APPLICATION FOR

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM

-- 2016 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):*

"Benefit persons of Low/moderate income"
- ☐ L/M Income Area Benefit
- ☒ L/M Income Limited Clientele Activities
- ☐ L/M Income Housing Activities
- ☐ L/M Income Job Creation/Retention

"Address slum/blight Conditions"
- ☐ *"N/A"* ☐ Slum/blighted Area
- ☐ Slum/blighted Spot Basis
- ☐ *"N/A"* ☐ Urban Renewal Completion

"Urgent CD Need"
- *"N/A"* ☐ Urgent Need

REQUESTED ENTITLEMENT FUNDING: $ 14,126

Funding Leveraged from Other Sources: $ 4,709

Total Activity Cost $ 18,835

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 new lighting and needed renovations at the offices of the Legal Aid Society of Northeastern New York at 40 New St., Saratoga Springs. The total projected costs of these repairs is $18,835. A total of $14,126 is sought from Community Development Block Grant funds. 40 New St. houses the entire staff of the Legal Aid Society of Northeastern New York's Saratoga Springs office and our program of free civil legal services to low-income residents of the City of Saratoga Springs. During the grant term, 190-200 low-income Saratoga Springs residents will be served by LASNNY from our 40 New Street location

(Authorized Signature) *Executive Director* (Title)

Lillian M. Moy (Typed or Printed Name) *January 22, 2016* (Date)

1. ACTIVITY DESCRIPTION

The Legal Aid Society of Northeastern New York's "Right Place Project" seeks funds to aid in improving lighting, energy efficiency and security at its building at 40 New St., Saratoga Springs. The Right Place houses LASNNY's program of free civil legal services to low income Saratoga Springs residents. Our staff of 11 attorneys, two paralegals, Private Attorney Involvement unit and two support staff serves Saratoga Warren and Washington Counties. In 2014, a total of 1,842 cases were closed. Fully 14% of all matters handled by staff in this office are for low-income residents of the City of Saratoga Springs. We expect the 2015 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 addressing the essential needs of at-risk youth and the elderly and people with special needs, 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 $30,313 for a family of four. Our primary State funder sets eligibility at 200% of poverty, or $48,500 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 7.6% or 1,862 persons living in poverty, and 4,824 living under 200% of poverty (American Community Survey, 2009-2014). 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 (under 200% of poverty) will experience one or more legal problems each year. In the City of Saratoga Springs alone, this means that approximately 2,267 people are likely to experience a civil legal problem in the year to come. In spite of the work done by the Legal Aid Society and other pro bono assistance, many low income residents of Saratoga Springs still cannot have their legal needs met with legal assistance.

Supporting the Legal Aid Society's location within the City of Saratoga Springs is a great benefit to low income residents of the City. The City recognized this when it helped Legal Aid acquire the building in 2013. LASNNY now seeks to replace all lighting with energy efficient LED lights, utilizing the current electrical infrastructure. Maintaining the building at 40 New Street in such a way lowers our energy costs, increases security and protects us against rising repair costs in the future. Indeed, the new lighting system is expected to improve utility consumption substantially, paying for itself in 3.44 years in maintenance and kilowatt savings. The other renovations, adding security doors to the lobby, will increase security for staff and clients and help maintain 40 New Street in good condition. Finally, LASNNY seeks funding to restore two blocked windows on the front side of the building, making the office more client friendly. LASNNY is located at 40 New Street

because its location -- with ample parking and proximity to the bus line -- is conveniently located for our clients. The building is easily reached by many low income residents. In the last three years, LASNNY has grown to occupy the entire building.

Use of CDBG funds to support new lighting and minor renovation costs and security improvements at 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 75% of the total lighting and renovation and security costs needed this year.

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:

Legal Aid's Saratoga office represented "Maria' in her application for Social Security benefits. Like the pink bunny in the battery commercials, Maria has faced multiple severe health crises to bounce back miraculously, including surviving ovarian cancer despite the odds. These battles, however, have left her debilitated and unable to continue to work as a legal secretary/ receptionist. She had applied for and was denied disability insurance benefits and the Legal Aid Society assisted her in establishing sufficient medical evidence of disability to support her compelling testimony before an Administrative Law Judge. Our client was found eligible for benefits, including ongoing monthly benefits of approximately $900 and retroactive benefits totaling over $30,000. Her husband is also disabled and with this funding, their finances were finally stabilized so they could remain residents of the City.

"Anna" lived in subsidized housing and was faced with non-renewal of her tenancy based on issues with the federal community service requirements associated with subsidized housing. Federal law requires tenants in most HUD subsidized housing to perform 2 hours per week of community service unless they are exempt due to disability or employment. Although this requirement has been in place for some time, it was lightly enforced by many programs. However HUD has recently indicated that this was a necessary part of the subsidized programs and the SSHA has provided notices that compliance was required. Anna is disabled and receives federal disability benefits. However, she had not provided the documentation necessary to exempt her from the community service requirements. We communicated with the SSHA and Anna to make sure we knew which documentation was required and counseled her in obtaining the documentation. The SSHA has reported back to our office that Anna has met the exemption and her subsidized tenancy will continue uninterrupted.

C. Who Will Benefit

Maintaining and improving the Legal Aid Society of Northeastern New York's building at 40 Street will support LASNNY paralegals and lawyers who benefit Saratoga Springs residents who are low and very low income. Enhanced security will benefit both clients and staff of the Society. The Legal Aid Society interviews each applicant for eligibility about their income and assets. Under our 2015 Federal financial guidelines, a household of four cannot have a monthly gross income greater than $2,526 (annualized at $30,313). This is well below the income levels identified for the low income households (household of four, with an annual gross income of $41,350) 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.

	Time Frame
1. Obtain final competitive proposals for New lighting at Saratoga Springs office	July 1, 2016 – September 30, 2016
2. Upgrade lighting and complete other Needed repairs at 40 New Street	By November 1, 2016
3. Provide free civil legal services to low and moderate income residents of Saratoga Springs.	Ongoing from date of commencement
4. 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, 2017

F. The Homelessness Prevention Project does 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 $9,156,442. Attached is a copy of our current Board officers and members. Our Saratoga Springs Board member and Board President 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 - September1997	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
July 1, 2014 – June 30, 2015	Homelessness Prevention Project	8,447
July 1, 2014 – June 30, 2015	The Right Place Project	10,557
July 1, 2015 – June 30, 2016	Homelessness Prevention Project	7,500

B. LASNNY's Experience -- In 2014, LASNNY closed 9,650 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 92,310 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 Wellspring and Wait House.

3. ACTIVITY BUDGET

A. See Attached.

B. If fully funded, substantial leveraging of 25% is pledged through other Legal Aid funding. LASNNY expenses include an upgrade to cost-effective lighting, installation of security doors and restoration of windows on the front side of the building. Renovation and lighting vendors will be finalized after three bids. The cost projections attached are based on current pricing of local suppliers of doors, windows, lumber and locking devices.

(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				
Subtotal				
DEVELOPMENT				
Relocation				
Site Preparation		175	175	*Legal Aid fundraising account*
Construction – materials	14,126	157	14,283	*Legal Aid fundraising account*
Construction – labor		4,377	4,377	*Legal Aid fundraising account*
Construction Financing				
Other –				
Subtotal	$14,126	$4,709	$18,835	
TOTAL COST	$14,126	$4,709	$18,835	

Attachment to

Construction/Site Development Budget

Description	
Lighting Fixture Cost	5,667
Installation Labor Cost	2,877
Disposal Cost (old fixtures)	175
3 Security doors @ $522 each	1,566
3 Security Push Button Locks @ $350 each	1,050
Additional materials	2,000
Construction Labor	$1,500
New Window for North end of Building (materials and labor)	4,000
TOTAL PROJECT COST	**$18,835**

(Attachment 3)

OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133
MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS

ORGANIZATION: *Legal Aid Society of Northeastern New York, Inc.*

MAILING ADDRESS: *55 Colvin Avenue, Albany, NY 12206*

FEDERAL ID# *14-1338448* PHONE: *(518) 462-6765* FAX: *(518) 427-8352*

1. Please identify your fiscal year: *January 1 to December 31*

Please identify below the funding received during your last fiscal year:

2. Community Development Block Grant Entitlement Funding (CDBG):

CDBG Activity Name: *Homelessness Prevention Program*

CDBG Funding Program Year: *7/15 - 6/16* CDBG Funding Amount: *$7,500*

3. Other Federal Financial Awards (cash & non-cash):

GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CDFA) #		AMOUNT OF AWARDS
Legal Services Corporation	*10.233010*	$1,272,200
US Dept. Housing & Urban Development	*14.235*	$ 30,694
Us Department of Treasury/LITC	*21,008*	$ 85,000
US Department of Justice	*16.524*	$ 400,000

4. During your last fiscal year, has your organization expended more than $300,000 in total federal financial awards (inc. CDBG and all other federal assistance)? YES* *X* NO
*If "yes", include a copy of your latest Single Audit Report with this completed and signed form as part of your application. If you answered "No", please complete, sign and return this form.

5. Are you aware of any financial audit violations, findings or questioned costs relating to any activity funded with federal financial assistance?
YES* ____ NO *X*
*If yes, please describe:

6. Other Saratoga County Awards (cash & non-cash):

IDENTIFY PROGRAM NAME & YEAR OF AWARD	IDENTIFY AMOUNT OF CO. AWARDS

Authorized Signature

JANUARY 22, 2016
Date

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG)
ENTITLEMENT PROGRAM
-- 2016 Program Year Funding --

Attachment A
List of Board Officers/Members

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
-- 2015 Program Year Funding --

LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK
BOARD OF DIRECTORS

PRESIDENT
Ronald J. Kim, Esq.

1ST VICE PRESIDENT
Sanjeeve DeSoyza, Esq.

2ND VICE PRESIDENT
Charles Robinson

TREASURER
Thomas O'Connor, Esq.

SECRETARY
JonDavid DeLong, Esq.

MEMBERS
Mathew Barry, Esq.
John Caffry, Esq.
Jasmine Ceniceros
Jondavid DeLong, Esq.
Heidi Dennis, Esq.
Benjamin Fishman
Edward Kaplan, Esq.
Victor Mazzotti, Esq.
William S. Nolan, Esq.
Patricia Okoumou
Nicholas Pignone, Esq.
Patricia L.R. Rodriguez, Esq.
Bethany Schumann-McGhee, Esq.
Jenifer Wharton, Esq.

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG)
ENTITLEMENT PROGRAM
-- 2016 Program Year Funding --

Attachment B
2014 Financial Audit

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

FINANCIAL STATEMENTS AND OTHER FINANCIAL INFORMATION
DECEMBER 31, 2014 AND 2013

	Page
Independent Auditor's Report	1-2
Financial Statements	
Statements of Financial Position	3
Statements of Activities	4-5
Statements of Cash Flows	6
Statements of Functional Expenses	7-8
Notes to Financial Statements	9-16
Other Financial Information	
Schedule of Support, Revenue, Expenses and Changes in Net Assets	17

CUSACK & COMPANY
Certified Public Accountants LLC
7 AIRPORT PARK BOULEVARD
LATHAM, NEW YORK 12110
(518) 786-3550
FAX (518) 786-1538
E-MAIL ADDRESS: INFO@ CUSACKCPA.COM
WWW.CUSACKCPA.COM

MEMBERS OF:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS OF:
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, 2014 and 2013, and the related statements of activities, cash flows and functional expenses 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 generally accepted in 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 and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. 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, 2014 and 2013, 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

Other Information

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 or 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 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 21, 2015 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 2014 and 2013 audits of The Legal Aid Society of Northeastern New York, Inc., LSC Recipient 233010, is James M. Cusack, CPA. The employer ID# for Cusack & Company, CPA's LLC is 14-1800427.

Cusack & Company, CPA's LLC

CUSACK & COMPANY, CPA'S, LLC

Latham, New York
April 21, 2015

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.
LSC RECIPIENT 233010
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2014 AND 2013

ASSETS

	2014	2013
Current Assets		
Cash and Cash Equivalents	$ 926,065	$ 780,105
Client Escrow Funds	35,273	34,674
Grants and Accounts Receivable, Net of Allowance	1,338,666	1,282,312
Promises to Give, Net of Allowance	147,699	174,367
Prepaid and Other Current Assets	65,018	64,964
Total Current Assets	2,512,721	2,336,422
Property		
Land, Building and Equipment, at Cost	2,371,406	2,315,478
Less: Accumulated Depreciation	(1,057,438)	(945,785)
Total Property, Net	1,313,968	1,369,693
Other Assets		
Endowment Funds	219,816	196,880
Tuition Loan Program	61,676	53,003
Security Deposits	1,640	5,495
Total Other Assets	283,132	255,378
Total Assets	$ 4,109,821	$ 3,961,493

LIABILITIES AND NET ASSETS

Current Liabilities		
Line of Credit Payable	$ 620,000	$ 500,000
Short-term Mortgage Payable	-	71,000
Current Portion of Long-term Debt	36,610	37,612
Accounts Payable	166,370	283,619
Accrued Expenses	462,506	329,317
Client Trust Deposits	35,273	34,674
Deferred Revenue	108,610	120,477
Total Current Liabilities	1,429,369	1,376,699
Noncurrent Liabilities		
Long-term Debt, Net of Current Portion	484,347	662,766
Total Liabilities	1,913,716	2,039,465
Net Assets		
Unrestricted	1,681,682	696,636
Temporarily Restricted	514,423	1,225,392
Total Net Assets	2,196,105	1,922,028
Total Liabilities and Net Assets	$ 4,109,821	$ 3,961,493

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.
LSC RECIPIENT 233010
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2014

	Unrestricted	Temporarily Restricted	Total
Support, Revenue and Reclassifications			
Legal Services Corporation	$ -	$ 1,209,937	$ 1,209,937
Pro Bono Innovation Fund (LSC Pass Through)	-	8,596	8,596
Disability Advocacy Program	-	389,461	389,461
Interest on Lawyers Account	-	980,000	980,000
Community Development Block Grants	-	8,413	8,413
Contributions, Fund Raising & Donated Services	361,982	21,000	382,982
Interest Income	226	1,852	2,078
Unrealized Gain on Endowment Fund	-	3,446	3,446
DCJS Legislative Item	-	21,246	21,246
Senior Legal Services/Office for the Aging	-	73,326	73,326
STOP Grants	-	66,700	66,700
Legal Aid Society Homelessness Unit	-	86,701	86,701
Miscellaneous	151,825	2,820	154,645
Other Local Grants	-	159,528	159,528
Division of Criminal Justice Services (DCJS)	-	44,902	44,902
Protection and Advocacy Programs	-	94,967	94,967
Nutrition Consortium	-	354,920	354,920
Domestic Violence Legal Assistance Program	-	170,153	170,153
NYS Solutions to End Homelessness	-	596,520	596,520
AG Homeowner Protection Program (HOPP)	-	252,039	252,039
Homeless Prevention and Rapid Re-housing (HPRP)	-	3,434	3,434
NYS Judiciary CLS	-	2,668,406	2,668,406
Low Income Taxpayer Clinic Program	-	87,910	87,910
Emergency Shelter Grants	-	24,737	24,737
Net Assets Released from Restrictions	8,041,983	(8,041,983)	-
Total Support, Revenue and Reclassifications	8,556,016	(710,969)	7,845,047
Expenses			
Legal Services	6,923,547	-	6,923,547
Management and General	454,920	-	454,920
Fund Raising	192,503	-	192,503
Total Expenses	7,570,970	-	7,570,970
Increase (Decrease) in Net Assets	985,046	(710,969)	274,077
Net Assets at Beginning of Year	696,636	1,225,392	1,922,028
Net Assets at End of Year	$ 1,681,682	$ 514,423	$ 2,196,105

See accompanying notes and independent auditor's report.

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.
LSC RECIPIENT 233010
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2013

	Unrestricted	Temporarily Restricted	Total
Support, Revenue and Reclassifications			
Legal Services Corporation	$ -	$ 1,209,161	$ 1,209,161
Legal Services Corporation TIG	-	23,880	23,880
Disability Advocacy Program	-	309,318	309,318
Interest on Lawyers Account	-	986,181	986,181
Community Development Block Grants	-	8,189	8,189
Contributions, Fund Raising & Donated Services	356,636	17,109	373,745
Interest Income	365	2,229	2,594
Unrealized Gain on Endowment Fund	-	24,527	24,527
DCJS Legislative Item	-	21,892	21,892
Senior Legal Services/Office for the Aging	-	68,849	68,849
STOP Grants	-	67,540	67,540
Legal Aid Society Homelessness Unit	-	145,861	145,861
Miscellaneous	103,535	2,820	106,355
Other Local Grants	-	94,385	94,385
Division of Criminal Justice Services (DCJS)	-	58,702	58,702
Protection and Advocacy Programs	-	168,810	168,810
Nutrition Consortium	-	445,306	445,306
Domestic Violence Legal Assistance Program	-	99,064	99,064
NYS Solutions to End Homelessness	-	414,654	414,654
AG Homeowner Protection Program (HOPP)	-	403,457	403,457
NYS Judiciary CLS	-	1,755,360	1,755,360
Low Income Taxpayer Clinic Program	-	66,496	66,496
Emergency Shelter Grants	-	79,837	79,837
Net Assets Released from Restrictions	6,602,776	(6,602,776)	-
Total Support, Revenue and Reclassifications	7,063,312	(129,149)	6,934,163
Expenses			
Legal Services	6,359,039	-	6,359,039
Management and General	421,776	-	421,776
Fund Raising	259,162	-	259,162
Total Expenses	7,039,977	-	7,039,977
Increase (Decrease) in Net Assets	23,335	(129,149)	(105,814)
Net Assets at Beginning of Year	673,301	1,354,541	2,027,842
Net Assets at End of Year	$ 696,636	$ 1,225,392	$ 1,922,028

See accompanying notes and independent auditor's report.

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.
LSC RECIPIENT 233010
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013

	2014	2013
Increase (Decrease) in Net Assets	$ 274,077	$ (105,814)
Adjustments to Reconcile Increase (Decrease) in Net Assets to Net Cash Provided By (Used In) Operating Activities:		
Depreciation	111,653	78,234
Bad Debt Expense	26,557	62,135
Unrealized Gain on Endowment Funds	(3,446)	(24,527)
Changes in Operating Assets and Liabilities		
(Increase) Decrease in Assets		
Promises to Give	26,668	(38,026)
Grants and Accounts Receivable	(82,911)	(680,887)
Prepaid and Other Current Assets	(54)	(18,235)
Endowment Fund	(19,490)	(16,848)
Tuition Loan Program	(8,673)	(15,843)
Security Deposits	3,855	-
Increase (Decrease) in Liabilities		
Accounts Payable	(117,249)	87,272
Accrued Expenses	133,189	34,915
Deferred Revenues	(11,867)	(472,455)
Net Cash Provided By (Used In) Operating Activities	332,309	(1,110,079)
Cash Flow Used In Investing Activities:		
Purchase of Land, Building and Equipment	(55,928)	(801,087)
Net Cash Used In Investing Activities	(55,928)	(801,087)
Cash Flow Provided By (Used In) Financing Activities:		
Net Proceeds (Payments) on Mortgages Payable	(179,421)	621,406
Net Proceeds (Payments) from Line of Credit	120,000	500,000
Net Proceeds (Repayments) on Short-term Mortgage Payable	(71,000)	71,000
Net Cash Provided By (Used In) Financing Activities	(130,421)	1,192,406
Increase (Decrease) in Cash	145,960	(718,760)
Cash, Beginning of Year	780,105	1,498,865
Cash, End of Year	$ 926,065	$ 780,105
Supplemental Disclosure of Cash Flow Information		
Cash Paid for Interest	$ 55,187	$ 40,460
Other Non-Cash Activities		
In-Kind Donation of Legal Services	$ 4,405	$ 4,525

See accompanying notes and independent auditor's report.

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.
LSC RECIPIENT 233010
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2014

	Legal Services				Supporting Services			
	Private Attorney Involvement	Pro Bono Innovation	General Client	Total	Management and General	Fund Raising	Total	Total Expenses
Expenses								
Salaries and Wages								
Lawyers	$ 66,843	$ 7,903	$ 3,056,749	$ 3,131,495	$ 43,881	$ 8,325	$ 52,206	$ 3,183,701
Non-Lawyers	76,630	119	1,064,927	1,141,676	273,581	88,503	362,084	1,503,760
Employee Benefits	47,464	2,907	1,382,391	1,432,762	91,081	26,875	117,956	1,550,718
Contract Services	8,998	197	223,591	232,786	9,089	14,451	23,540	256,326
Audit and Accounting	549	34	15,976	16,559	1,074	317	1,391	17,950
Legal and Professional Fees	135	-	(135)	-	4,405	-	4,405	4,405
Travel and Training	5,415	36	181,216	186,667	5,978	2,826	8,804	195,471
Occupancy	4,074	254	118,467	122,795	7,968	2,355	10,323	133,118
Repairs and Maintenance	784	49	22,809	23,642	1,534	452	1,986	25,628
Office Expense	1,582	239	124,886	126,707	7,493	12,444	19,937	146,644
Telephone	2,449	91	44,715	47,255	2,931	1,863	4,794	52,049
Library	2,605	165	82,239	85,009	56	51	107	85,116
Insurance	945	61	28,440	29,446	1,106	332	1,438	30,884
Professional Dues	-	-	54,095	54,095	-	2,033	2,033	56,128
Equipment Rental and Maintenance	-	119	57,369	57,488	3,725	1,160	4,885	62,373
Depreciation	-	-	111,653	111,653	-	-	-	111,653
Litigation	1,365	6	8,702	10,073	182	55	237	10,310
Interest and Bank Charges	-	-	54,321	54,321	-	4,228	4,228	58,549
Bad Debts	-	-	26,557	26,557	-	-	-	26,557
Other Expense	1,849	9	30,703	32,561	836	26,233	27,069	59,630
Total Expenses	$ 221,687	$ 12,189	$ 6,689,671	$ 6,923,547	$ 454,920	$ 192,503	$ 647,423	$ 7,570,970

See accompanying notes and independent auditor's report.

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.
LSC RECIPIENT 233010
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2013

	Legal Services				Supporting Services			
	Private Attorney Involvement	Technology Initiative Grant	General Client	Total	Management and General	Fund Raising	Total	Total Expenses
Expenses								
Salaries and Wages								
Lawyers	$ 24,427	$ 776	$ 2,792,704	$ 2,817,907	$ 18,649	$ 7,786	$ 26,435	$ 2,844,342
Non-Lawyers	117,327	114	1,007,583	1,125,024	268,233	82,700	350,933	1,475,957
Employee Benefits	48,120	184	1,255,608	1,303,912	89,330	27,382	116,712	1,420,624
Contract Services	4,107	45,360	178,002	227,469	7,955	12,531	20,486	247,955
Audit and Accounting	-	3	24,364	24,367	1,701	521	2,222	26,589
Legal and Professional Fees	-	-	-	-	4,525	-	4,525	4,525
Travel and Training	5,902	4	122,328	128,234	3,016	2,405	5,421	133,655
Occupancy	-	20	141,107	141,127	9,845	3,091	12,936	154,063
Repairs and Maintenance	-	3	23,457	23,460	1,638	502	2,140	25,600
Office Expense	2,360	18	134,950	137,328	8,913	16,541	25,454	162,782
Telephone	1,363	6	41,660	43,029	2,805	2,019	4,824	47,853
Library	-	12	86,729	86,741	27	8	35	86,776
Insurance	-	3	23,116	23,119	764	234	998	24,117
Professional Dues	-	-	36,637	36,637	38	167	205	36,842
Equipment Rental and Maintenance	-	8	53,956	53,964	3,767	1,420	5,187	59,151
Depreciation	-	-	78,234	78,234	-	-	-	78,234
Litigation	3,039	-	18,041	21,080	172	53	225	21,305
Interest and Bank Charges	-	-	20,461	20,461	-	3,021	3,021	23,482
Bad Debts	-	-	-	-	-	62,135	62,135	62,135
Other Expense	3,844	209	62,893	66,946	398	36,646	37,044	103,990
Total Expenses	$ 210,489	$ 46,720	$ 6,101,830	$ 6,359,039	$ 421,776	$ 259,162	$ 680,938	$ 7,039,977

See accompanying notes and independent auditor's report.

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 15.6% and 17.8% of the Society's support for the years ended December 31, 2014 and 2013, respectively, was provided by LSC.

Basis of Accounting and Reporting

The financial statements of the Society have been prepared on the accrual basis. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

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.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Support and Revenue (Continued)

Absent 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.

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 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.

Estimates

The preparation of financial statements in accordance 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.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reclassifications

Certain 2013 financial statement amounts have been reclassified to conform to 2014 financial statement presentation.

Fair Value

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 pay 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 following methods and assumptions were used to estimate the fair value of each class of financial instrument for which it is practicable to estimate that value:

Cash, client escrow funds, grants and accounts receivable, promises to give, prepaid expenses, tuition loan program, deposits, endowment fund, line of credit payable, short-term mortgage payable, accounts payable, accrued expenses and deferred revenue - The carrying amounts approximate fair value because of the short maturity of these instruments.

Land, building and equipment - No attempt has been made to determine the fair value of land, building and equipment.

Mortgages payable - The fair value of the mortgages payable is estimated based on current rates offered to the Society for debt of the same remaining maturity. At December 31, 2014, the fair value of the mortgages payable approximates the amount recorded in the financial statements.

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 2014 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 2011 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 21, 2015, 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, 2014 and 2013, grants and accounts receivable were comprised of the following funding sources:

	2014	2013
Albany County Department of Social Services (STEHP)	$ 55,135	$ 83,875
Albany Law School	17,482	5,808
CARES, Inc.	13,152	-
City of Saratoga	2,112	2,095
Columbia Opportunities, Inc.	-	2,845
Commission on Economic Opportunity	-	2,566
County of Albany	1,582	51,302
County of Clinton	91,830	-
County of Fulton	1,850	285
County of Rensselaer	1,667	834
County of Warren	14,120	14,120
County of Washington	1,750	1,750
Disability Advocacy Program	-	43,084
GTM Payroll Service	-	195
Joseph's Housing and Shelter	20,155	7,151
Low Income Taxpayer Clinic	43,962	32,151
Miscellaneous Receivables	20,965	-
Nutrition Consortium	64,420	165,616
NYS Division of Criminal Justice	27,686	26,606
Office of Justice Program	36,728	35,046
Pro Bono Innovation Fund	8,596	-
Protection and Advocacy for Developmentally Disabled	-	23,905
Schenectady Community Action Program	108,155	99,407
St. Regis Mohawk Indian Tribe	1,436	1,219
State of New York	817,561	681,622
United States Department of Housing and Urban Development	4,244	42,419
	1,354,588	1,323,901
Less: Allowance for Doubtful Accounts	(15,922)	(41,589)
	$ 1,338,666	$ 1,282,312

4. PROMISES TO GIVE

At December 31, 2014 and 2013, the Society had $213,560 and $229,313, 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 $65,861 and $54,946 at December 31, 2014 and 2013, respectively, has been provided based on historical experience and management's analysis of specific promises made and must be subtracted from the above to arrive at the net receivable amounts.

5. PROPERTY

Land, building and equipment at December 31, 2014 and 2013 consists of the following:

	2014	2013
Land	$ 181,600	$ 181,600
Building	1,105,702	1,105,702
Building Improvements	455,895	455,895
Equipment, Furniture and Fixtures	586,136	530,208
Law Library	42,073	42,073
Total at Cost	2,371,406	2,315,478
Less: Accumulated Depreciation	(1,057,438)	(945,785)
Total Land, Building and Equipment, Net	$ 1,313,968	$ 1,369,693

The Society had $55,928 and $801,087 in additions for the years ended December 31, 2014 and 2013, respectively, of which $35,629 and $41,600 in 2014 and 2013, respectively, were purchased with monies provided by LSC. The net book value of the LSC equipment is $153,398 and $157,584 at December 31, 2014 and 2013, respectively. Total depreciation expense was $111,653 and $78,234 for the years ended December 31, 2014 and 2013, 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 2014 and 2013 detail of activity from this fund is as follows:

6. ENDOWMENT FUNDS (CONTINUED)

	2014	2013
Endowment Net Assets, Beginning of Year	$ 196,880	$ 155,505
Investment Income	1,852	2,229
Unrealized Gain	3,446	24,527
Contributions	21,000	17,109
Fees	(3,362)	(2,490)
Total Change in Endowment Funds	22,936	41,375
Endowment Net Assets, End of Year	$ 219,816	$ 196,880

Details as to the specific investments comprising this endowment fund are maintained by the Foundation.

7. LINE OF CREDIT AND SHORT-TERM MORTGAGE PAYABLE

The Society has a $700,000 revolving demand line of credit available with a bank, of which $620,000 and $500,000 was outstanding at December 31, 2014 and 2013, respectively. The line of credit bears interest at 0.45% percent above the bank's prime rate (3.70% at December 31, 2014 and 2013) and is collateralized by the Society's accounts receivable and other assets. There is no set expiration date for this line of credit.

At December 31, 2013 the Society had a $71,000 short-term mortgage payable with a bank, bearing interest at 3.22%, collateralized by real estate in Plattsburgh, NY. The mortgage was paid in full in October 2014.

8. LONG-TERM DEBT

Long-term debt at December 31, 2014 and 2013 consists of the following:

	2014	2013
Mortgage payable to bank in monthly installments of $4,948 with interest at 4.85%, due in February 2029, collateralized by real estate in Saratoga Springs, NY.	$ 461,347	$ 629,000
Mortgage payable to bank in monthly installments of $1,369 with interest at 5.0%, due in December 2018, collateralized by real estate in Albany, NY.	59,610	71,378
Total	520,957	700,378
Less: Current Portion	(36,610)	(37,612)
	$ 484,347	$ 662,766

8. LONG-TERM DEBT (CONTINUED)

Current maturities of long-term debt are as follows:

2015	$ 36,610
2016	38,396
2017	40,417
2018	42,473
2019	29,474
Thereafter	333,587
	$ 520,957

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 Society has no permanently restricted net assets at December 2014 and 2013. The following is additional detail as to the components of the Society's classes of net assets at December 31, 2014 and 2013:

	2014	2013
Unrestricted Net Assets:		
Property, Net of Debt	$ 619,396	$ 437,657
Fund Raising	1,282,102	454,875
Other Deficit	(219,816)	(195,896)
Total Unrestricted Net Assets	1,681,682	696,636
Temporarily Restricted Net Assets:		
Fund Raising - Endowment Fund	219,816	196,880
Legal Services Corporation - Cash	120,994	121,034
Legal Services Corporation - Property	153,398	157,584
Department of Criminal Justice Service - Property	1,229	3,074
Judiciary Civil Legal Services - Property	18,986	-
Interest on Lawyers Account - Cash	-	746,820
Total Temporarily Restricted Net Assets	514,423	1,225,392
Total Net Assets	$ 2,196,105	$ 1,922,028

10. LEASE COMMITMENTS

The Society has three noncancellable operating lease agreements, absent significant defunding which would allow early termination, for the rental of office space in Albany, Canton and Amsterdam, New York expiring October 2015, February 2017 and June 2015, respectively. Total rent expense was $57,426 and $95,213 for the years ended December 31, 2014 and 2013, respectively, and is included in occupancy expense.

The Society has a lease for two photocopiers for an aggregate monthly rent of $410 expiring May 2015. The Society also has a lease for two photocopiers for an aggregate monthly rent of $402 expiring February 2017. Total rent expense was $10,678 and $10,387 for the years ended December 31, 2014 and 2013, respectively, and is included in equipment rental and maintenance expense.

10. LEASE COMMITMENTS (CONTINUED)

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

2015	$	49,549
2016		25,224
2017		3,802
	$	78,575

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 $119,258 and $118,351 contributed for the years ended December 31, 2014 and 2013, respectively, which represents a graduated contribution up to 5%.

OTHER FINANCIAL INFORMATION

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.
LSC RECIPIENT 233010
SCHEDULE OF SUPPORT, REVENUE, EXPENSES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2014

	Legal Services Corporation	Homeless Prevention	Disability and Protection Advocacy	Interest on Lawyers Account	JCLS	LITC	Domestic Violence	Senior Legal Services	HIV/AIDS Programs	Pro Bono Innovation	Other	Property	Management and General	Fund Raising	Total
Support and Revenue															
Contracts and Grants	$ 1,209,937	$ 1,001,616	$ 484,428	$ 980,000	$ 2,668,406	$ 87,910	$ 257,238	$ 73,326	$ 101,085	$ 8,596	$ 537,988	$ -	$ 10,557	$ -	$ 7,421,087
Contributions, Fundraising and Donated Services	-	-	-	-	-	-	-	-	-	-	-	-	-	360,066	360,066
Investment Income	225	-	-	-	-	-	-	-	-	-	-	-	-	1,852	2,077
Miscellaneous	1,020	695	12,729	-	-	-	-	-	-	-	-	-	29,175	18,198	61,817
Total Support and Revenue	1,211,182	1,002,311	497,157	980,000	2,668,406	87,910	257,238	73,326	101,085	8,596	537,988	-	39,732	380,116	7,845,047
Expenses															
Salaries and Wages															
Lawyers	255,014	658,751	325,280	287,739	1,070,482	84,356	184,981	65,141	65,392	7,903	126,456	-	43,881	8,325	3,183,701
Paralegals	4,621	81,769	45,687	251	202,529	58	64	12,754	45	-	243,722	-	-	207	591,707
Other Staff	47,884	34,524	9,729	3,031	424,702	20,975	3,241	221	15	119	5,735	-	273,581	88,296	912,053
Employee Benefits	69,227	264,306	110,626	88,158	592,252	39,643	52,512	25,898	24,001	2,907	163,232	-	91,081	26,875	1,550,718
Contract Services - Clients	-	106,022	-	-	-	-	21,753	-	-	-	-	-	-	-	127,775
Contract Services - Program	5,918	22,401	7,503	4,190	40,169	3,346	5,562	1,768	1,628	197	12,329	-	9,089	14,451	128,551
Audit and Accounting	817	3,118	1,305	696	6,987	468	619	306	283	34	1,926	-	1,074	317	17,950
Legal and Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-	4,405	-	4,405
Travel	7,863	24,896	8,376	16,910	25,546	1,929	8,383	3,729	743	28	18,661	-	3,928	2,442	123,434
Training	968	770	310	21,883	43,097	326	415	297	62	8	1,467	-	2,050	384	72,037
Occupancy	6,056	23,123	9,678	5,163	51,813	3,468	4,594	2,266	2,100	254	14,280	-	7,968	2,355	133,118
Repairs and Maintenance	1,166	4,452	1,863	994	9,975	668	884	436	404	49	2,751	-	1,534	452	25,628
Office Expense	7,269	22,075	9,090	4,878	54,476	4,771	4,319	2,128	1,977	239	15,485	-	7,493	12,444	146,644
Telephone	3,057	8,301	3,474	1,853	18,600	1,245	1,649	813	754	91	7,418	-	2,931	1,863	52,049
Library	3,919	14,963	6,263	3,615	33,529	5,903	3,243	2,096	1,714	165	9,599	-	56	51	85,116
Insurance	1,453	5,549	2,323	1,215	12,435	832	1,103	544	504	61	3,427	-	1,106	332	30,884
Professional Dues	9,000	-	-	44,970	125	-	-	-	-	-	-	-	-	2,033	56,128
Equipment Rental and Maintenance	2,832	10,811	4,525	2,414	24,225	1,622	2,148	1,059	982	119	6,751	-	3,725	1,160	62,373
Depreciation	-	-	-	-	-	-	-	-	-	-	-	111,653	-	-	111,653
Litigation	1,503	1,149	1,045	277	3,236	115	1,013	52	417	6	1,260	-	182	55	10,310
Interest and Bank Charges	-	-	-	54,321	-	-	-	-	-	-	-	-	-	4,228	58,549
Bad Debts	-	26,552	-	-	2	-	-	-	-	-	3	-	-	-	26,557
Other Expense	2,061	819	343	19,438	1,834	124	539	80	73	9	7,241	-	836	26,233	59,630
Total Expenses	430,628	1,314,351	547,420	561,996	2,616,014	169,849	297,022	119,588	101,094	12,189	641,743	111,653	454,920	192,503	7,570,970
Increase (Decrease) of Support and Revenue Over Expenses before Administrative and Overhead Allocations	780,554	(312,040)	(50,263)	418,004	52,392	(81,939)	(39,784)	(46,262)	(9)	(3,593)	(103,755)	(111,653)	(415,188)	187,613	274,077
Allocation of Administrative Costs	(24,305)	(61,256)	(30,088)	(92,803)	(134,180)	(8,330)	(14,880)	(6,174)	(5,173)	(633)	(29,712)	(987)	415,188	(6,667)	-
Reallocation of Reimbursed Costs for Matching Purposes	(720,660)	373,296	80,351	(1,049,316)	99,232	90,269	54,664	52,436	5,182	4,226	133,467	-	-	876,853	-
Other Changes in Net Assets - Acquisition of Property Debt Payments and Proceeds, Net	(35,629)	-	-	(22,705)	(17,444)	-	-	-	-	-	-	306,350	-	(230,572)	-
Net Assets, Beginning of Year	121,034	-	-	746,820	-	-	-	-	-	-	-	599,299	-	454,875	1,922,028
Net Assets, End of Year	$ 120,994	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 793,009	$ -	$ 1,282,102	$ 2,196,105

See independent auditor's report.

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG)
ENTITLEMENT PROGRAM
-- 2016 Program Year Funding --

Attachment C
2014 A-133 Audit

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

OFFICE OF MANAGEMENT AND BUDGET
CIRCULAR A-133 REPORTS
DECEMBER 31, 2014

TABLE OF CONTENTS

	Page
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*	1-2
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by *OMB Circular A-133*	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
7 AIRPORT PARK BOULEVARD
LATHAM, NEW YORK 12110
(518) 786-3550
FAX (518) 786-1538
E-MAIL ADDRESS: INFO@ CUSACKCPA.COM
WWW.CUSACKCPA.COM

MEMBERS OF:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS OF:
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, 2014, 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 21, 2015.

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 a 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

CUSACK & COMPANY, CPA'S LLC

Latham, New York
April 21, 2015

CUSACK & COMPANY
Certified Public Accountants LLC
7 AIRPORT PARK BOULEVARD
LATHAM, NEW YORK 12110
(518) 786-3550
FAX (518) 786-1538
E-MAIL ADDRESS: INFO@ CUSACKCPA.COM
WWW.CUSACKCPA.COM

MEMBERS OF:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS OF:
NEW YORK STATE SOCIETY OF
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, 2014. 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, 2014.

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 federal 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 combination of deficiencies, in internal control over compliance, such that there is a reasonable 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 a combination of deficiencies in internal control over compliance, 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 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, 2014 , and have issued our report thereon dated April 21, 2015, 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, as required by the Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations,* 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 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 21, 2015

THE LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC.

LSC RECIPIENT 233010

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED DECEMBER 31, 2014

Federal Grantor/Pass-through Grantor/Program Title	LSC Recipient Number/ CFDA Number	Pass-Through Entity Identifying Number	Federal Disbursements/ Expenditures
Legal Services Corporation:			
Legal Services Corporation - Basic Field Grant	09.233010	-	$ 1,209,937
Legal Services Corporation - Pro Bono Innovation Fund (Pass Through)	09.233010	-	8,596
Total Legal Services Corporation			1,218,533
U.S. Department of Agriculture:			
Nutrition Consortium - Supplemental Nutrition Assistance Program (Pass Through)	10.561	22-2954760	351,325
Total U.S. Department of Agriculture			351,325
U.S. Department of Housing and Urban Development:			
Housing and Urban Development - Emergency Solutions Grant Programs- STEHP (Pass-Through)	14.231	14-1636163	596,520
Housing and Urban Development - Community Development Block Grant	14.218	-	8,413
Housing and Urban Development - Emergency Solutions Grant Programs (Pass-Through)	14.231	14-1630163	6,333
Housing and Urban Development - Emergency Solutions Grant Programs (Pass-Through)	14.231	14-1636163	18,404
Housing and Urban Development - Emergency Solutions Grant Programs	14.231	-	3,434
Housing and Urban Development - Legal Aid Society Homelessness Unit (Pass-Through)	14.235	14-1636163	26,812
Housing and Urban Development - Legal Aid Society Homelessness Unit	14.235	-	59,889
Total U.S. Department of Housing and Urban Development			719,805
U.S. Department of Justice:			
Office of Justice Programs - Legal Assistance to Victims	16.524	-	170,153
Violence Against Women STOP Grant (Pass-Through)	16.588	14-6013200	66,700
Total U.S. Department of Justice			236,853
U.S. Department of Health and Human Services:			
Special Programs for the Aging (Pass-Through)	93.044	14-6013200	73,326
Protection and Advocacy for Developmentally Disabled (Pass-Through)	93.630	14-6013200	83,720
Protection and Advocacy for Mentally Ill (Pass-Through)	93.630	14-6013200	11,248
Total U.S. Department of Health and Human Services			168,294
U.S. Department of the Treasury:			
Low Income Taxpayer Clinics	21.008	-	87,910
Total U.S. Department of the Treasury			87,910
Total Expenditures of Federal Awards			$ 2,782,720

See accompanying independent auditor's report and notes to schedule of expenditures of federal awards.

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, 2014. 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, 2014.

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, 2014 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:

Project Title	Federal CFDA/ LSC Recipient Numbers	Amount Provided
Office of Justice Programs -Legal Assistance to Victims		
Legal Assistance to Victims Subrecipients:		
Catholic Charities of Schoharie County	16.524	$ 3,041
Catholic Charities of Saratoga, Warren and Washington Counties	16.524	2,378
Catholic Charities of Fulton and Montgomery Counties	16.524	2,500
Behavioral Health Services North	16.524	2,500
St. Lawrence Valley Renewal House	16.524	2,554
Community Action of Greene County	16.524	2,425
Mechanicville Area Community Service Center	16.524	1,983
Domestic Violence and Rape Crisis Services of Saratoga County	16.524	2,500
Family Counseling Center of Fulton County	16.524	2,500
		$ 22,381

SECTION I - SUMMARY OF AUDITOR'S RESULTS

FINANCIAL STATEMENTS

Type of auditor's report issued:	Unmodified	
Internal control over financial reporting:		
"Going Concern" explanatory paragraph included in audit report	____ yes	X no
Significant deficiency(ies) disclosed?	____ yes	X no
Significant deficiency(ies) reported as material weakness(es)?	____ yes	X no
Material noncompliance disclosed?	____ yes	X no

FEDERAL AWARDS

Internal control over major programs:		
Significant deficiency(ies) disclosed?	____ yes	X no
Significant deficiency(ies) reported as material weakness(es)?	____ yes	X no
Any known questioned costs reported?	____ yes	X no
Type of auditor's report issued on compliance for major programs:	Unmodified	
Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133?	____ yes	X no

IDENTIFICATION OF MAJOR PROGRAMS

CFDA NUMBER(S)	NAME OF FEDERAL PROGRAM OR CLUSTER
09.233010	Legal Services Corporation - Albany
14.231	Emergency Solutions Grant Programs

Dollar threshold used to distinguish between type A and type B programs:		$ 300,000
Auditee qualified as low-risk auditee?	____ yes	X no

SECTION II - FINANCIAL STATEMENT FINDINGS

No findings or matters were reported.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No findings or matters were reported.

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG)
ENTITLEMENT PROGRAM
-- 2016 Program Year Funding --

Attachment D
Staff Roster and
Attorney Resumes

Saratoga Springs Staff

Mary Withington, Supervising Attorney

Danielle Audette, Staff Attorney
Julie Casner, Legal Secretary
Marshall Coulter – Director of HR & Facilities
Joanna Davis, Staff Attorney
Cheryl Dedes – PAI Coordinator
Deborah DeLosa, Paralegal
Teresa DePaul, Paralegal
M. Lettie Dickerson, Staff Attorney
Laura Dwyer, Staff Attorney
Christopher Houde, Paralegal
Shaniqua Jackson – Staff Attorney
Stuart Kaufman, Staff Attorney
Carol Kautzman, Staff Attorney
Ann Seyse, Staff Attorney
Brenna Sharp, Staff Attorney
Michele Sleight, PAI Director
Kristine Wright, Receptionist

DANIELLE N. AUDETTE

17H Skylark Drive • South Glens Falls, New York 12803 • (518) 796-7188 • dnaudette@gmail.com

BAR ADMISSION

Admission to Florida State Bar, *September 2009*
Admission to New York State Bar, *June 2010*

EDUCATION

Florida Coastal School of Law, Jacksonville, Florida
Juris Doctor, May 2009; Certified Legal Intern

Grade Point Average: 3.07/4.0, Top 20%

Honors: Recipient of Governor's Merit Scholarship; Recipient of Warren County Bar Foundation Scholarship; Recipient of BarBri scholarship; Dean's Scholar List; Dean's List; Book Award (Florida Practice and Procedure); Pro Bono Honor

Activities: Student Bar Association, Member; American Bar Association, Member

St. Lawrence University, Canton, New York
Bachelor of Sciences in Psychology, May 2006

Grade Point Average: 3.28/4.0

Honors: Dean's List, multiple semesters; Presidential Diversity Scholar, 2002-2006

Activities: Calling All Saints; SLU Advocates; Psi Chi; Trinidad and Tobago Study Abroad Program, Spring 2005

EXPERIENCE

Legal Aid Society of Northeastern, New York, Inc., Saratoga Springs, NY
Staff Attorney, June 2014-Present
Practice under Judicial Civil Legal Services (03) grant representing indigent clients. Focus mainly in the family and matrimonial areas of law. Represent clients through all stages of child custody/support matters, paternity matters, and divorce proceedings. Practice in Saratoga, Warren, and Washington counties.

Stanclift Ludemann & McMorris, P.C., Glens Falls, NY
Associate Attorney, May 2010-June 2014
Practice focused mainly in the family and matrimonial areas of law. Represented clients through all stages of child custody/support matters, neglect, juvenile delinquency and persons in need of supervision proceedings, divorce proceedings and separation agreements. Member of the Warren, Washington, and Essex County Attorney for the Children panels. Member of the Warren, Washington, and Essex County assigned counsel panels.

Juvenile Law Clinic, Jacksonville, FL
Certified Legal Intern, August-December 2008
Certified under Rule 11 of the Rules regulating the Florida Bar. Under supervision, assisted and counseled clients about issues pertaining to matters involving juveniles. Legal writing, research, and court appearances.

Office of the Public Defender, Jacksonville, FL
Intern, May-July 2008
Volunteered in the investigations unit. Gathered information from and conducted preliminary interviews with inmates. Experienced hands-on interaction with potential clients and perfected interviewing techniques.

Jacksonville Area Legal Aid, Jacksonville, FL
Legal Intern, 129 hours, May-July 2007
Drafted wills and advanced directives in the Title III/Medicaid Reform unit. Legal research and writing. Expressed an interest in Family Law and Mediation, and was given assignments pertaining to this area of law.

Warren County District Attorney's Office, Lake George, NY
Intern, May-June 2004
Filed paper work, computer research, observed trials and arraignments.

PROFESSIONAL ASSOCIATIONS

- -Psi Chi Member
- -American Bar Association Member (2006-2013)
- -New York State Bar Association (2010-Present)
- -Adirondack Women's Bar Association
  - -Board of Directors
    - -Awards Chair (2011-2014)
    - -Treasurer (2013- 2014)
  - -Legal Clinic to Aid Victims of Domestic Violence, Volunteer (2011-Present)
- -Warren County Bar Association (2010-Present)
  - -Law Day Committee (2010-2013)
- -Adirondack Regional Chamber of Commerce (2010-2014)
  - -2013-2014 Graduate of Leadership Adirondack

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 **Spring 2004**
Albany, New York
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

M. Lettie Dickerson, Esq.

615 Rankin Avenue, Schenectady, NY 12308 • Lettie_D@yahoo.com • (518) 729-8474

EDUCATION

Albany Law School, Albany, NY
Juris Doctor, May 2008, *cum laude*
- Rank: Top 20% (GPA 3.40)
- *Article Editor*, ALBANY GOVERNMENT LAW REVIEW
- Certified Mediator

Bar Admission, New York State, 2009
Federal Bar: Northern District of New York, 2009

RELEVANT EXPERIENCE

United States Department of Justice, Office of the United States Trustee, Albany, NY
Legal Intern, June - November 2007
- Reviewed Chapter 7 and Chapter 13 Bankruptcy applications
- Drafted memoranda concerning open questions under BAPCPA

Legal Aid Society of Northeastern New York, Saratoga Springs, NY
Legal Intern, Summer 2006; February 2009 – November 2011
- Assisted with caseload of SSI/SSD cases including administrative hearings and federal appellate briefs, family law, debtor/creditor law, housing

HIV/AIDS Law Consortium, April 2010 - June 2010
- Managed caseload during maternity leave of project attorney

Attorney and Counselor at Law, Schenectady, NY
Private practice, February 2009 - present
- Conducted small private practice focused on estate planning and transgender law

Mediation Matters, Saratoga Springs, NY
Volunteer Mediator, April 2010 - present
- Mediated cases for Saratoga Springs City Court

Trans Legal Services of Upstate New York, Albany, NY
Co-Founder and Board member, May 2010 – January 2012
- Assembled board
- Participated in fundraising art nights and promotional events
- Drafted bylaws and non-profit formation papers

ADDITIONAL EXPERIENCE

Government Law Center, Albany Law School
Research Assistant, Summer 2007
- Researched land use for *Still Stumbling toward Sustainability*, article, and substantive due process for *Anderson's American Law of Zoning, fifth edition*

Allerdice Building Supply, Saratoga Springs, NY
Sales Associate, April 2004 – present
- Managed inventory for electric and automotive division

ACTIVITIES

Pride Center of the Capital Region, Albany, NY
Volunteer Facilitator, Trans Pride, April 2010 - present
Gay Lesbian and Straight Education Network (GLSEN) New York Capital Region, Albany, NY
Steering Committee Member, 2003 - 2005

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 TRAURIG, 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

SHANIQUA M. JACKSON

21 Jennings Drive · Albany, New York 12204 · 518-530-8351 · sjackson@albanylaw.edu

EDUCATION

Albany Law School of Union University, Albany, NY
Juris Doctorate Degree, May 2015

- **BAR ADMISSION - New York State - Passed July 2015 Bar Examination, Application Pending**
- Cumulative GPA: 3.14; Dean's List: Fall 2013
- 2014 Honorable Con G. Cholakis Public Service Fellowship
- *Vice-President*, Christian Legal Society, Spring 2014
- *Member,* Health Law Society, Spring 2015

University at Albany, State University of New York, Albany, NY
Bachelor's Degree in Africana Studies Honors Program; *Minor: English*, August 2011

- Cumulative GPA: 3.75 (Graduated with Honors); President's List; Dean's List
- Member, Pre-Law Society Program, 2010 – 2011

Hudson Valley Community College, Troy, NY
Associate's Degree in Individual Studies, August 2010

- Cumulative GPA: 3.56 (Graduated with Honors); Dean's List

EXPERIENCE

Legal Aid Society of Northeastern New York, Inc., Saratoga Springs, NY
Staff Attorney/Pro Bono Innovator, November 2015 – Present

- Prepare and argue at Fair Hearings involving sanctions for non-compliance.
- Investigate public assistance determinations involving sanctions, overpayments, and reduction in temporary assistance.
- Draft health care proxy and Last Will & Testament.
- Interview applicants for volunteer positions and review employment documents for proper placement.
- Attend and speak at bar association events about the Attorney Emeritus Program.

Bond, Schoeneck & King, Albany, NY
Law Intern, September 2014 – November 2014

- Wrote memoranda on National Labor Relations Board cases involving protected concerted activity by employees.
- Researched court cases regarding the enforceability of release of claims signed by employees.

Public Employees Federation, Latham, NY
Law Clerk, May 2013 – May 2014

- Researched cases and arbitration decisions for attorneys and field representatives.
- Drafted memoranda on a variety of issues dealing with labor and employment, tax, and property.
- Attended arbitration hearings and participated in client interviews.
- Organized a Record on Appeal.

New York State Department of Law, Office of the Attorney General, Albany, NY
Law Department Document Specialist, September 2007 – February 2013

- Produced and proofread legal documents in connection with litigation, land acquisitions, and Real Property claims.

Fair Housing Tester, December 2008 – February 2013

- Wrote confidential reports to reflect information gathered through interviews, investigation and surveillance.

O'Connor, O'Connor, Bresee, & First, P.C., Albany, NY
Law Intern, February 2015 – April 2015

- Prepared correspondence for insurance company on medical malpractice dispute by summarizing discovery responses.
- Prepared Motion for Summary Judgment concerning a slip and fall dispute.
- Summarized medical records for personal injury suit.
- Wrote memorandum on disclosure of confidential medical records and procedural process in pleadings.

Honorable Kimberly O'Connor, Acting Supreme Court Justice, Albany, NY
Judicial Intern, May 2014 – July 2014

- Drafted a proposed opinion for review involving a motion for summary judgment.
- Observed trial proceedings and Part One conferences involving civil actions.
- Reviewed court applications pending before Acting Supreme Court Justice.

Civil Rights & Disabilities Law Clinic, Albany Law Clinic & Justice Center
Legal Intern (Admitted to practice under a Student Practice Order), January 2014 – May 2014

- Filed a Complaint on behalf of my client with the New York State Division of Human Rights (NYSDHR).
- Composed letter to Opposing Counsel with settlement terms authorized by the client.
- Engaged in client intake and participated in conference calls with clients.
- Collaborated with fellow interns about my client's case and attended weekly case review.
- Updated casenotes on a daily basis regarding the progress of the case.

Disability Rights, NY, Albany, NY
Legal Intern, May 2014 – August 2014

- Contacted and sent letter to client(s) about their rights under the law with enclosed sample letter for client to submit to third party.
- Assisted with amicus brief by gathering information on legislative history, relevant statutes and regulations, and court decisions.

OTHER EXPERIENCE

New York State Department of Education, Library Development Unit, Albany, NY,
Keyboard Specialist, December 2006 – September 2007

New York State Department of Health (Temporary Placement Agency: AccuStaff), Albany, NY
Secretary, August 2006 – December 2006

VOLUNTEER EXPERIENCE

Family Court Helpdesk, Pro Bono Society, December 2012 – January 2013

- Helped individuals file child support, family offense, and custody petitions.

Attorney for the Day: Landlord/Tenant Court, Pro Bono Society, November 2013 – Present

- Attended eviction proceedings involving tenants.
- Conducted client intake for tenants to determine their eligibility for Legal Aid assistance.

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

ANN FLOWER ELIZABETH SEYSE
25 Washington Road
Scotia NY 12302
(518) 339-0206
ann.flower.seyse@gmail.com

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

Michele Sleight, Esq.

105 Vosburgh Road
Mechanicville, New York 12118
(315) 250-1956
MLMSleight@gmail.com

EDUCATION:

Albany Law School, Albany, NY
Juris Doctor, May 2011
Recipient, Merit Based Diversity Scholarship

State University of New York at Oswego, Oswego, NY
Bachelor of Arts in Communication Studies, Minor in Health Science, May 2008
President's List, all semesters (GPA: 3.96), *magna cum laude*
Recipient, Presidential Scholarship

RELEVANT EMPLOYMENT EXPERIENCE:

Legal Aid Society of Northeastern New York, *PAI Director*, Albany, NY 2/14-Present

- Supervised the delivery of 15 clinics and programs within the Private Attorney Involvement (PAI, pro bono) Program which spans 16 counties, ranging from St. Lawrence to Columbia County.
- Oversaw the proper delivery and handling of the approximate 450 cases opened each year, including the review of each prior to case closure.
- Supervised and evaluated 2 full-time coordinators on a daily basis.
- Hired and trained attorney and non-attorney staff members within and connected to PAI.
- Collaborated with Legal Aid staff in each of the five offices regarding case intake and referrals.
- Maintained meticulous fiscal and compliance reports in accordance with federal and state grant requirements.
- Planned and organized Continuing Legal Education training programs for volunteer attorneys in a variety of substantive areas, including domestic violence, housing, unemployment insurance benefits, and bankruptcy.
- Complied with stringent income and asset eligibility requirements prior to case acceptance.
- Screened clients for appropriate referral to private attorneys in the areas of housing, bankruptcy, unemployment insurance benefits, wills, divorce, name change, guardianship, custody and support.
- Developed and maintained contacts with Legal Aid's community partners, including the New York State Bar Association, Albany Law School, Albany County Bar Association, and The Legal Project.
- Networked and fostered relationships with pro bono attorneys at bar association events and meetings, fundraising functions, and outreach opportunities in order to recruit new volunteers.
- Attended statewide and national legal services organization meetings and conferences.

DuCharme, Clark & Sovern, LLP, *Associate Attorney & Law Clerk*, Clifton Park, NY 5/09-2/14
(F/K/A DuCharme, Harp & Clark, LLP)

- Probated estates in local Surrogate's Courts, and executed estate administration tasks,

such as drafting petitions, judicial reports, receipts and releases, and inventories.

- Worked with families of deceased clients to administer the client's estate pursuant to the client's will, often with matters ancillary to the legal estate, in order to best assist the family.
- Represented clients in Family and Matrimonial proceedings including separations, divorces, custody and child support matters.
- Assisted in the preparation of employment arbitration proceedings.
- Participated in estate and Medicaid planning through mechanisms including wills and trusts.
- Assisted with the computation and filing of estate tax returns, as well as financial accountings.
- Represented clients with residential and commercial real estate transactions.

VOLUNTEER & OTHER EXPERIENCE:

Domestic Violence Clinic, Adirondack Women's Bar Association, *Volunteer,* Glens Falls, NY 8/12-8/14

- Provided consultations to victims of domestic violence with family and matrimonial law matters, in addition to ancillary concerns related to such matters.

Domestic Violence and Rape Crisis Center of Saratoga County, *Volunteer,* Saratoga Springs, NY 4/12-8/14
(N/K/A Wellspring)

- Completed 40+ hours of training in the areas of domestic violence and rape crisis, the creation of safety plans for victims who were preparing to leave their partners, telephone counseling techniques to utilize during hotline hours, and the area resources and agencies which work in collaboration with the DVRC.
- Obtained knowledge and training regarding relationship dynamics with respect to power and control, which are prevalent in relationships which include domestic violence and sexual violence.
- Provided assistance to people, via the hotline, who have and are experiencing domestic violence or sexual assault.

Student, *Family Violence Litigation Clinic*, Albany Law School Clinic & Justice Center 1/10-5/10

- Represented victims of domestic violence in Family Courts in Albany, Saratoga and Rensselaer Counties with their child support and custody cases.
- Counseled clients with regard to their legal matters, bearing in mind their particular circumstance as a victim of domestic violence and the affect that had on our legal approach.
- Drafted Family Court petitions, advocating for the best interests of my clients' children.
- Developed a thorough awareness and knowledge of the complexities of the Family Court system, and how they influence case outcomes for victims of domestic violence and their children.

PROFESSIONAL AFFILIATIONS & OTHER VOLUNTEERISM:

Admitted Attorney, New York State Bar
Member, New York State Bar Association
Member, Adirondack Women's Bar Association - Women's Bar Association of the State of New York
Former Secretary, Adirondack Women's Bar Association
Former Volunteer, Uncontested Divorce Clinic (The Legal Project)
Former Volunteer, Wills Clinic (The Legal Project)

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
-- 2016 Program Year Funding --

Attachment E
Letters of Support

WAIT House

Welcoming Adolescents in Transition

10-12 Wait St., PO Box 3252, Glens Falls, NY 12801 • www.hycwaithouse.org

Shelter 518.798.4384 • Fax 518.798.7593 • 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 of Northeastern New York for CDBG funds to support lighting improvements and renovations to its office in the City of Saratoga Springs at 40 New Street. The Legal Aid Society is an essential partner in serving the low income residents of Saratoga Springs.

We are pleased to work with Legal Aid lawyers in serving our clients' essential needs for housing, safety, income, family stability, access to education and health care.

We believe that improving staff working conditions and stabilizing building maintenance costs will be an essential support to the Society. We hope the City will fund their CDBG Right Place Project.

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

Sincerely,

Duane J. Vaughn
Executive Director

BOARD OF DIRECTORS

Jason Henault, *President* Marilyn Kraus, *Vice President* Laura Pasco, *Treasurer* Kris Hatch, *Secretary*
Members Joan Grishkot Dean Beckos Whitney Burger Beth Faller Mickey Orta
Duane J. Vaughn, *Executive Director* Margaret DeVries, Senior *Case Manager and Permanent Housing Coordinator*
Molly Lessick, *Case Manager* Anne M. Fuller, *Director of Development* Christine McKenna, *Office Manager*

WELLSPRING
Ending relationship and sexual abuse in our community

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

Board of Directors
Lana Earle, President
Stephanie Corp, Vice President
Matthew D'Abate, Treasurer
Brett Balzer
Evelyn Butrico
Stephanie Collins
Kristen Corcoran
Erica Fuller
Kathryn Jarosh
Carrie Kaufman
Kate Maynard
Jason MacGregor
Tom Meaney
Michael Mihaly
Sherry Murphy
Tara Pleat
John Silvestri
Lester Snyder
Natalie Wait

January 20, 2016

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 of Northeastern New York for CDBG funds to support lighting improvements and renovations to its office in the City of Saratoga Springs at 40 New Street. The Legal Aid Society is an essential partner in serving the low income residents of Saratoga Springs.

We are pleased to work with Legal Aid lawyers in serving our clients' essential needs for housing, safety, income, family stability, access to education and health care.

We believe that improving staff working conditions and stabilizing building maintenance costs will be an essential support to the Society. We hope the City will fund their CDBG Right Place Project. .

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

Sincerely,

Maggie Fronk

Maggie Fronk
Executive Director