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Respondent

9 Maliah Kenoly

**19:08**  
Time to complete

### Program Information

1. Program or DASG Account Name: \*

Legal Advice

2. Is this a new DASG account? \*

Yes

No

3. Please enter your DASG Account Number: \*

41-55145

### Line Items (Object Codes)

DASG Accounts and Funding are divided into Line Items representing specific categories of usage (salary, supplies, food, services, etc.). Line Items are identified with Object Codes in the DASG Accounting System, which are the equivalent of Account Codes in Banner. The available Line Items and their Object Codes for this request are as follows:

- 2170 - Classified Salary
- 2310 - Student Salary
- 2350 - Casual Salary
- 2360 - Overtime Salary
- 3100 - Contract Benefits (Required for Classified Salary)
- 3200 - Hourly Benefits (Required for Student, Casual, and Overtime Salary)
- 4010 - Supplies
- 4013 - Promotional Items
- 4015 - Food
- 4060 - Printing
- 5214 - Professional Services
- 5260 - Scholarships
- 5310 - Equip.Rental/Lease
- 5315 - Software Maintenance
- 5510 - Conference & Travel
- 5520 - Field Trips
- 5745 - Advertising
- 5906 - Credit Card Fees
- 5914 - Bad Debts
- 5922 - Misc Operating Exp
- 6412 - Software Agreements - Multiyear
- 6420 - Capital Equipment
- 7320 - Intrafund Transfers

4. What is the first Line Item you need to request funding for? \*

- 2170 Classified Salary
- 2310 Student Salary
- 2350 Casual Salary
- 2360 Overtime Salary
- 4010 Supplies
- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5260 Scholarships
- 5310 Equip.Rental/Lease
- 5315 Software Maintenance
- 5510 Conference and Travel
- 5520 Field Trips
- 5745 Advertising
- 5906 Credit Card Fees
- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers

### 2350 Casual Salary

Must also request 3200 Hourly Benefits if requesting Student, Casual, or Overtime Salary.  
Ensure that the requested amount and description align with FHDA's Pay Levels and other applicable guidelines.

5. 2350 Casual Salary Amount \*

Please round up to the nearest whole number.

Please enter a whole number

6. 2350 Casual Salary Description \*

# of employees: 1  
Amount of \$ per hour: \$180.00  
# of hours per week: 2  
Total # of work weeks: 42

7. What is the next Line Item you need to request funding for? \*

2360 Overtime Salary

3200 Hourly Benefits

### 3200 Hourly Benefits

Required if Student, Casual, or Overtime Salary have been requested. Ensure that the requested amount and description align with FHDA's Pay Levels and other applicable guidelines.

Use a rate of 1.52% of Student Salary for Student Employee Benefits. Use a rate of 10% of Casual Salary for Casual Employee Benefits.

8. 3200 Hourly Benefits Amount \*

Please round up to the nearest whole number.

Please enter a whole number

9. 3200 Hourly Benefits Description \*

1 Legal Advisor:  
- Total: \$20,160  
- Percentage: 10.4% for casual employees  
  
 $(\$20,160 \times 0.104) = \$1,575$

10. What is the next Line Item you need to request funding for? \*

- 4010 Supplies
- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5260 Scholarships
- 5310 Equip.Rental/Lease
- 5315 Software Maintenance
- 5510 Conference and Travel
- 5520 Field Trips
- 5745 Advertising
- 5906 Credit Card Fees
- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers
- None

### Request For Information (RFI)

**Description:**

Please provide comprehensive details about your program.

**Public Disclosure:**

Be advised that all documents and information submitted will be accessible publicly online.

**Please redact any Personally Identifiable Information (PII).**

11. Please provide a thorough description of your program. \*

This program offers free legal advice to students through scheduled appointments with an attorney. The service provides up to two hours of consultation per week via Zoom, depending on the attorney's availability. The legal advisor assists students with their legal questions and connects them with relevant resources and information based on their individual needs.

12. Number of students or which group(s) of students served by this program: \*

500+

13. Non-DASG Accounts and/or Sources of Funding \*

- What are the current funding sources for your program (e.g., college funds, external income, grants)?
- Provide details for each source, including account numbers, account names, balances, and any specific purposes or restrictions tied to the funds.

None

14. What would be the impact if DASG did not completely fund this request? \*

Legal advice from attorneys can be costly. This service gives students the chance to address their legal needs without paying high fees. Without it, many students would struggle to access the support they need.

15. Attach any relevant documents

**Attachment Guidelines:**

For accessibility, please ensure all attachments are submitted in their original filetype (Word, Excel, PowerPoint, etc.) or as PDFs with searchable text. Avoid submitting scanned documents, as signatures are not required for this digital submission.

**Public Disclosure:**

Be advised that all documents and information submitted will be accessible publicly online.

**Please redact any Personally Identifiable Information (PII).**

No answer provided.

## Requester, Budgeter and Administrator Information

The Requester is the person completing this request form. The Requester and Budgeter are usually the same person but may be different.

For DASG Accounts, the Budgeter is the person directly responsible for managing the account for the program and their Administrator is the person overseeing them in relation to the DASG Account.

**The Budgeter and Administrator cannot be the same person.**

**Signatures that are Required for Utilizing Funds**

All future financial documents, forms, requests, requisitions require the signature of the Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account. The Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account shall sign designating it as an appropriate expenditure of DASG funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations.

**The Budgeter and Administrator cannot be the same person.**

16. Are the Requester and Budgeter the same person? \*

Yes

No

17. Budgeter's Name \*

Maliah Kenoly

18. Budgeter's Email Address \*

kenolymaliah@fhda.edu

19. Budgeter's Phone Number \*

4088648530

20. Budgeter's Relationship to Project \*

Program Manager

21. Budgeter's Position on Campus \*

Office of College Life Administrative Assistant I

22. **Administrator's Name** \*

Dr. Hyon Chu Yi-Baker

23. Administrator's Email Address \*

yibakerhyonchu@fhda.edu

24. Administrator's Phone Number \*

(408) 864-8239

25. Administrator's Relationship to Project \*

Administrator

26. Administrator's Position on Campus \*

Associate Dean of Student Affairs