. Stone, the board voted unanimously to recognize the 2017 NLS Financials. LSC requires 2019 financials to be filed by April 30, 2019.

Audit Committee: Kristen Flick reported that she spoke with the new auditors. They would like to set up a meeting with her after they have been on-site at NLS.

Fundraising Committee: Ms. Breen reported that an email blast has been sent to members of the Erie County, Niagara County and Genesee County Bar Associations for the Annual Bar Campaign. A letter was also created for Board members to sign/add a note to. Ms. Breen requested that each board member add a personalized note to three letters.

Collective Bargaining Committee: Items concerning Collective Bargaining were discussed in Executive Session.

Finance Committee: Items concerning the Finance Committee were discussed in Executive Session.

#### 4. New Business

Sabrina May stated that the board needs to elect officers for 2019. Officers serve a one-year term. The board will need someone to fill the secretary seat. Ms. Flick requested to designate a current member to fill this role until new board members begin. David Nelson agreed to take on the secretary role temporarily. On a motion by Kristen Flick, seconded by Sr. Stone, the board moved to approve the slate of officers for 2019, which passed unanimously. Sabrina May will remain the Board Chair, Spencer Durland the Vice Chair and David Nelson the Treasurer (and Interim Secretary until the February 2019 board meeting).

#### 5. Executive Session

On a motion by David Nelson, seconded by Sr. Sheila Stone, the board voted unanimously to move into executive session at approximately 6 p.m. At 6:38 p.m. David Nelson moved and Kristen Flick seconded the motion, to exit from Executive Session meeting at 6:38 p.m., which passed unanimously.

On a motion by David Nelson, seconded by Brittany Jones, the board voted unanimously to accept the proposed Collective Bargaining Agreement.

At 6:41 p.m., Kristen Flick moved and Sr. Sheila Stone seconded the motion to adjourn the meeting, which passed unanimously.

Respectfully submitted,

David Nelson, Interim Secretary



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## MEMORANDUM

To: Board of Directors of Neighborhood Legal Services, Inc.  
From: Lauren Breen, Executive Director  
Re: Report on Program Integrity Pursuant to 45 CFR Part 1610  
Date: January 9, 2018

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Pursuant to 45 CFR Par 1610, the Executive Director is required to provide the Board of Directors with a report with respect to the relationship Neighborhood Legal Services Inc., has with any organization(s) that may engage in activities that are restricted by LSC (i.e., class actions, grass roots lobbying, welfare reform litigation, etc.). Under Section 1610, NLS is required to maintain “objective integrity and independence” from any organization that engages in such restricted activities.

My report is as follows:

Since January 1, 2018, NLS has transferred \$40,000 of Legal Services Corporation funds to the Volunteer Lawyers Project to meet a portion of its Private Attorney Involvement (PAI) requirement under 45 CFR part 1614. In addition, in 2017, NLS paid - \$18,000.31 to VLP from our U.S. Department of Justice, Violence Against Women Act (VAWA) grant.

During 2018, NLS paid \$26,050 to the lobby firm Bolton-St. Johns. These monies paid for lobbying services related to NLS’ efforts to recoup \$4 million dollars of lost New York State OCA funding. This transfer involved non-LSC funds and was related to a purpose that is expressly permitted with non-LSC funds under CFR Section 1612(f).

Neither of these payments, or transfers of funds, is a violation of the LSC program integrity regulations at 45 CFR Section 1610.

## CERTIFICATION OF PROGRAM INTEGRITY

Recipient Name: Neighborhood Legal Services, Inc.

Recipient Number: 233047

**I certify that the governing body has received and reviewed a written report from the Executive Director pertaining to the recipient's compliance with the program integrity requirements of 45 CFR 1610 and authorized me, based on the governing body's review and discussion of the director's report, to certify that:**

1. The recipient is a legally separate entity from any organization which engages in restricted activity; *and*
2. Except for funds provided to a bar association, *pro bono* program, private attorney or law firm, or other entity for the sole purpose of funding private attorney involvement activities (PAI) pursuant to 45 CFR part 1614; or non-LSC funds transferred for purposes of lobbying for state funding; or non-LSC funds transferred to assist with CSR date reporting or website maintenance, since January 1, 2018, the recipient has not transferred LSC funds to any organization which engages in restricted activity for a restricted purpose; *and*
3. Since January 1, 2018, the recipient has not utilized recipient funds or resources to subsidize the restricted activity of any organization; *and*
4. The recipient meets the requirements of 45 C.F.R. 1610.8(a) in that the recipient is physically and financially separate from any organization which engages in restricted activity. Factors relevant to the Board's determination of program independence and integrity include:
  - a. The existence of separate personnel;
  - b. The existence of separate accounting and timekeeping records;
  - c. The degree of separation from facilities in which restricted activities occur, and the extent of such restricted activities; and
  - d. The extent to which signs and other forms of identification which distinguish the recipient from the other organization are present.

**On behalf of the governing body, I acknowledge that compliance with the integrity and independence requirements of 45 C.F.R. 1610.8(a) is a prerequisite to the recipient receiving continued funding from the Legal Services Corporation.**

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Sabrina M. May, Esq., President of the Board

Date: January \_\_\_\_, 2019

## NEIGHBORHOOD LEGAL SERVICES, INC.

Serving Erie, Niagara, Orleans, Genesee and Wyoming Counties  
Offices located in Buffalo, Niagara Falls & Batavia, New York

### Priorities, Goals, Strategies and Desired Outcomes 2019

<b>HOUSING LAW</b>		
<b>Poverty or Disability Issue</b>	<b>Strategy</b>	<b>Desired Outcome</b>
Goal: Homelessness prevention in municipalities throughout the NLS five county area through eviction defense services.	Provide representation and/or legal advocacy to residents of towns, cities and villages throughout the NLS five county area.	550 income eligible tenants outside the City of Buffalo will receive legal advice and/or advocacy and/or be represented in eviction matters in town, city and village courts to prevent their eviction or to gain additional time to find a new home.
Goal: Homelessness prevention in the City of Buffalo through eviction defense.	Staffing the Attorney of the Morning Program (AMP) in Buffalo City Court.	Successful representation of 1,500 residents of Buffalo in eviction defense cases which preserve their tenancy or achieve extra time to move to a new home.
Goal: Correct unsafe housing conditions.	NLS will screen 100 cases for potential warranty of habitability claims and provide information about tenants= rights to safe housing conditions to 75 households.	NLS will assist 25 households with warranty of habitability claims to improve their housing conditions through counsel and advice, negotiation or through enforcement actions.
Goal: Low income tenants in the NLS five county service area outside of the	Provide legal advocacy and/or representation to low income tenants throughout the NLS five county	40 federally subsidized tenants will receive legal advice or representation to retain their federal housing benefits.

City of Buffalo retain their federally subsidized homes and/or their government housing subsidies.	service area who are in danger of losing their housing subsidy or subsidized apartment.	
Goal: Unlawfully evicted tenants will be reinstated to their homes in the NLS five county service area.	NLS will provide legal advocacy and/or representation to low income tenants who have been unlawfully evicted.	NLS will provide legal advocacy to 4 unlawfully evicted tenants to help them get back into their homes.
Goal: Low income tenants throughout the NLS five county area understand their rights and obligations under landlord tenant law.	NLS will provide advice and counsel to low income tenants in our five county area with questions about their legal rights under landlord-tenant law.	500 low income tenants will receive legal advice and counsel.
		100 low income individuals and low-income tenant advocates will receive training on landlord-tenant rights and obligations and/or legal pamphlets on housing related issues.
Goal: Identify and assist victims of housing discrimination within the City of Buffalo	Screening and educating housing clients residing in the City of Buffalo to identify discrimination in housing.	NLS will screen 240 housing clients who are residents of Buffalo for signs of housing discrimination. 15 tenants will learn about their right to be free of housing discrimination. 15 people will receive representation or conciliation services for redress for acts of housing discrimination.
Goal: City of Buffalo residents obtain referrals to other agencies to file administrative complaints relating to acts of housing discrimination.	Advocate referrals to other governmental agencies to file complaints of housing discrimination.	10 people impacted by housing discrimination in the City of Buffalo will receive referral information about filing a housing discrimination complaint.
Goal: Housing advocates, tenants, attorneys, landlords and other housing providers within the City of Buffalo receive information about their rights and obligations under fair housing law.	Community Legal Education for the public to learn about fair housing rights and responsibilities.	45 people in the City of Buffalo will be trained each year on housing discrimination related issues.

<p>Goal: To increase housing stability for low income families and individuals.</p>	<p>Provide referrals, advice and counsel, legal training, legal advocacy or representation to low income tenants with questions about federal housing subsidy benefits, landlord/tenant concerns, post-foreclosure eviction matters, and other housing related matters.</p>	<p>NLS will provide referrals, advice and counsel, legal training, legal advocacy, or legal representation to 20 low income households with housing or landlord/tenant concerns.</p>
<p>Goal: Identify and assist victims of housing discrimination within the City of Buffalo</p>	<p>Screening and educating housing clients residing in the City of Buffalo to identify discrimination in housing.</p>	<p>NLS will screen 240 housing clients who are residents of Buffalo for signs of housing discrimination. 15 tenants will learn about their right to be free of housing discrimination. 15 people will receive representation or conciliation services for redress for acts of housing discrimination.</p>
<p>Goal: City of Buffalo residents obtain referrals to other agencies to file administrative complaints relating to acts of housing discrimination.</p>	<p>Advocate referrals to other governmental agencies to file complaints of housing discrimination.</p>	<p>10 people impacted by housing discrimination in the City of Buffalo will receive referral information about filing a housing discrimination complaint.</p>
<p>Goal: Housing advocates, tenants, attorneys, landlords and other housing providers within the City of Buffalo receive information about their rights and obligations under fair housing law.</p>	<p>Community Legal Education for the public to learn about fair housing rights and responsibilities.</p>	<p>45 people in the City of Buffalo will be trained each year on housing discrimination related issues.</p>
<p>Goal: To increase housing stability for low income families and individuals.</p>	<p>Provide referrals, advice and counsel, legal training, legal advocacy or representation to low income tenants with questions about federal housing subsidy benefits, landlord/tenant concerns, post-foreclosure eviction matters, and other housing related matters.</p>	<p>NLS will provide referrals, advice and counsel, legal training, legal advocacy, or legal representation to 20 low income households with housing or landlord/tenant concerns.</p>

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Goal: Housing advocates, tenants, attorneys, landlords and other housing providers within the City of Buffalo receive information about their rights and obligations under fair housing law.	Community Legal Education for the public to learn about fair housing rights and responsibilities.	45 people in the City of Buffalo will be trained each year on housing discrimination related issues.
Goal: To increase housing stability for individuals with disabilities	To provide referrals, advice and counsel, legal training, legal advocacy or representation to individuals with disabilities residing in OMH and DOH licensed housing.	NLS will provide referrals, advice and counsel, legal training, legal advocacy, or legal representation to 2 individuals with disabilities living in OMH or DOH licensed housing with housing or eviction related concerns.
Goal: Families and individuals impacted by HIV/AIDS will receive legal advice and advocacy regarding their housing situation.	Legal assistance, advocacy, information and community education relating to LL/T rights will be provided to families and individuals living with HIV/AIDS together with their advocates.	5 people impacted by HIV/AIDS, or their advocates will receive information, training, and/or legal assistance relating to LL/T rights and obligations.
Goal: To increase housing stability for low income tenants and prior	Provide legal information and pamphlets at the City of Buffalo In Rem Auction.	40 people impacted by foreclosure actions will receive pamphlets or legal information about their rights.

homeowners impacted by foreclosure sales.		
Goal: To increase housing stability for individuals with disabilities	To provide referrals, advice and counsel, legal training, legal advocacy or representation to individuals with disabilities residing in OMH and DOH licensed housing.	NLS will provide referrals, advice and counsel, legal training, legal advocacy, or legal representation to 2 individuals with disabilities living in OMH or DOH licensed housing with housing or eviction related concerns.
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Goal: To increase housing stability for low income tenants and prior homeowners impacted by foreclosure sales.	Provide legal information and pamphlets at the City of Buffalo In Rem Auction.	40 people impacted by foreclosure actions will receive pamphlets or legal information about their rights.
Goal: To increase housing stability for individuals with disabilities	To provide referrals, advice and counsel, legal training, legal advocacy or representation to individuals with disabilities residing in OMH and DOH licensed housing.	NLS will provide referrals, advice and counsel, legal training, legal advocacy, or legal representation to 2 individuals with disabilities living in OMH or DOH licensed housing with housing or eviction related concerns.
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Goal: To increase housing stability for low income tenants and prior homeowners impacted by foreclosure sales.	Provide legal information and pamphlets at the City of Buffalo In Rem Auction.	40 people impacted by foreclosure actions will receive pamphlets or legal information about their rights.
<b>VETERAN'S ADVOCACY</b>		
Goal: Homelessness prevention and increased housing stability for veterans and military families in municipalities throughout the NLS five county area through eviction defense services.	NLS will provide representation and/or legal advocacy to residents of towns, cities and villages throughout the NLS five county area.	30 qualifying low income veterans or military family members will receive legal advice and/or advocacy and/or be represented in eviction matters in town, city and village courts to prevent their eviction or to gain additional time to find a new home.
Goal: Low income veterans and military families throughout the NLS five county area understand their rights and obligations under landlord tenant law.	NLS will provide advice and counsel to low income veterans or military family members in our five county area with questions about their legal rights under landlord-tenant law.	20 qualifying low income veterans or military family members will receive legal advice and counsel and/or brief service about landlord/tenant issues unrelated to eviction defense.
Goal: To ensure family stability and safety through counsel, advice and legal representation in Family Law matters.	Low income veterans and military families in our five county area receive advice and counsel and/or legal representation in family law related matters.	15 qualifying low income veterans or military family members will receive referrals, legal advice and/or advocacy and/or be represented in family law cases.
Goal: To increase community legal education opportunities for low income veterans, their families, and for those who works closely with the veteran community.	Provide community legal education opportunities for veterans advocacy agency staff and clients.	Provide 8 community educational legal training events for low income veterans, their families, and those who works closely with the veteran community.
Goal: To increase awareness in the veteran community of the services offered by NLS.	Provide resources to the community to spread awareness of the services offered by NLS.	Circulate 300 NLS Veteran Advocacy Program brochures that provide information regarding the legal

		services offered by NLS to veterans and their families.
Goal: To address the civil legal needs of the veteran and military family communities in NLS's five county area.	Screen 300 veterans and military families for civil legal challenges that impact economic stability.	Provide referrals, legal advice and/or legal advocacy to 200 veterans and/or military families to address civil legal challenges.
Goal: Encourage SSI and SSDI veteran and/or military family beneficiaries to take advantage of existing SSI, SSDI, Medicaid and Medicare work incentives in order to maximize work outcomes.	Deliver benefits counseling to beneficiaries or possible eligible beneficiaries.	20 qualifying low income veterans or military family members will receive legal advice and counsel regarding their disability benefits
Goal: Assist veterans and military families to maximize health and independence by obtaining timely and sufficient health related services, through Medicaid, Medicare, and private insurance.	Individuals will be assisted through negotiation, hearings, and litigation on variety of health issues, including issues related to eligibility for the program and eligibility for services, including home health care and durable medical equipment.	15 qualifying low income veterans or military family members with disabilities will be assisted through negotiations, non-hearing appeals, or hearings.
Goal: Provide information and brief service to veterans and military families who are recipients of public benefits to ensure households receive their maximum benefit entitlement.	Screen veterans and military families who are recipients of public benefits to assist them in resolving their eligibility issues.	45 qualifying low income veterans and/or military family members will be holistically screened for income adequacy and benefit entitlement about which the client may not be aware
Goal: Homelessness prevention and increased housing stability for veterans and military families in municipalities throughout the NLS five county area through eviction defense services.	NLS will provide representation and/or legal advocacy to residents of towns, cities and villages throughout the NLS five county area.	30 qualifying low income veterans or military family members will receive legal advice and/or advocacy and/or be represented in eviction matters in town, city and village courts to prevent their eviction or to gain additional time to find a new home.

Goal: Low income veterans and military families throughout the NLS five county area understand their rights and obligations under landlord tenant law.	NLS will provide advice and counsel to low income veterans or military family members in our five county area with questions about their legal rights under landlord-tenant law.	20 qualifying low income veterans or military family members will receive legal advice and counsel and/or brief service about landlord/tenant issues unrelated to eviction defense.
Goal: To ensure family stability and safety through counsel, advice and legal representation in Family Law matters.	Low income veterans and military families in our five county area receive advice and counsel and/or legal representation in family law related matters.	15 qualifying low income veterans or military family members will receive referrals, legal advice and/or advocacy and/or be represented in family law cases including simple wills.
Goal: To increase community legal education opportunities for low income veterans, their families, and for those who works closely with the veteran community.	Provide community legal education opportunities for veterans advocacy agency staff and clients.	Provide 8 community educational legal training events for low income veterans, their families, and those who works closely with the veteran community.
Goal: To increase awareness in the veteran community of the services offered by NLS.	Provide resources to the community to spread awareness of the services offered by NLS.	Circulate 300 NLS Veteran Advocacy Program brochures that provide information regarding the legal services offered by NLS to veterans and their families.
Goal: To address the civil legal needs of the veteran and military family communities in NLS's five county area.	Screen 300 veterans and military families for civil legal challenges that impact economic stability.	Provide referrals, legal advice and/or legal advocacy to 200 veterans and/or military families to address civil legal challenges.
Goal: Encourage SSI and SSDI veteran and/or military family beneficiaries to take advantage of existing SSI, SSDI, Medicaid and Medicare work incentives in order to maximize work outcomes.	Deliver benefits counseling to beneficiaries or possible eligible beneficiaries.	20 qualifying low income veterans or military family members will receive legal advice and counsel regarding their disability benefits

Goal: Assist veterans and military families to maximize health and independence by obtaining timely and sufficient health related services, through Medicaid, Medicare, and private insurance.	Individuals will be assisted through negotiation, hearings, and litigation on variety of health issues, including issues related to eligibility for the program and eligibility for services, including home health care and durable medical equipment.	15 qualifying low income veterans or military family members with disabilities will be assisted through negotiations, non-hearing appeals, or hearings.
Goal: Provide information and brief service to veterans and military families who are recipients of public benefits to ensure households receive their maximum benefit entitlement.	Screen veterans and military families who are recipients of public benefits to assist them in resolving their eligibility issues.	45 qualifying low income veterans and/or military family members will be holistically screened for income adequacy and benefit entitlement about which the client may not be aware
Goal: Homelessness prevention and increased housing stability for veterans and military families in municipalities throughout the NLS five county area through eviction defense services.	NLS will provide representation and/or legal advocacy to residents of towns, cities and villages throughout the NLS five county area.	30 qualifying low income veterans or military family members will receive legal advice and/or advocacy and/or be represented in eviction matters in town, city and village courts to prevent their eviction or to gain additional time to find a new home.
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<b>FAMILY LAW</b>		
Goal: To ensure family stability and safety through counsel, advice and legal representation in Family Law matters, emphasizing the provision of services to victims of domestic violence.	Conduct intake at the Family Justice Center of Erie County and the YWCA of Niagara Frontier.	NLS will provide legal advice and counsel to 250 victims of domestic violence and assist, where appropriate, in petition drafting.

		NLS will represent and obtain divorce judgments and/or orders of custody, and support and orders of protection for 40 DV victims.
	Conduct regular Family intake at the Buffalo, Batavia and Niagara Falls offices.	NLS will provide counsel and advice and/or brief service on Family Law-related issues to 250 additional clients through regular Family intake.
		NLS will provide representation for an additional 70 clients (including victims of DV through intake in Batavia and Niagara Falls) who are seeking divorces, custody, support, orders of protection, or assistance with other family matters.
Goal: To assist individuals in child/spousal support proceedings where other counsel is not available.	Conduct regular Family intake at the Buffalo, Batavia and Niagara Falls offices.	Representation of either party in 45 child/spousal support proceedings.
Goal: To provide civil legal assistance to victims of sexual assault.	Accept referrals from community partners and other sources.	Provide advice and counsel, brief services, and representation to victims of sexual assault on civil legal services.
Goal: To ensure family stability and safety through counsel, advice and legal representation in Family Law matters, emphasizing the provision of services to victims of domestic violence.	Conduct intake at the Family Justice Center of Erie County and the YWCA of Niagara Frontier.	NLS will provide legal advice and counsel to 250 victims of domestic violence and assist, where appropriate, in petition drafting.
<b>HUMAN TRAFFICKING</b>		
Goal: Provide culturally competent, trauma-informed legal services to immigrant survivors of trafficking (TVPA)	Immigrant survivors of trafficking in Erie, Niagara, Genesee, Orleans and Wyoming counties have increased access to no-cost, culturally	Screen at least 25 immigrant service seekers with perceived legal needs that NLS handles.

	competent, language accessible legal services.	
		<p>Provide brief service to 50 U.S. citizen and immigrant survivors of human trafficking.</p> <p>Provide direct representation to 15 immigrant survivors of trafficking in family law, public benefits and/or housing matters before administrative agencies and courts (TVPA).</p> <p>Provide referrals to or receive referrals concerning 25 survivors of trafficking for wraparound legal and social services in the community.</p>
Goal: Provide culturally competent, trauma-informed legal services to U.S. citizens who are survivors of human trafficking (TVPA).	<p>NLS fellow will strengthen legal community capacity to provide comprehensive, trauma-informed legal services to immigrant survivors of trafficking.</p> <p>Survivors of campus sexual assault will have culturally competent, trauma-informed legal advice regarding their rights.</p>	Screen at least 25 U.S. citizen human trafficking survivors with perceived legal needs.
Goal: Conduct outreach and training to communities, pro-bono attorneys, and community stakeholders.	NLS fellow will increase community collaboration across law enforcement, legal services, and social services in Erie, Niagara, Genesee, Orleans and Wyoming counties to effectively identify and respond to trafficking.	Conduct 4 outreach activities to immigrant communities in Erie, Niagara and Genesee counties (TVPA).

<b>DISABILITY ADVOCACY PROJECT (DAP) AND FEDERAL COURT APPEALS</b>		
<p>Goal: To provide superior representation to financially eligible individuals with meritorious cases who are appealing a denial or proposed cessation of SSD/SSI benefits.</p>	<p>Continue to modify and enhance the Buffalo, Niagara Falls and Batavia intake procedure to maximize the number of potential clients we can screen. Implement voice mailbox telephonic system for Buffalo</p> <p>Continue to form and cultivate relationships with other community agencies and health care providers to promote referrals to DAP and increase community awareness of our Disability Advocacy Project (DAP) unit.</p> <p>Aggressively represent our clients at continuing disability review (CDR) hearings at OTDA and Administrative Law Judge (ALJ) hearings at OHO, Social Security Appeals Council and in Federal Court.</p>	<p>425 cases will be opened in 2019, including DAP grant funded cases under our subcontract with Legal Assistance of the Chautauqua Region, Inc.</p>
<p>Goal: Based on 2017 LSC Justice GAP Survey results, offer informative and useful, brief service and advice and council to individuals that we are not able to fully represent at the Administrative level or in Federal court.</p>	<p>Continue to conduct and participate in Community presentations related to SSI/SSD information and advocacy.</p> <p>Increase awareness of SSD/SSI issues within NLS to generate more internal brief and extended service referrals</p>	<p>DAP Participation in at least one training or presentation each quarter.</p> <p>Add at least 4 new community partners referring cases to DAP in 2019.</p> <p>Start a program of short internal trainings on SSD/SSI issues for NLS staff.</p>

	Increase NLS's DAP presence online and develop pro se resources for SSD/SSI claimants	Develop DAP content for NLS website that promotes DAP and assists pro se claimants  Develop DAP presence on NLS Facebook page
<b>DISABILITY LAW UNIT</b>		
Goal: Participate in Promoting Readiness of Minors in Supplemental Security Income (PROMISE) demonstration project.	Provide benefits counseling to PROMISE participants and their families to facilitate the young person's movement from school to post-secondary education, vocational training and work.	60 youth PROMISE participants, who receive SSI, will receive benefits counseling. 30 families of PROMISE participants will receive benefits counseling on benefits issues they address.
Goal: Encourage SSI and SSDI beneficiaries to take advantage of existing SSI, SSDI, Medicaid and Medicare work incentives in order to maximize work outcomes.	Deliver short term and long term benefits counseling to beneficiaries	70 beneficiaries will receive short term and 190 beneficiaries will receive long term benefits counseling.
	Deliver information and referral (I&R), technical assistance (TA) services to service providers who serve SSI and SSDI beneficiaries.	48 service provider staff will receive I&R or TA services.
	Deliver training to service provider staff on SSI, SSDI, Medicaid and Medicare work incentives and related rules.	10 training sessions will be delivered, reaching 275 persons, including 235 service provider staff and 40 eligible clients.
Goal: Individuals will maximize health and independence by obtaining timely and sufficient health related services, through Medicaid, Medicare, and private insurance.	Individuals will be assisted through negotiation, hearings, and litigation on variety of health issues, including issues related to eligibility for the program and eligibility for services,	45 individuals with disabilities will be assisted through negotiations, non-hearing appeals, or hearings.

	including home health care and durable medical equipment.	
	Deliver I&R/TA services to individuals with disabilities to help them access health care.	280 individuals will receive I&R/TA services to help them access health care.
	Deliver I&R/TA services to service provider staff to help them better serve individuals seeking health care services.	40 service provider staff will receive I&R/TA services related to health care services.
Goal: Service providers from throughout New York State, who specialize in delivering assistive technology (AT) to individuals with disabilities, will receive qualify information about getting the AT funded.	Oversee list serve of service providers who assist individuals seeking to obtain assistive technology (AT) or specialized medical equipment.	45 individuals from government/ not-for-profit agencies and equipment suppliers will participate in list serve. 36 informational postings will be made by persons on the list serve geared toward getting AT/specialized equipment to individuals.
	Deliver training to service providers and eligible clients on issues related to legal rights in the health care systems.	3 training programs will be delivered reaching 65 persons.
Goal: Equip AT advocates, nationwide, who work with Protection and Advocacy (P&A) agencies, Legal Services, and other government/not-for-profit agencies, with tools to advocate for AT funding from a range of funding sources.	Provide TA to individual callers from the AT advocacy network on issues related, primarily, to Medicaid, Medicare, special education, vocational rehabilitation agencies, and private insurance as funding sources.	45 individuals from AT advocacy network, from at least 14 states, will receive TA through the phone or email to support their work.
Provide in-person and webinar training to the national AT advocacy network on topics: of AT funding from Medicaid, Medicare, special education, vocational rehab agencies, etc.	4 in-person training sessions will be delivered, reaching 75 people. 2 distance learning training sessions will be delivered, reaching 30 people.	Provide in-person and webinar training to the national AT advocacy network on topics: of AT funding from Medicaid, Medicare, special education, vocational rehab agencies, etc.

Maintain list serve for national AT advocacy network.	Will post policy updates, links to new/updated publications, policies, and upcoming training. Participants will post questions, case and policy updates.	Maintain list serve for national AT advocacy network.
<b>PUBLIC BENEFITS</b>		
Goal: Provide advice and counsel and brief service to applicants and recipients of public benefits to ensure individuals and families receive their maximum benefit entitlement, including Family Assistance, Safety Net Assistance and SNAP (Food Stamp) benefits in order to obtain fundamental resources like cash and food assistance.	Screen 400 applicants and recipients of public benefits to provide information, advice and counsel, or brief service to resolve eligibility issues with the local Department of Social Services.	All 400 households will be holistically screened for income adequacy and benefit entitlement.
Goal: Ensure applicants and recipients for public benefits have adequate assistance to support themselves and/or their families to obtain and maintain economic self-sufficiency.	Represent clients who have had their public benefits denied, reduced, sanctioned or terminated.	200 cases of illegal denials, sanctions, reductions or terminations of assistance will be favorably resolved. 45 households will consist of refugees, asylees, & others resettled for a humanitarian purpose. 50 cases will be resolved by Administrative Fair Hearings.
Goal: Inform and educate community partners on the rights and responsibilities of Public Assistance, Emergency Assistance, Special Grants, SNAP (Food Stamp) and Medicaid applicants and recipients.	Provide outreach and in-person training to community agencies that request our services or have been identified through screening and intake.	20 community agencies will be trained on benefits entitlement, program rules and adequacy of benefits.
Goal: Enroll applicants into Medicaid, Child Health Plus, the Essential Plan	Screen 2000 households for eligibility for Medicaid, Child Health Plus, the Essential Plan and private health	2000 applicants in need of health care will be enrolled in Medicaid, Child Health Plus, the Essential Plan or

and private health insurance coverage pursuant to the Affordable Care Act.	insurance. Provide community outreach.	private health insurance. Navigators will perform community outreach at 10 sites throughout Erie, Niagara, Genesee, Wyoming and Orleans counties to educate the community about eligibility for affordable health care, premium tax credits and cost saving reductions.
Goal: Prevention of utility shut-offs and restoration of gas and electric services.	Screen 250 cases to ensure that households living with low incomes are getting all the utility benefits to which they are entitled. These cases will also be screened to prevent unlawful utility shut-offs. Train the community and community advocates regarding HEAP, emergency utility assistance and the rights of utility consumers.	200 households not receiving adequate utility benefits will have their utility services restored or shut-offs prevented by negotiating with the utility companies, obtaining emergency assistance benefits from ECDSS, obtaining medical holds for persons living with disabilities, and advocating for other community resources.
Goal: Homelessness Prevention and benefits advocacy for people who are facing or experiencing homelessness.	Screen 200 households for homelessness prevention and benefits adequacy in order to obtain and maintain temporary shelter with the goal of ultimately obtaining permanent housing. Provide outreach to community and community advocates to inform them of the legal rights and responsibilities of temporary housing applicants and recipients.	150 households facing or experiencing homelessness will be given advice and counsel, provided brief service and/or represented at Administrative Fair Hearings in order to establish or maintain eligibility for public benefits to end their homelessness. Advocates will provide 12 community trainings to inform community groups of the rights and responsibilities of Temporary Housing Assistance applicants and recipients.
Goal: Continue and establish new Medical-Legal Partnerships with area medical facilities to address the legal	Continue collaboration and establish new relationships with community health partners in order to provide	Continue to collaborate with Catholic Health System Health Home partners, Niagara Falls 9 <sup>th</sup> Street Clinic and

<p>needs of patients with low-incomes concerning social determinants of health including hunger, utility shut-offs and homelessness prevention.</p>	<p>legal advice, brief service and representation to patients to prevent legal problems that have collateral health harming consequences. Train health care providers and medical professionals. Create consumer advisory group composed of 6 individuals with low incomes who have been consumers of these services and who have experienced the health harming effects of poverty.</p>	<p>Mercy Comprehensive Clinic. Screen, provide general information and represent 50 patients to address needs such as hunger, utility shut-offs and homelessness. Provide 6 trainings to medical professionals concerning all substantive units at NLS. Establish new collaborations with area FQHCs and other medical providers. Host bi-monthly meetings with Consumer Advocacy Group members in order to inform the project of the needs and first-hand experiences in the community.</p>
<p>Goal: Provide information and advice and counsel about services and representation to individuals and families who are negatively impacted by consumer debt including student loans and collection actions by ECDSS.</p>	<p>Screen student loan debtors at monthly student loan clinics and accept referrals from the general public for student loan debt. Screen all Public Benefits callers regarding overpayments of benefits and ECDSS income execution orders.</p>	<p>Consolidate, discharge and reestablish eligibility and avoid wage garnishments for 25 debtors each year. Represent 25 former recipients of ECDSS benefits in civil collection actions in state supreme court.</p>
<p>Goal: Create systemic change in the operation of local social services departments through dialogue and negotiations.</p>	<p>Engage in quarterly policy dialogue discussions within the Commissioner and other top decision makers at the Erie County Department of Social Services and the Niagara County Department of Social Services to correct illegal benefit administration processes.</p>	<p>Improve operations in the Special Investigative Division (SID) at ECDSS. Monitor the provision of language access services at ECDSS to ensure compliance with the U.S. Department of Health and Human Services Voluntary Resolutions Agreement (VRA) and ECDSS' implementing Compliance and Language Access Plan. Monitor implementation of the negotiated procedures and policies of homeless unit at ECDSS. Begin</p>

		dialogue and negotiations with Commissioner and top officials at Niagara County Department of Social Services.
Goal: Create systemic change in the operation of local social services through impact legislation.	Screen recipients of Public Assistance, SNAP (Food Stamps) and Medicaid to identify unlawful practices and procedures of local social services departments which negatively impact economic stability.	File targeted litigation or utilize other complaint processes to address identified illegal practices affecting community members living in poverty in order to create systemic change on a community or statewide level. Issues currently identified for impact litigation include ADA and Title VI violations, unlawful collection practices at ECDSS and inadequate shelter allowances for recipients of Family and Safety Net Assistance.
Goal: Provide advice and counsel and brief service to applicants and recipients of public benefits to ensure individuals and families receive their maximum benefit entitlement, including Family Assistance, Safety Net Assistance and SNAP (Food Stamp) benefits in order to obtain fundamental resources like cash and food assistance.	Screen 400 applicants and recipients of public benefits to provide information, advice and counsel, or brief service to resolve eligibility issues with the local Department of Social Services.	All 400 households will be holistically screened for income adequacy and benefit entitlement.
Goal: Ensure applicants and recipients for public benefits have adequate assistance to support themselves and/or their families to obtain and maintain economic self-sufficiency.	Represent clients who have had their public benefits denied, reduced, sanctioned or terminated.	200 cases of illegal denials, sanctions, reductions or terminations of assistance will be favorably resolved. 45 households will consist of refugees, asylees, & others resettled for a humanitarian purpose.

		50 cases will be resolved by Administrative Fair Hearings.
Goal: Inform and educate community partners on the rights and responsibilities of Public Assistance, Emergency Assistance, Special Grants, SNAP (Food Stamp) and Medicaid applicants and recipients.	Provide outreach and in-person training to community agencies that request our services or have been identified through screening and intake.	20 community agencies will be trained on benefits entitlement, program rules and adequacy of benefits.
Goal: Enroll applicants into Medicaid, Child Health Plus, the Essential Plan and private health insurance coverage pursuant to the Affordable Care Act.	Screen 2000 households for eligibility for Medicaid, Child Health Plus, the Essential Plan and private health insurance. Provide community outreach.	2000 applicants in need of health care will be enrolled in Medicaid, Child Health Plus, the Essential Plan or private health insurance. Navigators will perform community outreach at 10 sites throughout Erie, Niagara, Genesee, Wyoming and Orleans counties to educate the community about eligibility for affordable health care, premium tax credits and cost saving reductions.
Goal: Prevention of utility shut-offs and restoration of gas and electric services.	Screen 250 cases to ensure that households living with low incomes are getting all the utility benefits to which they are entitled. These cases will also be screened to prevent unlawful utility shut-offs. Train the community and community advocates regarding HEAP, emergency utility assistance and the rights of utility consumers.	200 households not receiving adequate utility benefits will have their utility services restored or shut-offs prevented by negotiating with the utility companies, obtaining emergency assistance benefits from ECDSS, obtaining medical holds for persons living with disabilities, and advocating for other community resources.
Goal: Homelessness Prevention and benefits advocacy for people who are facing or experiencing homelessness.	Screen 200 households for homelessness prevention and benefits adequacy in order to obtain and maintain temporary shelter with the	150 households facing or experiencing homelessness will be given advice and counsel, provided brief service and/or represented at

	goal of ultimately obtaining permanent housing. Provide outreach to community and community advocates to inform them of the legal rights and responsibilities of temporary housing applicants and recipients.	Administrative Fair Hearings in order to establish or maintain eligibility for public benefits to end their homelessness. Advocates will provide 12 community trainings to inform community groups of the rights and responsibilities of Temporary Housing Assistance applicants and recipients.
Goal: Continue and establish new Medical-Legal Partnerships with area medical facilities to address the legal needs of patients with low-incomes concerning social determinants of health including hunger, utility shut-offs and homelessness prevention.	Continue collaboration and establish new relationships with community health partners in order to provide legal advice, brief service and representation to patients to prevent legal problems that have collateral health harming consequences. Train health care providers and medical professionals. Create consumer advisory group composed of 6 individuals with low incomes who have been consumers of these services and who have experienced the health harming effects of poverty.	Continue to collaborate with Catholic Health System Health Home partners, Niagara Falls 9 <sup>th</sup> Street Clinic and Mercy Comprehensive Clinic. Screen, provide general information and represent 50 patients to address needs such as hunger, utility shut-offs and homelessness. Provide 6 trainings to medical professionals concerning all substantive units at NLS. Establish new collaborations with area FQHCs and other medical providers. Host bi-monthly meetings with Consumer Advocacy Group members in order to inform the project of the needs and first-hand experiences in the community.
Goal: Provide information and advice and counsel about services and representation to individuals and families who are negatively impacted by consumer debt including student loans and collection actions by ECDSS.	Screen student loan debtors at monthly student loan clinics and accept referrals from the general public for student loan debt. Screen all Public Benefits callers regarding overpayments of benefits and ECDSS income execution orders.	Consolidate, discharge and reestablish eligibility and avoid wage garnishments for 25 debtors each year. Represent 25 former recipients of ECDSS benefits in civil collection actions in state supreme court.

<p>Goal: Create systemic change in the operation of local social services departments through dialogue and negotiations.</p>	<p>Engage in quarterly policy dialogue discussions within the Commissioner and other top decision makers at the Erie County Department of Social Services and the Niagara County Department of Social Services to correct illegal benefit administration processes.</p>	<p>Improve operations in the Special Investigative Division (SID) at ECDSS. Monitor the provision of language access services at ECDSS to ensure compliance with the U.S. Department of Health and Human Services Voluntary Resolutions Agreement (VRA) and ECDSS' implementing Compliance and Language Access Plan. Monitor implementation of the negotiated procedures and policies of homeless unit at ECDSS. Begin dialogue and negotiations with Commissioner and top officials at Niagara County Department of Social Services.</p>
<p>Goal: Create systemic change in the operation of local social services through impact legislation.</p>	<p>Screen recipients of Public Assistance, SNAP (Food Stamps) and Medicaid to identify unlawful practices and procedures of local social services departments which negatively impact economic stability.</p>	<p>File targeted litigation or utilize other complaint processes to address identified illegal practices affecting community members living in poverty in order to create systemic change on a community or statewide level. Issues currently identified for impact litigation include ADA and Title VI violations, unlawful collection practices at ECDSS and inadequate shelter allowances for recipients of Family and Safety Net Assistance.</p>
<p>Goal: Provide advice and counsel and brief service to applicants and recipients of public benefits to ensure individuals and families receive their maximum benefit entitlement,</p>	<p>Screen 400 applicants and recipients of public benefits to provide information, advice and counsel, or brief service to resolve eligibility</p>	<p>All 400 households will be holistically screened for income adequacy and benefit entitlement.</p>

including Family Assistance, Safety Net Assistance and SNAP (Food Stamp) benefits in order to obtain fundamental resources like cash and food assistance.	issues with the local Department of Social Services.	
Goal: Ensure applicants and recipients for public benefits have adequate assistance to support themselves and/or their families to obtain and maintain economic self-sufficiency.	Represent clients who have had their public benefits denied, reduced, sanctioned or terminated.	200 cases of illegal denials, sanctions, reductions or terminations of assistance will be favorably resolved. 45 households will consist of refugees, asylees, & others resettled for a humanitarian purpose. 50 cases will be resolved by Administrative Fair Hearings.
Goal: Inform and educate community partners on the rights and responsibilities of Public Assistance, Emergency Assistance, Special Grants, SNAP (Food Stamp) and Medicaid applicants and recipients.	Provide outreach and in-person training to community agencies that request our services or have been identified through screening and intake.	20 community agencies will be trained on benefits entitlement, program rules and adequacy of benefits.
<b>CONSUMER LAW</b>		
Goal: Low income families in the Batavia three-county office should understand their rights and responsibilities with regard to utilities, debt, and income executions.	NLS will provide advice and counsel on consumer protection laws, and where appropriate legal representation, to low income families with questions about their legal rights in these areas.	10 families will be assisted to prevent utility terminations or to restore services, and to ensure that they are receiving the full benefit of consumer protection laws to protect their assets and incomes from unlawful attachment or garnishment.

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**January 2019 Board Meeting**

2019 Operating Budget

1. The budget is balanced! The budget does not draw on any net assets (previously referred to as fund balance) for annual costs. All costs are covered by current grants, donations and attorney fees. Column for 2018 Budget is the Board-approved budget rather than 2018 Actual income/expenses. 2018 Actual amounts will be completed by the end of March.
2. Capital Budget Expenses of \$260,000 represent our technology budget which is “capitalized” to be depreciated over the life of the “asset”. These funds were awarded by 3 funders: LSC, IOLA and the WNY Foundation. They include purchase of a new case management system, consultants to assist in the set-up and implementation of that system, as well as new hardware including desktop computers, laptops and associated costs for set-up.
3. “Bottom Line” of \$48,000 represents over/under of restricted grant funds and is not unrestricted unused funds. This balance allows for some mid-year changes in grant budgets to be absorbed within organizational budget.
4. Three different data inputs were used to determine budget; (1) grant budgets for awarded contracts, (2) 2018 actual expenses, and (3) prior year budgets and actuals
5. Budget includes all 2019 union and management salary increases. New salary categories allow for segregation of Management and supervising attorney costs from attorneys and support staff. New positions which have not been filled in disability and family units are included.
6. Contractual Services includes professional services contracts with outside consultants including lobbying, graphic design, accounting, and legal services. Program subcontracts include grant work subcontracted to Volunteer Lawyers Project, Legal Aid of Chautauqua Region, Starbridge and Southwestern Independent Living Center.
7. Fringe benefit rate of 29.5% based on 2018 actual rate.
8. New category of direct program expenses versus operating (overhead) allows for allocation of overhead costs across programs. New coding means that comparison to prior years not fully possible.
9. Budget does not include cost of additional office space in Buffalo
10. Future budget modification possible which will allow for adjustments based on 2018 final numbers, new space, technology contracts and other revised project costs.

Grant Income Detail

1. Core funding amounts all fully awarded. Comprises 70% of total grant income.
2. New York State grant awards comprise 20% of total grant income
  - CHA contract renewal assumed for April 2019
  - DCJS-DV grant renewal assumed for October 2019

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3. Foundation / Private grants comprise 5% of total grant income. Budget proposal assumes Catholic Health, Roswell, National Fuel and United Way will all be renewed.

2017 Net Assets (previously referred to as Fund Balance)

1. 2017 Net Assets reflect our audited financial statements. While these specific amounts are not reflected in NLS accounting software, they have been maintained and audited by our outside auditor Amato & Fox for over 24 years. The 2018 audit will verify our closing restricted and unrestricted operating income/loss and adjust these balances accordingly.
2. Our net assets reflect cumulative amounts of unused restricted and unrestricted funds as well as the net amount of capitalized property and equipment. Essentially, 40+ years of income received that wasn't spent in that year. Some of the income is in property, some of it is in cash. It is our "equity" or our "retained earnings" over our years of operating. The term "fund balance" is a misnomer because the mixture of undepreciated equipment, temporarily restricted funds, and unrestricted funds means that it is not "cash" available to use. Some has restrictions and some was never cash at all but rather a capital purchase which will be depreciated over time.

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	<b>2019 Operating Budget Proposal</b>	<b>2018 Board- Approved Budget</b>	<b>2017 Actual</b>	<b>2016 Actual</b>
<b>Operating Income</b>				
Grant Income (Detail attached)	\$ 6,593,857	\$ 4,899,110	\$ 5,150,049	\$ 6,201,948
Other Income	216	210	44,432	49,280
Donations	25,000	25,000	-	-
Attorney Fees	25,000	13,669	-	-
<b>Total Operating Income</b>	<b>6,644,073</b>	<b>4,937,989</b>	<b>5,194,481</b>	<b>6,251,228</b>
<b>Operating Expenses</b>				
Management	470,060	-	-	-
Supervising Attorney	593,934	-	-	-
Attorneys	1,490,116	1,765,717	-	-
Paralegals	1,153,284	896,397	-	-
Support Staff	440,349	748,808	-	-
Students	23,709	-	-	-
<b>Salaries Subtotal</b>	<b>4,171,451</b>	<b>3,410,922</b>	<b>3,730,726</b>	<b>4,034,188</b>
Fringe Benefits	1,225,047	955,595	1,023,055	1,039,986
Payroll Fees	22,000	31,000	-	-
<b>Total Personnel</b>	<b>5,418,498</b>	<b>4,397,517</b>	<b>4,753,781</b>	<b>5,074,174</b>
Professional Services	146,000	75,555	-	-
Program Subcontracts	165,270	279,866	-	-
<b>Total Contractual Services</b>	<b>311,270</b>	<b>355,421</b>	<b>396,322</b>	<b>559,764</b>
Local Training	8,079	-	-	-
Conference / Training	3,200	39,800	-	-
Translation Services/NFTA tokens	20,700	-	-	-
Program Travel	31,115	28,500	-	-
<b>Total Direct Program Expenses</b>	<b>63,094</b>	<b>68,300</b>	<b>28,800</b>	<b>60,942</b>
Rent	277,675	257,724	-	-
Utilities	8,533	8,000	-	-
<b>Total Space</b>	<b>286,208</b>	<b>265,724</b>	<b>276,517</b>	<b>223,594</b>
Office Expenses	25,000	31,000	-	-
Postage	8,200	16,600	-	-
Telephone / Internet	40,247	51,300	-	-
Computer & Copier	65,249	54,965	-	-
Law Library	45,074	46,900	56,605	57,842
Board / Staff events	2,500	-	-	-
Org. and Attorney Dues	35,045	22,650	-	-
Equipment	-	28,000	-	-
Insurance	35,067	33,100	31,687	30,461
Other	-	23,500	166,645	183,230
<b>Total Operating Expenses</b>	<b>256,382</b>	<b>308,015</b>	<b>254,937</b>	<b>271,533</b>
<b>Total Operating Expenses</b>	<b>6,335,453</b>	<b>5,394,977</b>	<b>5,710,357</b>	<b>6,190,007</b>
<b>Net Operating Income (Loss)</b>	<b>\$ 308,621</b>	<b>\$ (456,988)</b>	<b>\$ (515,876)</b>	<b>\$ 61,221</b>
<b>Capital Budget Expenses</b>	<b>260,000</b>			
<b>NET</b>	<b>\$ 48,621</b>			

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**2019 Operating  
Budget Proposal**

**Core Funders**

NYS Dept of Criminal Justice Services (DCJS)	1,010,000	<i>ends 2019</i>
Interest on Lawyers Accounts (IOLA)	953,628	<i>ends March 2021</i>
Legal Services Corporations (LSC)	1,410,404	<i>1 year contract through Dec 2019</i>
Office of Court Administration (OCA)	1,238,880	<i>ends March 2021</i>
<b>Total Core Funding</b>	<b>4,612,912</b>	

**Federal Grants**

Social Security Administration: Work Incentives Planning and Assistance Project (WIPA)	286,715	<i>ends June 2020</i>
<b>Total Federal Grants</b>	<b>286,715</b>	

**New York State Grants**

NYS Education Department (AccesVR)	31,500	<i>1 year contract through Dec 2019</i>
NYS Department of Health: Community Health Advocates (CHA)	79,534	<i>ends March 2019</i>
NYS Department of Health: Independent Consumer Advocacy Network (ICAN)	28,750	<i>ends 3.31.19; not renewing</i>
NYS Department of Health: Navigator	270,000	<i>ends 2020</i>
NYS Department of Health: Volunteer Lawyers Project subcontract (DOHVLP)	15,000	<i>ends September 2019</i>
NYS Office of Mental Health: Mental Health Association	20,000	<i>ends December 2019</i>
NYS Office of Temporary and Disability Assistance (DAP)	526,371	<i>multi-year contract ends June 2021</i>
NYS Department of Criminal Justice Services Domestic Violence (DCJS-DV)	45,722	<i>ends 9.15.19; income assumes renewal</i>
Office of Victim Services (OVS)	241,254	<i>ends 2021</i>
Research Foundation for Mental Hygiene (Promise-NYESS)	20,000	<i>final contract</i>
NYS Justice Center Assistive Technology (TRAID)	19,500	<i>ends 9.30.19</i>
<b>NYS Grant Totals</b>	<b>1,297,631</b>	

**City / County Grants**

Community Development Block Grant (CDBG)	22,700	<i>ends 9.30.19</i>
Emergency Shelter Grant (ESG)	37,000	<i>ends 9.30.19</i>
Genessee County	12,000	<i>ends 2.2019</i>
<b>Total City/County Grant</b>	<b>71,700</b>	

**Foundation Grants**

Catholic Health	25,000	<i>ends June 2019</i>
Equal Justice Works - Crime Victims Justice Corps	50,220	<i>ends in 2020</i>
Equal Justice Works - Veterans Legal Corps	37,395	<i>ends in 2019</i>
National Fuel Gas Distribution Company	50,000	<i>ends Aug 2019</i>
Roswell Park Alliance Foundation	54,054	<i>ends 2019</i>
United Way - Buffalo and Erie County	58,000	<i>ends June 2019</i>
United Way - Niagara County	15,231	<i>ends Dec 2019; \$ allocation not confirmed</i>
Western New York Foundation	35,000	<i>1 year contract</i>
<b>Total Foundation Grants</b>	<b>324,900</b>	

**TOTAL 2019 Grant Income**

**\$ 6,593,857**

**Neighborhood Legal Services, Inc.  
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	<b>2017 Net Assets (Fund Balance)</b>	<b>Notes</b>
<b>Temporarily Restricted Funds</b>		
DAP	134	<i>anticipated that this balance will be spent down in 2018</i>
IOLA	173,382	"
Legal Services Corporation (LSC) - grant	64,850	"
NDRN - National AT	5,775	"
NYS Commission for the Blind	1,152	"
TRAID	20,682	"
NYSCQC Fees	64,046	<i>no spending in 2018; balance on books as per 2017 audit</i>
SSA Bond Project	99,529	<i>no spending in 2018; balance on books as per 2017 audit</i>
LSC - Property	11,154	<i>Property purchased with LSC funds and not fully depreciated</i>
<b>TOTAL Temporarily Restricted Net Assets</b>	<b>\$ 440,704</b>	
<b>Unrestricted Funds</b>		
General Funds	779,047	<i>Any 2018 deficit will decrease this unrestricted balance</i>
Capitalized Property & Equipment - not fully depreciated	168,865	<i>Property purchased and not fully depreciated</i>
<b>TOTAL Unrestricted Net Assets</b>	<b>\$ 947,912</b>	
<b>TOTAL Net Assets</b>	<b>\$ 1,388,616</b>	