



93 N. State Street, Suite 200 Concord, NH 03301
Phone: 603-224-3333 | Fax: 603-224-6067
www.603legalaid.org

July 19, 2023

Mysty Shappy
NH Bar Foundation
2 Pillsbury Street
Suite 300
Concord, NH 03301
mshappy@nhbar.org

VIA EMAIL ONLY

Dear Ms. Shappy,

Enclosed please find the final report for the IOLTA Grant given to 603 Legal Aid for Fiscal year June 1, 2022 through May 31, 2023.

Thank you to the NH Bar Foundation and the IOLTA Board for providing us with crucial funding needed to provide direct legal services to thousands of New Hampshire residents.

Sincerely,

Emma M. Sisti

Emma M. Sisti
Deputy Director



93 N. State Street, Suite 200 Concord, NH 03301

Phone: 603-224-3333 | Fax: 603-224-6067

www.603legalaid.org

Final IOLTA Grant Report for 2022-2023

June 1, 2022- May 31, 2023

Steven B. Scudder
Interim Executive Director
603-584-4141
sscudder@603legalaid.org

The legal services network in New Hampshire is an integrated system that includes 603 Legal Aid (603LA), New Hampshire Legal Assistance (NHLA), and Disability Right Center-New Hampshire (DRC-NH). These three organizations submitted a joint recommendation for IOLTA funding in 2022, and the Bar Foundation awarded 603LA \$210,000 for 2022-2023. In various iterations 603LA has been serving the low-income Granite Staters with civil legal needs for almost 50 years, providing advice and counsel; educating, and informing the public; and referring eligible clients with qualified cases to volunteer attorneys and partner agencies.

❖ Introduction: Year in Review

As noted in our final report for the 2021-22 grant year, challenges and changes are what spur growth and strength in new organizations. 603LA's IOLTA funding has allowed us the flexibility to address these challenges head on and make changes that will improve outcomes for low-income individuals. 2022-23 doled out its fair share of change and challenge, primarily involving significant personnel and staffing changes. Most notably, our executive director, Sonya Bellafant, resigned in March 2023. IOLTA funding, given its unrestricted nature, allowed us to reallocate our departed ED's salary when a review revealed that too much of her time had been charged directly to the Legal Services Corporation (LSC). Staff layoffs and other departures also led to the shifting of allocations as we realigned responsibilities. Without our IOLTA grant our ability to pivot and solve the problem of salary allocation without negatively impacting client services would have been compromised. It is this type of flexibility that makes IOLTA funding so important to 603LA.

We continue to review policies and practices to enhance and improve access to justice for people and families of limited means. These efforts have enabled 603LA to make the best and most efficient use of its funding, including our IOLTA grant. Our intake team has admirably performed the herculean task of assessing incoming cases and determining how to best meet the applicant's legal needs, through either a referral to NHLA for direct representation, to one of our in-house attorneys or paralegals for advice and counsel, or to our pro bono team for placement with a volunteer attorney. IOLTA funding supported the bulk of the work connecting these clients with our network of volunteer attorneys.

❖ **Progress on Goals**

The unrestricted funds provided by IOLTA was used primarily to support pro bono programming in 2022-23. Goals outlined in the application included (1) increased visibility of the pro bono program in the community; (2) improved volunteer recruitment; (3) improvement to online intake process for DOVE cases; (4) integration of the referral process for Low-Income Taxpayer Project (LITP) cases into our general pro bono referral process; and (5) increased use of the clinic model to reach clients and involve volunteer attorneys more effectively. As noted above, IOLTA funding also provided a crucial backstop when we had to reallocate our departed ED's salary.

1. Increased Visibility of Pro Bono in the Community

Emma M. Sisti, Deputy Director and Pro Bono Manager, made concerted efforts to promote Pro Bono within the client community. The goal was to increase applications for services by promoting 603LA in general, and pro bono in particular. The Deputy Director and 603LA's Outreach Coordinator (brought on in March 2023) focused on outreach events at libraries, homeless shelters, and other partner agencies to promote awareness of 603LA.

These efforts bore fruit in that the current grant year saw 476 applications for pro bono services as opposed to 324 applications received in the prior grant year. This is a 47% increase year over year.

2. Increased Volunteer Recruitment and Private Attorney Involvement (PAI)

In addition to increasing Pro Bono's visibility in the client community, considerable effort was spent increasing brand awareness and visibility in the legal community, including:

- implementation of the first "check the box to volunteer" campaign launched as part of license renewal in June 2022; appearances by 603LA leadership at bar admission ceremonies, Bar events, and the law school;
- presentations of the Bruce Friedman Award, the Rising Star Award, Distinguished Service to Pro Bono Award, and the L. Jonathan Ross Award to recognize the impact and dedication of volunteers;
- the amendment to rules governing Limited Active Status to make it easier for retired attorneys to provide pro bono services and
- the change to Rule 53.1 to give attorneys CLE credit for doing pro bono work.

In terms of recruitment efforts, 44 new volunteers joined the 603LA Pro Bono Volunteer Panel in the grant year; of those new volunteers, 19 took cases in their first year on the panel. This is a dramatic improvement over the prior grant year when only 14 new volunteers were recruited. In another win for recruitment statewide, the Shaheen & Gordon law firm agreed to take 20 pro bono cases a year starting in 2023.

Private Attorney Involvement (PAI) is how pro bono work gets done. Without our dedicated panel of volunteers, we would be unable to meet the needs of a large swath of eligible Granite Staters. 154 unique attorneys volunteered their time in 268 cases during the grant-year. These attorneys provided representation in 18 different legal areas and in every county in the state. DOVE cases made up most of the cases that were placed with volunteers (107 cases).

It should be noted that the 2021 Access to Justice Report identified consumer, housing, and family law cases to be areas where there is the greatest need. In this past grant-year, 603LA was able to place 21 individuals with a variety of family law matters; 23 individuals who needed help with bankruptcy; 11 individuals with other consumer matters; and 9 individuals with housing related matters.

In looking at the geographical distribution of attorneys who are taking cases, it is apparent that attorneys are generously donating their time to travel all over the state to assist clients. This is a clear sign of New Hampshire's strong culture of pro bono. To better serve clients and reduce barriers to accessing justice, however, 603LA must do a better job of recruiting and engaging volunteer attorneys in our more rural counties. Recruitment and engagement of attorneys in the farther-flung areas of our state continues to remain a challenge and will be an area of focus for next year's work.

Table 1: Percentage of Cases Placed with Attorneys in the Client's County of Residence

Belknap	Carroll	Cheshire	Coos	Hills-N	Hills-S	Merrimack	Rockingham	Strafford	Sullivan
33%	37.5%	0%	50%	51.7%	40.8%	55.6%	42.5%	43.75%	28.6%

In reviewing data regarding referral attempts, it became clear that our outputs are only as good as our inputs. Data regarding referral attempts is inconsistently collected, so direct comparisons from one year to the next are not accurate or helpful; nor is the information helpful in terms of identifying trends. This will also be an area of improvement in the next year. When gathered consistently, and analyzed critically, referral data will assist 603LA in streamlining the referral process and targeting recruitment efforts to shorten the time between opening the case and placing the case.

3. Improved DOVE/DV Online Intakes and Centralized Statewide Intake

Centralized intake has been a major component of 603LA's core mission and work in the past year. Reducing barriers to accessing services facilitates our goal of serving more individuals. Our intake staff review the applications for financial eligibility and legal issues and, if not kept in-house, direct the cases to the appropriate agency. Applicants who do not meet financial eligibility criteria or programmatic guidelines are given referrals to other sources of information.

Our advocate-assisted online intake is a specialized path for applicants seeking assistance in domestic violence cases. This process streamlines how applicants to the DOVE Project or applicants suitable for the Domestic Violence Advocacy Project (DVAP) receive services. This is the primary way in which these applicants seek help. This year, with support from IOLTA funding, we launched an overhaul of the online intake process to make the process easier for clients and staff. The improvements will allow us to collect more relevant information for our advocates, and better data for our funders, in a more trauma informed way, thus ultimately better serving our clients from start to finish.

Overall intake numbers were strong in the grant year, demonstrating the success of the centralized model. In the grant year we had a total of 7833 intakes (an increase of approximately

1,000 over the last grant year when we had 6824 intakes). 77% of the intakes were initiated online (up from about 66% in the prior grant year); 20% were conducted over the phone, and 3% did not have a notation regarding how the intake was initiated. 5087 intakes were rejected, with the largest category of rejected cases due to being “outside priorities” (2197 cases, 43%). This rejection reason was being used routinely to capture both cases that were not within our priority service areas and cases that we would have been able to serve but for staffing issues. A new rejection code (Lack of Resources) was added in early 2023 to better identify cases we could serve if we were fully staffed. The full impact of that change will be apparent in next year’s data. Almost half (44%) of cases rejected for being outside priority were for unidentified legal issues. As the initial point of contact for people seeking legal assistance, even if an individual does not qualify for services, we try to give them referrals or resources that can be of assistance to them. Of the applicants that were rejected, 1505 were referred to services provided by the Bar Association, 472 were referred to providers of other services, 186 were referred to NHLA, and 397 were provided with printed self-help materials.

Of the remaining 2746 cases that qualified for services through 603LA, 950 cases were transferred to NHLA (up from 479 in the prior grant year). Of 1796 cases that were not transferred to NHLA, 1320 were managed in-house by our staff attorneys or paralegals. Our in-house advocates closed a total of 1147 of these cases, primarily through the provision of advice and counsel (761 cases) or brief service (33). 476 cases were determined to be cases where a pro bono attorney would be helpful, and the case was transferred to our pro bono program.

4. Integration of the LITP referral process into Pro Bono

In 2021 the LITP failed to meet the match requirements of the IRS Low Income Taxpayer Clinic grant that provides the bulk of funding to the LITP. It forced a hard look at how resources, both in-house and pro bono, were being utilized. The most obvious way to ensure that the match requirement would be met going forward was for LITP cases that were appropriate for volunteers (attorneys or other tax professionals) to be referred through the pro bono program. IOLTA funds were used to support the 603LA staff who did these referrals, and their time was able to be used as match. We are grateful for the opportunity IOLTA funding provided to help us pivot to support the LITP and meet match requirements for 2022.

5. Increasing Clinical Offerings

603LA increased its clinical offerings dramatically over the previous year. We conducted:

- five criminal record annulment clinics partnering with four different agencies serving a total of 32 clients;
- two advanced directives clinics in partnership with the Portsmouth Housing Authority serving 22 clients; and
- four virtual clinics in partnership with the Strafford Family Justice Center providing a variety of unbundled legal services to victims of domestic violence, ultimately assisting 11 clients.

Of the 10 attorneys who volunteered at the various clinics (some multiple times), two were new Limited Active Status attorneys.

❖ **Statistical Summary**

Our primary federal funder, LSC, has established a uniform list of legal issues and has assigned a Legal Problem Code to each type of legal issue. These legal issues are grouped into Legal Problem Categories. See Attachment A (LSC Legal Problem Category/Code List). 603LA uses this methodology in data collection and categorization of all intakes and cases that we handle.

In analyzing the number of beneficiaries of 603LA services in the grant year we considered the total household size (as reported by applicants) and included cases that were opened in the grant year and cases that were open for any part of the grant year (i.e. they were opened before June 1, 2022 and received services during the grant year). When utilizing this methodology, our data show 603LA (inclusive of services provided in-house and those provided by pro bono attorneys) served 7419 individuals in 3301 different cases:

- 31% of these cases were related to family law matters (inclusive of domestic violence cases) (1025 cases) and
- 41% were related to housing matters (1343 cases).

See Attachment B (Cases by Legal Problem Category).

Similar to last grant year, Hillsborough County comprised about 31% of the total cases, Merrimack County represented about 14% of cases, and Rockingham County represented 13% of cases. These percentages are nearly identical to the percentages from the previous grant year. As expected, the proportion of beneficiaries served by 603LA in each county track closely to the cases served by county, with the largest number in Hillsborough County, followed by Merrimack County and Rockingham County. See Attachment D (Beneficiaries by County).

The broad categories of services provided as seen in Attachment B are consistent with the primary areas of demand set forth in the 2021 Access to Justice Committee Legal Needs Assessment (family law and housing needs). When we take a closer look at the specific legal issues people are primarily receiving assistance with through 603LA (either from a pro bono attorney or from in-house legal advocates), we can see that domestic violence (320 cases), custody/parenting (319 cases), divorce (342 cases) and private evictions (760 cases) comprise the lion's share. 603LA also significantly increased the number of applicants who received services for bankruptcy (94 in this grant year versus 23 in the prior grant year), criminal record annulments (162 in this grant year versus 120 in the prior grant year), and wills (49 in this grant year versus 28 in the prior grant year). See Attachment E (603 Legal Aid Cases Sorted by Legal Problem Code and County).

603LA will continue to use this information to position itself to better serve our community by targeting resources and recruitment efforts in the next grant year.

❖ **Example of Services Supported with IOLTA Funds:**

603LA has served clients with a multitude of civil legal service needs in a variety of different ways this grant year. With centralized intake our staff analyze a client's needs to determine how we can best be of service: direct representation, representation by volunteer attorneys, attendance

at a clinic, or legal advice from our advocates and attorneys. By having many modalities of legal services available to the client, we have been able to serve clients in ways that not only make a tremendous difference in their lives but provide inspiration to the staff and volunteers of 603LA.

- *The Story of Tim*

“Tim” called 603LA when he received paperwork from a bankruptcy trustee and was confused and unsure what it all meant. What he did know is that the trustee wanted to sell the home that he and his mother lived in. Tim, a gentleman in his 60s, had lived in the home with his 98-year-old mother for 30 years. As she aged, Tim was increasingly taking on responsibilities of caring for his mother and the home. Sometime in the 1990s, his mother deeded the house to Tim and his sister as tenants in common while retaining a life estate for herself.

Tim and his mother remained in the home paying all the taxes and upkeep. All was fine until his sister filed for bankruptcy. The trustee wanted the house sold and sent an appraiser out to value the house.

603LA was able to locate an attorney who was willing to assist this family. After reviewing the case, the attorney was able to identify a potential solution: Tim could buy out the sister’s interest in the house. The volunteer attorney spoke with the bankruptcy trustee and the trustee agreed to sell Tim the house at a low price. The attorney then contacted NH Housing Finance who indicated that they may have funds they could lend to Tim, although it would come with some conditions.

In his final case disposition, the attorney reported that with 50 hours of time spent on this case, he was able to negotiate and finalize a settlement which allowed Tim to retain ownership and remain in the home with his mother. In his client satisfaction to 603LA Tim wrote “Personally, I think you saved our lives!”

- *The Story of Mary*

“Mary” was in a fender bender in early 2022, but was uninsured. While she was at fault, she believed the incident was very minor: the other car had a dented bumper and a cracked brake light. The matter was contemporaneously reported to the police, who completed an accident report, and she received a ticket for following too closely. She paid the fine immediately and believed that incident was fully resolved.

Unbeknownst to Mary, the other party to the fender bender submitted a claim through their insurance, and claimed extensive damage to their vehicle that was unsupported by the police reports. In November 2022 Mary got a notice from the DMV that a subrogation company was demanding she pay \$10,000 (or \$11,000 or even \$12,000) to settle the claim or else she would lose her driver’s license; the hearing was scheduled for early January 2023. 603LA was able to quickly find her a pro bono attorney. Ashley Sheehan, in her first ever pro bono case, conducted an investigation, found records to support Mary’s account, and successfully fought the license suspension in an administrative hearing at the DMV. Saving Mary’s driver’s license from suspension not only protected Mary’s ability to drive, but it secured her ability to work and keep a roof over her head. Mary was thrilled: “This was the best experience I have ever had with the legal system. Ashley was amazing!”

- *The Story of Eric*

“Eric” was serving a sentence at the NH State Prison in Concord when the pandemic struck. He heard about the stimulus payments from the IRS, but he never got any. Wondering what to do, he contacted 603LA’s Low-Income Taxpayer Project (LITP) and asked for help. The project’s staff attorney explained that, because he hadn’t filed a tax return for a few years, he hadn’t been included in the list of people who would receive the payments automatically. Instead, he would need to file a 2020 tax return claiming the stimulus money. The attorney then filed the necessary return for Eric, but the IRS flagged it for possible fraud and demanded identify verification, giving Eric the option of either verifying online or by phone. Neither option was possible for Eric, given his incarceration, but the tax project attorney worked with the IRS to establish verification by mail. Eric gathered the necessary documentation, including a notarized copy of his photo identification, and sent it to the tax project for mailing to the IRS.

Several weeks later, the IRS accepted Eric’s verification, processed his 2020 tax returns, and issued his stimulus payments – a total of \$1800. This money will help him secure housing upon his release, thus giving him a boost in his new life and decreasing the likelihood of recidivism.

- *The Story of Jane*

“Jane” was a 67-year-old woman who suffered from epilepsy but was still able to maintain her own apartment and independence with the help of her seizure-alert dog. The dog, as the name implies, could sense and notify Jane of oncoming seizures. Everyone in the building loved Jane’s life-saving canine companion—except the new landlord. When Jane’s original therapy dog died in the fall of 2022, Jane informed her new landlord of her health issues and showed him her doctor’s letter which stressed her need for another seizure-alert dog. The landlord responded, Jane said, with a curt: “No dogs!” Jane researched fair housing law and learned that her landlord owed her a reasonable accommodation to have another seizure-alert dog. Jane exercised her tenant rights and brought another seizure-alert dog into her home. When the landlord spotted the new dog, he immediately served Jane with an eviction notice. His reason on the eviction notice was “renovations.”

Jane connected with 603LA just a couple days before her court hearing. 603LA helped Jane draft a motion to dismiss which argued that the landlord’s actual reason for eviction was not renovations but his refusal to follow fair housing law. Jane later told 603LA that her landlord scoffed at her motion during the hearing. The judge, however, granted Jane’s motion and dismissed the eviction. “Losing my dog and this eviction case would have been a death sentence for me,” Jane explained to 603LA. “Thank you so much for listening to me and helping me!”

- *The Story of Maria*

“Maria’s” first contact with “Joe” was an unsolicited message he sent her on Facebook. She ignored it for two months but then responded. Maria, born in Central America, was intrigued by his descriptions of raising his children all on his own in a northern New England state. Eventually, he visited her, persuaded her to marry him, and brought her – with her two daughters – back to live with him in New Hampshire.

Early in their relationship, Maria misinterpreted the red flags signaling Joe's desire to isolate and control her. Once in New Hampshire, however, the abuse became unmistakable for what it was, escalating beyond the debilitating emotional and economic abuse and into the realm of physical abuse. By the time the police were involved, she had already described an assault to her medical providers and expressed her fear of more to come. When the police were finally called, she screened into the department's Lethality Assessment Protocol.

Five years and many struggles later, she successfully extricated herself and her children from this dangerous situation. She credits the police, her daughters, and her crisis center advocates for this, as well as the medical staff who told her about the resources available to domestic violence victims.

But the abuse left scars, including a daunting federal tax liability that Maria had no ability to pay. Each year of their marriage, Joe prepared a joint return showing a balance due and told her to sign it. The balances arose from Joe's refusal to have sufficient taxes withheld from his paychecks, but Maria new to this country, spoke little English, and did not know of her right to file separately and keep his tax problems off of her record. Thus, year after year, the debt mounted, accumulating interest and penalties all the while. Joe's income was far higher than Maria's, but he forced her to make payments on the debt out of her meager income. Meanwhile, Joe bought luxuries for himself out of his "savings."

Escape from the abusive marriage did not equal escape from this tax burden or from the crushing weight of dread it engendered. Fortunately, however, Maria's crisis center advocate knew about 603LA's LITP and helped her make contact. After the clinic's staff attorney advised Maria about her options – and the likely outcomes – she decided on a request for "innocent spouse relief." With the help of her crisis center advocate and the guidance of the LITP tax clinic, Maria gathered all the documentation of her abuse necessary for a solid argument for relief. The clinic then submitted the documentation to the IRS, along with a brief laying out the facts, analyzing the law, and arguing that the Internal Revenue Code and rules mandated relief for Maria as an innocent spouse.

One year, two months, and eighteen days later, the IRS determined that Maria was entitled to full relief from the joint federal tax liability. Typically, in written communications with Maria and her crisis center advocate, the clinic would hear back from the advocate only; given her lingering difficulty with English, Maria would remain silent. But when the clinic wrote to tell them of the IRS's decision, it was Maria who replied first: "This is great news! Thank you so much!" Maria can now look forward to a future unhampered by federal tax debt.

❖ **Conclusion**

603LA is extremely grateful for IOLTA funding, which in significant part, makes the program's work possible in all its forms. Without this support, 603LA's ability to reach out and have a positive impact on our community would be significantly hampered and low-income and vulnerable residents of our State would be left without vital legal information, education, and representation. As a result, our programs can maintain and improve the infrastructure, staffing, and programming necessary and advocate for those in need of legal help. 603 Legal Aid thanks the Bar Foundation for providing us the opportunity to pursue this important work.

Attachment A:
LSC Legal Problem Category/Code List

CONSUMER/FINANCE (01-09)

- 01—Bankruptcy/Debtor Relief
- 02—Collection (Including Repossession/Deficiency/Garnishment)
- 03—Contracts/Warranties
- 04—Collection Practices/Creditor Harassment
- 05—Predatory Lending Practices (Not Mortgages)
- 06—Loans/Installment Purchase (Not Collections)
- 07—Public Utilities
- 08—Unfair and Deceptive Sales and Practices (Not Real Property)
- 09—Other Consumer/Finance

EDUCATION (10-19)

- 11—Reserved
- 12—Discipline (Including Expulsion and Suspension)
- 13—Special Education/Learning Disabilities
- 14—Access (Including Bilingual, Residency, Testing)
- 15—Vocational Education
- 16—Student Financial Aid
- 19—Other Education

EMPLOYMENT (20-29)

- 21—Employment Discrimination
- 22—Wage Claims and other FLSA (Fair Labor Standards Act) Issues
- 23—EITC (Earned Income Tax Credit)
- 24—Taxes (Not EITC)
- 25—Employee Rights
- 26—Agricultural Worker Issues (Not Wage Claims/FLSA Issues)
- 29—Other Employment

FAMILY (30-39)

- 30—Adoption
- 31—Custody/Visitation
- 32—Divorce/Separation/Annulment
- 33—Adult Guardian/Conservatorship
- 31—Name Change
- 35—Parental Rights Termination
- 36—Paternity
- 37—Domestic Abuse
- 38—Support
- 39—Other Family

JUVENILE (40-49)

- 41—Delinquent
- 42—Neglected/Abused/Dependent
- 43—Emancipation
- 44—Minor Guardian/Conservatorship
- 49—Other Juvenile

HEALTH (50-59)

- 51—Medicaid
- 52—Medicare
- 53—Government Children's Health Insurance Programs
- 54—Home and Community Based Care
- 55—Private Health Insurance
- 56—Long Term Health Care Facilities
- 57—State and Local Health
- 59—Other Health

HOUSING (60-69)

- 61—Federally Subsidized Housing
- 62—Homeownership/Real Property (Not Foreclosure)
- 63—Private Landlord/Tenant
- 64—Public Housing
- 65—Mobile Homes
- 66—Housing Discrimination
- 67—Mortgage Foreclosures (Not Predatory Lending/Practices)
- 68—Mortgage Predatory Lending/Practices
- 69—Other Housing

INCOME MAINTENANCE (70-79)

- 71—TANF
- 72—Social Security (Not SSDI)
- 73—Food Stamps
- 74—SSDI
- 75—SSI
- 76—Unemployment Compensation
- 77—Veterans Benefits
- 78—State and Local Income Maintenance
- 79—Other Income Maintenance

INDIVIDUAL RIGHTS (80-89)

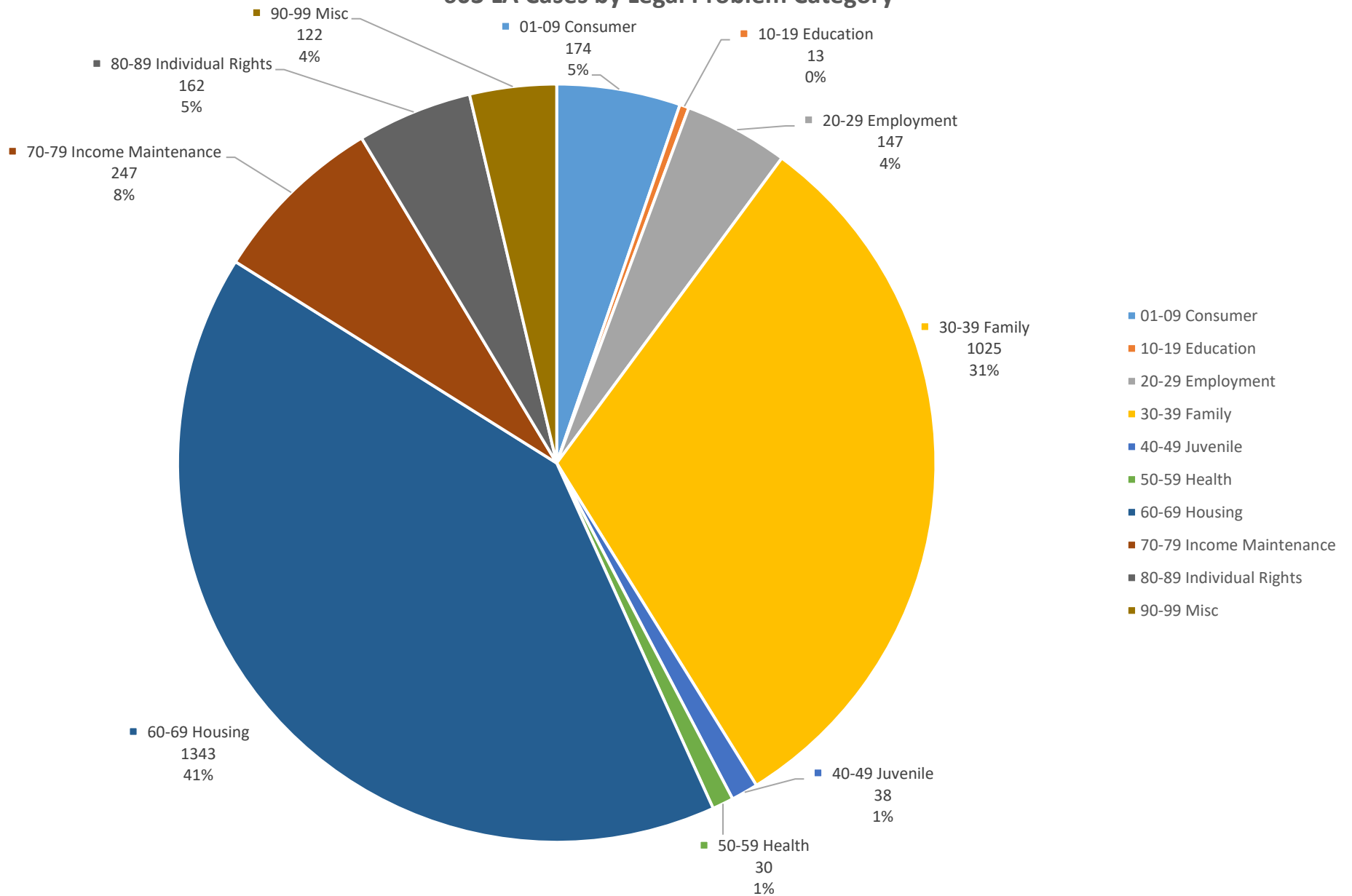
- 81—Immigration/Naturalization
- 82—Mental Health
- 84—Disability Rights
- 85—Civil Rights
- 86—Human Trafficking
- 87—Criminal Record Expungement
- 89—Other Individual Rights

MISCELLANEOUS (90-99)

- 91—Legal Assistance to Non-Profit Organization or Group (Including Incorporation/Dissolution)
- 92—Indian/Tribal Law
- 93—Licenses (Drivers, Occupational, and Others)
- 94—Torts
- 95—Wills/Estates
- 96—Advance Directives/Powers of Attorney
- 97—Municipal Legal Needs
- 98—Tribal Court—Criminal
- 99—Other Miscellaneous

Attachment B:
603 Legal Aid Cases by
Legal Problem Category

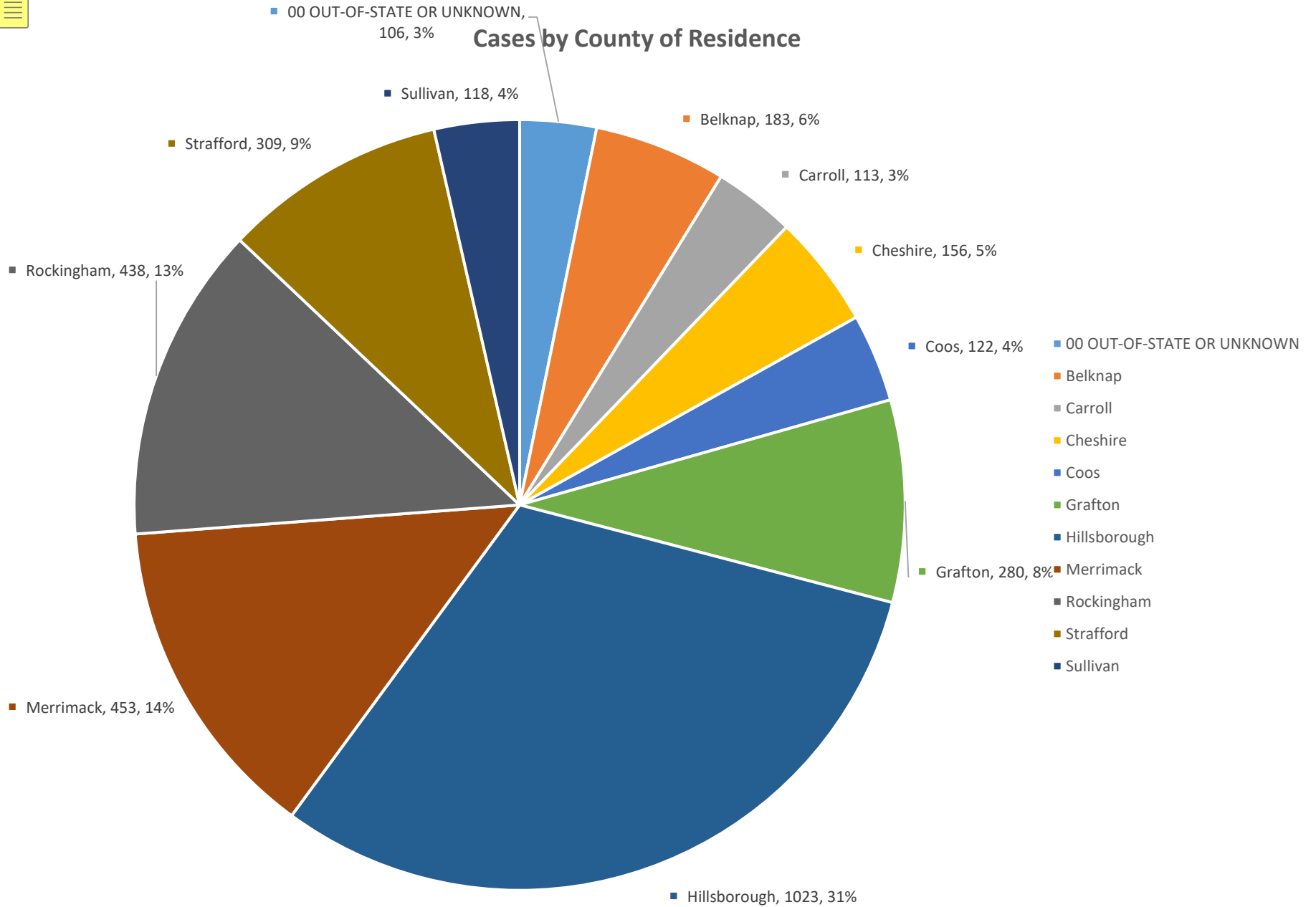
603 LA Cases by Legal Problem Category



Attachment C:
603 Legal Aid Cases by
Applicant County of Residence

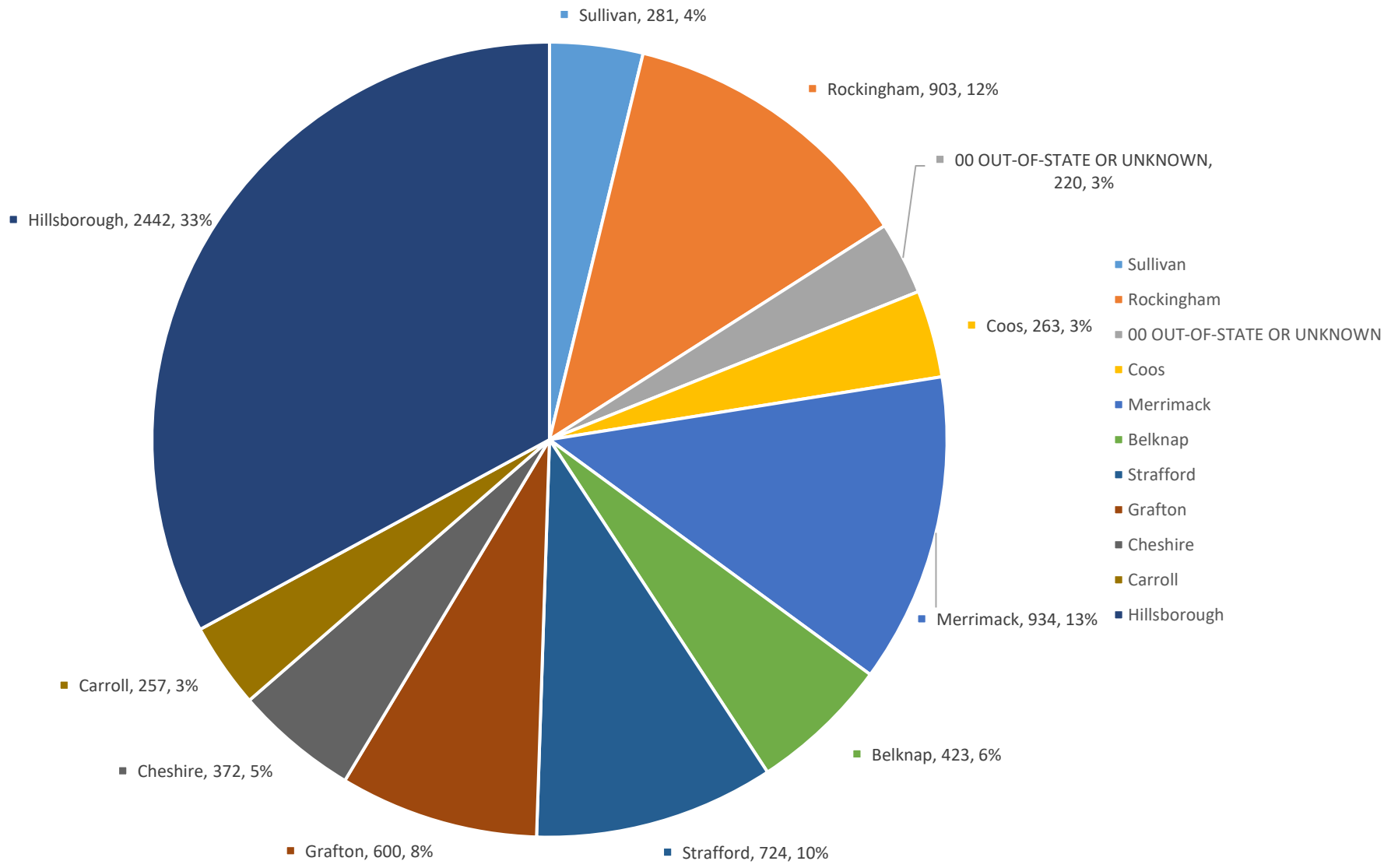


Cases by County of Residence



Attachment D:
603 Legal Aid Beneficiaries by
Applicant County of Residence

603LA Beneficiaries by County of Residence



Attachment E:
603 Legal Aid Cases Sorted by
Legal Problem Code and County

603 Legal Aid Cases by County and Specific Legal Issue

	Out of state/ unk.	Belk.	Carr.	Chesh.	Coos	Graft.	Hills-N	Hills-S	Merr.	Rock.	Straff.	Sull.	Total Cases
<i>Legal Problem Code</i>													
01 Bankruptcy/Debtor Relief	0	5	11	3	2	7	11	14	18	9	9	5	94
02 Collect/Repo/Def/Garnish	2	6	4	5	2	3	4	9	10	14	5	1	65
04 Collection Practices / Creditor Harassment	0	1	0	0	1	0	2	2	0	1	4	0	11
07 Public Utilities	0	1	0	0	0	0	1	0	0	1	1	0	4
12 Discipline (Including Expulsion and Suspension)	0	0	0	0	0	0	1	2	0	0	0	0	3
13 Special Education/Learning Disabilities	0	0	0	0	0	2	0	1	1	0	1	0	5
19 Other Education	1	1	0	0	0	1	1	0	0	1	0	0	5
23 EITC (Earned Income Tax Credit)	0	0	0	0	0	0	4	0	0	0	0	0	4
24 Taxes (Not EITC)	3	4	3	1	4	4	35	11	60	7	8	1	141
29 Other Employment	0	0	0	0	0	0	0	0	0	2	0	0	2
31 Custody/Visitation	30	13	6	9	9	32	37	66	36	36	37	8	319
32 Divorce/Sep./Annul.	10	21	10	25	17	17	54	62	44	44	25	13	342
33 Adult Guardianship / Conservatorship	0	0	0	0	0	0	0	0	1	0	0	0	1
37 Domestic Abuse	4	10	14	17	10	53	49	78	33	24	19	9	320
38 Support	0	1	0	0	0	0	4	1	0	1	0	0	7
39 Other Family	3	2	1	4	1	2	2	7	5	8	1	0	36

603 Legal Aid Cases by County and Specific Legal Issue

	Out of state/ unk.	Belk.	Carr.	Chesh.	Coos	Graft.	Hills-N	Hills-S	Merr.	Rock.	Straff.	Sull.	Total Cases
42 Neglected/Abused/Dependent	0	1	1	1	0	0	0	1	1	0	1	0	6
44 Minor Guardianship / Conservatorship	4	3	2	0	1	2	5	3	5	3	3	1	32
51 Medicaid	0	0	0	0	1	0	1	1	0	3	2	0	8
53 Government Children's Health Insurance Programs	0	0	0	1	0	0	0	0	0	0	0	0	1
54 Home and Community Based Care	0	0	0	0	0	0	1	0	0	0	0	0	1
55 Private Health Insurance	0	0	0	0	0	1	0	0	0	0	0	0	1
56 Long Term Health Care Facilities	1	0	0	0	0	2	1	3	1	5	1	0	14
57 State and Local Health	0	0	0	0	1	0	0	0	0	1	0	0	2
59 Other Health	0	0	0	0	0	0	2	0	1	0	0	0	3
61 Federally Subsidized Housing	3	28	4	12	18	19	63	59	43	60	56	15	380
62 Homeownership/Real Property (Not Foreclosure)	0	0	9	3	8	6	2	1	4	6	9	3	51
63 Private Landlord/Tenant	2	51	21	40	21	50	158	100	102	109	72	34	760
64 Public Housing	0	0	0	0	0	0	0	0	1	0	0	0	1
65 Mobile Homes	0	1	2	3	0	4	1	1	1	8	5	2	28
66 Housing Discrimination	0	0	0	0	0	0	2	2	1	1	3	0	9
67 Mortgage Foreclosures (Not Predatory Lending/Practices)	0	8	5	11	3	3	10	15	13	17	7	3	95

603 Legal Aid Cases by County and Specific Legal Issue

	Out of state/ unk.	Belk.	Carr.	Chesh.	Coos	Graft.	Hills-N	Hills-S	Merr.	Rock.	Straff.	Sull.	Total Cases
69 Other Housing	0	1	1	1	1	2	3	1	5	3	1	0	19
71 TANF	0	0	1	0	0	0	1	0	0	0	0	0	2
73 Food Stamps	1	0	0	1	0	0	3	3	0	3	1	0	12
74 SSDI	1	7	4	6	5	9	11	4	7	10	7	6	77
75 SSI	1	2	0	2	3	1	2	3	2	1	3	1	21
76 Unemployment Compensation	10	2	4	4	2	5	9	15	8	11	4	0	74
78 State and Local Income Maintenance	0	2	5	0	1	7	8	2	7	7	4	1	44
79 Other Income Maintenance	1	1	1	0	0	3	2	0	5	2	2	0	17
87 Criminal Record Expungement	24	4	0	4	4	36	20	18	23	12	9	8	162
91 Legal Assist. to Non-Profit Org. or Group (Incl. Incorp./Diss.)	0	0	0	0	0	0	0	0	1	0	0	0	1
93 Licenses (Drivers, Occupational, and Others)	1	0	0	0	0	0	0	0	3	1	0	0	5
95 Wills and Estates	1	5	3	1	3	3	5	6	7	12	2	1	49
96 Advanced Directives/Powers of Attorney	0	0	1	0	0	1	0	1	0	2	0	0	5
97 Municipal Legal Needs	1	0	0	0	0	0	1	0	0	0	0	0	2
99 Other Miscellaneous	2	2	0	2	4	5	5	10	4	13	7	6	60
	106	183	113	156	122	280	521	502	453	438	309	118	3301

Attachment F:
Itemized Financial Statement for
IOLTA-only Grant Revenue/Expenditure

603 Legal Aid IOLTA

June 2022 - May 2023

Grant Award	210,000
-------------	---------

Expenses

Personnel Expense

Salaries	
Program Administration	30,028
Administrative Salaries	101,661
Total Salaries	\$ 131,689
Employer Payroll Taxes	10,713
Employee Benefits	24,054
Total Personnel Expense	\$ 166,456

Operating Expenses

Contract Services	11,038
Software and Support	2,000
Translation Services	1,738
Technology Consultants	7,300
Other Consultants	4,750
Office Expenses	2,217
Communication	1,458
Dues & Fees	582
Library	201
Meetings - Bar, Board, Other	90
Training/Professional Development	1,252
Travel- Mileage Reimb	1,249
Occupancy	7,382
Business & Professional Liability Insurance	668
Program Expenses	905
Litigation Reimbursements	238
Miscellaneous Expense	131
Total Operating Expenses	\$ 43,198

Total Expenses	\$ 209,655
----------------	------------

Income less Expense	\$ 345
---------------------	--------

Attachment G:
603LA 2021 Financial Statement

603 LEGAL AID

Financial Statements

With Schedule of Expenditures of Federal Awards

December 31, 2021

and

Independent Auditor's Report

**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***

**Report on Compliance for Each Major Federal Program
and Report on Internal Control Over Compliance
Required by the Uniform Guidance**

Schedule of Findings and Questioned Costs

LSC Grant Recipient #130010

**603 LEGAL AID
FINANCIAL STATEMENTS
December 31, 2021**

TABLE OF CONTENTS

INDEPENDENT AUDITOR'S REPORT	<u>Page(s)</u> 1-3
FINANCIAL STATEMENTS	
Statement of Financial Position	4
Statement of Activities	5
Statement of Functional Expenses	6-7
Statement of Cash Flows	8
NOTES TO FINANCIAL STATEMENTS	9-16
SUPPLEMENTAL SCHEDULES	
Schedules of Sub-Recipient Award and Expenses	17-18
Schedule of Support, Revenue, Expenses and Changes in Net Assets for Legal Services Corporation Grants	19
FEDERAL COMPLIANCE	
Schedule of Expenditures of Federal Awards	20
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS	21
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	22-23
Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance	24-26
Schedule of Findings and Questioned Costs	27-30
Corrective Action Plan	31-32

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
603 Legal Aid

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of 603 Legal Aid (a nonprofit organization) which comprise the statement of financial position as of December 31, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of 603 Legal Aid as of December 31, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit 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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of 603 Legal Aid and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about 603 Legal Aid's ability to continue as a going concern within one year after the date that the financial statements are available to be issued

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 603 Legal Aid's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about 603 Legal Aid's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The additional schedules on pages 17-19 are presented for purposes of additional analysis and are not a required part of the financial statements. Additionally, the accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, 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 additional schedules on pages 17-19 and the schedule of expenditures of federal awards 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 June 30, 2022, on our consideration of 603 Legal Aid'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 solely 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 effectiveness of 603 Legal Aid's 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 603 Legal Aid's internal control over financial reporting and compliance.

Report on Summarized Comparative Information

We have previously audited 603 Legal Aid's 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated June 29, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Vashon Clukay & Company PC

Manchester, New Hampshire
June 30, 2022

603 LEGAL AID**Statement of Financial Position**

December 31, 2021

(With Comparative Totals as of December 31, 2020)

	<u>2021</u>	<u>2020</u>
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 440,541	\$ 746,243
Grants receivable	302,949	83,685
Prepaid expenses	<u>26,533</u>	<u>5,942</u>
Total Current Assets	<u>770,023</u>	<u>835,870</u>
Property		
Furniture and equipment, net	<u>8,481</u>	<u>1,255</u>
Other Assets		
Security deposits	<u>400</u>	<u>4,400</u>
TOTAL ASSETS	<u><u>\$ 778,904</u></u>	<u><u>\$ 841,525</u></u>
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable	\$ 37,504	\$ 51,708
Accrued expenses	1,633	10,518
Advances from grantors	6,000	60,633
Current portion of note payable	<u> </u>	<u>120,867</u>
Total Current Liabilities	<u>45,137</u>	<u>243,726</u>
Noncurrent Liabilities		
Note payable, net of current portion	<u> </u>	<u>35,816</u>
Total Noncurrent Liabilities	<u>-</u>	<u>35,816</u>
Net Assets		
Without donor restrictions	358,181	210,265
With donor restrictions:		
Legal Services Corporation - Property	8,481	1,255
Non-Legal Services Corporation	<u>367,105</u>	<u>350,463</u>
Total Net Assets	<u>733,767</u>	<u>561,983</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 778,904</u></u>	<u><u>\$ 841,525</u></u>

See notes to financial statements

603 LEGAL AID**Statement of Activities**

For the Year Ended December 31, 2021

(With Comparative Totals For the Year Ended December 31, 2020)

	Without Donor Restrictions	With Donor Restrictions			Total 2021	Total 2020
		<u>LSC</u>	<u>Non-LSC</u>	<u>Total</u>		
REVENUES AND OTHER SUPPORT:						
LSC Basic Field Grant		\$ 910,221		\$ 910,221	\$ 910,221	\$ 838,842
IOLTA Grant	\$ 241,375				241,375	43,752
Other grants		63,242	\$ 305,493	368,735	368,735	217,044
Interest income	8	174		174	182	453
Inkind revenue			79,840	79,840	79,840	-
Contributions	155,149			-	155,149	78,692
PPP Loan forgiveness	156,683			-	156,683	-
Miscellaneous income	63,468			-	63,468	-
Satisfaction of program restrictions	<u>1,335,102</u>	<u>(966,411)</u>	<u>(368,691)</u>	<u>(1,335,102)</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Support	<u>1,951,785</u>	<u>7,226</u>	<u>16,642</u>	<u>23,868</u>	<u>1,975,653</u>	<u>1,178,783</u>
EXPENSES:						
Program services	1,532,693	-	-	-	1,532,693	1,136,819
Management and general	<u>271,176</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>271,176</u>	<u>99,943</u>
Total Expenses	<u>1,803,869</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,803,869</u>	<u>1,236,762</u>
CHANGES IN NET ASSETS	147,916	7,226	16,642	23,868	171,784	(57,979)
Net Assets at Beginning of Year, as restated	<u>210,265</u>	<u>1,255</u>	<u>350,463</u>	<u>351,718</u>	<u>561,983</u>	<u>619,962</u>
Net Assets at End of Year	<u>\$ 358,181</u>	<u>\$ 8,481</u>	<u>\$ 367,105</u>	<u>\$ 375,586</u>	<u>\$ 733,767</u>	<u>\$ 561,983</u>

See notes to financial statements

603 LEGAL AID**Statement of Functional Expenses**

For the Year Ended December 31, 2021

(With Comparative Totals For the Year Ended December 31, 2020)

	Program Services							
	LSC Basic Field <u>Grant</u>	LSC Private Attorney <u>Involvement</u>	LSC TIG <u>Grant</u>	LSC TCB <u>Grant</u>	LSC COVID-19 <u>Response Grant</u>	<u>Library</u>	NH Bar Foundation <u>IOLTA</u>	<u>VAWA</u>
Personnel Expenses:								
Salaries	\$ 336,718	\$ 78,009	\$ 7,954		\$ 28,479	\$ 5,831	\$ 81,110	\$ 16,801
Payroll taxes	26,379	6,268	635		2,525	505	6,308	1,315
Employee benefits	53,804	8,676	1,083		4,164	913	12,354	2,651
Total Personnel Expenses	<u>416,901</u>	<u>92,953</u>	<u>9,672</u>	<u>\$ -</u>	<u>35,168</u>	<u>7,249</u>	<u>99,772</u>	<u>20,767</u>
Other Expenses:								
Space and occupancy	24,840	3,125				322	5,443	658
Office supplies and expenses	4,176	830				124	3,142	438
Communications	9,462	976				3,105	2,058	217
Library maintenance	1,149	119				1,384	243	28
Training and meetings	2,128	363			75	56	606	48
Insurance	1,806	212				20	364	47
Dues and fees	1,707	107				25	2,440	69
Travel	440	64				2	120	78
Contract services	40,028	28,546	18,327			490	8,708	51,640
Miscellaneous	918	115				9	242	31
Depreciation	<u>1,028</u>							
Total Other Expenses	<u>87,682</u>	<u>34,457</u>	<u>18,327</u>	<u>-</u>	<u>75</u>	<u>5,537</u>	<u>23,366</u>	<u>53,254</u>
Total Functional Expenses 2021	<u>\$ 504,583</u>	<u>\$ 127,410</u>	<u>\$ 27,999</u>	<u>\$ -</u>	<u>\$ 35,243</u>	<u>\$ 12,786</u>	<u>\$ 123,138</u>	<u>\$ 74,021</u>
Total Functional Expenses 2020	<u>\$ 640,334</u>	<u>\$ 100,467</u>	<u>\$ 27,443</u>	<u>\$ 18,232</u>	<u>\$ 83,092</u>	<u>\$ 10,257</u>	<u>\$ 43,745</u>	<u>\$ -</u>

See notes to financial statements

603 LEGAL AID**Statement of Functional Expenses (continued)**

For the Year Ended December 31, 2021

(With Comparative Totals For the Year Ended December 31, 2020)

	Program Services (continued)								
	COVID-19			Other	Total	Management	2021		
	Relief	Foreclosure	Low-Income	Legal	Program	and	Combined		
VOCA	Funds	Grant	Tax Clinic	Services	Services	General	Total	2020	
Personnel Expenses:									
Salaries	\$ 142,317	\$ 33,555	\$ 47,709	\$ 186,642	\$ 965,125	\$ 191,898	\$ 1,157,023	\$ 745,360	
Payroll taxes	9,759	2,740	3,719	14,564	74,717	15,432	90,149	54,860	
Employee benefits	10,050	4,963	5,730	28,567	132,955	28,928	161,883	112,330	
Total Personnel Expenses	162,126	\$ -	41,258	57,158	229,773	236,258	1,409,055	912,550	
Other Expenses:									
Space and occupancy		1,641	2,094	17,820	55,943	9,406	65,349	62,066	
Office supplies and expenses	191	1,126	2,358	30,556	42,941	5,054	47,995	43,978	
Communications	143	633	67	10,244	26,905	3,260	30,165	19,873	
Library maintenance		62	18	632	3,635	356	3,991	2,067	
Training and meetings		179	19	2,638	6,112	835	6,947	2,400	
Insurance		134	11	1,008	3,602	676	4,278	3,519	
Dues and fees		141	22	5,427	9,938	681	10,619	4,869	
Travel		31	42	352	1,129	214	1,343	30	
Contract services	250	2,587	28,413	21,921	200,910	14,041	214,951	183,969	
Miscellaneous		70	9	6,359	7,753	395	8,148	689	
Depreciation					1,028		1,028	752	
Total Other Expenses	584	-	6,604	33,053	96,957	34,918	394,814	324,212	
Total Functional Expenses 2021	\$ 162,710	\$ -	\$ 47,862	\$ 90,211	\$ 326,730	\$ 271,176	\$ 1,803,869		
Total Functional Expenses 2020	\$ 33,050	\$ 22,975	\$ 541	\$ -	\$ 156,683	\$ 99,943		\$ 1,236,762	

See notes to financial statements

603 LEGAL AID**Statement of Cash Flows**

For the Year Ended December 31, 2021

(With Comparative Totals For the Year Ended December 31, 2020)

	<u>2021</u>	<u>2020</u>
OPERATING ACTIVITIES		
Change in net assets	\$ 171,784	\$ (57,979)
Adjustments to reconcile change in net assets to net cash used by operating activities:		
Depreciation	1,028	752
PPP Loan forgiveness	(156,683)	
Net effect of changes in:		
Grants receivable	(219,264)	(59,510)
Prepaid expenses	(20,591)	(4,684)
Security deposits	4,000	
Accounts payable	(14,204)	38,943
Accrued expenses	(8,885)	10,518
Advances from grantors	(54,633)	60,633
Net cash used by operating activities	<u>(297,448)</u>	<u>(11,327)</u>
INVESTING ACTIVITIES		
Purchase of property and equipment	<u>(8,254)</u>	<u> </u>
Net cash used for investing activities	<u>(8,254)</u>	<u>-</u>
FINANCING ACTIVITIES		
Proceeds from note payable	<u> </u>	<u>156,683</u>
Net cash provided by financing activities	<u>-</u>	<u>156,683</u>
 NET INCREASE (DECREASE) IN CASH	 (305,702)	 145,356
 CASH - January 1	 <u>746,243</u>	 <u>600,887</u>
CASH - December 31	<u>\$ 440,541</u>	<u>\$ 746,243</u>
 Supplemental Disclosure of Non-cash Transactions:		
Inkind donations received	\$ 79,840	
Inkind expenses	(79,840)	
PPP Loan forgiveness	156,683	
	<u>\$ 156,683</u>	<u>\$ -</u>

See notes to financial statements

603 LEGAL AID

NOTES TO FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

(With Comparative Totals for the Year Ended December 31, 2020)

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

603 Legal Aid, formally Legal Advice and Referral Center, (the ‘Entity’) was organized as a nonprofit organization under Section 501(c)(3) of the Internal Revenue Code. The Entity is a non-profit corporation organized for the purpose of providing civil legal assistance to persons financially unable to afford legal assistance in the State of New Hampshire.

The accounting policies of the Entity conform to accounting principles generally accepted in the United States of America as applicable to nonprofit organizations and the Accounting Guide for LSC Recipients, except as indicated hereafter. The following is a summary of significant accounting policies.

Merger

During May 2021, a merger agreement was executed between New Hampshire Pro Bono Referral System, a New Hampshire nonprofit corporation, and Legal Advice and Referral Center, the surviving nonprofit corporation. Consideration paid and received as a result of this merger was commensurate with the cash settlement value of outstanding receivables and payables of the New Hampshire Pro Bono Referral System as of the date of the merger, approximately \$23,331 and \$9,307 respectively. As a result, no gain or loss on merger, or goodwill or other intangible asset, was recognized. Concurrent to the merger the name of the merged corporation was amended to “603 Legal Aid”.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation

The financial statements have been prepared in accordance with the reporting pronouncements pertaining to Not-for-Profit Entities included within the FASB Accounting Standards Codification. The Entity is required to report information regarding its financial position and activities according to the following net asset classifications:

Net Assets Without Donor Restrictions – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Entity. These net assets may be used at the discretion of management and the Board of Directors.

Net Assets With Donor Restrictions – Net assets subject to donor or certain grantor imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

603 LEGAL AID

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

For the Year Ended December 31, 2021

(With Comparative Totals for the Year Ended December 31, 2020)

Recognition of Donor Restrictions

Contributions are recognized when the donor makes a promise to give to the Entity that is, in substance, unconditional. Donor restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

The Entity recognizes grant and contract funds from Legal Services Corporation (LSC) as conditional. Revenue is recognized as conditions are met. Funds remaining at year end for which conditions have not yet been met are reported as an advances from grantor liability. The advance of LSC assets are subject to the provisions of LSC's Fund Balance Regulation. LSC may, at its discretion, request reimbursement for expenses, the return of funds, or both as a result of noncompliance by the Entity with the terms of the grant or contract. If the Entity terminates its legal assistance activities, all unexpended funds are to be returned to the funding sources. Furthermore, when LSC funds are used to acquire capital assets, the donor restriction expires as depreciation expense is recognized on those assets, with the undepreciated balance reported as net assets with donor restrictions.

Cash and Cash Equivalents

For the purpose of the statement of cash flows, cash and cash equivalents is comprised of cash, including cash on hand, and other highly liquid investments with an original maturity of 90 days or less.

Contributions and Grants Receivable

Unconditional pledges and grants are recorded as made. These amounts are recorded at the present value of the estimated fair value. Conditional pledges and grants are recognized only when the conditions on which they depend are substantially met and the pledges become unconditional. All contributions and grants receivable are considered current and expected to be received within one year.

Furniture and Equipment

Furniture and equipment are recorded at cost for purchased items and at fair value for donated items and is summarized as follows:

	LSC		Non-LSC		Total	
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
Furniture	\$ 5,102	\$ 5,102	\$ -	\$ -	\$ 5,102	\$ 5,102
Equipment	75,024	79,404	-	-	75,024	79,404
	80,126	84,506	-	-	80,126	84,506
Less Accumulated depreciation	(71,645)	(83,251)	-	-	(71,645)	(83,251)
	<u>\$ 8,481</u>	<u>\$ 1,255</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,481</u>	<u>\$ 1,255</u>

Depreciation is computed using the straight-line method over estimated, three to ten-year lives. The Entity's capitalization policy is to capitalize assets with a useful life greater than 1 year and a cost greater than \$5,000. Repair and maintenance costs are expensed when incurred.

603 LEGAL AID

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

For the Year Ended December 31, 2021

(With Comparative Totals for the Year Ended December 31, 2020)

All furniture and equipment acquired by the Entity was purchased using LSC funds. The Entity owns those assets; however, LSC has a reversionary interest in those assets purchased with its funds.

Depreciation expense was \$1,028 and \$752 for the years ended December 31, 2021 and 2020, respectively.

Accrued Vacation Leave

Employees cannot carry forward earned compensated leave time.

Revenue and Revenue Recognition

The Entity recognizes contributions when cash is received. Donations, and other income are recorded as revenues as received. Conditional promises to give, that is, those with a measurable performance or other barrier and a right of return, are not recognized until the conditions on which they depend have been met. Amounts received in advance of meeting recognition criteria have been reported as advances from grantors.

The Entity also has revenue derived from cost-reimbursable federal and state contracts and grants, which are conditional upon certain performance requirements and/or incurrence of allowable qualifying expenses. Amounts received are recognized as donor restricted revenue. Amounts are reclassified to support without donor restrictions as expenditures are incurred in compliance with the specific contract or grant provisions. Amounts not yet received but already awarded are recorded as grants and contracts receivable.

Donated Services, Materials and Facilities

Donated facilities, supplies, equipment and staff support are recorded as “In-kind” contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Entity. Donated services recognized as revenues and expenses in the statement of activities for the years ended December 31, 2021 and 2020 totaled \$79,840, and \$0, respectively.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function.

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Accordingly, certain indirect costs have been allocated among the programs and supporting services benefited, based primarily on percentage allocations calculated based on hours worked (time and effort). The expenses that are allocated include payroll taxes, employee benefits, space and occupancy, office supplies and expenses, communications, library maintenance, and insurance, which are all allocated on the basis of time and effort, as noted previously.

603 LEGAL AID

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

For the Year Ended December 31, 2021

(With Comparative Totals for the Year Ended December 31, 2020)

Income Taxes

The Entity is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and is also exempt from State of New Hampshire income taxes and, therefore, has made no provision for Federal or State income taxes. In addition, the Entity has been determined by the Internal Revenue Service not to be a "Private Foundation" within the meaning of Section 509(a) of the Code. The Entity is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. FASB Accounting Standards Codification Topic 740 entitled *Accounting for Income Taxes* requires the Entity to report uncertain tax positions for financial reporting purposes. The Entity had no uncertain tax positions as of December 31, 2021 and, accordingly does not have any unrecognized tax benefits that need to be recognized or disclosed in the financial statements.

Estimates

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

Fair Value of Financial Instruments

Cash and cash equivalents, grants receivable, accounts payable and other liabilities are carried in the financial statements at amounts which approximate fair value due to the inherently short-term nature of the transactions. The fair values determined for financial instruments are estimates, which for certain accounts may differ significantly from the amounts that could be realized upon immediate liquidation.

NOTE 2—LIQUIDITY AND AVAILABILITY

The Entity regularly monitors the availability of resources required to meet its operating needs and other contractual commitments. Cash reserves in excess of daily operational needs are invested in insured cash sweep accounts in order to maximize investment return while maintaining safety and liquidity. Excess LSC funds are maintained in FDIC insured checking or money market accounts.

The following table reflects the Entity's financial assets as of December 31, 2021 and 2020, reduced by amounts that are not available to meet general expenditures within one year of the statement of financial position date because of donor and other restrictions or internal board designations.

Financial assets available for general expenditure, reduced by donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

603 LEGAL AID**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

For the Year Ended December 31, 2021

(With Comparative Totals for the Year Ended December 31, 2020)

	<u>2021</u>	<u>2020</u>
Financial assets at year end:		
Cash and cash equivalents	\$ 440,541	\$ 746,243
Grants receivable	302,949	83,685
Total Financial Assets	<u>743,490</u>	<u>829,928</u>
Less amounts not available to be used within one year:		
Net assets with donor restrictions	375,586	351,718
Less LSC restricted net assets - property	<u>(8,481)</u>	<u>(1,255)</u>
	<u>367,105</u>	<u>350,463</u>
Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	<u>\$ 376,385</u>	<u>\$ 479,465</u>

In the event of an unanticipated liquidity need, the Entity also could draw upon \$50,000 of its available line of credit, as further discussed in Note 5.

NOTE 3—CUSTODIAL CREDIT RISK

The Entity maintains its cash balances with various financial institutions. The balances are insured by the Federal Deposit Insurance Corporation up to a combined total of \$250,000 per financial institution. The bank balances may, at times, materially exceed federally insured limits. The Entity has not experienced any losses on such accounts. As of December 31, 2021, deposits with financial institutions in the amount of \$19,438 were uninsured and uncollateralized.

NOTE 4—GRANTS RECEIVABLE

Grants receivable, by funding category, consist of the following at December 31, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
New Hampshire Bar Foundation - IOLTA	\$ 120,687	\$ 32,376
VOCA	40,168	10,768
Campaign for Legal Services	31,964	
NHLA - Call Center	31,521	
IRS LITC	26,664	
Miscellaneous grants	24,401	
LSC TIG Grant	15,839	5,541
VAWA	11,705	
New Hampshire Law Library		35,000
	<u>\$ 302,949</u>	<u>\$ 83,685</u>

NOTE 5—LINE OF CREDIT

603 Legal Aid has a revolving unsecured line of credit with a financial institution for \$50,000 with a variable interest rate at December 31, 2021 and 2020 of 6.00% and 5.25%, respectively. No amounts have been drawn on the line of credit and there was no outstanding balance due as of December 31, 2021 and 2020.

603 LEGAL AID**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

For the Year Ended December 31, 2021

*(With Comparative Totals for the Year Ended December 31, 2020)***NOTE 6—LEASE COMMITMENTS**

In April 2014 the Entity entered into a rental lease agreement for office space and parking at a monthly rate of \$4,200, which extended through October 31, 2021. Effective November 1, 2021, the Entity relocated, entering into a new rental lease agreement which extends through October 2024, at a monthly rate of \$8,833.

Rent expense for the years ended December 31, 2021 and 2020 were \$59,666 and \$50,400, respectively.

The following is a schedule, by years, of future minimum payments for the operating lease:

Year Ended <u>December 31,</u>	Annual Lease <u>Commitments</u>
2022	\$ 105,996
2023	105,996
2024	88,330
	<u>\$ 300,322</u>

NOTE 7—PAYCHECK PROTECTION PROGRAM

During April 2020, the Entity obtained a note payable under the Paycheck Protection Program (PPP) in the amount of \$156,683. During the year ended December 31, 2021, the Entity applied for and received principal forgiveness in whole by the Small Business Administration under the CARES Act. For the year ended December 31, 2021, PPP loan forgiveness of \$156,683 has been reported on the statement of activities as revenues and other support without donor restrictions.

NOTE 8—NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions represent contributions for civil legal services as of December 31, 2021 and 2020, whose use has been limited by the donors as to purpose and future time periods and are as follows:

	<u>2021</u>	<u>2020</u>
LSC Basic Field Grant - Property	\$ 8,481	\$ 1,255
Website and Technology Improvements	37,350	
Housing Assistance	39,945	
Victim of Crime Act Grant	167	167
New Hampshire Law Library Grant	78,433	91,220
BOA Foreclosure Grant	211,210	259,076
	<u>\$ 375,586</u>	<u>\$ 351,718</u>

NOTE 9—ECONOMIC DEPENDENCY

For each of the years ended December 31, 2021 and 2020, approximately 46% and 69%, respectively, of total support and revenue was derived from the LSC Basic Field Grant. The future existence of the Entity is dependent upon the continued support from LSC.

603 LEGAL AID

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

For the Year Ended December 31, 2021

(With Comparative Totals for the Year Ended December 31, 2020)

NOTE 10—LSC SUBGRANTEE AGREEMENTS

The Entity entered into a subgrant agreement with New Hampshire Pro-Bono using funding from Legal Services Corporation (LSC) Basic Field Grant. The agreement with NH Pro-Bono is to provide attorney representation – pro bono. The contract period for the subgrant for the year ended December 31, 2021, was for the period January 1, 2021 through the earlier of December 31, 2021 or date of completed merger of the program with 603 Legal Aid. The merger of the Pro Bono program with 603 Legal Aid was executed effective May 31, 2021. The contract period for the subgrant for the year ended December 31, 2020, was for the period January 1, 2020 through December 31, 2020. The subgrant agreements, approved by LSC, totaled \$59,532 for each of the years ended December 31, 2021 and 2020, respectively.

The Entity entered into a subgrant agreement with New Hampshire Pro-Bono using funding from Legal Services Corporation (LSC) COVID-19 Response Grant. The agreement with NH Pro-Bono is to provide attorney representation – pro bono. The contract period for the subgrant for the year ended December 31, 2020, was for the period June 1, 2020 through May 31, 2021. The subgrant agreement, approved by LSC, totaled \$19,990 for the years ended December 31, 2020. No additional awards were made under the terms of this agreement for the year ended December 31, 2021.

NOTE 11—PENSION PLAN

The Entity sponsors a defined contribution pension plan in accordance with Internal Revenue Code section 401(a) for all employees who have attained the age of twenty-one. Contributions are based on a percentage of the employee's annual compensation; 5% for 2021 and 2020. For the years ended December 31, 2021 and 2020 pension expense was \$49,752 and \$33,847, respectively.

NOTE 12—CONTINGENCIES

The Entity receives funds from Federal sources, which require that the Entity use the funds within certain periods and for purposes specified by governing laws and regulations. If expenses should be found not to have been made in compliance with the laws and regulations, the Entity might be required to repay the funds.

No provisions have been made for these contingencies because specific amounts, if any, have not been determined or assessed by government audits as of December 31, 2021.

NOTE 13—FUTURE ACCOUNTING STANDARDS

FASB has issued ASU 2016-02, *Leases (Topic 842)*, which the Entity is required to implement for the year ending December 31, 2022. Management believes that this update will have a potentially significant impact on the financial statements. The Entity will be required to recognize a right-of-use asset and a lease liability for transactions currently identified as operating leases.

NOTE 14—RESTATEMENT OF NET ASSETS

In accordance with LSC Program Letter 20-4, management determined that amounts previously reported as net assets with donor restrictions attributable to unspent portions of its LSC Basic Field Grant and LSC COVID-19 Response Grant, had not met the conditions necessary for recognition and accordingly, have

603 LEGAL AID**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

For the Year Ended December 31, 2021

(With Comparative Totals for the Year Ended December 31, 2020)

been reclassified as advances from grantor. Net assets previously reported as of December 31, 2020, have been restated as follows:

Donor restricted net assets, December 31, 2020 - as previously reported	\$ 398,575
Less restatement of advances from grantor	<u>(46,857)</u>
Donor restricted net assets, December 31, 2020 - as restated	<u>\$ 351,718</u>

NOTE 15—UNEXPENDED LSC AWARDS

For the year ended December 31, 2020, the Entity reported \$11,614 and \$35,243 as advances from grantor for unexpended portions of its LSC Basic Field Grant and LSC COVID-19 Response Grant. These funds were fully expended during the year ended December 31, 2021.

For the year ended December 31, 2021, the Entity fully expended each of its LSC awards, with no unexpended LSC awards reported as advances from grantor.

NOTE 16—SUBSEQUENT EVENTS

Subsequent events have been evaluated through June 30, 2022 which is the date the financial statements were available to be issued.

603 LEGAL AID**Schedule of Sub-Recipient Award and Expenses**

For the Year Ended December 31, 2021

	Fiscal Year <u>2021 Grant</u>
2021 Sub-recipient award	\$ 26,210
2020 Budget remaining to be spent	<u>20,656</u>
Total Revenues	<u>46,866</u>
Expenses:	
Personnel salaries	34,731
Fringe benefits	9,452
Payroll taxes	<u>2,683</u>
Total Expenses	<u>46,866</u>
 Budget remaining to be spent	 <u>\$ -</u>

603 LEGAL AID**Schedule of Sub-Recipient Award and Expenses**

For the Year Ended December 31, 2020

	Fiscal Year <u>2020 Grant</u>
2020 Sub-recipient award	\$ 79,522
2019 Budget remaining to be spent	<u>666</u>
Total Revenues	<u>80,188</u>
Expenses:	
Personnel salaries	34,514
Fringe benefits	9,687
Space and occupancy	3,094
Office supplies and expenses	4,403
Payroll taxes	5,417
Insurance	530
Miscellaneous	395
Telephone	260
Audit	<u>1,232</u>
Total Expenses	<u>59,532</u>
 Budget remaining to be spent	 <u><u>\$ 20,656</u></u>

603 LEGAL AID**Schedule of Support, Revenue, Expenses and Changes in Net Assets
for Legal Services Corporation Grants**

For the Year Ended December 31, 2021

	Basic Field <u>Grant</u>	Private Attorney <u>Involvement</u>	Management and <u>General</u>	LSC TIG <u>Grant</u>	LSC TCB <u>Grant</u>	LSC COVID-19 Response Grant	<u>Total</u>	<u>Property</u>	Grand <u>Total</u>
REVENUES AND OTHER SUPPORT:									
Grants and contracts	\$ 503,381	\$ 127,410	\$ 271,176	\$ 27,999		\$ 35,243	\$ 965,209	\$ 8,254	\$ 973,463
Interest income	174						174		174
Total Revenues and Other Support	<u>503,555</u>	<u>127,410</u>	<u>271,176</u>	<u>27,999</u>	<u>\$ -</u>	<u>35,243</u>	<u>965,383</u>	<u>8,254</u>	<u>973,637</u>
EXPENSES:									
Personnel salaries	336,718	78,009	191,898	7,954		28,479	643,058		643,058
Payroll taxes	26,379	6,268	15,432	635		2,525	51,239		51,239
Employee benefits	53,804	8,676	28,928	1,083		4,164	96,655		96,655
Total	<u>416,901</u>	<u>92,953</u>	<u>236,258</u>	<u>9,672</u>	<u>-</u>	<u>35,168</u>	<u>790,952</u>	<u>-</u>	<u>790,952</u>
OTHER EXPENSES:									
Space and occupancy	24,840	3,125	9,406				37,371		37,371
Office supplies and expenses	4,176	830	5,054				10,060		10,060
Communications	9,462	976	3,260				13,698		13,698
Library maintenance	1,149	119	356				1,624		1,624
Training and meetings	2,128	363	835			75	3,401		3,401
Insurance	1,806	212	676				2,694		2,694
Dues and fees	1,707	107	681				2,495		2,495
Travel	440	64	214				718		718
Contract services	40,028	28,546	14,041	18,327			100,942		100,942
Miscellaneous	918	115	395				1,428		1,428
Depreciation							-	1,028	1,028
Total	<u>86,654</u>	<u>34,457</u>	<u>34,918</u>	<u>18,327</u>	<u>-</u>	<u>75</u>	<u>174,431</u>	<u>1,028</u>	<u>175,459</u>
Total Expenses	<u>503,555</u>	<u>127,410</u>	<u>271,176</u>	<u>27,999</u>	<u>-</u>	<u>35,243</u>	<u>965,383</u>	<u>1,028</u>	<u>966,411</u>
TOTAL CHANGES IN NET ASSETS	-	-	-	-	-	-	-	7,226	7,226
NET ASSETS									
Beginning of year	-	-	-	-	-	-	-	1,255	1,255
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,481</u>	<u>\$ 8,481</u>

603 LEGAL AID
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended December 31, 2021

<u>Federal Granting Agency/Grant Program/ Grant Number/ Recipient State Agency/Grant Program/State Grant Number</u>	<u>Assistance Listing Number</u>	<u>Expenditures</u>	<u>Passed Through to Subrecipients</u>
LEGAL SERVICES CORPORATION			
Received Directly from Legal Services Corporation			
Basic Field Grant	09.130010	\$ 910,395	
Technology Initiative Grant #19043	09.130010	27,999	
COVID-19 Response Grant #CV20007	09.130010	35,243	
		<u>973,637</u>	<u>\$ 26,210</u>
Total Legal Services Corporation		<u>973,637</u>	<u>26,210</u>
DEPARTMENT OF JUSTICE			
Pass Through Payments from New Hampshire Legal Assistance, Inc.			
Crime Victim Assistance	16.575		
Victim of Crime Act Assistance		40,210	
Pass Through Payments from State of New Hampshire Department of Justice			
Crime Victim Assistance	16.575		
V2-GX-0500		<u>121,114</u>	
		<u>161,324</u>	<u>-</u>
Pass Through Payments from State of New Hampshire Department of Justice			
Violence Against Women Formula Grants	16.588		
2020-WF-AX-0021		<u>23,394</u>	<u>4,530</u>
Total Department of Justice		<u>184,718</u>	<u>4,530</u>
DEPARTMENT OF THE TREASURY			
Received Directly from U.S. Treasury Department			
Low Income Taxpayer Clinics	21.008		
21-LITC0544-01-00		<u>26,664</u>	
Total Department of the Treasury		<u>26,664</u>	<u>-</u>
Total Expenditures of Federal Awards		<u>\$ 1,185,019</u>	<u>\$ 30,740</u>

See notes to schedule of expenditures of federal awards

603 LEGAL AID**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

For the Year Ended December 31, 2021

NOTE 1—GENERAL

The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of 603 Legal Aid under programs of the federal government for the year ended December 31, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of 603 Legal Aid, it is not intended to and does not present the financial position, changes in net assets, or cash flows of 603 Legal Aid.

NOTE 2—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting which is described in Note 1 to 603 Legal Aid’s financial statements. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursements.

NOTE 3—INDIRECT COST RATE

603 Legal Aid has not elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**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***

Independent Auditor's Report

To the Board of Directors
603 Legal Aid

We have audited, in accordance with the 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 in accordance with the Legal Services Corporation *Compliance Supplement for Audits of LSC Recipients*, dated April 2016, the financial statements of 603 Legal Aid (a nonprofit organization), which comprise the statement of financial position as of December 31, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 30, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered 603 Legal Aid's internal control over financial reporting (internal control) as a basis for designing 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 603 Legal Aid's internal control. Accordingly, we do not express an opinion on the effectiveness of 603 Legal Aid'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 or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether 603 Legal Aid'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 financial statements. 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Vashon Clukay & Company PC

Manchester, New Hampshire
June 30, 2022

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM
AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

Independent Auditor's Report

To the Board of Directors
603 Legal Aid

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited 603 Legal Aid's (a nonprofit organization) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* and in the Legal Services Corporation *Compliance Supplement for Audits of LSC Recipients*, dated April 2016, that could have a direct and material effect on 603 Legal Aid's major federal program for the year ended December 31, 2021. 603 Legal Aid's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, 603 Legal Aid complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended December 31, 2021.

Basis for Opinion on Each Major Federal Program

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; the standards contained in the Legal Services Corporation *Compliance Supplement for Audits of LSC Recipients*, dated April 2016; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of 603 Legal Aid and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of 603 Legal Aid's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to 603 Legal Aid's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on 603 Legal Aid's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and Legal Services Corporation Audit Guide for Recipients and Auditors and the related Compliance Supplement will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about 603 Legal Aid's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the Legal Services Corporation Audit Guide for Recipients and Auditors and the related Compliance Supplement, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding 603 Legal Aid's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of 603 Legal Aid's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of 603 Legal Aid's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit

Report on Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant

deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be significant deficiencies.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a 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. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2021-001 and 2021-002, to be significant deficiencies.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on 603 Legal Aid's response to the internal control over compliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. 603 Legal Aid's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

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 the Uniform Guidance. Accordingly, this report is not suitable for any other purpose

Vachon Clukay & Company PC

Manchester, New Hampshire
June 30, 2022

603 Legal Aid
Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2021

Section I--Summary of Auditor's Results

Financial Statements

Type of auditor's report issued on whether the financial statements audited were prepared in accordance with GAAP: unmodified

Internal control over financial reporting:

Material weakness(es) identified? yes X no
Significant deficiency(ies) identified? yes X none reported

Noncompliance material to financial statements noted? yes X no

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified? yes X no
Significant deficiency(ies) identified? X yes none reported

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

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? X yes no

Identification of major federal programs:

Assistance Listing Number(s)	Name of Federal Program or Cluster
09.130010	Legal Services Corporation - Basic Field Grant
09.130010	Legal Services Corporation - Technology Initiative Grant
09.130010	Legal Services Corporation - COVID-19 Response Grant

Dollar threshold used to distinguish between Type A and Type B program: \$ 750,000

Auditee qualified as low-risk auditee? yes X no

Section II--Financial Statement Findings

There were no findings relating to the financial statements required to be reported by GAGAS.

Section III--Federal Award Findings and Questioned Costs

The following findings and questioned costs as defined under 2 CFR 200.516(a) are required to be reported.

Finding #2021-001 – Property and Inventory

Legal Services Corporation Basic Field Grant (ALN# 09.130010)

Criteria or specific requirement: Legal Services Corporation Accounting Guide section 2-2.4 states physical inventories should be reconciled with property records and accounting records. Differences should be identified and investigated to determine cause. Additionally, the Legal Services Corporation property management manual states that capital and non-capital inventory should be documented to include certain required information fields, including check number, cost, funding source, vendor, and item identification number.

Condition: A reconciliation between the physical inventory and the accounting records is not performed. Additionally, through examination of the inventory records it was noted that certain required information fields were not completed for each item listed.

Questioned Costs: No questioned costs were identified.

Context: The nature of this deficiency is isolated to the design of controls over inventory. The deficiency was detected through examination of the inventory records and discussions with management.

Effect: Failure to accurately capture all required information while performing the physical inventory and failure to reconcile that information back to the accounting system increases the risk of non-compliance with the LSC requirements for asset management and disposal. Furthermore, failure to reconcile the physical inventory back to the accounting system increases the risk that the information may be incomplete.

Cause: Items identified in the physical inventory were often acquired many years ago, which reduces the ability to gather certain elements of the required information or significantly increases the amount of time and effort necessary to do so. Additionally, the current process over the physical inventory does not incorporate a reconciliation to the accounting system, which would allow for missing information to be identified.

Recommendation: It is recommended that the inventory system be evaluated to incorporate a reconciliation process between the results of the physical inventory and the information contained within the accounting system. Additionally, we recommend that management review the Legal Services Corporation property management manual to ensure that all required data fields are completed during the inventory process.

Management Response: In November 2021, a physical inventory of furniture & equipment currently on-site was conducted and recorded into a tracking spreadsheet which is formatted to capture all the elements required by the LSC Fundamental Criteria. Unfortunately, the staff doing and maintaining the spreadsheet were not provided with the necessary financial components required such as purchase date, vendor, original cost, etc. The organization was able to identify and record in the depreciation spreadsheet that information for items being capitalized.

Now that the accounting is no longer outsourced and being done in house the accounting staff will be maintaining this spreadsheet. Periodic review during the fiscal year will be done to evaluate transactions in the general ledger, for addition to the report, particularly in the office expense and equipment purchases accounts.

Finding #2021-002 - Program Income

Legal Services Corporation Basic Field Grant (ALN# 09.130010)

Criteria or specific requirement: Legal Services Corporation Regulations 45 CFR 1630 Cost Standards and Procedures requires that income derived from an activity supported in whole or in part with LSC funds must be allocated to the same project used to track the LSC grant in the same proportion that the LSC funds were expended in support of the activity.

Condition: 603 Legal Aid receives support from an outside organization towards their call center activities. The call center activities are also supported by LSC funds. While total expenses incurred exceeded the amount of additional support and LSC funding received, indicating that 100% of funding was expended, a proportionate share of the income was not allocated and reported as part of the LSC program.

Questioned Costs: No questioned costs were identified.

Context: This deficiency was identified through general discussions with management and is considered to be isolated to the single source of program income received.

Effect: Failure to identify and allocate a proportionate share of income to the LSC program increases the risk that an excess amount of unspent LSC funds at year end may be accumulated, which may exceed allowable carryover limits.

Cause: Program income was generated through a new form of revenue source in the current year. No similar support had been received in prior periods, and the specific requirement to allocate a portion of the proceeds and additional eligible costs to the LSC program were not considered.

Recommendation: It is recommended that income received be evaluated to determine if it is generated as a result of activities supported in whole or in part by LSC funds (program income) to determine if the income is derived from activities already supported through LSC resources. In the event that income is determined to be program income, it is recommended that a share of the income be allocated to the LSC program in proportion to the support provided through the use of LSC funds in generating the income.

Management Response: An assessment of alternate funding sources that support activities that have been charged to LSC was evaluated for 2021 by the current staff accountant. Program Income of \$63,468 to support Call Center activity was recorded as unrestricted funds. At year end, salary expense of approximately \$95K charged to LSC throughout the year was reclassified to unrestricted. The

reclassification entry did not specifically select Call Center staff wages but rather a non-specific pool of salary expense was reclassified.

In order to better track use of the support for call center activities, management proposes identifying the Call Center income as a unique funding source within the accounting system. A monthly reclassification entry of call center personnel and associated expense equal to the monthly contract income will be reallocated from LSC to the contract income funding.

Finding 2021-001

Corrective Action Plan: Property & Inventory Listing

In November 2021, a physical inventory of furniture & equipment currently on-site was conducted and recorded into a tracking spreadsheet which is formatted to capture all the elements required by the LSC Fundamental Criteria. Unfortunately, the staff doing and maintaining the spreadsheet were not provided with the necessary financial components required such as purchase date, vendor, original cost, etc. The organization was able to identify and record in the depreciation spreadsheet that information for items being capitalized.

Now that the accounting is no longer outsourced and being done in house the accounting staff will be maintaining this spreadsheet. Periodic review during the fiscal year will be done to evaluate transactions in the general ledger, for addition to the report, particularly in the office expense and equipment purchases accounts.

Name of Responsible Person: Donna Dudley, Staff Accountant

Anticipated Implementation Date of Corrective Action: A review was done for 2022 through the audit date.

Finding 2021-002

Corrective Action Plan: Program Income

An assessment of alternate funding sources that support activities that have been charged to LSC was evaluated for 2021 by the current staff accountant. Program Income of \$63,468 to support Call Center activity was recorded as unrestricted funds. At year end, salary expense of approximately \$95K charged to LSC throughout the year was reclassified to unrestricted. The reclassification entry did not specifically select Call Center staff wages but rather a non-specific pool of salary expense was reclassified.

In order to better track use of the support for call center activities, management proposes identifying the Call Center income as a unique funding source within the accounting system. A

*93 North State Street, Suite 200, Concord, NH 03301
Phone: 603-224-3333 | Fax: 603-224-6067*

monthly reclassification entry of call center personnel and associated expense equal to the monthly contract income will be reallocated from LSC to the contract income funding.

Name of Responsible Person: Donna Dudley, Staff Accountant

Anticipated Implementation Date of Corrective Action: 5/1/2022

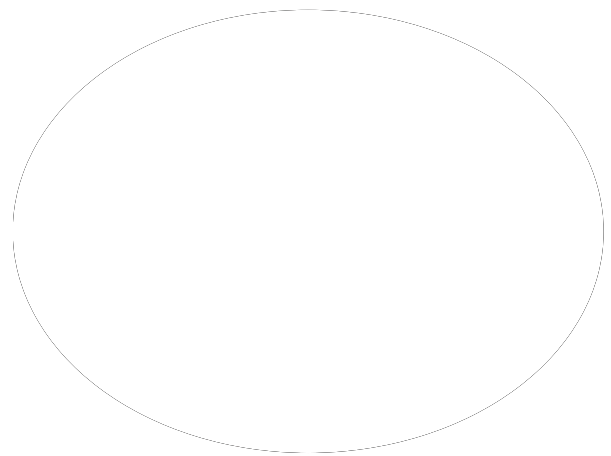
Sincerely,

A handwritten signature in black ink, appearing to read "Sonya Bellafant". The signature is fluid and cursive, with the first name "Sonya" and last name "Bellafant" clearly distinguishable.

Sonya G. Bellafant, Esq.

Executive Director

Attachment H:
Copies of Materials Funded by IOLTA



Our Mission

603 Legal Aid is a civil legal aid provider offering legal representation, advocacy, and education. In partnership with volunteer attorneys and community organizations, 603 Legal Aid works to make justice a reality for and with people who experience economic hardship that threatens their basic human needs. 603 Legal Aid helps low-income people by providing **free civil legal advice** and **information** by telephone, by representing someone in

court, or through a referral to a volunteer attorney or another program for legal help.

If you know someone who needs help with a non-criminal legal problem, contact 603 Legal Aid. You or your client can apply for legal help from this website at any time. Call **1 (800) 639-5290** or **(603) 224-3333** from 9:00 AM – 2:00 PM on Monday through Thursday.

APPLY ONLINE

Choose An Alternative Language

Français Español Português دری
پښتو Kiswahili عربی Kinyarwanda

603 Legal Aid Can Give Legal Advice or Referrals About the Following:



Housing

Housing problems such as eviction and foreclosure.



Benefits

Social security, unemployment, disability, and food stamps.



Civil Rights

Discrimination, civil rights, and the rights of individuals with disabilities.



Family Law and Domestic Violence

Family problems such as custody of a child, protective orders, or divorce.



Tax Issues

Federal income tax problems



Criminal Record Annulments

Removing non-violent crimes from a criminal record

NEW HAMPSHIRE LEGAL AID SELF HELP GUIDES

Get Help Filling Out Certain Forms and Letters

Answer a set of questions, and get the form or letter you need with instructions that tell you what to do next and a link to more information about your legal issue. Download, email, or do both to get your final document.

The documents you can create are:

- a [letter to a debt collector](#) asking them to stop contacting you,
- a [letter to a debt collector](#) or creditor telling them you are judgment proof,
- a [letter to a prior landlord](#) asking them to return your security deposit,
- an [Appearance form](#) for a tenant who is being evicted,
- an [Answer and Request for Continuance](#) for a tenant who is being evicted because they withheld rent,
- a [letter to your landlord](#) asking them to make repairs or fix conditions in your home.

Our friends at Illinois Legal Aid Online have been helping us – if you notice their name in the address box of your browser, do not be alarmed; you really are in the right place.

Recent Blog Articles

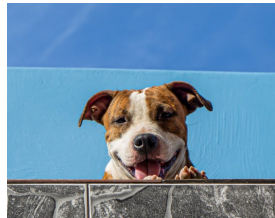


Free remote access to Westlaw!

Are you having a hard time searching for legal information for your case? We are glad to inform you that thanks to the New Hampshire Law Library new project, you can now have free remote access to Westlaw...

[Read More →](#)

Feb 2, 2023



Dog Owner Avoids Eviction Just in Time for the Holidays

Cindy called 603 Legal Aid just a few days before she had to appear at eviction court. She said her landlord didn't like her dog, Milo, and had falsely alleged in his eviction notice that Milo had attacked people. Cindy was intimidated by her landlord and feared she would not be able to successfully tell her side of the story.

[Read More →](#)

Nov 18, 2022

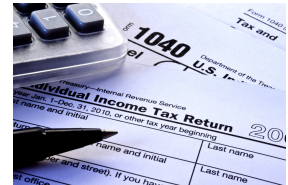


603 Helps Tenant Reach a Settlement with His Landlord

Howard is a 73 year old man living alone in Central New Hampshire. When he fell behind with his rental payments his landlord served him with a demand for rent and an eviction notice. Not knowing what to do, Howard contacted 603 Legal Aid and spoke to a housing advocate.

[Read More →](#)

Sep 29, 2022



Good Client Story: Joe's OIC

Joe's tax liability arose from unpaid federal income tax for the years 2017, 2018, and 2019. During those years, he was romantically involved with a woman, eventually moving in with her. She offered to take care of his finances and paperwork, and he gratefully accepted, conceding his cognitive challenges and lifelong difficulties with such matters.

[Read More →](#)

Aug 1, 2022

603 Legal Aid

93 North State Street, Suite 200,
Concord, NH 03301

Phone: [\(603\) 224-3333](tel:(603) 224-3333)

8:30 am – 5:00 pm Monday – Friday

DONATE

Search

Staff

Steven Scudder, Interim Executive Director

Paula Cardinali, Client Intake Specialist

Taylor Flagg, DOVE Projects Coordinator,
Domestic Violence Specialist

Donna Dudley, Staff Accountant

Shayder Gately, Client Intake Specialist

Jeff Goodrich, Contract Attorney

Adrianna Siniawski, Supervising Attorney Tax
Project Coordinator

Dennis Thivierge, Legal Director

Jimmy Perez, Client Intake Specialist

Linda Purdy, Outreach Coordinator

Janice Rabchenuk, Pro Bono Clinic
Coordinator

Kristine Delaney, Client Intake Specialist

Emma Sisti, Deputy Director/Pro Bono
Manager

Angelika Wilkerson-Martin, Staff Attorney,
Domestic Violence Specialist

Vacant, DOVE Projects Asst. Coordinator,
Domestic Violence Specialist

Teresa Lombardi, Client Intake Specialist

Steve McGilvary, Paralegal

Angelique Leis, Accountant/Grants Manager

Vacant, Staff Paralegal, Domestic Violence Specialist

Funders



Board

KILE ADUMENE

ALEXANDRA COTE, Esq.

NORA FIORE

MELINDA GEHRIS, Esq.

BRITTANY HUNT

ELIZABETH LAHEY, Esq.

REBECCA NANN

KAITLIN M. O'NEIL, Esq.

RORY PARNELL, Esq.

EMILY RICE, Esq.

DEBORAH KANE REIN, Esq. (Chair)

CATHY SHANELARIS, Esq. (Vice-Chair)

BRIAN SHAUGHNESSY, Esq.

PATRICIA WENTWORTH, CPA (Treasurer)

History

In 1978, the NH Bar Association created the Pro Bono Referral Program (Pro Bono) to train volunteer attorneys and connect them with clients who needed free legal representation. In 1996, the Legal Advice & Referral Center (LARC) launched as a place for people experiencing economic hardship and civil legal problems to access information about their rights, talk with experienced legal aid advocates, and prepare to represent themselves.

603 Legal Aid

93 North State Street, Suite
200, Concord, NH 03301

Phone: [\(603\) 224-3333](tel:(603)224-3333)

8:30 am – 5:00 pm Monday –
Friday

DONATE

For Volunteers

Volunteer with 603 Legal Aid Pro Bono Program

Links To Pro Bono Pages

[**Become a Volunteer**](#)

[**Volunteer Opportunities**](#)

[**Clinics**](#)

[**DOVE Project**](#)

[**LITP**](#)

[**Report Your Case Status**](#)

[**Resource Library**](#)

For over four decades the Pro Bono Program has been the link connecting low-income Granite Staters with volunteer attorneys.

No matter your level of experience or your area of expertise, you can make a difference. The staff at 603 Legal Aid will be there to support you and ensure you have the training and materials you need to assist our clients looking for help.

Whether you can volunteer one hour or one hundred hours, your time will make a difference in the life of one of your neighbors. [Sign up to volunteer](#) or email Pro Bono Manager Emma M. Sisti at esisti@603legalaid.org with any questions.

BECOME A VOLUNTEER

**PRO BONO
OVERVIEW**

93 North State Street, Suite
200, Concord, NH 03301

DONATE

Phone: [\(603\) 224-3333](tel:(603)224-3333)

8:30 am – 5:00 pm Monday –
Friday





Pro Bono Overview



An Overview and Guide for Attorney Participation in the 603 Legal Aid Pro Bono Program

Emma M. Sisti, Esq., Pro Bono Manager

esisti@603legalaid.org

Introduction

The Pro Bono Program within 603 Legal Aid assists attorneys in meeting their ethical pro bono practice obligations under Rule 6.1 and helps them serve their communities. Clients access Pro Bono through the Statewide intake process. Applicants for Pro Bono attorneys are looking for assistance with matters involving family law, criminal record annulments, landlord tenant issues, bankruptcy, consumer issues, foreclosure, and federal income tax controversies (handled via its [Low-Income Taxpayer Project](#)). 603 Legal Aid screens cases for financial eligibility and legal merit, and then trained Pro Bono staff review and place cases with volunteer attorneys. Pro Bono coordinates opportunities for volunteers to handle domestic violence restraining order cases through its [Domestic Violence Emergency \(DOVE\) Project](#) in collaboration with crisis centers around the state.

Participation as a volunteer attorney through the 603 Legal Aid Pro Bono Program allows you to make a difference in the lives of low-income people in need. Involvement as a volunteer also provides the opportunity to expand and sharpen legal skills through “hands-on” experience in poverty-related cases. Many find participation to be personally rewarding, and involvement is an important way to enhance the public image of the Bar and the legal profession.

To facilitate your involvement, the Pro Bono Program provides a variety of supports, including waiver of filing and service fees for qualified clients, low-cost training, mentoring, coordination of interpreters, client management, and reimbursement of certain litigation costs. [Click here to see more information under “Attorney Supports/Program Assistance”](#).

Cases and Referrals

Types of Cases Referred by Pro Bono Program

603 Legal Aid's Pro Bono Program handles civil matters not only in the areas of family law and domestic violence but also bankruptcy, collection defense, housing, consumer issues, tort defense, guardianship, elder law, special education, tax, and other high priority legal matters confronting low-income families. We do not handle fee-generating civil matters, criminal cases (except for criminal record annulment), or traffic violations.

There are many more low-income clients in need Pro Bono services than available volunteers to help them, particularly in the family law and foreclosure areas. We greatly appreciate the willingness of attorneys to handle domestic cases involving children, since clients are at a particular disadvantage if forced to appear *pro se*. Pro Bono offers unbundled or limited scope opportunities to assist family law clients and others where appropriate. Other ways to get involved include drafting substantive training materials, mentoring, and hosting or staffing "referral marathons."

How You Will Receive Referrals

The Pro Bono Program coordinates referrals in the following ways:

- You can choose a case listed on our "[volunteer opportunities](#)" page
- The program staff or volunteers may call or email you
- A colleague may contact you during a referral marathon
- Your law firm Pro Bono coordinator (if one) may direct a request to you or
- A special project partner (such as crisis center advocate for DOVE) may contact you about a referral staff members make every effort to use the referral method you prefer. The program will monitor cases sent to you from our office before contacting you about another referral.

The program will monitor cases sent to you from our office before contacting you about another referral.

In addition, by accepting cases through Pro Bono, attorneys can access court-approved fee waivers and a variety of program services to facilitate their representation of low-income clients with civil legal problems. Clients determined eligible for Pro Bono services are entitled to automatic waiver of in-state court filing and service fees. [\[See RSA 499:18\(b\)\]](#) In relevant cases, Pro Bono will include the form, "Notice of Indigency and Notice of Entitlement to Full Waiver of Filing Costs and Sheriff's Fees," with referral paperwork for you to send to the court. Please submit a request for this form if you need one at probono@603legalaid.org.

Contact from the Pro Bono Program

Pro Bono Program staff members may call/email you about a possible referral or to discuss one of your current Pro Bono cases. Program staff may also ask your assistance in recruiting other attorneys to take Pro Bono cases. In addition, the 603 Legal Aid staff may call to check on the status of an open case.

You may also hear from [Emma Sisti](#), the Pro Bono Manager at 603 Legal Aid. Emma follows up on client complaints, assists with difficult referrals, and serves as a resource for panel participants to answer questions about the program or to help obtain resources.

Paperwork from the Pro Bono Program

After accepting a case, you will receive paperwork with the client's name, address, and case type. **IT IS EXTREMELY IMPORTANT FOR YOU TO RETURN COMPLETED FORMS TO PRO BONO AS OUR FUNDING DEPENDS ON OUR ABILITY TO COLLECT AND REPORT ON BASIC CASE DATA.** In an effort to keep paperwork to a minimum, the 603 Legal Aid uses a simple case reporting system. All of these forms will be sent to you by our Coordinators or administrative staff at 603 Legal Aid. However, if you choose to, you can submit them directly from the website:

a. The "[Initial Case Disposition Form](#)" notifies the Pro Bono Coordinator whether the client has followed through on the referral. Volunteers must return this form after the initial interview or if the client fails to contact the attorney for an appointment **within thirty (30) days after the referral is made.**

b. It is important for funding and case management purposes that Pro Bono receive regular status updates while a case is open. "[Quarterly Case Status Update](#)" will be sent quarterly. The **Quarterly Case Status Update** must be returned within 2 weeks of the end of the quarter.

c. When a case is closed, the volunteer attorney shall complete and return the "[Final Case Disposition Form](#)." Attorneys shall return this form within 30 days of the case closing. Attorneys must include any final orders and must indicate the total number of hours devoted to each Pro Bono case. This information must be reported to our funders, so it is imperative that it be included. If the Attorney prefers, attaching a copy of the timesheet for the case is acceptable.

If you prefer **not to receive these requests via email (as a ZIP file), [please let us know](#) and we will send you a hard copy with a self-addressed-stamped envelope. Please note that 603 Legal Aid is happy to accept the return of any of the above reports by email, direct submission through the website, fax, or regular mail.

Informing the Pro Bono Program about Problems/Issues

There are a number of events which may trigger a need to call the office. Some of these are:

a. **Loss of Client Financial Eligibility After Referral:** Census and other demographic studies indicate that poverty is frequently a temporary status for many people. We expect financial situations will improve for some clients, who may become financially ineligible for no-cost services after being accepted and referred by our program. Sometimes cases may become fee-generating on closer investigation or due to changes in circumstances. **PLEASE NOTIFY PRO BONO AT ONCE IF A CLIENT APPEARS INELIGIBLE FOR FREE LEGAL ASSISTANCE (EVEN AT THE OUTSET OF A CASE).** We will investigate and, if appropriate, notify both attorney and client of the ineligibility, and that the client is free to seek representation at an agreed fee from the Pro Bono-referred attorney or other attorney of choice. The Pro Bono attorney may then withdraw from the case if necessary, so long as ethical considerations are satisfied.

b. **Pro Bono Clients Returning for Additional Services:** When a case is placed through the Pro Bono program, the client is informed that the referral is only for help with the problem(s) specified on the referral letter to the client. The attorney receives a copy of this letter.

- If interested in handling new or different problems for the client, or if problems arise after the original case is completed, the attorney should contact the Pro Bono Program. The client's financial eligibility will be rechecked and, if appropriate, a new case opened.
- Where an attorney cannot help a former or new client seeking help with a family law matter, s/he should direct the individual to *603 Legal Aid*, [\(603\) 224-3333](#) or [1-\(800\) 639-5290](#) for eligibility screening and potential referral to Pro Bono. Clients may also be directed to the [603 Legal Aid Online Intake form](#).

c. **Appeals and Class Actions:** Attorneys are asked to notify the office when (a) an appeal is taken on behalf of a Pro Bono client; or (b) a class action is undertaken on behalf of a Pro Bono client or group of similarly situated Pro Bono clients. Pre-approval to undertake appeals is required by the Pro Bono Manager. Due to federal regulations, 603 Legal Aid cannot participate in class-action lawsuits, so if one is being initiated on behalf of a current 603 Legal Aid Pro Bono referred client, 603 Legal Aid must withdraw from supporting the attorney. We encourage volunteers to call the office any time with questions or concerns about a Pro Bono referred client.

d. **Client Relations:** Attorneys are strongly encouraged to contact the Pro Bono office should any problems arise regarding the attorney/client relationship, including concerns about client expectations.

Attorney Supports/Program Assistance

a. **Legal Fees:** There may be no direct charge for legal fees to the client. The attorney, however, may seek and obtain fee awards from other sources if the client consents. If the award may diminish the client's recovery, consent should be obtained at the time of retainer. Pro Bono normally refers contingent fee award cases only after three or more qualified counsel have declined a private retainer. Attorneys are encouraged to ask clients for reimbursement of out-of-pocket costs as detailed below.

b. **Malpractice Insurance:** The Pro Bono Program provides professional liability insurance to cover cases handled by volunteer attorneys through Pro Bono. The coverage is primary and extends to the firms of participating attorneys.

c. **Out-of-Pocket Expenses:** Pro Bono has limited resources to reimburse expenses; however, necessary "out-of-pocket" costs such as travel, long distance phone calls, and copying expenses and non-waivable out-of-state services, subpoena, and other similar expenses will be reimbursed by the New Hampshire Pro Bono Program up to \$30.00 per case. (Fax costs cannot be reimbursed unless approved in advance.) With advance approval by the Pro Bono Manager, the program can cover costs exceeding this amount in some instances. If financially able, Pro Bono clients are expected to pay these costs and are so advised. Please contact the program if assistance is needed with expenses. Travel is reimbursed at the IRS-approved rate per mile and copying at the rate of 10 cents per copy. The Pro Bono Program will not reimburse waivable filing and service fees. In addition, legal research expenses will not be reimbursed as the NHBA provides free access to Casemaker software on its website.

d. **Depositions:** In collaboration with Pro Bono, through its members the New Hampshire Court Reporters Association contributes up to 100 hours per year in pro bono deposition time for attorneys handling cases referred by the program. Attorneys seeking a shorthand reporter for a deposition should call the Pro Bono Manager at [1 \(603\) 224-3333](tel:16032243333) x628 for the appropriate contact number.

e. **Waivers of Fees:** See "Cases and Referrals,".

f. **Other Resources:** Pro Bono offers a variety of additional resources, including a mentoring program and referrals to other professionals for information and services regarding QDROs, tax issues and other matters presented in Pro Bono cases. Pro Bono also will assist attorneys in locating and paying for interpreters as necessary. For more information, contact the 603 Legal Aid's Pro Bono Manager.

THANK YOU FOR BECOMING A MEMBER OF THE PRO BONO PANEL!

On June 1, 2021, LARC and Pro Bono merged into a new organization, 603 Legal Aid. 603 Legal Aid hosts a central call center for people seeking civil legal aid and maintains a vibrant volunteer recruitment, training and coordination program for attorneys seeking to volunteer their time and expertise.

Partnership with NHLA

New Hampshire Legal Assistance provides high-quality civil legal services to address the legal problems that affect people's daily survival and most basic needs. These services range from simple legal information and advice to vigorous and thorough representation in all of New Hampshire's courts. 603 Legal Aid handles intake for NHLA connecting clients to NHLA attorneys and paralegals.

Campaign for Legal Services

The Campaign is a joint fundraising initiative for legal aid in New Hampshire. Financial contributions to the Campaign, through individual charitable contributions from businesses or sponsorships of our events, benefit both 603 Legal Aid and New Hampshire Legal Assistance.

DOWNLOAD OUR ANNUAL REPORT

603 Legal Aid

93 North State Street, Suite
200, Concord, NH 03301

Phone: [\(603\) 224-3333](tel:6032243333)

8:30 am – 5:00 pm Monday –
Friday

DONATE

Where else can I call for help?

If you have been charged with a crime, you should contact the court to determine if you are eligible for a court-appointed lawyer.

Call: 1-855-212-1234

If you need immediate help with a basic need like housing, food, or medication, call **2-1-1**.

If you need resources related to aging or disability, call
Service Link
1-866-634-9412



www.603legalaid.org

603-224-3333

Funded in part by:



IOLTA Program of the NH Bar Foundation



United Way Partner Agency



Legal Services Corporation



Do You Need Legal Help?



If you have a civil (not criminal) legal question or problem,

apply for free help online at
www.603legalaid.org

or call
603-224-3333

Over age 60? Call
1-888-353-9944

Free civil legal services are available to people in New Hampshire with income and assets below certain limits.

603 Legal Aid and New Hampshire Legal Assistance

Working together, we provide legal services in civil (not criminal) matters for low-income people. Services include direct representation by staff attorneys and volunteer attorneys in all of New Hampshire's courts; advice and counsel to people representing themselves; and information and resources. Here are some of the civil case types we handle:

Housing/utilities - evictions, foreclosures, property tax

deeding/property tax relief programs, electricity shutoffs

Public benefits - Medicaid, TANF, SNAP, disability benefits

Domestic violence - orders of protection

Family law - divorce, child support

Consumer - debt collection, bankruptcy

Federal Taxes

Wills/powers of attorney/advanced directives

Criminal record annulments

Youth law - school discipline, special education

Aging - financial exploitation, protecting resident rights in nursing homes/assisted living facilities



drcnh.org

Email: mail@drcnh.org

1-800-834-1721 or (603) 228-0432

Disability Rights Center – NH provides information, referral, advice, legal representation, and advocacy to individuals with disabilities on disability-related issues including special education, access and accommodation, employment and housing discrimination, voting, home and community-based services, and Medicaid.

Contact Disability Rights Center-NH to schedule a free consultation on a disability discrimination issue with an experienced attorney.

NH Bar Association Programs

NH Free Legal Answers

www.nh.freelegalanswers.org

Confidential virtual legal advice clinic offered in conjunction with the American Bar Association.

Lawyer Referral Service (LRS)

Modest Means

(603) 715-3290

LRsreferral@nhbar.org

www.nhbar.org/legal-service-programs

Connects qualified low/middle income individuals who are not eligible for free civil legal services with attorneys providing legal services at reduced rates.

Lawyer Referral Services (LRS)

Full-Fee

(603) 229-0002

LRsreferral@nhbar.org

Connects the public at all income levels with attorneys who practice in a specific area of law and charge customary legal fees.

Lawline

1-800-868-1212

6:00 pm to 8:00 pm on the second Wednesday of each month. Volunteer lawyers provide free legal information over the phone.

Our Funding Sources

The Project is made possible by a Low-Income Taxpayer Clinic federal grant provided by the Taxpayer Advocate Service, as well as funding from the New Hampshire Bar Foundation, Granite United Way, the NH Housing Finance Authority, the Legal Services Corporation, the NH Charitable Foundation, and the New Hampshire Law Library Pro Hac Vice Fund (RSA 490:25).

Support is also provided by the many dedicated attorneys, enrolled agents, CPAs, students, and return preparers who donate their time to **Low-Income Taxpayer Project** clients.



Important Phone Numbers

Taxpayer Advocate Service, for help with IRS issues you're already working to resolve on your own.
(603) 570-0605

Internal Revenue Service, for general information and transcript requests for your accounts.
(800) 829-1040

Low-Income Taxpayer Project



93 N. State Street, Suite 200
Concord, NH 03301
(603) 224-3333



Please note that the **Low-Income Taxpayer Project** is independent of the Internal Revenue Service. Representation by the Project will not cause the IRS to give you preferential treatment and will not affect your rights before the IRS.



Low-Income Taxpayer Project



The Low-Income Taxpayer Project and You

The Project

Do you have an IRS problem?

The **Low-Income Taxpayer Project** of 603 Legal Aid may be able to help.

The Project is a **free** tax clinic designed to help low-income taxpayers with federal tax controversies, including:

- **refund delays**
- **stimulus payments**
- **Child Tax Credit**
- **Earned Income Tax Credit**
- **identity verification**
- **identity theft**
- **under-reporter notices**
- **audits**
- **deficiency notices**
- **tax debts**
- **liens & levies**
- **installment agreements**
- **offers in compromise**
- **innocent spouse relief**
- **injured spouse relief**
- **worker classification**

The Project does not generally provide tax return preparation but can do so if needed to resolve a federal tax controversy.

Eligibility

You may be eligible for help if:

1. The problem involves the IRS.
2. The amount of money at stake is not more than \$50,000* per year.
3. Your income is not more than 250%* of the federal poverty line.

**The Project may be able to accept a limited number of cases that do not meet these criteria, depending on staff resources and client circumstances.*



Apply for Help

To apply for our services,

call **(603) 224-3333**
9:00-1:00, Monday-Friday, or go to
www.603LegalAid.org, anytime.

~

For help filing a tax return during tax season,

call **211** or go to
www.nhtaxhelp.org.

