

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
-- 2014 Program Year Funding--

ACTIVITY NAME: The Right Place Project

APPLICANT: Legal Aid Society of Northeastern New York, Inc.

MAILING ADDRESS: 40 New Street

Saratoga Springs Zip: 12866

PHONE: (518) 689-6304 FAX: (518) 427-8352 EMAIL: lmoy@lasnny.org

CONTACT PERSON: Lillian M. Moy TITLE: Executive Director

APPLICANT: (select 1) City Department Private non-profit organization Other Public Agency

141338448
(List Dept.) (List Federal ID#) (Specify)

17-225-7115
(DUNS #)

NATIONAL OBJECTIVE (select 1):

- | | | |
|---|--|---|
| <u>"Benefit persons of Low/moderate income"</u> | <u>"Address slum/blight Conditions"</u> | <u>"Urgent CD Need"</u> |
| <input type="checkbox"/> L/M Income Area Benefit | <input type="checkbox"/> "N/A" <input type="checkbox"/> Slum/blighted Area | <input type="checkbox"/> "N/A" <input type="checkbox"/> Urgent Need |
| <input checked="" type="checkbox"/> L/M Income Limited Clientele Activities | <input type="checkbox"/> Slum/blighted Spot Basis | |
| <input type="checkbox"/> L/M Income Housing Activities | <input type="checkbox"/> "N/A" <input type="checkbox"/> Urban Renewal Completion | |
| <input type="checkbox"/> L/M Income Job Creation/Retention | | |

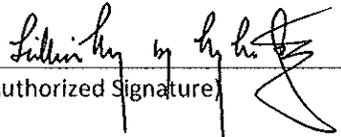
REQUESTED ENTITLEMENT FUNDING: \$ 51,200

Funding Leveraged from Other Sources: \$ 188,514

Total Activity Cost \$ 239,714

Proposal Abstract -- please provide a *brief* overview of your proposal including the number of persons that will be served with this grant in the space below:

"The Right Place Project" supports the acquisition, moving, carpeting and painting of the building purchased by the Legal Aid Society of Northeastern New York to house its Saratoga Springs office at 40 New Street, Saratoga Springs. The total purchase price of \$700,000 is financed through a one-year demand mortgage on our building in Plattsburgh, and the premises at 40 New Street. A total of \$239,714 is needed to move in, fit up with eligible costs and pay our down-payment within one year of acquisition, or by October 24, 2014. A portion of these funds is sought through the CDBG program. 40 New Street will house all staff of the Legal Aid Society of Northeastern New York's Saratoga Springs office and our program of free civil legal services for low income residents of the City of Saratoga Spring. During the grant term 190 – 200 low income Saratoga Springs residents will be served by LASNNY from our 40 New Street location.


(Authorized Signature)

Lillian M. Moy
(Typed or Printed Name)

Executive Director
(Title)

January 29, 2014
(Date)

1. ACTIVITY DESCRIPTION

The Legal Aid Society of Northeastern New York's "Right Place Project" seeks funds to aid in the acquisition, moving and rehabilitation of its new building at 40 New Street, Saratoga Springs. The Right Place -- 40 New Street -- will house LASNNY's program of free civil legal services to low income Saratoga Springs residents. Our staff of seven attorneys, two paralegals and two support staff serves Saratoga, Warren and Washington Counties. In 2012, a total of 1,453 cases were closed. Fully 13% of all matters handled by staff in this office are for low-income residents of the City of Saratoga Springs. We expect our 2013 statistics to be similar. Our long-term CDBG-funded Homelessness Prevention Project operates from this office. In addition, LASNNY provides civil legal services to victims of domestic violence, low income children with disabilities, elders, and those seeking Supplemental Nutrition Assistance Project benefits (food stamps), disability and or public assistance benefits.

A. The Right Place Project will help secure LASNNY's ongoing program of civil legal services from our location at 40 New Street.

B. Community Need.

LASNNY's program of civil legal services fulfills high priority housing needs for homelessness prevention, as well as high priority public service needs, including preventing homelessness, addressing, the safety, education and social needs of eligible youth and the elderly and the needs of public housing tenants, all of whom fall within our principal client sub-groups.

All of our clients are low or moderate income people, principally very low income people. Our primary federal funder, the Legal Services Corporation, dictates eligibility of 125% of poverty, or \$29,438 for a family of four. Our primary State funder sets eligibility at 200% of poverty, or \$47,100 for a family of four. Both standards are close to or below the low income mark and well below the moderate income mark set by HUD. Almost all of our Saratoga Springs clients had gross income below 200% of poverty. Thus our program of free civil legal services also serves the National Objectives of the CDBG program.

The premises at 40 New Street is used solely to house staff of the Legal Aid Society of Northeastern New York. Our legal services are provided without charge to eligible clients.

The City of Saratoga Springs has a significant low income population with approximately 7.5% or 2,022 persons living in poverty (American Community Survey, 2006-2012). According to New York's latest Legal Needs Study conducted in 2010 by Lake Research Group, predicted that 47% of all low income New Yorkers will experience one or more legal problems each year. In the City of Saratoga Springs alone, this means that approximately 950 people are likely to experience a civil legal problem in the year to come. With all of the work done by the Legal Aid Society and other pro bono assistance, many low income residents of Saratoga Springs cannot have their legal needs met with legal assistance.

Keeping the Legal Aid Society of Northeastern New York located within the City of Saratoga Springs is a great benefit to low income residents of the City. Purchasing the building at 40 New Street stabilizes our space costs and protects us against rent increases in the future. We chose 40 New Street because its location -- with ample parking and proximity to the bus line -- is conveniently located for our clients. The former location of the Saratoga County Economic Opportunity Council, we knew the building was easily reached by many low income residents. At 5520 square feet, the building relieved the congestion caused by our limited rental space and gives us room to grow.

Use of CDBG funds to support the acquisition, moving costs, carpeting, painting and other eligible rehabilitation costs of 40 New Street meets the national objectives of the Community Development Block Grant program. All of the civil legal services activities provided by the Legal Aid Society of Northeastern New York benefit persons of low and moderate income. There is no other program of publically funded lawyers for low income residents of Saratoga Springs within the City limits. LASNNY has done an excellent job in leveraging other public funding to serve Saratoga Springs residents. For example, our NYS Division of Criminal Justice Services and US Department of Justice funding was won competitively and serves Saratoga Springs' domestic violence victims. Such grants do not, however, pay for other than personnel costs such as building and operating costs. We seek only about 1/5 of the total first year costs needed to cover our down payment and other eligible expenses.

Low income and vulnerable residents of the City of Saratoga Springs urgently need access to the services of the Legal Aid Society today and into the future. Consider the following stories of Legal Aid clients who were able to improve their lives due to the legal services provided by the Legal Aid Society:

"John" had previously worked his whole life. After a contentious divorce in which his former wife emerged with essentially all of the couple's assets, John's mental health spiraled into the depths of despair. He could no longer work and had no choice but to apply for both public assistance and Supplemental Security Income benefits. While his claim was pending, he aged out into early retirement and found housing through the Saratoga Springs Public Housing Authority. We assisted him successfully in securing SSI benefits for a closed period allowing the Saratoga County Department of Social Services to be reimbursed for \$3,896 in interim assistance and providing John with a balance of \$6,531.

"Katie", the mother of two children, ages 4 and 5, is a victim of domestic violence. Her ex has visitation on alternating weekends. Over the holiday visitation, the children called her from visiting their father indicating that they were afraid and crying. Katie went to pick up the children and her ex screamed and yelled and threatened both client and the children. The children told Katie that their father had hit them, and threatened to make them walk home. CPS was called and there is now an open case with them. LASNNY represented Katie and obtained an Order of Protection that keeps the father away from both Katie and the children. Future litigation will determine the final outcome for Katie and her children.

Attached to our application is more information about the 40 New Street Capital Campaign: The Right Place and The Right Time: A Case for Support. We will bring additional copies to the public hearing we attend.

C. Who Will Benefit

The Legal Aid Society of Northeastern New York's building at 40 New Street will house Legal Aid lawyers, paralegals and support staff who benefit Saratoga Springs residents who are low and very low income. The Legal Aid Society interviews each applicant for eligibility about their income and assets. Under our 2013 Federal financial guidelines, a household of four cannot have a monthly gross income greater than \$2,453 (annualized at \$29,438). This is well below the income levels identified for the low income households (household of four, with an annual gross income of \$38,850) the City aims to serve with its community development block grant program. LASNNY's services fulfill the national objective for benefiting persons of low and moderate income.

D. Performance Goals

If fully funded, the Legal Aid Society anticipates serving 190-200 low income households with advice, brief service, negotiation and full representation. We expect to obtain favorable outcomes for 80% of all households who receive full representation. Case file records and the Society’s case management system will document whether we have met our performance goals.

E. Timeframe/Schedule

<u>Activity</u>	<u>Time Frame</u>
1. Fundraising for Legal Aid Society Capital Campaign	July 1, 2014 – June 30, 2015
2. Provide free civil legal services to low and moderate income residents of Saratoga Springs	Ongoing from date of commencement
3. Hold at least one community legal education seminar at 40 New Street for low income residents and community agencies that serve them.	by January 31, 2015

F. LASNNY’s services do not require any additional local, state or federal approval.

2. Organizational Capacity

A. Overview of the Legal Aid Society of Northeastern New York

The Legal Aid Society of Northeastern New York (LASNNY) is the sole direct provider of civil legal services to the poor located in Saratoga Springs. We are the successor organization to the Legal Aid Society of Albany which was founded in 1923. We provide civil legal services to low income people in 16 counties in northeastern New York in a broad range of substantive areas including public assistance, housing, family and consumer law.

LASNNY has five offices, with the main office in Albany at 55 Colvin Avenue. We have had an office in Saratoga Springs since 1980 and are currently located at 40 New Street. The Saratoga staff consists of seven attorneys, two paralegals and two support staff. Our current annual budget is \$6,630,619. Attached is a copy of our current Board officers and members. Our Saratoga Springs Board member is attorney, Ronald J. Kim of the Law Offices of Ronald J. Kim.

LASNNY has received CDBG funding in the past, as follows:

October 1996 - September 1997	Homelessness Prevention Project	13,500
October 1997 - September 1998	Homelessness Prevention Project	15,000
October 1998 - September 1999	Homelessness Prevention Project	8,000
October 1999 - September 2000	Homelessness Prevention Project	15,000
July 1, 2001 - June 30, 2002	Homelessness Prevention Project	15,000
July 1, 2002 - June 30, 2003	Homelessness Prevention Project	15,000
July 1, 2003 - June 30, 2004	Homelessness Prevention Project	15,000
July 1, 2004 - June 30, 2005	Homelessness Prevention Project	15,000
July 1, 2005 - June 30, 2006	Homelessness Prevention Project	16,000
July 1, 2006 - June 30, 2007	Homelessness Prevention Project	16,000
July 1, 2007 - June 30, 2008	Homelessness Prevention Project	13,000

July 1, 2008 - June 30, 2009	Homelessness Prevention Project	12,000
July 1, 2009 - June 30, 2010	Homelessness Prevention Project	12,000
July 1, 2010 - June 30, 2011	Homelessness Prevention Project	12,000
July 1, 2011 – June 30, 2012	Homelessness Prevention Project	10,059
July 1, 2012 – June 30, 2013	Homelessness Prevention Project	8,000
July 1, 2013 – June 30, 2014	Homelessness Prevention Project	8,378

B. LASNNY's Experience -- In 2012, LASNNY closed 8,611 cases in various substantive areas, including homelessness prevention, housing, public assistance, disability and family law. Our work, including legal representation, community legal education (in person, in print and on the internet), information and referrals directly benefitted 58,234 individuals. Some of the benefits clients received were the prevention of homelessness funded by this grant and safety from domestic violence. This includes case closings under our Private Attorney Involvement (PAI) program. Via the PAI program, LASNNY screens and refers cases for low income clients to private attorneys who handle these cases on a pro bono basis.

LASNNY has successfully competed for state and federal grants which bring resources to serve the low income residents of the City of Saratoga Springs. These include state and federal grants to provide general civil legal services (Legal Services Corporation, IOLA Fund and Judiciary Civil Legal Services), specialized projects to serve victims of domestic violence, those at risk of homelessness and those too disabled to work also benefit the residents of the City. Funding to help pay for the down payment and moving costs of our space at 40 New Street is needed.

Our staff of experienced and committed attorneys, along with our systems to provide legal services in an efficient and effective manner, enable us to achieve the significant successes of our Saratoga Springs office. The office is led by our long-term supervising attorney, Mary Withington. Our work as advocates in the Saratoga Springs community, our experience in administering public funds responsibly, and our ability to produce the high priority outcomes desired demonstrate our ability to continue the Homelessness Prevention Project.

C. LASNNY staff

LASNNY staff are led by Mary Withington. A staff roster is attached and resumes of our attorney staff are attached

The supervising attorney and the Executive Director will monitor our quarterly progress to enable us to gauge the quantity of client services and the level of services being provided. Financial management is performed by Lillian M. Moy, Executive Director and Shamim Huq, Fiscal Director, both of whom have extensive experience in program and financial management.

D. While there are no other formal partners in this activity, the Legal Aid Society will work cooperatively with staff of the City of Saratoga Springs Community Development Office, the Office of Public Safety and many other community agencies in implementing the Homelessness Prevention Project. This application is supported by Rape Crisis & Domestic Violence Services of Saratoga County, Wait House, Catholic Charities of Saratoga, Warren and Washington Counties and Saratoga County Economic Opportunity Council.

3. ACTIVITY BUDGET

A. See Attached.

B. If fully funded, substantial leveraging of 79% is pledged through funds to be raised to support LASNNY expenses including building rehabilitation and acquisition costs.

The budget includes expenses eligible for CDBG funding. Carpeting and painting costs were incurred after three bids, and are detailed below.

	Vendor	Cost
Carpeting/Flooring	Flooring Environment	\$17,915
Painting	Arthur M. Forgue	\$9,900
Moving	Liedkie Moving & Storage	\$2,680
Wireless/Cabling	ABS Solutions	\$6,469
Locks	Edward Mangione Locksmiths	\$875
Miscellaneous Labor	Ryan Coulter	\$4,550
Signage	Michael M. Remillard	\$1,325
¹ Down Payment/Capital Campaign Fund		\$196,000
Total Permissible Acquisition Costs		\$239,714
CDBG Request		\$51,200

¹ This includes demand mortgage on LASNNY's Plattsburgh office and permissible prepayment of down payment, all due on October 24, 2014.

(ATTACHMENT 2)
CONSTRUCTION/SITE DEVELOPMENT BUDGET

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

	Entitlement Grant	Leveraged Funds*	Total Activity Cost	*Source of leveraged Funds and In-Kind Services
PRECONSTRUCTION				
Legal				
Engineering				
Architectural/Design				
Fees and Permits				
<i>Subtotal</i>				

DEVELOPMENT				
Relocation	2,680		2,680	
Site Preparation	39,709		39,709	
Construction – materials				
Construction – labor				
Construction Financing				
Other - Signage	1,325		1,325	
Other – Down payment	7,486	188,514	196,000	Capital Campaign
<i>Subtotal</i>	\$51,200	\$188,514	\$239,714	

TOTAL COST	\$51,200	\$188,514	\$239,714
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**APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG)
ENTITLEMENT PROGRAM
*-- 2014 Program Year Funding --***

**Attachment A
List of Board Officers/Members**

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
-- 2014 Program Year Funding --

LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK
BOARD OF DIRECTORS

PRESIDENT

E. Stewart Jones, Esq.

1ST VICE PRESIDENT

Thomas J. O'Connor, Esq.

2ND VICE PRESIDENT

Karen Kenison

TREASURER

Ronald Kim, Esq.

SECRETARY

Andrew Schrader, Esq.

MEMBERS

John Caffry, Esq.

Cathy Clark

Jondavid DeLong, Esq.

Sanjeeve DeSoyza, Esq.

Benjamin Fishman

Wendy Frost

Stephen Johnston, Esq.

Edward Kaplan, Esq.

William S. Nolan, Esq.

Nicholas Pignone, Esq.

Charles Robinson

Patricia L.R. Rodriguez, Esq.

Bethany Schumann-McGhee, Esq.

Shaton Vance

Jenifer Wharton, Esq.

**APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG)
ENTITLEMENT PROGRAM
*-- 2014 Program Year Funding --***

**Attachment B
2012 Financial Audit**

*THE LEGAL AID SOCIETY
OF NORTHEASTERN NEW YORK, INC.
LSC RECIPIENT 233010*

*FINANCIAL STATEMENTS
AND OTHER FINANCIAL INFORMATION
DECEMBER 31, 2012 AND 2011*

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.

LSC RECIPIENT 233010

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DECEMBER 31, 2012 AND 2011

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Certified Public Accountants LLC
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FAX (518) 541-3083

MEMBERS OF:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
AND
NEW YORK STATE SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

Board of Directors
The Legal Aid Society
of Northeastern New York, Inc.
Albany, New York

We have audited the accompanying financial statements of The Legal Aid Society of Northeastern New York, Inc. (a nonprofit organization), LSC Recipient 233010, which comprise the statements of financial position as of December 31, 2012 and 2011, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles prescribed by the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Legal Aid Society of Northeastern New York, Inc. as of December 31, 2012 and 2011, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of support, revenue, expenses and changes in net assets on page 17 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 26, 2013 on our consideration of The Legal Aid Society of Northeastern New York, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering The Legal Aid Society of Northeastern New York, Inc.'s internal control over financial reporting and compliance.

The audit partner responsible for the 2012 and 2011 audits of The Legal Aid Society of Northeastern New York, Inc., LSC Recipient 233010, is John A. Criscione, CPA. The employer ID# for Cusack & Company, CPA's LLC is 14-1800427.



CUSACK & COMPANY, CPA'S, LLC

Latham, New York
April 26, 2013

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.

LSC RECIPIENT 233010

STATEMENTS OF FINANCIAL POSITION

DECEMBER 31, 2012 AND 2011

ASSETS

	<u>2012</u>	<u>2011</u>
Current Assets		
Cash and Cash Equivalents	\$ 1,498,865	\$ 1,167,214
Client Escrow Funds	32,767	31,616
Grants and Accounts Receivable	643,014	1,129,382
Promises to Give, Net of Allowance	156,887	170,950
Prepaid and Other Current Assets	<u>46,729</u>	<u>113,618</u>
Total Current Assets	<u>2,378,262</u>	<u>2,612,780</u>
Property		
Land, Building and Equipment, at Cost	1,514,391	1,462,431
Less: Accumulated Depreciation	<u>(867,551)</u>	<u>(782,775)</u>
Total Property, Net	<u>646,840</u>	<u>679,656</u>
Other Assets		
Endowment Fund	155,505	67,967
Tuition Loan Program	37,160	47,153
Security Deposits	<u>5,495</u>	<u>3,855</u>
Total Other Assets	<u>198,160</u>	<u>118,975</u>
 Total Assets	 <u>\$ 3,223,262</u>	 <u>\$ 3,411,411</u>

LIABILITIES AND NET ASSETS

Current Liabilities		
Line of Credit Payable	\$ -	\$ 265,000
Current Portion of Long-Term Debt	6,861	27,013
Accounts Payable	196,347	193,620
Accrued Expenses	294,402	384,700
Client Trust Deposits	32,767	31,616
Deferred Revenues	<u>592,932</u>	<u>545,638</u>
Total Current Liabilities	1,123,309	1,447,587
Noncurrent Liabilities		
Long-Term Debt, Net of Current Portion	<u>72,111</u>	<u>78,269</u>
Total Liabilities	<u>1,195,420</u>	<u>1,525,856</u>
Net Assets		
Unrestricted	673,301	727,975
Temporarily Restricted	<u>1,354,541</u>	<u>1,157,580</u>
Total Net Assets	<u>2,027,842</u>	<u>1,885,555</u>
 Total Liabilities and Net Assets	 <u>\$ 3,223,262</u>	 <u>\$ 3,411,411</u>

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.

LSC RECIPIENT 233010

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Support, Revenue and Reclassifications			
Legal Services Corporation	\$ -	\$ 1,265,773	\$ 1,265,773
Legal Services Corporation TIG	-	71,640	71,640
Disability Advocacy Program	-	431,875	431,875
Interest on Lawyers Account	-	985,000	985,000
Community Development Block Grants	-	9,030	9,030
Contributions, Fund Raising & Donated Services	197,213	76,647	273,860
Interest Income	2,331	-	2,331
Unrealized Gain on Endowment Fund	10,395	-	10,395
NYS Member Items	-	12,089	12,089
Senior Legal Services/Office for the Aging	-	61,758	61,758
STOP Grants	-	71,297	71,297
Legal Aid Society Homelessness Unit	-	125,027	125,027
Miscellaneous	87,855	14,035	101,890
Other Local Grants	-	89,218	89,218
Division of Criminal Justice Services	-	57,790	57,790
Protection and Advocacy Programs	-	133,471	133,471
Nutrition Consortium	-	247,058	247,058
Domestic Violence Legal Assistance Program	-	314,835	314,835
NYS Housing Trust Fund Corp	-	311,398	311,398
NYS Solutions to End Homelessness	-	239,008	239,008
Foreclosure Prevention Program	-	6,303	6,303
Homelessness Prevention and Rapid Rehousing Program	-	75,593	75,593
NYS Judiciary CLS	-	1,378,269	1,378,269
Net Assets Released from Restrictions	<u>5,780,153</u>	<u>(5,780,153)</u>	<u>-</u>
Total Support, Revenue and Reclassifications	<u>6,077,947</u>	<u>196,961</u>	<u>6,274,908</u>
Expenses			
Legal Services	5,473,395	-	5,473,395
Management and General	473,954	-	473,954
Fund Raising	<u>185,272</u>	<u>-</u>	<u>185,272</u>
Total Expenses	<u>6,132,621</u>	<u>-</u>	<u>6,132,621</u>
Increase/Decrease in Net Assets	(54,674)	196,961	142,287
Net Assets at Beginning of Year	<u>727,975</u>	<u>1,157,580</u>	<u>1,885,555</u>
Net Assets at End of Year	<u>\$ 673,301</u>	<u>\$ 1,354,541</u>	<u>\$ 2,027,842</u>

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.

LSC RECIPIENT 233010

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2011

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Support, Revenue and Reclassifications			
Legal Services Corporation	\$ -	\$ 1,483,208	\$ 1,483,208
Disability Advocacy Program	-	432,562	432,562
NYS Legislative	-	120,106	120,106
Interest on Lawyers Account	-	968,268	968,268
Community Development Block Grants	-	11,299	11,299
Contributions, Fund Raising & Donated Services	275,730	14,600	290,330
Interest Income	1,608	-	1,608
Unrealized Loss on Endowment Fund	(2,741)	-	(2,741)
NYS Member Items	-	144,916	144,916
Senior Legal Services/Office for the Aging	-	60,471	60,471
STOP Grants	-	61,867	61,867
Legal Aid Society Homelessness Unit	-	119,380	119,380
Miscellaneous	108,210	13,520	121,730
Other Local Grants	-	109,185	109,185
Homelessness Intervention Program	-	166,262	166,262
Protection and Advocacy Programs	-	119,700	119,700
Nutrition Consortium	-	195,007	195,007
Domestic Violence Legal Assistance Program	-	277,312	277,312
NYS Department of Health - AIDS	-	1,326	1,326
NYS Housing Trust Fund Corp	-	334,684	334,684
Foreclosure Prevention Program	-	10,675	10,675
Homelessness Prevention and Rapid Rehousing Program	-	714,735	714,735
NYS Judiciary CLS	-	391,875	391,875
Net Assets Released from Restrictions	<u>5,672,972</u>	<u>(5,672,972)</u>	<u>-</u>
Total Support, Revenue and Reclassifications	<u>6,055,779</u>	<u>77,986</u>	<u>6,133,765</u>
Expenses			
Legal Services	5,415,287	-	5,415,287
Management and General	417,359	-	417,359
Fund Raising	<u>161,553</u>	<u>-</u>	<u>161,553</u>
Total Expenses	<u>5,994,199</u>	<u>-</u>	<u>5,994,199</u>
Increase in Net Assets	61,580	77,986	139,566
Net Assets at Beginning of Year	<u>666,395</u>	<u>1,079,594</u>	<u>1,745,989</u>
Net Assets at End of Year	<u>\$ 727,975</u>	<u>\$ 1,157,580</u>	<u>\$ 1,885,555</u>

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.
LSC RECIPIENT 233010
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011

	<u>2012</u>	<u>2011</u>
Increase in Net Assets	\$ 142,287	\$ 139,566
Adjustments to Reconcile Increase (Decrease) in Net Assets to Net Cash Provided By (Used In) Operating Activities:		
Depreciation	84,776	91,785
Bad Debt Expense	30,878	8,378
Unrealized (Gain) Loss on Endowment Fund	(10,395)	2,741
Changes in Operating Assets and Liabilities		
(Increase) Decrease in Assets		
Promises to Give	(16,815)	5,487
Grants and Accounts Receivable	486,368	(219,688)
Prepaid and Other Current Assets	66,889	(55,016)
Endowment Fund	(77,143)	(14,769)
Tuition Loan Program	9,993	3,046
Security Deposits	(1,640)	-
Increase (Decrease) in Liabilities		
Accounts Payable	2,727	107,415
Accrued Expenses	(90,298)	30,174
Deferred Revenues	<u>47,294</u>	<u>142,317</u>
Net Cash Provided By Operating Activities	<u>674,921</u>	<u>241,436</u>
Cash Flow Used In Investing Activities:		
Purchase of Land, Building and Equipment	<u>(51,960)</u>	<u>(21,861)</u>
Net Cash Used In Investing Activities	<u>(51,960)</u>	<u>(21,861)</u>
Cash Flow Provided By (Used In) Financing Activities:		
Payments on Mortgages Payable	(26,310)	(28,532)
Net Proceeds (Payments) from Line of Credit	<u>(265,000)</u>	<u>265,000</u>
Net Cash Provided By (Used In) Financing Activities	<u>(291,310)</u>	<u>236,468</u>
Increase in Cash and Cash Equivalents	331,651	456,043
Cash and Cash Equivalents, Beginning of Year	<u>1,167,214</u>	<u>711,171</u>
Cash and Cash Equivalents, End of Year	<u>\$ 1,498,865</u>	<u>\$ 1,167,214</u>
Supplemental Disclosure of Cash Flow Information		
Cash Paid for Interest	<u>\$ 8,747</u>	<u>\$ 14,036</u>
Other Non-Cash Activities		
In-Kind Donation of Legal Services	<u>\$ 3,384</u>	<u>\$ 7,233</u>

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.

LSC RECIPIENT 233010

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 2012

	Legal Services			Management and General		Supporting Services		Total Expenses
	Private Attorney Involvement	Technology Initiative Grant	General Client	Total	General	Fund Raising	Total	
Expenses								
Salaries and Wages								
Lawyers	\$ 26,199	\$ 3,684	\$ 2,283,211	\$ 2,313,094	\$ 53,027	\$ 8,661	\$ 61,688	\$ 2,374,782
Non-Lawyers	111,975	-	849,895	961,870	264,058	72,586	336,644	1,298,514
Employee Benefits	49,224	631	1,078,569	1,128,424	100,367	25,674	126,041	1,254,465
Contract Services	967	64,443	290,219	355,629	16,669	11,089	27,758	383,387
Audit and Accounting	-	12	21,084	21,096	1,948	496	2,444	23,540
Legal and Professional Fees	-	-	-	-	3,384	-	3,384	3,384
Travel and Training	5,010	402	109,331	114,743	5,572	2,293	7,865	122,608
Occupancy	-	66	114,528	114,594	10,580	2,744	13,324	127,918
Repairs and Maintenance	-	10	16,491	16,501	1,524	388	1,912	18,413
Office Expense	3,385	56	109,021	112,462	8,996	17,185	26,181	138,643
Telephone	511	19	34,613	35,143	3,079	1,943	5,022	40,165
Library	-	44	74,481	74,525	-	-	-	74,525
Insurance	-	13	21,917	21,930	708	180	888	22,818
Professional Dues	-	-	12,549	12,549	-	-	-	12,549
Equipment Rental and Maintenance	22	116	31,300	31,438	2,986	879	3,865	35,303
Depreciation	-	-	84,776	84,776	-	-	-	84,776
Litigation	1,197	1	12,225	13,423	93	24	117	13,540
Interest and Bank Charges	-	-	9,363	9,363	-	2,044	2,044	11,407
Bad Debts	-	-	10,678	10,678	-	20,200	20,200	30,878
Other Expense	4,385	6	36,766	41,157	963	18,886	19,849	61,006
Total Expenses	\$ 202,875	\$ 69,503	\$ 5,201,017	\$ 5,473,395	\$ 473,954	\$ 185,272	\$ 659,226	\$ 6,132,621

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.

LSC RECIPIENT 233010

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 2011

	Legal Services			Supporting Services		
	Private Attorney Involvement	General Client	Total	Management and General	Fund Raising	Total
Expenses						Total Expenses
Salaries and Wages	\$ 79,334	\$ 1,894,341	\$ 1,973,675	\$ 173,595	\$ 47,124	\$ 220,719
Lawyers	43,974	1,049,998	1,093,972	96,221	26,120	122,341
Non-Lawyers	40,524	1,005,694	1,046,218	88,673	24,071	112,744
Employee Benefits	6,778	598,949	605,727	14,798	17,325	32,123
Contract Services	795	18,994	19,789	1,740	472	2,212
Audit and Accounting	-	-	-	7,233	-	7,233
Legal and Professional Fees	12,646	98,181	110,827	8,185	5,761	13,946
Travel and Training	4,778	114,095	118,873	10,456	2,838	13,294
Occupancy	898	21,440	22,338	1,965	533	2,498
Repairs and Maintenance	11,407	74,758	86,165	6,720	16,525	23,245
Office Expense	1,341	33,140	34,481	2,934	1,890	4,824
Telephone	2,697	65,313	68,010	-	-	68,010
Library	848	20,239	21,087	1,006	273	1,279
Insurance	400	26,132	26,532	157	43	200
Professional Dues	1,196	28,913	30,109	2,617	711	3,328
Equipment Rental and Maintenance	-	91,785	91,785	-	-	-
Depreciation	985	5,271	6,256	92	25	117
Litigation	241	14,275	14,516	525	1,539	2,064
Interest and Bank Charges	-	3,905	3,905	-	4,473	4,473
Bad Debts	8,278	32,744	41,022	442	11,830	12,272
Other Expense						
Total Expenses	\$ 217,120	\$ 5,198,167	\$ 5,415,287	\$ 417,359	\$ 161,553	\$ 578,912
						\$ 5,994,199

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Operations

The Legal Aid Society of Northeastern New York, Inc. (the "Society") is a nonprofit corporation organized for the purpose of providing legal assistance in noncriminal proceedings or matters to persons financially unable to afford legal assistance in Albany, New York and the surrounding sixteen county area. The Society is primarily funded through grants from the Legal Services Corporation (LSC), a nonprofit corporation established by Congress to administer a national legal assistance program. Approximately 21.3% and 24.2% of the Society's support for the years ended December 31, 2012 and 2011, respectively, was provided by LSC.

Basis of Accounting

The financial statements of the Society have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables, and other assets and liabilities. The Society has additionally adopted the accounting and reporting provisions of FASB ASC 958 (formerly SFAS No. 116), *Not-For-Profit Entities* and FASB ASC 958-205 (formerly SFAS No. 117) *Presentation of Financial Statements*.

Support and Revenue

Contributions received and unconditional promises to give are measured at their fair values and are reported as an increase in net assets. The Society reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets, or if they are designated as support for future periods. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

The Society recognizes grant funds from LSC and other grantor agencies as support on a straight-line basis over the grant period. Revenue which has been recognized but is unexpended at the end of an accounting period is recorded in the Society's net assets as temporarily restricted. Grant monies that have been received, but have not been recognized as revenue, are recorded as deferred revenues. In accordance with a general LSC policy, the Society may use unspent monies in future periods as long as expenses incurred are in compliance with the specified terms of the LSC grant. LSC may, at its discretion, request reimbursement for expenses or return of unexpended monies, or both, as a result of noncompliance by the Society with the terms of the grant. In addition, if the Society terminates its LSC grant activities, all unexpended monies are to be returned to LSC.

The Society reports gifts of goods and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Support and Revenue (Continued)

explicit donor stipulations about how long those long-lived assets must be maintained, the Society reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Expenses are recorded as decreases in unrestricted net assets when incurred in accordance with the accrual basis of accounting.

Cash Equivalents

The Society considers all highly liquid debt instruments with original maturities of three months or less to be cash equivalents.

Property

Land, building and equipment are carried at cost. Depreciation is computed using the straight-line method over the estimated useful lives of the assets. The Society has a capitalization policy of \$5,000.

Expense Allocation

The Society allocates certain shared expenses between the Legal Services Corporation program, the Interest on Lawyer Account Fund of the State of New York and various other programs. The expense allocation charged to a particular funding source is based on time spent on each program for salary expense and is based on similar allocation methods for all other expenses.

Contributions

Contributions represent cash donations to the Society from private organizations and individuals and are recorded as unrestricted, temporarily restricted, or permanently restricted revenue depending on the existence and/or nature of any donor restrictions.

Income Taxes

The Society is a not-for-profit organization exempt from Federal income taxes pursuant to §501(c)(3) of the Internal Revenue Code and has been classified as a publicly-supported organization that is not a private foundation under §509(a) of the Internal Revenue Code.

Donated Materials and Services

Donated materials and services are recorded at their fair value in accordance with the provisions of FASB ASC 958.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Reclassifications

Certain 2011 financial statement amounts have been reclassified to conform to 2012 financial statement presentation.

Fair Value

For assets and liabilities measured at fair value on a recurring basis, the Accounting Standards Codification requires expanded disclosures about fair value measurements and establishes a three-level hierarchy for fair value measurements based on the observable inputs to the valuation of an asset or liability at the measurement date. Fair value is defined as the price that the Society would receive upon selling an asset or be paid to transfer a liability in an orderly transaction between market participants. It prioritizes the inputs to the valuation techniques used to measure fair value by giving the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements), and the lowest priority to measurements involving significant unobservable inputs (Level 3 measurements). The Society has investments from an endowment fund measured at fair value on a recurring basis.

Accounting for Uncertainty in Income Taxes

The Accounting Standards Codification requires entities to disclose in their financial statements the nature of any uncertainty in their tax position. The Society has not recognized any benefits or liabilities from uncertain tax positions in 2012 and believes it has no uncertain tax positions for which it is reasonably possible that will significantly increase or decrease net assets. Generally, federal and state authorities may examine the Society's tax returns for three years from the date of filing; consequently, income tax returns for years prior to 2009 are no longer subject to examination by tax authorities.

Subsequent Events

Management has evaluated subsequent events or transactions as to any potential material impact on operations or financial position occurring through April 26, 2013, the date the financial statements were available to be issued. No such events or transactions were identified.

2. CLIENT ESCROW FUNDS

Cash deposits received from clients are maintained in escrow accounts, which primarily represent anticipated rent and court costs to be paid by the client.

3. GRANTS AND ACCOUNTS RECEIVABLE

At December 31, 2012 and 2011, grants and accounts receivable were comprised of the following funding sources:

	<u>2012</u>	<u>2011</u>
Albany County Department of Social Services	\$ 54,099	\$ -
Albany County Rural Housing Authority	-	2,419
Albany Law School	18,371	18,632
Catholic Charities of Schoharie County	1,362	1,362
Catskill Mountain Housing Development Corp.	2,074	2,074
City of Saratoga	2,000	5,029
City of Schenectady	-	25,925
Columbia Opportunities, Inc.	2,845	2,845
County of Albany	24,538	36,966
County of Fulton	1,439	1,546
County of Rensselaer	3,417	-
County of St. Lawrence	1,035	468
County of Washington	1,750	1,750
County of Warren	6,726	20,180
Disability Advocacy Program	-	218,782
ETC Housing	10,406	18,237
Joseph's Housing and Shelter	28,058	34,322
Masséna Independent Living Center	-	150
Office of Justice Program	69,645	91,715
Protection and Advocacy for Developmentally Disabled	21,304	35,280
Protection and Advocacy for Mentally Ill	-	6,300
Schenectady Community Action Program	62,435	29,484
St. Regis Mohawk Indian Tribe	1,107	855
State of New York	178,209	307,121
Nutrition Consortium	97,084	77,122
NYS Division of Criminal Justice	40,935	113,249
United States Department of Housing and Urban Development	14,175	45,737
WAIT House	-	31,832
	<u>\$ 643,014</u>	<u>\$ 1,129,382</u>

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.
LSC RECIPIENT 233010
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2012 AND 2011

4. PROMISES TO GIVE

At December 31, 2012 and 2011, the Society had \$191,287 and \$185,150, respectively, of unconditional promises receivable, all due within one year. The Society uses the allowance method to determine uncollectible unconditional promises. An allowance for uncollectible amounts of \$34,400 and \$14,200 at December 31, 2012 and 2011, respectively, has been provided based on historical experience and management's analysis of specific promises made and is reflected in the above net receivable amounts.

5. PROPERTY

Land, building and equipment at December 31, 2012 and 2011 consists of the following:

	<u>2012</u>	<u>2011</u>
Land	\$ 20,000	\$ 20,000
Building	551,554	551,554
Building Improvements	412,154	381,167
Equipment, Furniture and Fixtures	488,610	467,637
Law Library	<u>42,073</u>	<u>42,073</u>
Total at Cost	1,514,391	1,462,431
Less: Accumulated Depreciation	<u>(867,551)</u>	<u>(782,775)</u>
 Total Property, Net	 <u>\$ 646,840</u>	 <u>\$ 679,656</u>

The Society had \$51,960 and \$21,861 in additions for the year ended December 31, 2012 and 2011, respectively, of which \$51,960 and \$1,490 in 2012 and 2011, respectively, were purchased with monies provided by LSC. The net book value of the LSC equipment is \$145,140 and \$126,911 at December 31, 2012 and 2011, respectively. Total depreciation expense was \$84,776 and \$91,785 for the year ended December 31, 2012 and 2011, respectively.

6. ENDOWMENT FUNDS

In 2007, the Society entered into an endowment agreement with the Community Foundation for the Capital Region (the "Foundation"), a non-affiliated nonprofit organization, with the intent of raising money from legacies. The money in the fund is the property of the Foundation until directed by the Society to expend the monies that is consistent with its charitable status. This money is considered temporarily restricted for financial statement purposes. The 2012 and 2011 detail of activity from this fund is as follows:

6. ENDOWMENT FUNDS (CONTINUED)

	<u>2012</u>	<u>2011</u>
Endowment Net Assets - Beginning	\$ 67,967	\$ 55,939
Investment Income	1,897	1,119
Unrealized Gain (Loss)	10,395	(2,741)
Contributions	76,647	14,600
Fees	<u>(1,401)</u>	<u>(950)</u>
Total Change in Endowment Funds	<u>87,538</u>	<u>12,028</u>
Endowment Net Assets - Ending	<u>\$ 155,505</u>	<u>\$ 67,967</u>

7. LINE OF CREDIT

The Society has a \$700,000 revolving demand line of credit available with a bank, of which there were no outstanding draws at December 31, 2012. The line of credit bears interest at 0.45% percent above the bank's prime rate (3.70% at December 31, 2012) and is collateralized by the Society's accounts receivable and other assets. There is no set expiration date for this line of credit.

8. LONG-TERM DEBT

Long-term debt at December 31, 2012 and 2011 consists of the following:

	<u>2012</u>	<u>2011</u>
Mortgage payable to private party in monthly installments of \$2,075 with interest at 7.0%, collateralized by real estate. Loan was paid off in October 2012.	\$ -	\$ 20,152
Mortgage payable to bank in monthly installments of \$1,008 with interest at 7.0%, collateralized by real estate.	<u>78,972</u>	<u>85,130</u>
Total	78,972	105,282
Less: Current Portion	<u>(6,861)</u>	<u>(27,013)</u>
	<u>\$ 72,111</u>	<u>\$ 78,269</u>

Current maturities of long-term debt are as follows:

2013	\$ 6,861
2014	7,357
2015	7,889
2016	8,459
2017	9,071
Thereafter	<u>39,335</u>
	<u>\$ 78,972</u>

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.

LSC RECIPIENT 233010

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2012 AND 2011

9. NET ASSETS

The Society is required to report information regarding its financial position and activities according to three classes of net assets; unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. The following is additional detail as to the components of the Society's classes of net assets at December 31, 2012 and 2011:

	<u>2012</u>	<u>2011</u>
Unrestricted Net Assets (Accumulated Deficit):		
Property, Net of Debt	\$ 417,810	\$ 436,131
Fund Raising	410,013	358,826
Other	<u>(154,522)</u>	<u>(66,982)</u>
Total Unrestricted Net Assets	<u>673,301</u>	<u>727,975</u>
Temporarily Restricted Net Assets:		
Fund Raising - Endowment Fund	155,505	67,967
Legal Services Corporation - Cash	126,690	148,320
Legal Services Corporation - Property	145,140	129,911
Department of Criminal Justice Service - Property	4,918	8,332
Interest on Lawyers Account - Cash	<u>922,288</u>	<u>803,050</u>
Total Temporarily Restricted Net Assets	<u>1,354,541</u>	<u>1,157,580</u>
Total Net Assets	<u>\$ 2,027,842</u>	<u>\$ 1,885,555</u>

10. LEASE COMMITMENTS

The Society has four noncancellable operating lease agreements, absent significant defunding which would allow early termination, for the rental of office space in Albany, Canton, Saratoga and Amsterdam, New York expiring October 2015, February 2014, February 2013 and January 2013 (month-to-month), respectively. Total rent expense was \$74,044 and \$69,814 for the years ended December 31, 2012 and 2011, respectively, and is included in occupancy expense.

In May 2010 the Society renewed a lease for three photocopiers for an aggregate monthly rent of \$410 expiring May 2015. In February 2012 the Society negotiated a lease for two photocopiers for an aggregate monthly rent of \$201 expiring February 2017. Total rent expense was \$6,930 and \$4,908 for the years ended December 31, 2012 and 2011, respectively, and is included in equipment rental and maintenance expense.

The future lease payments for all long-term leases identified above are as follows:

2013	\$ 53,283
2014	30,250
2015	20,857
2016	2,412
2017	<u>402</u>
	<u>\$ 107,204</u>

11. EMPLOYEE BENEFITS

Under a collective bargaining agreement between the Society and Consolidated Legal Aid Workers, the Society may contribute an amount up to 5% of certain eligible employees' compensation earned during the year to separate annuity contracts in the name of each employee to provide benefits at retirement. By agreement of the parties, there was \$105,780 and \$94,060 contributed for the years ended December 31, 2012 and 2011, respectively, which represents a 5% contribution.

OTHER FINANCIAL INFORMATION

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.

LSC RECEIPT 233010

SCHEDULE OF SUPPORT, REVENUE, EXPENSES AND CHANGES IN NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2012

	Legal Services Corporation	Homeless Prevention	Disability and Protection Advocacy	Interest on Lawyers Account	JCLS	NYS Legislative	Domestic Violence	Senior Legal Services	HIV/AIDS Programs	Technology Initiative Grant	Other	Property	Management and General	Fund Raising	Total
Support and Revenue	\$ 1,265,773	\$ 766,360	\$ 565,346	\$ 985,000	\$ 1,378,269	\$ -	\$ 407,883	\$ 61,758	\$ 79,739	\$ 71,640	\$ 395,939	\$ -	\$ 5,500	\$ -	\$ 5,983,207
Contracts and Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	260,477
Contributions, Fundraising and Donated Services	384	-	-	-	-	-	-	-	-	-	-	-	-	-	12,726
Investment Income	742	9,535	-	-	-	-	-	-	-	-	-	-	-	-	18,498
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Support and Revenue	1,266,899	775,895	565,346	985,000	1,378,269	-	407,883	61,758	79,739	71,640	395,939	-	13,721	272,819	6,274,908
Expenses															
Salaries and Wages															
Lawyers	104,941	517,636	438,177	76,728	627,109	-	294,168	28,274	58,726	3,684	163,651	-	53,027	8,661	2,374,782
Other Staff	122,299	26,305	13,943	51,938	187,060	-	19,449	1,198	1,731	-	21,314	-	264,057	72,586	781,880
Paralegals	87,779	62,644	52,527	24,375	142,393	-	845	8,176	-	-	137,895	-	-	-	516,634
Employee Benefits	105,079	198,255	145,753	87,820	326,949	-	96,945	11,083	21,581	631	134,328	-	100,367	25,674	1,254,465
Contract Services - Clients	-	122,533	-	-	-	-	78,827	-	-	-	-	-	-	-	201,360
Contract Services - Program	5,060	17,092	8,723	23,481	19,641	-	5,802	663	1,325	64,443	8,039	-	16,669	11,089	182,027
Audit and Accounting	1,084	3,848	2,829	1,856	6,345	-	1,881	215	419	12	2,607	-	1,948	496	23,540
Legal and Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-	3,384	-	3,384
Travel	4,194	12,681	9,152	6,340	12,344	-	8,971	2,888	344	10	12,727	-	4,579	1,983	76,213
Training	7,960	7,183	6,124	4,391	9,504	-	3,819	410	203	392	4,706	-	993	310	46,395
Occupancy	5,888	20,900	15,365	10,084	34,467	-	10,220	1,168	2,274	66	14,161	-	10,581	2,744	127,918
Repairs and Maintenance	848	3,009	2,213	1,452	4,963	-	1,472	168	328	10	2,039	-	1,523	388	18,413
Office Expense	8,398	18,451	13,030	8,592	29,728	-	8,660	990	2,222	56	22,334	-	8,997	17,185	138,643
Telephone	2,224	6,081	4,471	2,935	10,029	-	3,011	340	662	19	5,371	-	3,079	1,943	40,165
Library	3,821	13,564	9,972	6,340	22,369	-	6,633	758	1,476	44	9,548	-	-	-	74,525
Insurance	1,129	4,007	2,945	1,894	6,608	-	1,959	224	436	13	2,715	-	708	180	22,818
Professional Dues	2,625	25	18	9,807	41	-	12	1	3	-	17	-	-	-	12,549
Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
and Maintenance	1,629	5,705	4,195	2,753	9,409	-	2,790	319	621	116	3,901	-	2,986	879	35,303
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	84,776
Litigation	2,239	1,328	1,040	859	3,760	-	2,227	49	179	1	1,741	-	93	24	13,540
Interest and Bank Charges	-	-	-	9,363	-	-	-	-	-	-	-	-	-	2,044	11,407
Bad Debts	9,207	150	-	-	-	1,321	-	-	-	-	-	-	-	20,200	30,878
Other Expense	4,920	1,903	1,397	14,720	3,181	-	939	839	642	6	12,610	-	963	18,886	61,006
Total Expenses	481,324	1,043,300	731,874	345,728	1,456,300	1,321	548,630	51,763	93,172	69,503	559,704	84,776	473,954	185,272	6,132,621
Increase (Decrease) of Support and Revenue Over Expenses before Administrative and Allocation of Administrative Costs	785,575	(267,405)	(166,528)	639,272	(78,031)	(1,321)	(140,747)	3,995	(13,433)	2,137	(163,765)	(84,776)	(460,233)	87,547	142,287
Reallocation of Reimbursed Costs for Matching Purposes	(38,965)	(75,028)	(62,420)	(64,033)	(118,317)	-	(38,896)	(4,657)	(7,478)	(456)	(39,934)	-	460,233	(10,049)	-
Other Changes in Net Assets - Acquisition of Property	(716,281)	342,433	228,948	(456,091)	196,348	1,321	179,643	662	20,911	(1,681)	203,699	-	-	-	-
Other Changes in Net Assets - Debt Payments and Proceeds, Net	(51,959)	-	-	-	-	-	-	-	-	-	-	51,959	-	-	-
Net Assets, Beginning of Year	148,320	-	-	803,050	-	-	-	-	-	-	-	26,310	-	(26,310)	1,885,555
Net Assets, End of Year	126,690	-	-	922,288	-	-	-	-	-	-	-	575,359	-	358,826	1,885,555
															\$ 2,027,862

See independent auditor's report.

**APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG)
ENTITLEMENT PROGRAM
*-- 2014 Program Year Funding --***

**Attachment C
2012 A-133 Audit**

*THE LEGAL AID SOCIETY
OF NORTHEASTERN NEW YORK, INC.
LSC RECIPIENT 233010*

*OFFICE OF MANAGEMENT AND BUDGET
CIRCULAR A-133 REPORTS
FOR THE YEAR ENDED DECEMBER 31, 2012*

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.

LSC RECIPIENT 233010

OFFICE OF MANAGEMENT AND BUDGET

CIRCULAR A-133 REPORTS

FOR THE YEAR ENDED DECEMBER 31, 2012

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Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by <i>OMB Circular A-133</i>	3-4
Schedule of Expenditures of Federal Awards	5
Notes to Schedule of Expenditures of Federal Awards	6
Schedule of Findings and Questioned Costs	7

CUSACK & COMPANY
Certified Public Accountants LLC
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MEMBERS OF:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
AND
NEW YORK STATE SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
The Legal Aid Society of
Northeastern New York, Inc.
Albany, New York

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of The Legal Aid Society of Northeastern New York, Inc. (a nonprofit organization) which comprise the statement of financial position as of December 31, 2012 and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated April 26, 2013.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered The Legal Aid Society of Northeastern New York, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of The Legal Aid Society of Northeastern New York, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

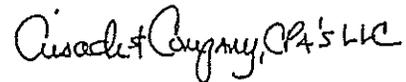
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether The Legal Aid Society of Northeastern New York, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CUSACK & COMPANY, CPA'S LLC

Latham, New York
April 26, 2013

CUSACK & COMPANY
Certified Public Accountants LLC
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LATHAM, NEW YORK 12110
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MEMBERS OF:
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CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY *OMB CIRCULAR A-133*

Board of Directors
The Legal Aid Society
of Northeastern New York, Inc.
Albany, New York

Report on Compliance for Each Major Federal Program

We have audited The Legal Aid Society of Northeastern New York, Inc.'s compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of The Legal Aid Society of Northeastern New York, Inc.'s major federal programs for the year ended December 31, 2012. The Legal Aid Society of Northeastern New York, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of The Legal Aid Society of Northeastern New York, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about The Legal Aid Society of Northeastern New York, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of The Legal Aid Society of Northeastern New York, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, The Legal Aid Society of Northeastern New York, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2012.

Report on Internal Control Over Compliance

Management of The Legal Aid Society of Northeastern New York, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered The Legal Aid Society of Northeastern New York, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance, for each major program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of The Legal Aid Society of Northeastern New York, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies in internal control over compliance, such that there is a possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the financial statements of The Legal Aid Society of Northeastern New York, Inc. as of and for the year ended December 31, 2012, and have issued our report thereon dated April 26, 2013, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Cusack & Company, CPA's LLC

CUSACK & COMPANY, CPA'S LLC

Latham, New York
April 26, 2013

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.

LSC RECIPIENT 233010

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED DECEMBER 31, 2012

Federal Grantor/Pass-through Grantor/Program Title	LSC Recipient Number/CFDA Number	Pass-Through Entity Identifying Number	Federal Disbursements/Expenditures
<u>Legal Services Corporation:</u>			
Legal Services Corporation - Albany	09.233010	-	\$ 1,265,773
Legal Services Corporation - Technology Initiative Grant	09.233010	-	71,640
Total Legal Services Corporation			<u>1,337,413</u>
<u>U.S. Department of Housing and Urban Development:</u>			
Housing and Urban Development - Community Development Block Grant	14.218	-	9,029
Housing and Urban Development - Emergency Solutions Grant Programs	14.231	-	22,718
Housing and Urban Development - Legal Aid Society Homelessness Unit (Pass-Through)	14.235	14-1636163	28,058
Housing and Urban Development - Legal Aid Society Homelessness Unit	14.235	-	96,969
Housing and Urban Development - Homelessness Prevention and Rapid Rehousing Program (Pass-Through) - ARRA	14.262	14-6013200	75,593
Housing and Urban Development - Homelessness Prevention and Rapid Rehousing Program	14.262	-	216,290
Total U.S. Department of Housing and Urban Development			<u>448,657</u>
<u>U.S. Department of Justice</u>			
Office of Justice Programs - Domestic Violence Legal Assistance Program (Pass-Through)	16.524	14-6013200	314,835
Violence Against Women STOP Grant (Pass-Through)	16.588	14-6013200	71,297
Total U.S. Department of Justice			<u>386,132</u>
<u>U.S. Department of Health and Human Services:</u>			
Temporary Assistance for Needy Families	93.558	-	20,053
Nutrition Consortium (Pass-Through)	93.053	22-2954760	241,129
Special Programs for the Aging (Pass-Through)	93.044	14-6013200	6,750
Protection and Advocacy for Developmentally Disabled (Pass-Through)	93.630	14-6013200	97,361
Protection and Advocacy for Mentally Ill (Pass-Through)	93.630	14-6013200	36,111
Total U.S. Department of Health and Human Services			<u>401,404</u>
Total Expenditures of Federal Awards			<u>\$ 2,573,606</u>

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.

LSC RECIPIENT 233010

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

DECEMBER 31, 2012

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

The accompanying Schedule of Expenditures of Federal Awards presents all activity of all federal financial assistance programs of The Legal Aid Society of Northeastern New York, Inc., LSC Recipient 233010 (the "Society"), for the year ended December 31, 2012. The Society is described in Note 1 to the basic financial statements. Federal awards received directly from federal agencies as well as federal financial assistance, if any, passed through other government or not-for-profit agencies are included on the Schedule. All LSC awards received by the Society were considered major programs for the year ended December 31, 2012.

Basis of Accounting

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting used by the Society to report to the Federal Government.

Relationship to Financial Statements

Federal awards revenue are reported in the Society's financial statements as grant revenue. The Society's financial statements are presented using the accrual basis of accounting.

2. LOAN OUTSTANDING

The Legal Aid Society of Northeastern New York, Inc. has no loan balances outstanding at December 31, 2012 in which the Society is a lender.

3. SUBRECIPIENTS

The Legal Aid Society of Northeastern New York, Inc. provided federal awards to subrecipients as follows:

<u>Project Title</u>	<u>Federal CFDA/ LSC Recipient Numbers</u>	<u>Amount Provided</u>
Office of Justice Programs - Domestic Violence Legal Assistance Program Subrecipients:		
Catholic Charities of Schoharie County	16.524	\$ 3,544
Catholic Charities of Saratoga, Warren and Washington Counties	16.524	3,893
Catholic Charities of Fulton and Montgomery Counties	16.524	4,375
Behavioral Health Services North	16.524	15,329
St. Lawrence Valley Renewal House	16.524	4,347
Community Action of Greene County	16.524	4,356
Mechanicville Area Community Service Center	16.524	7,068
Domestic Violence and Rape Crisis Services of Saratoga County	16.524	6,875
Family Counseling Center of Fulton County	16.524	6,659
Housing and Urban Development - Homelessness Prevention and Rapid Rehousing Program Subrecipients:		
Catholic Charities of Fulton and Montgomery Counties	14.262	1,537
Legal Services Corporation - Technology Initiative Grant Subrecipients:		
Anne O'Grady, Esq.	09.233010	12,000
		<u>\$ 69,983</u>

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.

LSC RECIPIENT 233010

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED DECEMBER 31, 2012

SECTION I - SUMMARY OF AUDITOR'S RESULTS

FINANCIAL STATEMENTS

Type of auditor's report issued: Unqualified

Internal control over financial reporting:

"Going Concern" explanatory paragraph included in audit report yes no
Significant deficiency(ies) disclosed? yes no
Significant deficiency(ies) reported as material weakness(es)? yes no
Material noncompliance disclosed? yes no

FEDERAL AWARDS

Internal control over major programs:

Significant deficiency(ies) disclosed? yes no
Significant deficiency(ies) reported as material weakness(es)? yes no
Any known questioned costs reported? yes no

Type of auditor's report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133? yes no

IDENTIFICATION OF MAJOR PROGRAMS

<u>CFDA NUMBER(S)</u>	<u>NAME OF FEDERAL PROGRAM OR CLUSTER</u>
09.233010	Legal Services Corporation - Albany
09.233010	Legal Services Corporation - Technology Initiative Grant
16.524	Office of Justice Programs

Dollar threshold used to distinguish between type A and type B programs: \$ 300,000

Auditee qualified as low-risk auditee? yes no

SECTION II - FINANCIAL STATEMENT FINDINGS

See SAS 114 Report to the Board.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No findings or matters were reported.

**APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG)
ENTITLEMENT PROGRAM
*-- 2014 Program Year Funding --***

**Attachment D
Saratoga Springs Staff Roster
And Attorney Resumes**

Saratoga Springs Staff

Mary Withington, Supervising Attorney

Julie Casner, Legal Secretary

Joanna Davis, Staff Attorney

Deborah DeLosa, Paralegal

Teresa DePaul, Paralegal

Laura Dwyer, Staff Attorney

Stuart Kaufman, Staff Attorney

Carol Kautzman, Staff Attorney

Ann Seyse, Staff Attorney

Brenna Sharp, Staff Attorney

Kristine Wright, Receptionist

JOANNA S. DAVIS, ESQ.

3 Astor Court, South Glens Falls, New York 12803

(347) 834-5269

JDavis@lasnny.org

ADMISSION

New York State, January 2006

Federal District Court Second Circuit, May 2006

EDUCATION

Albany Law School of Union University, Albany, New York

J.D., May 2005

2004 Karen C. McGovern Senior Prize Trials: Moot Court Competitions: Preliminary Rounds

2003 Domenick L. Gabrielli Appellate Advocacy Moot Court Competition: Active Finalist

Certified Mediator, Spring 2004

State University of New York at Geneseo, Geneseo, New York

B.A., Political Science, Minor in Dance, May 2002

Alpha Psi Omega, National Theatre and Dance Honor Society

Undergraduate Research Grant Recipient for the American College Dance Festival

EXPERIENCE

Legal Aid Society of Northeastern New York, Inc.

August 2005 - Present

Saratoga Springs, New York

Staff Attorney - Areas of practice include Family Law; Matrimonial Law; Disability Law including trials, motion hearings, Orders to Show Cause and Administrative Proceedings.

The Donnellan Law Firm

Summer 2004

Ballston Spa, New York

Legal Intern - Drafted Separation agreements, Qualified Domestic Relations Orders, 211 Papers, Motions, Complaints and Orders. Conducted research and drafted memoranda.

Domestic Violence Clinic, Albany Law School

2003-2004

Albany, New York;

Law Intern - Admitted to practice under Student Practice Rule

Prepared hearings, trials, fact investigations, preliminary conference, pre trial conferences, client intake. Drafted petitions, motions, orders, discovery, orders to show cause

Attorney General Office: Civil Recoveries Bureau
Albany, New York

Spring 2004

Legal Intern –Drafted Complaints, Motions, Discovery. Conducted research and fact investigation, drafted memoranda.

BAR ASSOCIATIONS

Saratoga County Bar Association
Warren County Bar Association
Adirondack Women’s Bar Association

LANGUAGES

Conversational in Korean

LAURA A. DWYER

28 Forest Circle Rd., Chestertown, NY 12817 ♦ (646) 709-3838 cell ♦ dwyerla@gmail.com

LEGAL AID SOCIETY OF NENY, INC., Saratoga Springs, NY

STAFF ATTORNEY, Jan. 2013 – Present

Represent clients in the essentials of life, including administrative law hearings and appeals in unemployment insurance benefits claims, fair hearings for social services, landlord/tenant eviction cases, housing subsidy hearings, and child custody, child support and spousal support cases. Research and draft briefs in disability matters on appeal to the federal court. Represent clients, and negotiate on their behalf, at foreclosure prevention settlement conferences. Counsel clients, interview witnesses, conduct hearings and trials, examining witnesses, cross-examining adverse parties and witnesses, and advocating client's position.

LAW OFFICE OF JOHN SILVESTRI, Chestertown, NY

ATTORNEY, Apr. 2012 – Dec. 2012

Represented clients in general litigation matters, including for example family and matrimonial law, contract law, and land use law. Researched and drafted dispositive motions, drafted and responded to discovery requests, counseled clients, interviewed witnesses, and made court appearances.

ADVOCATES FOR CHILDREN, New York, NY

ATTORNEY (FULL-TIME VOLUNTEER), Sept. 2010 – Dec. 2011

Represented low-income parents of students with disabilities, who may have been involved with the juvenile justice system to obtain the appropriate educational setting and services from the Department of Education ("DOE"). Analyzed the educational and special needs history of children, researched applicable law (e.g., IDEA, Rehabilitation Act), drafted impartial hearing requests and briefs, attended hearings, prepared and examined witnesses, and negotiated with the DOE to obtain services. Answered helpline calls providing callers with information regarding general and special education issues.

THE LEGAL SPACE, INC., New York, NY (underfunded start-up that failed)

GENERAL COUNSEL/DIRECTOR OF ATTORNEY RELATIONS, Jun. 2009 – Jan. 2010

Responsible for all legal matters for this start-up legal matching company with multiple websites, including researching legal issues relevant to the company and complying with multiple filings in the various states in which the company did business. Developed relationships with third party affiliates to increase advertising exposure across the internet. Acted as the human resources department managing employee benefits and payroll and assisting employees.

GREENBERG TRAUIG, Florham Park, NJ

ATTORNEY, Jan. 2007 – Jan. 2008

Participated in all aspects of litigation in both state and federal court, trial and appellate levels. Distributed, managed, and organized the work of lawyers, paralegals, and assistants working together on multi-million dollar litigation cases. Developed exceptional communication, advocacy, and writing skills through appearing in court, counseling clients, advocating a client's position, preparing witnesses, drafting various litigation documents, and negotiating settlements.

METROPOLITAN LIFE INSURANCE COMPANY, New York, NY

COUNSEL, May 2005 – Dec. 2006

Responsible for all aspects of litigation in federal court, including developing strategy, reviewing and drafting pleadings and briefs, and determining the value of cases for settlement negotiations. Effectively managed a caseload of over eighty cases, meeting deadlines and maintaining organization. Developed expert knowledge of ERISA-mandated substantive and technical requirements, as well as the courts' interpretation of the statute, including the active Circuit disputes and the Supreme Court's resolutions. Provided education and legal advice to internal clients.

LEBOEUF, LAMB, GREENE & MACRAE, L.L.P. (NOW DEWEY & LEBOEUF), Newark, NJ & New York, NY

ATTORNEY, Summer 1999, Sept. 2000 – May 2005

Extensive experience in complex commercial litigation in state and federal court. Developed superior communication skills through conducting depositions, arguing motions, advocating a client's position, counseling clients, interviewing and preparing witnesses, and negotiating settlements. Developed legal strategies for court cases and in response to subpoenas from state regulatory agencies. Performed effective and efficient research and analysis. Extensive experience in taking the lead in drafting and editing dispositive motions and other legal pleadings.

LAURA A. DWYER

28 Forest Circle Rd., Chestertown, NY 12817 ♦ (646) 709-3838 cell ♦ dwyerla@gmail.com

PRO BONO REPRESENTATION

CENTER FOR CHILDREN'S INITIATIVES (FORMERLY CHILD CARE, INC.), New York, NY

ATTORNEY, Jan. 2004 – May 2005

Defended this organization from a breach of contract lawsuit. Drafted legal pleadings and appeared in court to advocate client's position. Successfully achieved client's goals by negotiating a settlement.

GIVING OPPORTUNITIES TO OTHERS, New York, NY

ATTORNEY, Dec. 2004 – May 2005

Provided legal advice and representation on various issues affecting this organization, which enriches the lives of underprivileged middle school children.

STATE OF NEW JERSEY, ESSEX COUNTY, PRO BONO ATTORNEY PROGRAM, Newark, NJ

ATTORNEY, Sept. 2000 – Jun. 2003

Successfully advocated on behalf of incarcerated to serve sentences at county-run drug rehabilitation and education facility rather than at state prison with no such services.

WOMEN AND AIDS CLINIC, RUTGERS UNIVERSITY SCHOOL OF LAW, Newark, NJ

STUDENT INTERN; Fall 1999

Represented and assisted women living with or affected by AIDS/HIV in matters related to child custody and other family law issues, by interviewing clients and witnesses, researching the law, and drafting legal documents.

EDUCATION

RUTGERS UNIVERSITY SCHOOL OF LAW, Newark, NJ

J.D., May 2000

Honors: Managing Editor, Rutgers Law Review
Legal Research & Writing Teaching Assistant

STETSON UNIVERSITY, DeLand, FL

B.A. (POLITICAL SCIENCE AND RUSSIAN STUDIES), June 1992

Honors: Dean's List 1992; Honor Roll 1989-1991
Political Science Honor Society

MOSCOW STATE UNIVERSITY, CENTER FOR INTERNATIONAL EDUCATION, Moscow, Russia

Course work in Russian language, history and literature. Spring Semester 1992.

BAR ADMISSIONS

State of New Jersey (2000); District of New Jersey (2000); Third Circuit Court of Appeals (2007).
State of New York (2002); Southern District of New York (2003); Eastern District of New York (2003).

PUBLISHED ARTICLE

Note, *Dead Daddies: Issues in Postmortem Reproduction*, 52 Rutgers L. Rev. 881 (2000).

LANGUAGES

Familiar with written and conversational Russian.

VOLUNTEER EXPERIENCE

Flying Manes Therapeutic Riding, New York, NY, Jul. 2010 – Oct. 2011 (horseback riding for children with disabilities)

GreenAcres Therapeutic Riding Stables, Woodstock, GA, Sept. 2008 – Apr. 2009 (horseback riding for children with disabilities)

Special Olympics, New York, NY, Aug. 2006

Stuart Kaufman

510 BROADWAY, #12 • SARATOGA SPRINGS, NY 12866 • (917) 312-0624 • SKAUFMAN@LASNNY.ORG

LEGAL/PROFESSIONAL EXPERIENCE

Staff Attorney, Legal Aid Society of Northeastern NY Saratoga Springs, NY February 2006 - Present
Represent and advise victims of domestic violence in family court and matrimonial matters, and defend clients facing eviction. Conduct legal and factual research on litigation matters. Actively litigate cases, including drafting motions and petitions, interviewing clients and witnesses, advising clients of their rights under state and local laws, conducting trials, and negotiating settlements for the benefit of the clients.

Legal Intern, Sandulli Grace, PC Boston, MA Winter 2005
Assisted in the representation of union clients, mainly in the context of public employment. Researched legal issues arising under state and federal labor law, drafted memoranda, arbitration briefs and other litigation documents. Observed arbitrations, hearings, and collective bargaining negotiation sessions.

Legal Intern, National Labor Relations Board Washington D.C. Summer 2004
Researched legal issues arising under the National Labor Relations Act. Analyzed trial records and worked on legal memoranda for the Board Member and staff, and drafted a decision. Observed Board agendas, representational elections, and informal briefings on varied labor law issues.

Judicial Intern, Hon. Terry Hatter, Jr., U.S. District Court, Central District of CA Winter 2003-2004
Researched legal issues and drafted bench memos, orders and opinions. Observed trials and hearings on issues ranging from discovery to sentencing. Communicated daily with the judge and clerks on research results.

Legal Intern, Boston Public Schools Labor Relations Dept., Boston, MA Summer, Fall 2003
Interviewed witnesses, conducted legal research, attended arbitrations, and wrote draft memorandums. Assisted the senior labor attorney in developing arbitration strategies for a voluminous caseload under a number of longstanding collective bargaining agreements between the public school system and its employees.

Freelance Film Lighting Technician, New York, NY November 1997 – August 2002
Planned, organized and executed lighting strategies for feature films, commercials and music videos. Served as non-union shop steward on specific films, and was the primary liaison with production/management over labor disputes, and negotiated fine points of represented film workers' job contracts.

EDUCATION

Northeastern University School of Law, Boston, MA Graduated May 2005
Clinical Experience: Tobacco Control Legal Clinic
Mentor: Assisted first-year law students in acclimating to law school (2003-05).

University of Miami, Miami, FL
B.A., Creative Writing and English Literature, *General Honors* Graduated June 1996
Highlights: Minor in Journalism. Volunteer, Habitat for Humanity (1992-94).

COMMUNITY SERVICE

Volunteer Advocate, Shelter Legal Services, Cambridge, MA (2002-2003): Assisted in the representation of indigent clients in administrative and other legal proceedings.

OTHER SKILLS

Spanish Language Skills: Intermediate skill communicating in oral and written Spanish.

CAROL KAUTZMAN
2 MITCHELL PLACE
SARATOGA SPRINGS, NEW YORK 12866

LEGAL EXPERIENCE **LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK**
Saratoga Springs, NY January 1998 - present
Staff attorney January 1998 - November 2000
Provided advice, brief service and representation to victims of domestic violence in family court including family offense, custody and child support proceedings. Member and chair of the Saratoga County Domestic Violence Task Force and member of the Domestic Violence Community Coordinating Counsel for Washington and Warren counties.
Intake Attorney November 2000 - present
Provide advice and brief service on civil legal matters to indigent clients.

J.R.D., LEGAL AID SOCIETY Staff Attorney
Brooklyn, NY September 1995 - Present
Represent children in all stages of Child Protective, Family Permanency Planning, Juvenile Delinquency, PINS, Custody and Visitation proceedings. Responsibilities include: motion work, depositions, negotiations and trial work.

CARDOZA LAW SCHOOL Supervising Attorney Family Law Clinic
New York, NY January 1997 - June 1997
Supervised third year law students in Family Law Clinic with rotation in Kings County Family Court.

SANCTUARY LEGAL SERVICES Legal Consultant/Attorney
New York, NY March 1991 - July 1993
Researched and drafted appellate briefs. Participated in defense of highly publicized manslaughter appeal and subsequent hearings. Appellate success hinged on expert testimony (battered women's syndrome) and evidentiary character issues.

DEFENDER ASSOCIATION OF PHILADELPHIA Criminal Defense Attorney
Philadelphia, PA September 1990 - December 1991
Conducted over 700 felony hearings and 20 trials. Responsibilities included pretrial motions, post verdict work, extradition & probation violation hearings and all aspects of litigation including writs of habeas corpus.

EDUCATION **PACE UNIVERSITY SCHOOL OF LAW, White Plains, NY**
LL.M. Environmental Law received September 1994

CITY UNIVERSITY OF NEW YORK LAW SCHOOL, Queens, NY
J.D. received May 1990

BARUCH COLLEGE, New York, NY
B.A., *summa cum laude* received August 1987
Major: English Literature Minor: Applied Science

UNIVERSITY OF CALIFORNIA BERKELEY, Berkeley, CA
1980 - 1981
Major: Journalism

BAR ADMISSION New York, admitted 1992
Pennsylvania, admitted 1990/U. S. Federal Court, E.D. of Pennsylvania admitted 1991

Bar Status and Education

Admitted to New York State Bar January 19, 2012, Admitted to Massachusetts Bar November 18, 2011

Syracuse University College of Law, Syracuse NY

Juris Doctor, *Cum Laude* 3.068

May 2011

Honors: *Impunity Watch Law Journal*, Editor in Chief 2010- 2011.

Activities: Syracuse Public Interest Network, Community Service Coordinator; Disability Law Society, Treasurer; Fifth Judicial District Pro Bono Program Food Stamp Assessment Project Volunteer

Syracuse University School of Education, Syracuse NY

Master of Science, Cultural Foundations of Education, in Disability Studies, *Cum Laude* 3.875

May 2011

St Lawrence University, Canton NY

Bachelor of Arts in German and Philosophy, 3.249

May 2008

Honors: Dean's List, Freeman Foundation Grant for Independent Study of Confucianism in Modern China, St Lawrence University 1856 Award

Activities: Varsity Women's Rowing team, NCAA Competitors and League Champions 2008; Department of Modern Languages, Teaching Assistant and Technical Intern

Study abroad: East China Normal University Shanghai China Fall 2006; Middlebury College German School, Middlebury VT, Summer 2006

Work Experience

Legal Aid Society of Northeastern New York

Albany NY

Staff Attorney

January 1, 2012- Present

- Conflict Defender for Warren County Family Court, assigned counsel in Family Court proceedings, representing individuals for matters pertaining to custody, visitation, abuse and neglect, family offense and child support violations.
- Housing attorney in Columbia and Greene Counties, preventing evictions and providing other legal assistance to assist clients retain their housing
- Consumer Law attorney, started the consumer law project at LASNNY, designing a clinic to give advice to clients with non-mortgage consumer issues and providing more in depth representation for violations of the Fair Debt Collection Practices Act, Exempt Income Protection Act and other non-mortgage consumer issues

Robert H. Jackson Center

Jamestown NY

Jackson Fellow

July 2010- August 2010

- Created several web pages for the Jackson Center explaining significant court decisions written by Justice Jackson
- Assisted the center in planning, coordination and day of assistance with programming at the center, the center's programming at the Chautauqua Institution, and for the International Humanitarian Law Dialogs

Legal Services of Central New York

Syracuse NY

Legal Extern: Protection and Advocacy Program

September 2009- July 2010

- Completed Client Intakes; directed the intakes to the proper divisions; called clients back for more information, and presented problem cases at case review sessions
- Researched various issues for the Protection and Advocacy Program, wrote memorandums, drafted letters for the attorneys, and accompanied supervising attorney on client visits
- Observed supervising attorney in court, and on conference calls with opposing counsel

Languages

- Fluent in German; working knowledge of Mandarin

BRENNA K. SHARP

119 Caroline Street, Apt. 2A | Saratoga Springs, NY 12866
(518) 335-9260 | bsharp@lasnny.org

EDUCATION

New York Law School, New York, NY

J.D., February 2008

Honors: Public Service Career Recognition Award, 2009

Joseph Solomon Public Service Fellowship, Summer 2006

Public Interest Fellowship, Summers 2006 and 2007

Merit Scholarship, 2004-2005

University of Arizona, Tucson, AZ

M.A., Women's Studies, December 2004

Plattsburgh State University, Plattsburgh, NY

B.S., Biology, May 2002

Honors: Presidential Scholarship, August 1998 – May 2002

EXPERIENCE

Legal Aid Society of Northeastern New York, Inc., Saratoga Springs, NY

Staff Attorney, Plattsburgh, NY, August 2008 – September 2010

Saratoga Springs, NY, September 2010 – present

Areas of practice include homelessness prevention, public benefits and family law

Plattsburgh State University, Plattsburgh, NY

Adjunct Lecturer, Fall 2009 – Spring 2010

Taught Introduction to Gender & Women's Studies and Global Gender Issues

The Law Offices of Albert Van-Lare, New York, NY

Law Clerk, March – June 2008

Drafted pleadings, memoranda and motions regarding criminal, immigration and employment law

Orleans Public Defenders, New Orleans, LA

Law Clerk, May – August 2007

Conducted case investigation; completed legal research and drafted memoranda; interviewed clients

Workers' Rights Law Center of New York, Inc., Kingston, NY

Intern, June – August 2006

Interviewed clients; completed legal research on minimum wage, overtime and work visas

Nadine Strossen, Then President, American Civil Liberties Union, New York, NY

Assistant, May 2005 – May 2006

Performed legal research on civil liberties, including religious freedom, women's rights and post-9/11 issues; supervised Research Assistants; managed communications and travel arrangement

Mary M. Withington

80 Marvin Street
Saratoga Springs, New York 12866
518-584-0253

EDUCATION

Union University, Albany Law School, Albany, New York.
Received J.D., June 1981.

Bryn Mawr College, Bryn Mawr, Pennsylvania.
Received A.B., *Cum Laude*, May 1978.

LEGAL EXPERIENCE

Legal Aid Society of Northeastern New York, Inc.,
Saratoga Springs, New York.
Supervising Attorney, June 1986 to present.
Staff Attorney, September 1982 to May 1986.
Civil practice of poverty law with emphasis in domestic
relations and disability law.

The Ayco Corporation, Colonie, New York.
Staff Attorney, Research and Information Group, August
1981 to September 1982. Estate and income tax planning,
insurance analysis and investment counseling, primarily for
corporate executives.

**ADMISSIONS AND
MEMBERSHIPS**

Admitted to practice in the Northern District of New York,
February 1982. Member of the New York State Bar;
admitted January 1982.

Member of the American Bar Association, New York State
Bar Association, Saratoga County Bar Association and
Warren County Bar Association.

Treasurer and Board Member of the HIV/AIDS Coalition
of the Saratoga Region, Inc. Board Member of the Warren-
Washington Homeless Youth Coalition. Board Member
and current President of the Home of the Good Shepherd,
Saratoga Springs. Vestry Member and former Senior
Warden, Bethesda Episcopal Church, Saratoga Springs.

HONORS 1998 recipient of a Denison Ray Civil Legal Services Staff Award presented by
the New York State Bar Association Committee on Legal Aid.

**APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG)
ENTITLEMENT PROGRAM
*-- 2014 Program Year Funding --***

**Attachment E
Letters of Support**

Catholic Charities

SERVING SARATOGA, WARREN AND WASHINGTON COUNTIES

MAIN OFFICE:

142 Regent Street
Saratoga Springs, New York 12866
(518) 587-5000
FAX: (518) 587-3127

35 Broad Street
Glens Falls, NY 12801
(518) 793-6212
FAX: (518) 793-9499

January 21, 2014

City of Saratoga Springs
Office of Community Development
City Hall
474 Broadway
Saratoga Springs, NY 12866

To Whom it may concern:

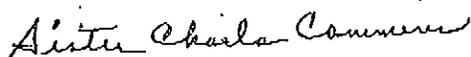
I write this letter in strong support of the application of the Legal Aid Society for funds to support rehabilitation and acquisition of its building at 40 New Street. Catholic Charities of Saratoga, Warren and Washington Counties is proud to partner with the Legal Aid Society in serving low income residents of the City of Saratoga Springs.

After many years of collaboration, we are both familiar with and impressed by the quality of legal services provided by the Saratoga Springs staff. Whether assisting a client in preventing homelessness, or escaping domestic violence, qualifying for food stamps or Social Security Disability, the Society's staff provides the highest possible quality legal assistance.

We are pleased that the new building at 40 New Street allows ample room for the current staff as well as room for growth. We believe that supporting the rehabilitation and acquisition of 40 New Street, and ensuring that the Society can serve the City's low income residents is a wise use of public funds. We strongly support an award of Community Development Block Grant funds to help the Legal Aid Society in its new home.

If I can provide you with any additional information, please do not hesitate contact me.

Sincerely,



Sister Charla Commins, LCSW
Executive Director



Domestic Violence and Rape Crisis Services of Saratoga County

480 BROADWAY; LL20 • SARATOGA SPRINGS • NEW YORK 12866
OFFICE 583-0280 • HOTLINE 584-8188 • FAX 583-2215 • DVRC SARATOGA.ORG

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Dena Holmes

Kate Maynard

Michael Mihaly

Jessica Petraccione

John Silvestri

Christianne Smith

Stephanie Stephen

Francine Vero

January 17, 2014

City of Saratoga Springs
Office of Community Development
City Hall
474 Broadway
Saratoga Springs, NY 12866

To Whom It May Concern:

I write this letter with enthusiastic support of the application of the Legal Aid Society for funds to support rehabilitation and acquisition of its building at 40 New Street. For over 30 years, Domestic Violence and Rape Crisis Services of Saratoga County has been proud to partner with the Legal Aid Society in serving low income residents of the City of Saratoga Springs.

Our agency has relied on the services of the Legal Aid Society not only to assist domestic violence victims with accessing the protections of the court, but also for housing discrimination, Social Security Disability Benefits assistance and other legal concerns. Their staff provides knowledgeable, professional and compassionate services that help families recover and build a new life that is stable, financially self-sufficient, and most importantly violence-free.

We are pleased that the new building at 40 New Street allows ample room for the current staff as well as room for growth. We believe that supporting the rehabilitation and acquisition of 40 New Street, and ensuring that the Society can serve the City's low income residents is a wise use of public funds. We strongly support an award of Community Development Block Grant funds to help the Legal Aid Society in its new home.

If I can provide you with any additional information, please do not hesitate contact me.

Sincerely,

Maggie Fronk
Executive Director



Proud to be a United Way Participating Agency

Please remember Domestic Violence and Rape Crisis Services in your will and trusts.



Saratoga County Economic Opportunity Council, Inc.

Community Action. Helping People. Changing Lives

Anita M. Paley
Executive Director

SCEOC 39 Bath Street Office

- Community Services Dept.
- WIC Program
- HR/Finance Dept.
- Head Start Program
Administrative Office
- Energy Services Dept.
- Latino Community
Advocacy Program

39 Bath Street, PO Box 169
Ballston Spa, NY 12020
518.288.3206 - phone
518.288.3236 - fax
711 - TDD
info@saratogaec.org - email

SCEOC Head Start Program Region 1 Office

Gordon Creek
Elementary School
50 Wood Road
Ballston Spa, NY 12020
518.884.7210 x3360 - phone
518.884.2899 - fax
711 - TDD

SCEOC Head Start Program Region 2 Office

Saratoga Springs High School
3 Blue Streak Blvd., Room C125
Saratoga Springs, NY 12866
518.583.2584 - phone
518.583.4718 - fax
711 - TDD

January 24, 2014

City of Saratoga Springs
Office of Community Development
City Hall
474 Broadway
Saratoga Springs, NY 12866

To Whom it may concern:

I write this letter in strong support of the application of the Legal Aid Society for funds to support rehabilitation and acquisition of its building at 40 New Street. Saratoga County Economic Opportunity Council, Inc. is proud to partner with the Legal Aid Society in serving low income residents of the City of Saratoga Springs.

After many years of collaboration, we are both familiar with and impressed by the quality of legal services provided by the Saratoga Springs staff. Whether assisting a client in preventing homelessness, or escaping domestic violence, qualifying for food stamps or Social Security Disability, the Society's staff provides the highest possible quality legal assistance.

We are pleased that the new building at 40 New Street allows ample room for the current staff as well as room for growth. We believe that supporting the rehabilitation and acquisition of 40 New Street, and ensuring that the Society can serve the City's low income residents is a wise use of public funds. We strongly support an award of Community Development Block Grant funds to help the Legal Aid Society in its new home.

If I can provide you with any additional information, please do not hesitate contact me.

All my very best,

Anita M. Paley
Executive Director



Welcoming Adolescents in Transition

10-12 Wait Street, PO Box 3252, Glens Falls, NY 12801 • www.hycwaithouse.org
Shelter 518.798.4384 • Fax 518.531.3054 • Administrative Office 518.798.2077

City of Saratoga Springs
Office of Community Development
City Hall
474 Broadway
Saratoga Springs, NY 12866

To Whom it may concern:

I write this letter in strong support of the application of the Legal Aid Society for funds to support rehabilitation and acquisition of its building at 40 New Street. The WAIT House is proud to partner with the Legal Aid Society in serving low income residents of the City of Saratoga Springs.

After many years of collaboration, we are both familiar with and impressed by the quality of legal services provided by the Saratoga Springs staff. Whether assisting a client in preventing homelessness, or escaping domestic violence, qualifying for food stamps or Social Security Disability, the Society's staff provides the highest possible quality legal assistance.

We are pleased that the new building at 40 New Street allows ample room for the current staff as well as room for growth. We believe that supporting the rehabilitation and acquisition of 40 New Street, and ensuring that the Society can serve the City's low income residents is a wise use of public funds. We strongly support an award of Community Development Block Grant funds to help the Legal Aid Society in its new home.

If I can provide you with any additional information, please do not hesitate contact me.

Sincerely,

Duane J. Vaughn
Executive Director

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