

## PUBLIC SERVICES PROJECTS

### SUMMARY INFORMATION

Total Public Services funding will be limited to approximately \$100,200 (15% of CDBG entitlement grant), for all projects.

#### GENERAL INFORMATION

Applicant Legal Name:	Legal Assistance of Western New York, Inc.
Project Name:	Fair Housing Enforcement Project
Funding Amount Requested:	\$90,000

#### PROJECT INFORMATION

Project Location(s):	Ithaca, NY				
Project Goal(s) (be specific and succinct):	This project aims to increase access to housing and improve the housing stock in Ithaca.				
<a href="#">Priority Need(s)</a> Which Project Will Address (Consolidated Plan):	Furthering Fair Housing: Lack of fair housing enforcement, Source of Income Discrimination, Access to Opportunity, Information and Referral, Code				
Total Number of People to Be Served:	100	% City of Ithaca Residents:	100%	% Below 80% AMI:	100%
Characteristics of People to Be Served (i.e., youth, elderly, disabled, formerly incarcerated, homeless, etc.):	low income, varying from elderly, disabled, formerly incarcerated, DV victims or facing homelessness				
Proposed Use of Requested Funds (i.e., staff salaries, materials, participant stipends, etc.):	staff salary, materials, overhead				
Total Project Cost:	\$90,902.75	Total Budgeted Matching Funds:	\$902.75		

#### CONTACT INFORMATION

Head of Agency Information	
Name:	Gregg Thomas, Esq.
Title:	Managing Attorney
Address:	902 Taber St. Suite 1, Ithaca NY
Phone Number:	607-273-3667, ext 5017
E-Mail Address:	gthomas@lawny.org
Application Contact Information	
Name:	Krystall Escobedo
Title:	Staff Paralegal
Address:	902 Taber St. Suite 1, Ithaca NY
Phone Number:	607-273-3667, ext 5012
E-Mail Address:	kescobedo@lawny.org

## PROJECT DESCRIPTION

In the space below, provide a clear project summary that contains a description of the proposed project, including services and activities that will be provided. Include the Census tract number in which the project will be located (see Application Instructions).

This project contains two separate components that will operate together to increase the access to appropriate housing stock for the low-income population in the City of Ithaca. Our office is located in Census tract 10, but the project and its advocates will partner with other organizations to be present in other Census tracts, primarily tract 1. Because our organization serves the whole of Tompkins County, we are prepared to serve all of the Census tracts of Ithaca.

The first component of this project will be a legal advocate housed at LawNY. This advocate will be an attorney focused solely on affirmative litigation, which can manifest in a variety of ways including Supreme Court actions based on habitability and pursuing fair housing or source of income discrimination claims. The advocate will enforce federal and state housing protection, as well as facilitating coordinated efforts to address habitability issues through Code Enforcement, rent with-holding, including joint action with DSS and the housing subsidy providers, negotiation with landlords, and litigation, as needed.

The second component of this project consists of an education and advocacy effort to make clients better-prepared applicants for the limited stock of decent, safe, and affordable housing, thereby increasing their opportunities for housing. We will meet this goal through a series of community legal education events, as well as one-on-one advocacy, that focus on assessing and improving a client's rental application presentation skills and learning proper etiquette as a tenant that will increase their opportunities for housing. We will provide Tenants' Rights Toolkits in the education events and to the clients we assist. These methods for improvement include reviewing background checks and assisting with corrections, referrals to classes for credit improvement, advocating with agencies and landlords, and training on how to approach issues with landlords in order to maintain effective working relationships with existing and prospective housing providers.



**INSERT EXCEL BUDGET SPREADSHEET(S) IMMEDIATELY AFTER THIS PAGE.**

**PUBLIC SERVICES PROJECT BUDGET**

**SOURCES**

FUNDING SOURCE TITLE		AMOUNT SECURED*	AMOUNT UNSECURED**	% OF TOTAL BUDGET
1.	PY2020 Community Development Block Grant (CDBG)		\$90,000.00	90.33%
2.	NYS Office of Court Admin		\$6,338.00	6.36%
3.	Tompkins Co Early Intervention Homeless Prevention		\$3,300.00	3.31%
10.				0.00%
<b>TOTAL SECURED &amp; UNSECURED FUNDING</b>		<b>\$0.00</b>	<b>\$99,638.00</b>	<b>100.00%</b>
<b>TOTAL PROJECT BUDGET</b>		<b>\$99,638.00</b>		<b>100%</b>

<b>LEVERAGE OF SECURED FUNDING PERCENTAGE</b>	<b>0.00%</b>
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\* Supporting documentation is required for amounts listed as secured.

\*\* Please be sure to list all unsecured funding amounts (e.g., funding applied for, but not yet received).

**USES**

PERSONNEL EXPENSES: POSITION TITLES	PROPOSED CDBG AMOUNT (SALARY/WAGES + FRINGE)	PROPOSED OTHER	TOTAL
New Staff Attorney Salary	\$ 57,500.00		\$57,500.00
Fringe @20%	\$ 11,500.00		\$11,500.00
Tax Withholding	\$ 4,398.75		\$4,398.75
Supervising Attorney @ 10% FTE		<b>\$6,338.00</b>	\$6,338.00
Staff Paralegal @10% FTE		<b>\$3,300.00</b>	\$3,300.00
			\$0.00
			\$0.00
<b>A-TOTAL PROPOSED PERSONNEL BUDGET</b>	<b>\$73,398.75</b>	<b>\$9,638.00</b>	<b>\$83,036.75</b>

NON-PERSONNEL EXPENSES: LINE ITEM/TYPE	PROPOSED CDBG AMOUNT (SALARY/WAGES + FRINGE)	PROPOSED OTHER	TOTAL
Supplies	\$1,756.00		\$1,756.00
Publications/Printing	\$34.00		\$34.00
Rent	\$ 5,520.00		\$5,520.00
Utilities (Incl. Telephone)	\$ 480.00		\$480.00
Maintenace & Repairs	\$ 350.00		\$350.00
Insurance, Malpractice, Bonding	\$ 414.00		\$414.00
Office Supplies	\$ 592.00		\$592.00
Meeting Expenses, Copying, Printing	\$ 260.00		\$260.00
Travel	\$ 320.00		\$320.00
Program Supplies, Postage	\$ 126.00		\$126.00
Staff Development	\$ 800.00		\$800.00
Accounting & Professional Fees	\$ 272.00		\$272.00
Administration	\$ 4,500.00		\$4,500.00
Other: Consultants	\$ 586.00		\$586.00
Other: Translators	\$ 400.00		\$400.00
Other: Internet	\$ 312.00		\$312.00
Other: Library, Subscriptions, Dues	\$ 782.00		\$782.00
			\$0.00
<b>B-TOTAL PROPOSED NON-PERSONNEL BUDGET</b>	<b>\$17,504.00</b>	<b>\$0.00</b>	<b>\$17,504.00</b>
<b>(A+B) TOTAL PROPOSED PROJECT BUDGET</b>	<b>\$90,902.75</b>	<b>\$9,638.00</b>	<b>\$100,540.75</b>

## PROJECT DESCRIPTION (cont.)

Explain how the amount of funding requested is justified, taking into account other available sources of funding for the project type. Explain how and when the cost estimates for the project were prepared. Provide the name, title, company/organization name, and qualifications of the individual who prepared the cost estimates.

The cost estimates are based on the projected expenses necessary to add one full-time attorney with five years of experience to the LawNY-Ithaca staff. We have included estimates for an attorney salary based on our current salary scale and fringe benefit schedule, together with a prorated share of overhead expenses and specific allowances for the materials to be used in creating Tenants' Rights toolkits.

The proposed project budget was prepared in February 2020 using actual expenses incurred in 2018 and 2019 as a guide. The budget was prepared by Ithaca office Managing Attorney Gregg A. Thomas, an attorney with more than 40 years experience as a housing advocate and greater than 35 years as a grants administrator for local funding sources. The Project budget has been reviewed by LawNY's Deputy Director for Development and Grants Administration Lori O'Brien in our Rochester office.

Does the project require coordination with, or participation of, another entity or organization? If so, how will you ensure the project's successful and timely completion?

The project could use the participation of other organizations in the Ithaca area, but the success of the project is not dependent upon participation from other groups or organizations.

Organizations that we will likely work with include: OAR, Advocacy Center, St. Johns Community Center, Ithaca Tenants United, and the Tenant Support Working Group.

## POPULATION SERVED & PROJECT IMPACT

Describe the population the project will serve, being sure to include income levels (i.e., 30% AMI, 50% AMI, 80% AMI), and any special needs characteristics (e.g., disabled, elderly, homeless). How has the project been designed to address the specific needs of this population?

Our greater organization prioritizes serving low-income individuals, primarily individuals whose income is below 200% of the federal poverty guideline. Currently, that places our general client population at below 50% AMI. Our education component will focus on serving homeless individuals and working-poor population.

The education component of this project already has a dedicated staff member that works with the homeless population, the hard-to-house population, as well as individuals struggling to remain in their housing.

Explain the project goal(s). How will each goal be measured and documented to confirm whether or not it has been met?

As a crisis intervention service whose goal is to provide access to the justice system, we cannot guarantee any particular outcome for our clients, only that we will try to give them the information, advice and quality legal representation they need to "have their day in court." Sometimes we're able to reverse an agency decision or to prevent or delay an eviction or foreclosure proceeding. Other times, we may only be able to provide counsel and advice or an opportunity for our clients to be heard. We have two primary goals of increasing access to housing and improving housing stock. Our objectives follow:

Through direct contact with eligible low-income, disabled and aging individuals, the agency will provide intake, information and referral, counsel and advice, and brief service, including assistance drafting and filing legal documents or complaints to federal or state agencies, to approximately 12 clients a year. The project will also provide community legal education to 70 individuals over the course of the year.

Through extended representation, the agency will represent approximately 6 individuals in pursuing affirmative litigation with local, state and federal administrative agencies, landlords, and other creditors, as well as assist 12 individuals with rental applicant presentation improvement, using the methods illustrated in the project description.

The agency will provide meaningful access to the justice system for 82 clients through brief service and for 18 clients through direct representation.

Our projected numbers reflect our past performance in measuring the numbers of clients that we can effectively represent through various means in assorted venues. Each year we report our case statistics to LSC in terms of level of services (counsel and advice, brief service, negotiation, representation, and litigation); we tell our NYS IOLA funders what benefits our clients received, e.g., how many evictions and foreclosures we prevented and how many clients qualified for Disability Benefits or Unemployment Insurance; and we report to the NYS Disability Advocacy Project how much money we saved the State and County by getting our clients off the public assistance rolls and onto SSI for long-term disabilities.

**POPULATION SERVED & PROJECT IMPACT (cont.)**

Will your project advance the City's goal of ending and preventing homelessness? How?

Through our education component, the project will use creative methods to get homeless and hard-to-house individuals into appropriate housing. The project will also assist individuals in properly communicating with their current landlords, thereby maintaining their rights and protections as tenants and preventing homelessness by keeping them in their established housing.

The affirmative litigation component of the project works towards ending homelessness by fighting discrimination by landlords against protected classes. Doing so will increase the viable housing stock available to low-income individuals. Additionally, affirmatively compelling landlords to make repairs and increase the habitability of their residences prevents homelessness and increases the pool of suitable housing.

Will your project advance the City's goal of moving people out of poverty? How?

The project advances upward mobility by promoting access to safe housing. Decent, safe, and affordable housing is fundamental to achieving self-sufficiency. Adequate housing, transportation and medical care allow people to achieve the stability they need to seek, find, and keep jobs and to become valued members of their communities.

## PROMOTION OF FAIR HOUSING

How will your project address any of the factors contributing (“Contributing Factors”) to fair housing issues and problems in the City of Ithaca? Refer to: [Explanation of IURA Assessment of Fair Housing Contributing Factors](#) document.

Our project will directly address factors contributing to fair housing issues by increasing our organization's capacity to enforce fair housing protections, and the newly-stated source of income discrimination. By funding the project, the City of Ithaca will be investing resources directly in fair housing education and enforcement and in the enforcement of regularly neglected housing quality standards.

## ORGANIZATIONAL CAPACITY

Describe your organization's experience in successfully implementing projects of similar scope and comparable complexity to the proposed project.

We have several special projects funded by federal, state, or local sources that focus on particular client populations. Among them are:

LAV – our Legal Assistance to Victims grant from the US Department of Justice was renewed in 2018 and eligibility was expanded to include victims of domestic violence as well as victims of sexual assault. In calendar year 2018, we served 61 LAV clients, including 21 family matters, such as custody, visitation, divorce, and orders of protection. 34 clients received information and referral, counsel and advice or limited service; 24 cases involved court or administrative proceedings and received extended representation in those proceedings.

Early Intervention Homelessness Prevention - We have added case management and informal advocacy services to our County-funded Access to Justice work by hiring a full-time paralegal to support our housing attorneys and to provide direct advocacy services outside the courtroom, primarily to intervene before an urgent need becomes a crisis. Our clients' lives are often complicated by domestic violence, sexual assault, arrest and incarceration; drug and alcohol abuse, addiction, treatment and recovery, and family law issues including divorce and custody, employment issues, unemployment, and shelter eligibility issues. A paralegal can act as an advocate and case manager to ensure that our clients receive the supportive services they need.

Describe your staffing plan for the proposed project. Indicate what percentage of each staff member's time will be allocated to this project and how many other projects, in addition to the one proposed, each staff member will be responsible for. *If you are requesting funds to pay staff salaries, please explain how the proposed project will be impacted, if full funding is not awarded.* If the project is collaborative, explain how participating organizations will work together and who will be the lead.

Our proposal specifically asks for funding for a full-time attorney. Not receiving full funding would significantly impact our ability to take on affirmative litigation cases and enforce fair housing measures, as our current staff is at capacity with on-the-ground eviction prevention cases. Current staff will be available to onboard the new staff person, guide them and co-counsel these cases. We estimate about 10-20% of two current housing attorneys' time will be used to assist the new attorney. We estimate 30% of a housing paralegal's time will be used to assist the new attorney and 20% of four other paralegal's time will be used to assist with program outreach, intake, and support.

The educational component will be similarly supported at 1.0 FTE by current staff, primarily one paralegal who will receive support as needed by the two housing attorneys, the housing paralegal and the public benefits paralegal.



**PAST IURA FUNDING**

If your organization received funding from the IURA in the past two program years, please complete the following table(s):

2018 Project Name:	
Amount of Funding Awarded:	
Amount Expended to Date:	
Total Number of Unduplicated Clients to Be Served:	
Total Number of Unduplicated Clients Served to Date:	

2019 Project Name:	
Amount of Funding Awarded:	
Amount Expended to Date:	
Total Number of Unduplicated Clients to Be Served:	
Total Number of Unduplicated Clients Served to Date:	

**PROJECT SCHEDULE**

Month	Specify Project Milestone/Actions Completed	Cumulative Amount of CDBG Funds Expended	% of Project Budget
November 2020	O n b o a r d t h e n	\$ 7 5 7 5 9	%
December 2020	B e g i n n e t w o r k	\$ 7 5 7 5 8	%
January 2021	H o l d f i r s t C o r	\$ 7 5 7 5 8	%
February 2021	A s s i s t 5 i n d i v	\$ 7 5 7 5 8	%
March 2021	S e c o n d C o m m u n	\$ 7 5 7 5 8	%
April 2021	T h r e e A f f i r m a	\$ 7 5 7 5 8	%
May 2021	T h i r d C o m m u n i	\$ 7 5 7 5 8	%
June 2021	A s s i s t 5 + i n d	\$ 7 5 7 5 8	%
July 2021	F o u r t h C o m m u n	\$ 7 5 7 5 8	%
August 2021	S i x A f f i r m a t i v	\$ 7 5 7 5 8	%
September 2021	F i f t h C o m m u n i	\$ 7 5 7 5 8	%
October 2021	A s s i s t 5 + i n d	\$ 7 5 7 5 8	%
November 2021	R e p o r t i n g	\$ 7 5 7 5 8	%
<b>TOTAL:</b>		\$ 9 0 , 9 1 0 0	%

① **Note:** Assume contracts will be executed by NOVEMBER 1, 2020, so that funds may be drawn that month.

## CERTIFICATION & SUBMISSION REQUIREMENTS

By checking this box and providing the following information, I certify the statements made in this application are true and correct, and I am authorized to submit this application on behalf of my organization.

Gregg Thomas, Esq.	2/28/2020
Name Legal Assistance of Western New York, Inc.	Date Managing Attorney
Organization gthomas@lawny.org	Title/Role 607-273-3667, ext 5017
E-Mail Address	Phone Number

Is your organization a 501(c)(3)? Yes  No

Federal Tax ID: 16-0955954

DUNS #: \_\_\_\_\_

### Required Attachments:

- Excel budget page
- Resumés of key staff and/or consultants who will be responsible for this activity
- List of your organization’s current board members
- Letter(s) of commitment from any other individuals or entities (outside your own organization) whose participation is required for project completion
- Evidence of commitment for any funds indicated as “secured” in your project budget
- Most recent Form 990 or tax returns for applicant entity (only 1 copy needed)

### Optional Attachments:

- Letters of support
- Program materials (e.g., brochures, program guidelines, outreach materials)

### Submission Requirements:

- One (1) ORIGINAL of the complete application, including all attachments
- Twelve (12) double-sided 3-HOLE PUNCHED CLIPPED COPIES of the complete application, including all attachments, except Form 990/tax return (only 1 copy needed)
- One (1) ELECTRONIC PDF FILE of the application, including all attachments, on a disc or flash/thumb drive
- Complete application packages must be received by noon, February 28, 2020 at the following address:

Ithaca Urban Renewal Agency  
3<sup>rd</sup> Floor, City Hall | 108 E. Green St. | Ithaca, NY 14850

- Applications will be date/time-stamped upon arrival. Applications received after the deadline will not be considered.



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Geneva, NY 14456

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# Kelly Butler

## Paralegal

Horseheads, NY

[klbh3683@gmail.com](mailto:klbh3683@gmail.com)

(443) 214-8997

## Work Experience

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### **Domestic Violence Advocate**

Arbor Domestic Violence Shelter - Bath, NY

October 2019 to Present

- Conduct client admissions and discharged in keeping with agency and DV protocol.
- Upon admission, begin discharge planning with clients by ascertaining client's desired housing and current level of functioning.
- Meet regularly with clients on an individual basis to discuss the problems they encounter and the challenges they face in meeting their goals; develop strategies to deal with these challenges and resolve problems.
- Teach the dynamics of domestic violence to assist the client in breaking free from the abusive situation.
- Maintain complete, accurate and confidential client records and statistical data of service provision.
- Provide follow-up services to nonresidential families as the need related to domestic violence; assure smooth linkage to service providers.
- Establish and maintain working relationships with service providers to assure the basic needs of the client are met.
- Interact with various authorities and professionals on behalf of the client, all in accordance with HIPPA guidelines and agency policy.
- Have a full range of services available to the client such as: transportation, 24 hour crisis outreach services, case management, service linkages, apartment searches, set-up housing, client advocacy, landlord negotiations, and support groups.
- Work with victims to complete reporting surveys regarding interagency response to domestic violence and present findings at DART or other review team meetings.

### **Sales & Service Consultant**

Wayfair - Big Flats, NY

February 2019 to Present

Vocal contributor on the team - Identified most efficient ways to complete assigned tasks - Took clearly defined tasks and data sets and accurately executed analyses - Clearly laid out analysis and outcomes for manager/team consumption - Works effectively with peers and supervisors - Completes assigned tasks in a timely manner - Not afraid to ask clarifying questions needed to complete analysis - Offers a prioritized set of solutions to business challenges/problems - Thinks creatively about own work - Takes problems and identifies appropriate data and analysis needed to solve - Comprehensively understands and utilized all facts and data available - Proactively thinks beyond the explicit assignment to ask secondary questions and identify additional needs - Accurately, quickly, and clearly answers questions related to her area of focus - Viewed as a credible company expert in her area of focus

## **Paralegal**

Hartel, DeSantis, & Howie - Hanover, MD & Arlington, VA - Baltimore, MD  
April 2018 to December 2018

Drafted correspondence, pleadings and subpoenas - Data Entry - Responsible for recording billable time - Kept up to date calendars for two attorneys - Accountable for day-to-day operations with a focus on efficiency and time management - Significant interaction with clients, opposing counsel and court personnel - Responsible for developing intra-office communication protocols and streamlining administrative procedures - Created both physical and electronic files for every case - Transcribed dictation - Data sorting - Maintained compliance with state and federal laws - Analyzed and filed all documents coming into the office - Conducted internet research - Responsible for obtaining all client medical records, employment records and police reports - Prepared and proofread documents for submission to various court jurisdictions including Maryland, Washington D.C. and Virginia - Document formatting, electronic distribution and file management

## **Paralegal (Temporary)**

Robert Half Legal - Baltimore, MD - Baltimore, MD  
June 2017 to September 2017

Analyzed and interpreted various financial statements - Fact investigation and development, including analyzing and interpreting the data that was gathered from various sources - Data Entry - Legal research and drafting of legal memoranda - Document formatting - Electronic distribution of documents - Significant contact with clients, opposing counsel and court personnel - File retrieval, file sorting and file tracking - Drafted timelines used in various motions and exhibits - Prepared exhibits for motions and other pleadings - Drafted affidavits - Obtained information/documents from courts, government agencies, and other outside resources - Analyzed and summarized case documentation - Use of Time Matters, Juris and Microsoft applications - Drafted discovery demands and answers and requests for admission - Obtained missing case documentation - Drafted and e-filed various pleadings, motions, and praecipe in both state and federal courts - Analyzed contracts, insurance policies, and other documentation - Performed telephone interviews with clients, witnesses and state agency personnel - Worked in 3 different jurisdiction simultaneously

## **Paralegal (Temporary)**

Bodie Law - Towson, MD - Towson, MD  
January 2017 to March 2017

Data entry - Drafted and prepared correspondence and other written documents as required including responses, reports, filings, pleadings, answers, motions, and discovery - Organized and analyzed documentary evidence including contracts, medical records, Medicare/Medicaid liens, and investigative reports - Interpreted and prepared chronologies and summaries as requested - Prepared and handled tracking and disposition of subpoenas - Maintained and managed organization of files - Electronic distribution of materials - Use of Microsoft applications

## **Paralegal Intern**

Holmes & O'Connor - Glen Burnie, MD - Glen Burnie, MD  
August 2016 to October 2016

Obtained documents from various medical facilities and law enforcement agencies - Data entry and sorting - Fact investigation and development - Communicated with clients regarding case status and updates - analyzed and summarized case documentation - Procured HIPPA releases - Significant communication with low income and foreign speaking clients, insurance adjusters, medical personnel, law enforcement and opposing counsel - Responsible for attorney calendaring - Identified and obtained

missing documentation - Interviewed clients by telephone - Drafted legal correspondence - Use of Microsoft applications

### **Paralegal**

Skeen and Kauffman, LLP - Baltimore, MD - Baltimore, MD  
March 2015 to August 2016

Performed factual and legal research - Reviewed matters and briefed attorneys on case development - Entered and sorted data in the electronic filing system - Drafted demand letters, discovery and pleadings - Provided assistance in preparing for trial including witness interviews and preparing exhibits - Coordinated and communicated with opposing counsel and courts - Analyzed contracts, insurance policies, and other documentation - Scanning and filing of mail and other documents - Performed initial case assessments and reviews - Completed initial and subsequent witness and client interviews - Assisted with developing strategies for the representation of clients - Improved and maintained electronic filing system - Obtained all relevant case documentation - Maintained attorney calendar - Used Microsoft applications - Extensive negotiating with insurance companies to reach settlement - Filed pleadings

### **Paralegal Intern**

Kellogg Hansen Todd Figel and Frederick - Washington D.C. - Washington, DC  
January 2016 to June 2016

Data entry and sorting - Internet research - Document review for privilege and relevance - File retrieval, copying, and sorting - Drafted memos updating attorney on case developments - Drafted demand letters - Research of and contact with insurance companies - Use of Concordance and Microsoft applications

## Education

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### **Paralegal Certificate**

Community College of Baltimore County - Catonsville, MD  
January 2015 to August 2017

### **BA in Political Studies**

Gordon College - Wenham, MA  
May 2016

## Skills

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- Excellent written and verbal communication skills (10+ years)
- Experienced in taking initiative in developing and presenting answers to problem issues in relation to both cases and office practice/productivity (10+ years)
- Data Entry and sorting (10+ years)
- Document drafting and formatting (10+ years)
- Works well independently and as an interactive team member (10+ years)
- Resourceful, creative and relentless (10+ years)
- Strong interpersonal skills (10+ years)
- Extreme commitment to ethics and confidentiality (10+ years)
- Proven ability to quickly learn and utilize new software (10+ years)

- Able to multi-task in a fast-paced environment with competing demands (4 years)
- Electronic file distribution, copying, retrieval, sorting, and tracking (6 years)
- Use of Microsoft applications (8 years)
- Able to quickly learn new practices and procedures (10+ years)
- Legal Research (4 years)
- Investigation (4 years)
- Negotiation (2 years)
- Excellent Networking Skills (10+ years)
- Internet Research (4 years)
- Windows (8 years)
- Microsoft Office (5 years)
- Personal Injury
- Outlook
- Filing
- Receptionist
- Westlaw
- Organizational Skills
- Microsoft Outlook
- Typing
- Scheduling
- Lexis
- Word

## Awards

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### **Winner of the Etta Lyles Award**

May 2016

The Etta Lyles Award is given by the Legal Studies Department of the Community College of Baltimore County each year to honor a student who has overcome adversity to be successful in the program. Professor Meisha Grimes nominated me because she "knew I had challenges" but I "always prevail[ed] with humor and dedication."

## Certifications and Licenses

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### **Paralegal Certificate**

August 2017 to Present

# Thomas A. Luckini, Esq.

103 Sheridan Park  
Geneva, NY 14456  
304-216-8617  
tluckini@lawny.org

## BAR ADMISSION INFORMATION

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New York  
West Virginia

## EDUCATION

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- New York Law School, New York, NY** J.D., 2011
- Dean's Scholar, 2008-2009
  - Justice Action Center, Affiliate, Academic concentrations in Constitutional Law and Criminal Law
  - Public Service Certificate, Award for substantial time spent volunteering in the public interest
- Hampshire College, Amherst, MA** B.A., 2006
- Thesis – Deism and Philosophy of Religion in the Age of Enlightenment
  - Studies abroad, China: Chinese Language & History; Confucian & Buddhist Philosophy

## EXPERIENCE

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- Legal Assistance of Western New York** October, 2012 – Present  
*Staff Attorney* Elmira, NY & Geneva, NY  
Advise and represent clients in a variety of court and administrative proceedings, primarily focusing on homelessness prevention; Training and supervision of paralegals; Organization of staff meetings; Presented legal trainings to public community groups
- Legal Aid of West Virginia** January, 2012 – May, 2012  
*Post-Graduate Law Clerk* Morgantown, WV  
Legal research and drafting
- Kings County District Attorney's Office** September, 2010 – April, 2011  
*Legal Intern* Brooklyn, NY  
(*Rackets Division – Civil Rights and Police Integrity Bureau; Sex Trafficking Unit*)  
Legal research and drafting; Assisted with criminal investigations and evidence management
- Anhui Agricultural University** September, 2007 – July, 2008  
*Foreign Language Instructor* Anhui, PR China  
Designed a curriculum for and taught university English language majors
- Hampshire College Dept. of Public Safety** January, 2003 – January, 2006  
*Emergency Medical Technician* Amherst, MA  
Provided emergency medical care for Hampshire College campus
- Hampshire College Women's Center** September, 2003 – June 2004  
*Counselor Advocate* Amherst, MA  
Community health advocate, campus sexual assault councilor, and peer educator