

[REDACTED]

[REDACTED]

Dear [REDACTED],

Enclosed, please find a copy of the [REDACTED]'s request for \$ [REDACTED] to support our relocation to a more centrally located and easily accessible office to better serve our clients.

Growing by leaps and bounds, last year [REDACTED] served more than 19,993 at-risk New Yorkers. Offering direct legal services, advocacy through impact litigation, consultation, and numerous volunteer and pro bono opportunities, [REDACTED] focuses on helping clients who have multiple legal problems and would not receive legal assistance otherwise.

Founded in 1990, the [REDACTED] is a not-for-profit law office providing free civil legal services to low income New Yorkers. A full service agency, [REDACTED] does not accept governmental funding that would limit or restrict the clientele served. [REDACTED] exists almost entirely on the generosity of foundations and individual donors as we serve children, the elderly, battered women, immigrants and the severely disabled and terminally ill.

Attached, please find our project proposal and financial statement to complete our request for support from [REDACTED]. If you have any questions or would like to tour our current office, please do not hesitate to contact me.

Sincerely,

[REDACTED]

[REDACTED]

Grant Proposal

[REDACTED]

The [REDACTED] is respectfully requesting a grant of \$ [REDACTED] to assist in our move to a more easily accessible and centrally located office. The new office will allow [REDACTED] to better provide free legal assistance to low-income New Yorkers seeking the medical, educational and governmental services they require and to which they are legally entitled.

Background

[REDACTED] founded [REDACTED] in 1990 as a necessary alternative to government-funded legal organizations. Observing that government-funded legal groups must refuse many at-risk, impoverished clients due to stringent financial guidelines, [REDACTED] sought to provide legal aid to all low-income individuals. [REDACTED] provides free legal services to low-income individuals whose income levels are too high to qualify them for government-funded legal services assistance, but who are still too poor to afford an attorney. Seeking to help as many people as possible, [REDACTED] does not accept government funding restricting the clientele served.

For more than a decade, [REDACTED] has helped tens of thousands of low-income New Yorkers receive benefits to which they were legally entitled, secured citizenship and naturalization for immigrants, and provided necessary legal assistance and representation to families involved in other civil matters.

In the past 13 years, [REDACTED] has grown from a small office of one fulltime paid attorney and one part-time volunteer attorney to a full-service, not-for-profit law firm. The current 80 person staff includes salaried and volunteer attorneys, casehandlers, law students and other legal interns, in addition to clerical volunteers.

During this time, [REDACTED] has also relocated once. Originally located in The Lincoln Building at 60 East 42nd Street, [REDACTED] moved to the [REDACTED] building on [REDACTED] Street in the summer of 1992. Outgrowing its previous location, [REDACTED]'s current location offered subsidized rent and security, allowing the organization to devote more of its funding to client services.

Constituency Served

[REDACTED] is a not-for-profit legal organization dedicated to providing free legal services to New York's most at-risk population. Working with the elderly, disabled, terminally ill and economically disadvantaged, [REDACTED] fights for benefits and services to which these groups are legally entitled. [REDACTED] focuses on direct legal services, advocacy through impact litigation, consultation for social workers and their clients, and community legal education and "Know Your Rights" workshops.

S is a four-year-old girl with severe hemophilia. The parents requested that their daughter be given a paraprofessional to be with her throughout the school day for safety reasons. The parents then supplied the school with a doctor's report to support their request. Their request for a Section 504 reasonable accommodation was denied. An impartial hearing was scheduled and

█████ subpoenaed the Board of Education's doctor, the school principal and superintendent and requested that they provide the records used in arriving at their determination. █████ worked with the treating physician in providing a clearer statement of the patient/client's need and negotiated with the school's representative to obtain the paraprofessional needed by the child without requiring an impartial hearing.

Mr. and Mrs. G are elderly refugees from Russia who are receiving SSI because of disabilities. They applied for a subsidized apartment but were only able to locate a studio apartment. Because both of them have multiple medical problems, they cannot sleep in the same bedroom. █████ attorneys advocated for the couple, and were able to place their name on a separate application list specifically for people with disabilities, which will enable them to eventually obtain the needed two-bedroom apartment.

Kevin is a 39-year old man who suffers from HIV/AIDS, Hepatitis B and C and depression. Although his symptoms do not appear consistently, chronic fatigue and side effects from his medications cause him to miss work intermittently and he is often unable to work more than two days out of the week. He lives with his wife and three children, and has worked as a mail clerk for the post office. In order to be declared disabled Social Security regulations require that an individual be unable to work full time, but Kevin has been denied benefits because his symptoms were not sufficiently documented. █████ is working to help document his symptoms and ensure that Kevin is granted SSI benefits.

█████'s services also impact many of New York's health and social services organizations. When █████ successfully obtains an entitlement such as Home Care or Food Stamps for a client, social service agencies are relieved from using charitable dollars to pay for services that the client can attain through government-funded programs. Through █████'s interventions, thousands of charitable dollars have been preserved for programs and services.

Purpose of the Appeal

Although █████ maintains a strong relationship with the building owner, █████, a number of factors have promoted the need for the relocation.

1. A steady increase in the number of volunteers and pro bono in-house attorneys has stretched space considerably. █████ is simply running out of room for volunteers and office space where lawyers can advise clients in private.
2. Code violations on the █████ side of the building, have prompted the need for extensive construction. █████ has requested █████ to vacate its space by █████, allowing █████ to move in during the time-consuming and disruptive construction process.
3. Although the current location is easily accessible by the 4,5,6 train on the East Side of Manhattan, the office is difficult to reach from the West Side without multiple train transfers. With a large number of elderly and disabled clients, the lack of a centrally located office has proven an inconvenience for clients and prevented some from easily accessing services.
4. The current office is without wheelchair accessible restroom facilities for clients or staff—visitors must take the elevator down 14 flights, go through security to █████ side of the building and take an escalator to the second floor.

The [REDACTED] office relocation will resolve all of these issues and provide:

- Offices in which lawyers can advise clients in private
- Additional space for volunteers
- Easily accessible location in regards to multiple subway and bus lines
- Wheelchair-accessible restrooms

Additionally, the relocation will also allow t [REDACTED] to perform much needed maintenance on its offices and bring them up to code requirements.

The ultimate benefit of this grant will be increase the efficiency of [REDACTED] and allow the organization to more effectively and conveniently serve-risk New Yorkers with free legal assistance. This increase in client convenience and space for volunteer attorneys and casehandlers will also allow [REDACTED] to serve a greater number of clients and assist more individuals with obtaining the medical, educational and governmental benefits to which they are entitled.

A grant from the [REDACTED] will be used to finance the move and associated expenses such as wiring and setting up the computer network and phones and new letterhead.

Project Total and Amount Requested

The total cost of the [REDACTED] relocation will be \$ [REDACTED]. This includes \$ [REDACTED] in one time expenses such as rewiring the new office, relocating and upgrading the telephone and computer systems, additional furniture and equipment, new signs and letterhead and the cost of physically moving the office. The relocation will also result in an increase of \$ [REDACTED] in yearly rent.

[REDACTED] is requesting \$ [REDACTED] from [REDACTED] to assist with the relocation of its offices and associated expenses affiliated with the move.

Project Time Frame

[REDACTED] is still searching for a new location and is hoping to choose a site by [REDACTED] with a full relocation by the end of [REDACTED] or beginning of [REDACTED]. The goal is to be fully settled into the new location by the start of the new fiscal year in [REDACTED]

Conclusion

[REDACTED] work affects thousands of at-risk New Yorkers every year. Through class action lawsuits, individual legal assistance and representation and educational seminars, [REDACTED] helps low-income New Yorkers obtain the medical, educational and governmental resources they need and to which they are entitled.

A grant from [REDACTED] will ensure that [REDACTED] is able to relocate its offices into a more easily accessible site and provide outreach and assistance to an increasing number of low-income and disabled individuals. The additional space will allow for an expansion of volunteer staff and services and enable [REDACTED] to provide desperately needed legal assistance to more clients than ever before.

[REDACTED] Foundation
Grant Proposal
[REDACTED]

Relocation Project Budget

Expenses

Increased rent ¹	[REDACTED]
Moving costs ²	
Telephone and computer systems ³	
Other equipment and furniture ⁴	
Printing costs ⁵	
Total Expenses	\$ [REDACTED]

Income

[REDACTED]	[REDACTED]
[REDACTED]	
Board contributions (committed)	[REDACTED]
Total Income	

¹ Although [REDACTED] is still searching for a location, cost estimates for 20,000 square feet of office space are currently running between \$25 and \$35 per square foot, including electricity. This increased rent item refers to the difference between the estimated costs of the new office and the current rent of \$12.73 per square foot for 11,200 square feet of space.

² Cost of physically moving 41 paid employees and approximately 75 volunteers including all furniture, personal effects and case files.

³ Relocation and upgrading of telephone and computer systems including central control room, 60 computers, 75 phone units and reconfiguring and rewiring of space.

⁴ Purchase of new equipment and furniture to outfit larger space including reception area and offices, cost of signs and additional copying, faxing and printing machines.

⁵ Printing new letterhead, envelopes and business cards.

2003-2003 SUPPORTERS

[REDACTED]

[REDACTED]

