JUDICIAL COUNCIL OF CALIFORNIA
ADMINISTRATIVE OFFICE OF THE COURTS
455 Golden Gate Avenue
San Francisco, California 94102-3688

Report

TO: Members of the Judicial Council

FROM: Administrative Office of the Courts
Bonnie Rose Hough, Supervising Attorney, Center for Families, Children & the Courts, 415-865-7668, bonnie.hough@jud.ca.gov

DATE: November 21, 2006

SUBJECT: Equal Access Fund: Distribution of Funds for Partnership Grants (Action Required)

Issue Statement
The State Bar Legal Services Trust Fund Commission (commission) has submitted a report (attached at pages 6–50) on the distribution of Equal Access Fund grants. In that report, the commission requests that the Judicial Council approve the distribution of $1,397,120 according to the statutory formula set out in the State Budget. For the last seven years, the Budget Act authorizing the Equal Access Fund has provided that the Judicial Council must approve the commission's recommendations if the council determines that the awards comply with statutory and other relevant guidelines.

Recommendation
Staff of the Administrative Office of the Courts recommends that the Judicial Council, effective December 1, 2006, approve the allocation of $1,397,120 in Equal Access Fund partnership grants to the State Bar Legal Services Trust Fund Commission for distribution to legal services providers for programs conducted jointly with the courts to provide legal assistance to self-represented litigants, as follows:

Bay Area Legal Aid—San Mateo County	
Domestic Violence Emergency Orders Clinic	$82,800
Bet Tzedek Legal Services	
Elder Law Project	$67,800
California Rural Legal Assistance—San Joaquin	
Landlord/Tenant and Small Claims Pro Per Assistance Project	$77,800

Central California Legal Services, Inc.	
Domestic Violence Rural Access Partnership	$62,800
East Bay Community Law Center	
Alameda County Clean Slate Clinic	$77,800
Greater Bakersfield Legal Assistance, Inc.	
Pro Se Guardianship Project	$52,800
Inland Counties Legal Services	
Banning Civil Legal Access Project—Riverside County	$37,800
Proyecto Ayuda Legal—San Bernardino County	$47,800
Law Center for Families	
Alameda County Family Law Cooperative	$46,800
Legal Aid Foundation of Los Angeles	
Inglewood Self-Help Legal Access Center	$62,800
Legal Aid Foundation of Santa Barbara County	
Self-Represented Litigant Resource Center	$52,800
Legal Aid of Marin	
Legal Self-Help Center of Marin	$32,800
Legal Aid Society of Orange County	
Compton Self-Help Center	$67,800
Lamoreaux Justice Self-Help Center	$52,800
Legal Aid Society of San Diego	
Conservatorship Clinic at the Probate Court	$32,800
Unlawful Detainer Assistance Program	$42,800
Legal Services of Northern California	
Legal Information and Assistance Project	$37,800
Self-Represented Legal Access Center (Solano)	$55,800
Unlawful Detainer Mediation Project	$26,800
Self-Represented Legal Access Center (Mendocino)	$52,800
Los Angeles Center for Law and Justice	
Default Judgment Assistance Project	$77,800

Neighborhood Legal Services of Los Angeles County	
Domestic Abuse Self-Help Project	$98,920
Pro Bono Project Silicon Valley	
Domestic Violence Self-Representation Assistance	$42,800
Public Counsel	
Appellate Self-Help Project	$62,800
San Diego Volunteer Lawyer Program	
Domestic Violence Prevention Project	$42,800
TOTAL	$1,397,120

Rationale for Recommendation

For the last seven years, the state Budget Act has contained a provision for the allotment of $10 million to an Equal Access Fund "to improve equal access and the fair administration of justice." (Stats. 2006, ch. 47, pp. 26–30; Stats. 2005, ch. 38, pp. 9–11; Stats. 2004, ch. 208, pp.16–17; Stats. 2003, ch. 157, pp. 11–12; Stats. 2002, ch. 379, pp. 30–31; Stats. 2001, ch. 106, pp. 73–74; Stats. 2000, ch. 52, pp. 78–79; Stats. 1999, ch. 50, pp. 55–56.)

In 2005, the Uniform Civil Fees and Standard Fee Schedule Act was approved by the Legislature and the Governor. That act established the distribution of a new $4.80 per filing fee to the Equal Access Fund. The estimated revenue from filing fees for the fund is $4.8 million dollars per year. Those revenues were collected by the trial courts starting in January 2006, and the first payment was made to the State Bar in June 2006. Given the uncertainty about total funding, the Legal Services Trust Fund Commission is proposing that $4 million be distributed to legal services programs this year. If funds are received in excess of that $4 million, they will be included in the legal services grants in the coming year.

The budget-control language requires the Judicial Council to distribute the Equal Access Fund grants *to* legal services providers *through* the State Bar Legal Services Trust Fund Commission. The Budget Act states that "[t]he Judicial Council shall approve awards made by the commission if the council determines that the awards comply with statutory and other relevant guidelines. . . . The Judicial Council may establish additional reporting or quality control requirements . . . ."[1]

In March 2005, the Judicial Council submitted a report on the Equal Access Fund to the California Legislature describing the operation and activities of the program. In order to

[1] The Budget Act language is attached at page 13.

prepare for the report, staff to the commission and the Administrative Office of the Courts worked extensively with legal services agencies on developing systems for the agencies to use to effectively evaluate their programs. In 2006, all recipients of Partnership Grants were encouraged to conduct at least two focus groups and to interview court staff on the effectiveness of their programs. For these grants proposed to commence in January 2007, evaluations will be required and $2,800 is being allocated to each program to pay for the associated costs. Programs will be required to submit the results of their evaluation to the commission on March 1, 2008. An analysis of the results will be prepared and submitted to the Judicial Council for its review.

Under the Budget Act, the Chief Justice appoints one-third of the voting members to the commission—five attorney members and two public members, one of whom is a court administrator. The Chief Justice also appoints three nonvoting judges to the commission—two trial court judges and one appellate justice. Members appointed by the Chief Justice participated actively in the review of the partnership grants.

The Budget Act provides that 90 percent of the funds be distributed according to a statutory formula to legal services agencies. This distribution was approved by the council on August 26. The remaining 10 percent of the funds are to be distributed to legal services programs to provide self-help assistance at the courts. The process for choosing the legal services programs for these partnership grants is stated in the attached report from the Legal Services Trust Fund Commission.

Distributing the funds to the commission will allow it to carry out the terms of the Budget Act and put the partnership grant funds into the hands of legal services providers that will enter into joint projects with the courts to provide legal assistance to self-represented litigants. The fiscal year for these grants commences January 1, 2007.

Alternative Actions Considered

There are no viable alternatives to distributing the funds according to the recommendations of the Legal Services Trust Fund Commission. The Budget Act requires the council to approve the proposed distribution if it finds that the statutory and other relevant guidelines are met.

Comments From Interested Parties

The recommendations have been approved by the Legal Services Trust Fund Commission as required by law. The statutory scheme does not contemplate public comment.

Implementation Requirements and Costs

Partnership grants will require the courts that have elected to participate in joint projects with local legal services providers to cooperate in the manner proposed in their grant applications.

AOC staff will work with the staff of the Legal Services Trust Fund Commission to oversee administration of the Equal Access Fund, including fulfillment of requirements for reports on the commission's administration of the fund. Staff will also provide support to the commission (including the one-third of its members appointed by the Chief Justice) to facilitate administration of the Equal Access Fund.

The recommendation contained in this report will have no direct fiscal effect on the courts; nevertheless, the courts will indirectly benefit from assistance provided to self-represented litigants. AOC staff support will be covered by the provision for administrative costs in the Budget Act appropriation.

THE STATE BAR OF CALIFORNIA

LEGAL SERVICES TRUST FUND PROGRAM

180 HOWARD STREET, SAN FRANCISCO, CALIFORNIA 94105-1639 TELEPHONE: (415) 538-2252; FAX: (415) 538-2529

Lorna Choy
Sr. Grants Administrator
(415) 538-2535

Denise Teraoka
Grants Administrator
(415) 538-2545

Daniel Passamaneck
Grants Administrator
(415) 538-2403

DATE: November 20, 2006

TO: The Judicial Council of California

FROM: Lorna Choy, Acting Director
Legal Services Trust Fund Program

SUBJECT: Equal Access Fund: Distribution of Eighth Year Equal Access Fund Partnership Grants

Background

The Equal Access Fund was first created by the Budget Act of 1999 and has been renewed in each subsequent Budget Act. Each of these budgets allocated $10 million to the Judicial Council to be distributed in grants to legal services providers through the Legal Services Trust Fund Commission of the State Bar ("the commission"). For the first time this year, the allocation was augmented with a SAL increase, which resulted in additional revenue of $471,200. Additionally, the Uniform Civil Fees and Stand Fee Schedule Act, enacted in 2005, provided a new distribution of $4.80 per civil filing fee to the Equal Access Fund. Anticipated revenues from this new source enabled the Council to approve $4 million of additional Equal Access Fund distributions for this grant year. Consequently, Equal Access Fund distributions for the 2006-07 grant year will total $13,971,200.

The budget control language provides for two kinds of grants:

- Ninety percent of the funds remaining after administrative costs are to be distributed to legal services programs according to a formula set forth in California's Interest on Lawyer Trust Accounts ("IOLTA") statute.

- Ten percent of the funds remaining after administrative costs are set aside for Partnership Grants to legal services programs for "joint projects of courts and legal services programs to make legal assistance available to pro per litigants."

The Budget Act provides that the Judicial Council "shall approve awards made by the commission if the council determines that the awards comply with statutory and other relevant guidelines." (See page 11 for a copy of the pertinent provision of the Budget Act.) The council has already approved distribution of the first ninety percent of the funds for 2006-2007, totaling

$12,574,080. We are now coming to you for approval of the award of the eighth round of Partnership Grants. This report describes the process and criteria the commission uses to select the successful applicants, and provides information about the successful proposals, which are listed and described on pages 12-16.

Request for Proposals

In August, the commission issued a Request for Proposals (RFP) for this year's $1,397,120 in Partnership Grants to all programs currently receiving funding from the Legal Services Trust Fund Program. The RFP (attached hereto at pages 24-44) sets forth selection criteria and describes the selection process.

Selection Criteria

The Budget Act contains four essential elements for Partnership Grants:

- Recipients must be organizations that are eligible for a Legal Services Trust Fund Program grant.
- The funds must be granted for joint projects of legal services programs and courts.
- The services must be for indigent persons as defined in the Trust Fund Program statute.
- The services must be for self-represented litigants.

As previously reported to this council, we began this grant-making process with a discussion among commission members, court staff, legal services program directors, and AOC and commission staff regarding these requirements and exploring other issues expected to arise for those who would be applying for these grants. This group concluded, and the commission concurred, that it was important to give courts and legal services programs considerable latitude to develop effective models to address their particular needs and resources. The commission made a commitment in the RFP for each round of grants to fund a range of projects to address different needs. The proposals that were eventually funded include projects, for example, in both urban and rural areas, in larger and smaller counties, projects that address different areas of law, both new and expansion projects, and so forth.

This commitment was retained in the RFP for this year's round of grants. The RFP solicited proposals for new projects and also invited programs to apply for refunding, with the caveat that partnership grants are to be considered as

“seed money” for new efforts, and projects selected for funding are expected to find alternate sources of funding for a significant part of each project after three years of partnership support and to be independent of the Partnership Grants Program after no more than five years. The commission remains committed to providing funding to successful projects for as long as three years, or even longer in some cases, but wants also to be able to fund new projects. We have encouraged programs to identify alternate sources of funding; however, fundraising continues to be an extraordinary challenge for many programs. At the same time, by cutting the size of grants to projects returning for a fourth or fifth year of funding – in some cases by 50% or more – we can also try to wean them from reliance on this funding, and can propose to fund some brand new projects.

As in past years, we sought and received proposals that span a wide range of substantive, procedural, technical and programmatic solutions. All were required to include the following:

- A letter of support from the applicable court’s presiding judge.

- Agreements between the legal services programs and the courts. As part of the grant process, we require recipients to develop a written agreement with the cooperating court indicating how the joint project, the court, and any existing self-help center, including the family law facilitator as appropriate, will work together.

- Plans to provide for lawyers to assist and to provide direct supervision of paralegals and other support staff.

- Protocols to minimize conflicts of interest, or to address them as needed, including: what resources are available to individuals who cannot be served for any reason; what would be the relationship between the provider and the pro per litigant; and other similar issues.

- A plan to anticipate and meet the needs of litigants who are not within the legal services provider’s service area or are ineligible for their services. While this can be a challenge for organizations with limited funding, a number of applicants have developed collaborations with other legal services providers that facilitate a broad availability of services. These solutions are being studied by the commission for possible applicability to other programs.

- A plan to address the needs of unrepresented litigants who do not meet the financial eligibility requirements (e.g., by providing general information in the form of local information sheets, videos, workshops, etc.). Programs that have achieved success in this field are being closely evaluated so that ideas may be gleaned which might be effective for other programs needing to improve their referrals protocols.

- A clearly stated policy regarding administration of financial eligibility standards, and established protocols to observe that policy.

- A plan for project continuity, including efforts to identify and secure additional funding within three years.

Because all recipients of the Partnership Grants are organizations that already receive IOLTA Grants and IOLTA-Formula Grants through the Legal Services Trust Fund Program, they are subject to requirements for oversight and reporting that are already in place. The commission has also developed additional reporting requirements and evaluation procedures to apply specifically to the work to be done under these additional grants.

Review and Selection Process

The Partnership Grants Committee of the Legal Services Trust Fund Commission has the responsibility for evaluating the proposals and recommending successful applicants to the full commission. The chair of the council has appointed one-third of the commission's voting members, plus three non-voting judges. (The judges participate fully – and vote – during committee considerations; they participate fully but do not vote in full commission deliberations.) A list of the committee members is attached at page 17.

Committee members were each assigned primary review responsibility for three or four applications, and were then divided into evaluation "teams" which each worked as a group to review the proposals assigned to the members of each team. Each team also had an assigned staff person available with whom to discuss their recommendations and to do any further necessary follow-up.

Committee members completed an evaluation form (attached at pages 18-23) to ensure that each proposal addressed the basic requirements and that key issues had been discussed with the cooperating court. The form also provided a structure for evaluating how well each proposal met a set of thirteen discretionary criteria that, together, give a broad but accurate picture of program strategy and organization.

After committee members completed their individual reviews, evaluation teams conferred to discuss specific concerns or issues arising in the course of proposal evaluation. The full committee then met on October 30 to select successful proposals and settle upon tentative allocations based on individual and subcommittee evaluations. Staff obtained advice from programs tentatively scheduled to receive significantly less than they had requested in their proposals, resolving outstanding programmatic questions and ensuring that proposed projects would still be viable under the suggested funding

structure. These proposed grants, adjusted by staff pursuant to further investigations conducted after October 30 at the direction of the Partnership Grants Committee, were then presented to the commission for approval on November 17.

The commission is satisfied that all grant amounts represent sufficiently substantial investments as to provide meaningful support.

Overview of Applications and Proposed Grants

For the $1,397,120 available in grants, the commission received a total of 26 applications, seeking a total of $1,653,166. Proposals were received for refunding from 18 of the 19 projects funded last year, along with 8 proposals for new projects (one application was withdrawn because of inadequate support from the court).

All of the recommended grants involve a collaboration between at least one legal services program and one court. Some are creative partnerships among multiple legal services programs, courts, and local community groups. Several propose to utilize technology to make services more accessible, though all would be located on-site at (or in close proximity to) the courthouse.

The recommended grants reflect a mix of geographic areas and of program types. All include a high quality of work being performed, high demand for services, and innovative approaches to maximizing the impact of the grant. The Commission is requesting your approval for the following grant awards:

BAY AREA LEGAL AID
Domestic Violence Emergency Orders Clinic $80,000

BET TZEDEK LEGAL SERVICES
Elder Law Project $65,000

CALIFORNIA RURAL LEGAL ASSISTANCE
Landlord/Tenant and Small Claims Pro Per Assistance Project $75,000

CENTRAL CALIFORNIA LEGAL SERVICES, INC.
Domestic Violence Rural Access Partnership $60,000

EAST BAY COMMUNITY LAW CENTER
Alameda County Clean Slate Clinic $65,000

GREATER BAKERSFIELD LEGAL ASSISTANCE, INC.
Guardianship Self-Help Project $50,000

INLAND COUNTIES LEGAL SERVICES
Banning Civil Legal Access Project $35,000
Proyecto Ayuda Legal $45,000

LAW CENTER FOR FAMILIES
Alameda County Family Law Collaborative $49,000

LEGAL AID FOUNDATION OF LOS ANGELES COUNTY
Torrance Self-Help Legal Access Center $60,000

LEGAL AID FOUNDATION OF SANTA BARBARA COUNTY
Legal Resource Center of Santa Barbara County $50,000

LEGAL AID OF MARIN
Legal Self-Help Center of Marin $30,000

LEGAL AID SOCIETY OF ORANGE COUNTY
Compton Self-Help Center $65,000
Lamoreaux Justice Self-Help Center $50,000

LEGAL AID SOCIETY OF SAN DIEGO, INC.
Conservatorship Clinic at the Probate Court $30,000
Unlawful Detainer Assistance Program $40,000

LEGAL SERVICES OF NORTHERN CALIFORNIA
Legal Information and Assistance Project $35,000
Self-Represented Legal Access Center $53,000
Unlawful Detainer Mediation Project $24,000

LOS ANGELES CENTER FOR LAW & JUSTICE
Default Assistance Project $75,000

NEIGHBORHOOD LEGAL SERVICES OF LOS ANGELES COUNTY
Domestic Abuse Self-Help Project $94,290

PRO BONO PROJECT SILICON VALLEY
Domestic Violence Self-Representation Assistance $45,000

PUBLIC COUNSEL
Appellate Self-Help Clinic $60,000

SAN DIEGO VOLUNTEER LAWYER PROGRAM
Domestic Violence Prevention Project $40,000

Total **$1,397,120**

Highlights of each of project are listed at pages 12-16. The successful applicants are strong projects that reflect a range of characteristics as described in the RFP and the selection criteria.

Sections of the Budget Act of 2006 Relevant to the Equal Access Fund

BILL NUMBER: AB 1801; CHAPTER 47
FILED WITH SECRETARY OF STATE JUNE 30, 2006

An act making appropriations for the support of the government of the State of California and for several public purposes in accordance with the provisions of Section 12 of Article IV of the Constitution of the State of California, and declaring the urgency thereof, to take effect immediately.

(Approved by Governor June 30, 2006. Filed with Secretary of State June 30, 2006.)

0250-101-0001--For local assistance, Judicial Branch.....17,575,000

Schedule:
(1) 45.10-Support for Operation of Trial Courts.....6,487,000
(2) 45.55.010-Child Support Commissioners Program 46,486,000
(3) 45.55.020- California Collaborative and Drug Court Projects 2,974,000
(4) 45.55.030-Federal Child Access and Visitation Grant Program 800,000
(5) 45.55.050-Federal Court Improvement Grant Program 700,000
(6) 45.55.070-Grants- Other..... 5,000
(7) 45.55.080-Federal Grants—Other 775,000
(8) 45.55.090-Equal Access Fund Program 9,972,000
(9) Reimbursements 48,349,000
(10) Amount payable from Federal Trust Fund (Item 0250-101-0890) 2,275,000

Provisions:
2. In order to improve equal access and the fair administration of justice, the funds appropriated in Schedule (8) are to be distributed by the Judicial Council through the Legal Services Trust Fund Commission to qualified legal services projects and support centers as defined in Sections 6213 to 6215, inclusive, of the Business and Professions Code, to be used for legal services in civil matters for indigent persons. The Judicial Council shall approve awards made by the commission if the council determines that the awards comply with statutory and other relevant guidelines. Ten percent of the funds in Schedule (8) shall be for joint projects of courts and legal services programs to make legal assistance available to proper litigants and 90 percent of the funds in Schedule (8) shall be distributed consistent with Sections 6216 to 6223, inclusive, of the Business and Professions Code. The Judicial Council may establish additional reporting or quality control requirements consistent with Sections 6213 to 6223, inclusive, of the Business and Professions Code.

0250-101-0932--For local assistance, Judicial Branch, payable from the Trial Court Trust Fund.....2,793,277,000

Schedule:
(1) 45.10-Support for Operation of the Trial Courts 2,420,001,000
(2) 45.25-Compensation of Superior Court Judges 246,678,000
(3) 45.35-Assigned Judges.....21,414,000
(4) 45.45-Court Interpreters..... 96,126,000
(5) 45.55.060-Court Appointed Special Advocate (CASA) Program 2,148,000
(6) 45.55.065-Model Self-Help Program 929,000
(7) 45.55.090-Equal Access Fund Program 5,199,000
(8) 45.55.095-Family Law Information Centers.....336,000
(9) 45.55.100-Civil Case Coordination 446,000

Provisions:

9. In order to improve equal access and the fair administration of justice, the funds appropriated in Schedule (7) are available for distribution by the Judicial Council through the Legal Services Trust Fund Commission to qualified legal services projects and support centers as defined in Sections 6213 to 6215, inclusive, of the Business and Professions Code, to be used for legal services in civil matters for indigent persons. The Judicial Council shall approve awards made by the commission if the council determines that the awards comply with statutory and other relevant guidelines. Upon approval by the Director of the Administrative Office of the Courts, the Controller shall transfer up to 5 percent of the funding appropriated in Schedule (7) to Item 0250-001-0932 for administrative expenses. Ten percent of the funds remaining after administrative costs shall be for joint projects of courts and legal services programs to make legal assistance available to pro per litigants and 90 percent of the funds remaining after administrative costs shall be distributed consistent with Sections 6216 to 6223, inclusive, of the Business and Professions Code. The Judicial Council may establish additional reporting or quality control requirements consistent with Sections 6213 to 6223, inclusive, of the Business and Professions Code.

PROPOSED 2006-07 PARTNERSHIP GRANTS WITH PROGRAM DESCRIPTIONS

PROGRAM LEGAL NAME	PROJECT NAME	COUNTY	NEW OR RETURNING APPLICANT?	DESCRIPTION	PROPOSED AWARD
BAY AREA LEGAL AID	Domestic Violence Emergency Orders Clinic	San Mateo	Third year of funding	At this project at the San Mateo Courthouse, clinic staff will assist pro per drop-ins who are filing or responding to domestic violence related restraining order applications, assisting people on an individual basis to complete the applications, review pleadings, and draft orders. The project will operate in partnership with a community social services organization for battered women.	$82,800
BET TZEDEK LEGAL SERVICES	Elder Law Project	Los Angeles	New proposal	Based in downtown Los Angeles at a brand new, state-of-the-art, self-help center, this project will assist seniors, the disabled, and their families through Conservatorship and Elder Abuse TRO clinics.	$67,800
CALIFORNIA RURAL LEGAL ASSISTANCE	Landlord/Tenant and Small Claims Pro Per Assistance Project	San Joaquin	Second year of funding	The Court Administration Building will be the site for this project in which an attorney will provide legal information and education on the judicial process specific to landlord-tenant and small claims cases.	$77,800
CENTRAL CALIFORNIA LEGAL SERVICES, INC.	Domestic Violence Rural Access Partnership	Kings	Third year of funding	This project increases access for victims of domestic violence for rural residents in Kings County. The project co-locates paralegal staff at a community-based site near the courthouse. A strong community education component complements the direct services.	$62,800
EAST BAY COMMUNITY LAW CENTER	Alameda County Clean Slate Clinic	Alameda	Second year of funding	This project, based at the Alameda County Courthouse and expanding to the Hayward court, will provide a self-help clinic for people seeking to remove civil barriers to employment, housing, and civic participation resulting from old criminal convictions. In collaboration with the courts, District Attorney, Public Defender, and Probation Department, an attorney will train and supervise volunteer attorneys and law students to advise individuals of the forms of relief available to them, and to assist them in pursuing those remedies.	$77,800

PROGRAM LEGAL NAME	PROJECT NAME	COUNTY	NEW OR RETURNING APPLICANT?	DESCRIPTION	PROPOSED AWARD
GREATER BAKERSFIELD LEGAL ASSISTANCE, INC.	Guardianship Self-Help Project	Kern	Fourth year of funding	Sited in the Bakersfield Courthouse, a bilingual paralegal supervised by an attorney provides legal information and procedural guidance on the guardianship process to pro per litigants to meet the high and growing demand by grandparents for legal assistance in obtaining guardianships over grandchildren.	$52,800
INLAND COUNTIES LEGAL SERVICES	Banning Civil Legal Access Project	Riverside	Third year of funding	This project provides services at the Banning and Indio courts in rural Riverside, an economically depressed area. An attorney with legal secretarial support will staff the project, providing legal information to all court customers and preparing court documents for indigent pro se users who are unable to understand and complete court forms. ICLS expects most litigants will need help in family law, landlord/tenant, small claims and debt collection.	$37,800
INLAND COUNTIES LEGAL SERVICES	Proyecto Ayuda Legal	San Bernardino	Fifth year of funding	Legal information, forms preparation assistance and referrals are provided to monolingual or limited English-speaking persons on family, guardianships and eviction cases at the San Bernardino, Rancho Cucamonga and Victorville Courts.	$47,800
LAW CENTER FOR FAMILIES	Alameda County Family Law Collaborative	Alameda	Third year of funding	This is a collaboration between the Superior Court of Alameda, Law Center for Families, the County Bar's Volunteer Legal Services Corporation, and the Legal Language Access Project that will provide a range of family law assistance. Experienced staff and pro bono attorneys will provide intake, assessment, and information regarding the legal process, and assistance filling out forms at Day-of-Court clinics in Oakland and Hayward courts on the self-represented litigant calendar days. Additional follow-up services will be offered. Interpreters will be provided from the Legal Language Access Project.	$46,800

PROGRAM LEGAL NAME	PROJECT NAME	COUNTY	NEW OR RETURNING APPLICANT?	DESCRIPTION	PROPOSED AWARD
LEGAL AID FOUNDATION OF LOS ANGELES COUNTY	Torrance Self-Help Legal Access Center	Los Angeles	New proposal	Due to the high number of unrepresented litigants utilizing the Inglewood Courthouse, the Los Angeles County Board of Supervisors has allocated $70,000 to start a Self-Help Legal Access Center at the Torrance Courthouse. Assistance will be provided in the areas of family law, landlord-tenant law, civil harassment, debt collection and torts	$62,800
LEGAL AID FOUNDATION OF SANTA BARBARA COUNTY	Legal Resource Center of Santa Barbara County	Santa Barbara	Fourth year of funding	The two Legal Resource Centers, situated in the law libraries of each of the Santa Barbara and Santa Maria county courthouses, were established to assist self-represented litigants in a wide range of civil legal concerns. Each center is staffed by a supervising attorney and equipped with computers, books and self-help materials. Volunteers from the legal community, the local law schools and UC Santa Barbara continue to be key sources of volunteer assistance. Services will be provided free of charge to all residents of Santa Barbara County.	$52,800
LEGAL AID OF MARIN	Legal Self Help Center of Marin	Marin	Fifth year of funding	The Legal Self-Help Center of Marin was launched in 2003 in the new Marin Justice Center, where it plays an integral part in providing a complete array of information services to pro pers, and also in screening users for direct referral to other legal assistance agencies and services throughout the county.	$32,800
LEGAL AID SOCIETY OF ORANGE COUNTY	Compton Self-Help Center	Los Angeles	Fourth year of funding	The Compton Self-Help Legal Center houses a variety of services that help walk-in pro per court users to identify and explore their legal options, fill out and file necessary paperwork, and navigate their way through simple or complex legal processes. Workshops for income-eligible users focus on divorce, paternity, small claims and eviction defense.	$67,800

PROGRAM LEGAL NAME	PROJECT NAME	COUNTY	NEW OR RETURNING APPLICANT?	DESCRIPTION	PROPOSED AWARD
LEGAL AID SOCIETY OF ORANGE COUNTY	Lamoreaux Justice Self-Help Center	Orange	New proposal	Located on the 7th floor of the Justice Center, an LASOC attorney will provide individualized assessment, form completion and review, assistance via I-CAN and technology, education about the judicial process to litigants in family law cases as well as those referred by the court from the Self-Represented Parties calendar.	$52,800
LEGAL AID SOCIETY OF SAN DIEGO, INC.	Conservatorship Clinic at the Probate Court	San Diego	Fourth year of funding	This project brings assistance to those seeking to proceed in pro per with conservatorship actions, limited conservatorships or substitutes for conservatorship. Services will target the physically disabled and non-English speakers. Facilitator-style assistance will be provided to financially eligible participants in the main Probate Court by staff and volunteers who will provide information about conservatorship and alternates to conservatorship; they will also complete court documents and explain court proceedings. Weekly outreach broadens the reach of this project.	$32,800
LEGAL AID SOCIETY OF SAN DIEGO, INC.	Unlawful Detainer Assistance Program	San Diego	Fifth year of funding	This project provides on-site assistance to self-represented litigants in unlawful detainer actions in the East County division, completing paperwork for eligible tenants and landlords and informing them of legal processes and related consumer issues. Targeted monthly outreach will heighten awareness of these services in this community. New focus this year on mobile housing cases.	$42,800
LEGAL SERVICES OF NORTHERN CALIFORNIA	Legal Information and Assistance Project	Shasta, Lassen, Siskiyou, Trinity	Fourth year of funding	This project assists low-income self-represented civil law litigants in four remote counties. Assistance is provided in a clinical format focusing on assisting consumers with state and local civil law requirements and procedures on filing and responding to pleadings, meeting service and notice requirements, and filing and obtaining enforceable orders after hearing. The project continues to expand the number of self-help center sites.	$37,800

PROGRAM LEGAL NAME	PROJECT NAME	COUNTY	NEW OR RETURNING APPLICANT?	DESCRIPTION	PROPOSED AWARD
LEGAL SERVICES OF NORTHERN CALIFORNIA	Self-Represented Legal Access Center	Solano	New proposal	Direct personal assistance will be provided to low-income pro per litigants seeking domestic violence or civil harassment restraining orders, and assistance with elder abuse and workplace violence. Service will be provided from an office at the Vallejo courthouse.	$55,800
LEGAL SERVICES OF NORTHERN CALIFORNIA	Unlawful Detainer Mediation Project	Butte	Third year of funding	This program provides mediation services to all eligible litigants in unlawful detainer cases, prior to trial, for cases in the Butte Superior Court. Services would be provided at four Superior Court locations. Mediation services would be conducted by an attorney-mediator. If the case is resolved, the mediator would file the stipulation with the appropriate court.	$26,800
LEGAL SERVICES OF NORTHERN CALIFORNIA	Self-Represented Legal Access Center	Mendocino	New proposal	Direct personal assistance will be provided to low-income pro per litigants. Full scope of project being developed.	$52,800
LOS ANGELES CENTER FOR LAW & JUSTICE	Default Judgment Assistance Project	Los Angeles	Third year of funding	This project will assist self-represented litigants in the Family Law Division who have deficiencies in their default judgment papers. Default court staff will refer these litigants to the project where staff will assist them correct their deficiencies and help them secure a final judgment in their family law cases.	$77,800
NEIGHBORHOOD LEGAL SERVICES OF LOS ANGELES COUNTY	Domestic Abuse Self-Help Project	Los Angeles	Second year of funding	Four DASH clinics are currently in operation. This project converted existing Domestic Violence Clinics from a representation model to a self-help model. Expansion of DASH to Pomona is now in progress. Assistance and workshops will be supervised by program staff; services will be primarily provided by volunteers.	$98,920

PROGRAM LEGAL NAME	PROJECT NAME	COUNTY	NEW OR RETURNING APPLICANT?	DESCRIPTION	PROPOSED AWARD
PRO BONO PROJECT SILICON VALLEY	Domestic Violence Self Representation	Santa Clara	New proposal	Six workshops per month for domestic violence restraining orders. This project focuses on the ramifications after hearing – what needs to be done to complete the process, how to comply, and what to do about violations. Two workshops each month will be held for petitioners and respondents, staffed by pro bono attorneys. An additional set of workshops will be offered in Spanish each month.	$42,800
PUBLIC COUNSEL	Appellate Self-Help Clinic	Los Angeles	New proposal	The proposed clinic would be situated at the Ronald Reagan Building or at Public Counsel's offices. The clinic would assist pro se litigants by providing technical assistance and brief counsel.	$62,800
SAN DIEGO VOLUNTEER LAWYER PROGRAM	Domestic Violence Prevention Project	San Diego	Fifth year of funding	The Domestic Violence Prevention Project is a collaboration with the San Diego Superior Court to assist domestic violence victims in obtaining legal protection and referrals for counseling, shelter, support and ongoing legal services as appropriate. The project runs clinics at which staff and volunteers provide legal advice and assistance to victims in completing the domestic violence restraining order application. Litigants are informed about court processes and presentation of their cases.	$42,800
TOTAL:					**$1,397,120**

LEGAL SERVICES TRUST FUND COMMISSION
PARTNERSHIP GRANTS COMMITTEE
2006-2007

Hon. Maria Rivera, Chair*
Justice of the First District Court of Appeal
350 McAllister Street
San Francisco, CA 94102
ph: (415) 865-7240
fax (415) 865-7309
e-mail: rivera@jud.ca.gov

Mia Baker
Los Angeles County
District Attorney's Office
201 N. Figueroa St., #1300
Los Angeles, CA 90012
ph: (213) 202-7652
fax (213) 202-6086
e-mail: mbaker@da.co.la.ca.us

Diane Bras*
Family Law Facilitator
Superior Ct. of CA, County of Placer
11546 B Avenue
Auburn, CA 95603
ph: (530) 889-7406
fax (530) 889-7464
e-mail: dbras@placerco.org

Kathleen Dixon*
Self-Help Collaboration Project
Superior Court of CA, County of Los Angeles
111 N. Hill Street, Dept. 2
Los Angeles, CA 90012
ph: (213) 893-2942
fax (213) 633-5057
e-mail: kdixon@lasuperiorcourt.org

Inga McElyea*
Court Executive Officer, Superior Court of California, County of Riverside
4075 Main Street, Suite 310
Riverside, CA 92501
ph: (909) 955-5531
fax (909) 955-5537
e-mail: imcelyea@co.riverside.ca.us

Robin S. Toma
Los Angeles County Commission on Human Relations
320 West Temple Street, Suite 1184
Los Angeles, CA 90012
ph: (213) 974-7601
fax (213) 687-4251
e-mail: rtoma@hrc.co.la.ca.us

Julie Weng-Gutierrez
Office of the Attorney General
1300 I Street, Suite 125
Sacramento, CA 95814
ph: (916) 445-8223
fax (916) 324-5567
e-mail: Julie.wenggutierrez@doj.ca.gov

*Members appointed by the Chair of the Judicial Council.

EVALUATION FORM - PARTNERSHIP GRANTS

NAME OF APPLICANT:

COUNTY(IES):

NAME OF EVALUATOR:

DATE:

TYPE OF PROJECT (Check all that apply):

_____ GENERAL CIVIL
_____ FAMILY LAW
_____ GUARDIANSHIP
_____ LANDLORD/TENANT
_____ OTHER:

BASIC REQUIREMENTS:

Yes	No	
_____	_____	Legal services trust fund program recipient.
_____	_____	Joint court/legal services project located at or near the courthouse.
_____	_____	Indigent clients/screening mechanism described.
_____	_____	Self-represented litigants (no court appearances anticipated with these funds).
_____	_____	State court.

DISCRETIONARY CRITERIA

For the following criteria, please rank on a scale of 1 to 5, with 1 being inadequate, 3 being adequate, and 5 being an outstanding response. The relevant Section in applicant's Project Narrative is listed below. **Evaluate the responses based on experience and performance to date as well as plans for the future. Applicants should describe any changes they intend to make in the project, but should not include changes that would require additional Partnership Grant funds.**

____ PROGRAM'S QUALIFICATIONS (Section 1) Adequate expertise? Experience operating pro per projects? Success in this project so far?

____ NEEDS ASSESSMENT/GOALS AND OBJECTIVES (Sections 2,3) Clearly meeting an unmet client need? Services needed on an ongoing basis? Rationale for project design? Clear goals? Adequate involvement of others in goal setting?

____ TYPES OF SERVICES/RESOURCES (Section 4) Clear description of services? Proposed changes adequately explained? Resources described?

____ FINANCIAL ELIGIBILITY AND SUBJECT MATTER SCREENING (Sections 5) Adequate systems to verify income eligibility? Subject matter?

____ CONFLICT CHECKING/RELATIONSHIP WITH LITIGANT (Section 6) Clear communication about whether an attorney-client relationship is established? Adequate methods for checking conflicts? Complete explanation why limiting services to one side? Letter from Presiding Judge reflecting his/her clear understanding of the implications of serving only one side?

____ REFERRAL PROTOCOLS (Section 7) Clear description of procedures, protocols ensuring meaningful referrals? Commitments, arrangements agreed to by other entities? Conflict panel? Other info or materials provided to ineligible litigants?

____ STAFF, TRAINING AND SUPERVISION (Section 8) Adequate plans for training and supervision, especially if supervisor is not on-site?

____ SITE AND ACCESSIBLITY/TECHNOLOGY AND EQUIPMENT (Sections 9 and 10) Adequate site? Adequate equipment, including technology? Services physically accessible, culturally competent, bilingual, etc.? Plans to overcome distance barriers?

____ EVALUATION (Section 11) Clear description of evaluation systems and successful evaluations. Plans for changes and improvements as needed? Input from both the program and the court available?

____ TIMETABLE. (Sections12) Proposed timetable? Quarterly plans?

____ CONTINUITY AND OTHER FUNDING AND SUPPORT. (Section 13) Complete and clear plans for and/or success in leveraging Partnership Grant funds to obtain other funding? Inclusion of program's own operating revenue? List of additional funds and amounts provided? Description of extraordinary circumstances, challenges limiting fundraising success?

____ COLLABORATIVE PLANNING WITH PARTNERS AND THE COURTS (Sections 14 and15) Adequately address collaboration with cooperating court (and with Family Law Facilitator, if applicable) and other service providers? Describes plans to avoid confusion for pro per users of services?

____ CLEAR ABILITY TO PERFORM HIGH QUALITY WORK ON ONGOING BASIS (from overall narrative)

TOTAL NUMBER OF POINTS: _____

CHECKLIST OF ISSUES ADDRESSED WITH COOPERATING COURT:

_____Assurance of Court's impartiality and independence.
_____ Ongoing coordination.
_____ Clear distinction between parts of delivery system.
_____ Services provided, information and referrals.
_____ Security.
_____Location/hours.
_____ Equipment/supplies.
_____Shared space.
_____ Project continuity.
_____Evaluation.

OVERALL COMMENTS:

SUGGESTED GRANT CONDITION(S):

MORE INFORMATION READER WOULD LIKE:

EVALUATION FORM - PARTNERSHIP GRANTS

For Staff ONLY: **CHECKLIST FOR FORMS AND ATTACHMENTS**

_____ Assurances signed
_____ Support letter submitted from presiding judge including court's understanding of all the implications presented serving one side/party.
_____ Complete budget.
_____ Budget attached for existing project, if any.
_____ Complete budget narrative, matches project narrative.
Comments:

_____ Grant level requested seems reasonable for project.
Comments:

THE STATE BAR OF CALIFORNIA

LEGAL SERVICES TRUST FUND PROGRAM

180 HOWARD STREET, SAN FRANCISCO, CALIFORNIA 94105-1639 TELEPHONE: (415) 538-2252; FAX: (415) 538-2529

Judy Garlow
Director
(415) 538-2249

Lorna Choy
Sr. Grants Administrator
(415) 538-2535

Denise Teraoka
Grants Administrator
(415) 538-2545

Daniel Passamaneck
Grants Administrator
(415) 538-2403

TO: Executive Directors

FROM: Lorna Choy, Senior Grants Administrator
Legal Services Trust Fund Program

DATE: August 8, 2006

SUBJECT: REQUEST FOR PROPOSAL:
2007 EQUAL ACCESS FUND PARTNERSHIP GRANTS

We are pleased to issue this Request for Proposal (RFP) for the eighth grant period of Partnership Grants, for calendar year 2007. The enclosed RFP is for both current recipients of partnership grants applying for refunding and new applicants.

Submit an original and five copies (6 total) of the proposal. Proposals must be received by Tuesday, September 19, 2006. Faxes and e-mail submissions will not be accepted. Mail or deliver proposals to:

Lorna Choy, Senior Grants Administrator
Legal Services Trust Fund Program
The State Bar of California
180 Howard Street
San Francisco, CA 94105-1639

The enclosed 2007 Partnership Grants RFP Package includes ***three*** sections:

- Background Information, Process and Criteria (pages 1-3).
- Instructions (pages 4-14).
- Forms (following page 14).

You can also find the electronic version of this package at www.calbar.ca.gov/ioltaapplicationmaterials. For questions, contact this office by e-mail at trustfundprogram@calbar.ca.gov, or call a grants administrator:

Lorna Choy	(415) 538-2535
Daniel Passamaneck	(415) 538-2403
Denise Teraoka	(415) 538-2545

You may also contact Bonnie Hough at the Administrative Office of the Courts at (415) 865-7668.

THE LEGAL SERVICES TRUST FUND PROGRAM
EQUAL ACCESS FUND - PARTNERSHIP GRANTS

REQUEST FOR PROPOSAL for 2007 GRANTS

FOR ALL APPLICANTS

BACKGROUND INFORMATION, PROCESS AND CRITERIA

* * * * * * * * *

BACKGROUND INFORMATION

The State Budget Act allocates funds to the Equal Access Fund "to improve equal access and the fair administration of justice." The Fund is given to the Judicial Council to be distributed through the State Bar's Legal Services Trust Fund Program. A total of $1,397,000 is available to legal services programs as Partnership Grants "for joint projects of courts and legal services programs to make legal assistance available to pro per litigants."

The administration of Partnership Grants funds is completely different from other Trust Fund Program grants. The Trust Fund Commission and the Judicial Council have complete discretion and flexibility to distribute the funds in the way they deem most appropriate.

This is a competitive grant process. Once grant decisions have been made and approved by the Judicial Council, they will be final. There is no appeals process.

TIMING AND GRANT PERIOD

Partnership Grant proposals must be received by the Legal Services Trust Fund Program by **Tuesday, September 19, 2006**. The selection process will be concluded in December. Grants will be awarded for a one-year period commencing January 1, 2007.

GRANT SIZE

Most grants will be awarded in the range of $30,000 to $80,000. Given increased funding, the Commission and Council may exercise some flexibility in the upper range upon a strong showing of good cause. The Commission will notify the applicant of a proposed grant amount and will request feedback if that amount varies from the requested amount.

SEED MONEY/FUTURE FUNDING

These grants are "seed money" to help support projects that must eventually be funded from general operating revenue or other sources. Applicants **must** describe plans for obtaining future funding from other sources for these projects. A project that has received funding for five years will not be considered for renewal except under extraordinary circumstances. Please contact Trust Fund staff for further information before submitting such an application.

ELIGIBILITY REQUIREMENTS FOR PARTNERSHIP GRANTS

To be eligible to receive a Partnership Grant, there are four basic requirements:

1. **Qualified Legal Services Projects and Qualified Support Centers.** Applicants must be current recipients of Legal Services Trust Fund Program grants.

2. **Joint Court/Legal Services Program Projects.** Proposals must be for joint projects of courts and legal services programs, preferably at or near the courthouse.

3. **Indigent.** Recipients of services funded by the grant must be indigent, as defined under Business & Professions Code §6213(d).

4. **Self-Represented Civil Litigants in State Court.** Use of these funds is restricted to providing assistance to litigants proceeding in state court who continue without the assistance of counsel, and cannot be used to make court appearances for users of the self-help project.

SELECTION CRITERIA FOR PARTNERSHIP GRANTS

The Commission will consider the extent to which project planners have thoroughly addressed all the issues identified in this RFP. The intention is to fund a range of proposals around the state, with a variety of client constituencies and legal problems. In particular, the Commission will consider how effectively the proposal addresses the following issues:

1. **Collaboration with Cooperating Court.** This must be a joint project with the court. The Commission will consider the extent to which the applicant has collaborated, and plans for future collaboration, with the cooperating court regarding access for self-represented litigants.

2. **Collaboration with Court-Based Services.** The Commission will consider the extent to which the applicant has collaborated, and plans for future collaboration, with other court-based services, including the Family Law Facilitator, and other offices of the cooperating court.

3. **Court's Impartiality.** The Commission will evaluate all proposals to determine their ability to protect the court's independence and impartiality. If the project intends to serve only one side of a matter/case (e.g., only tenants, or only petitioners), the Commission requires that the applicant demonstrate that it has sufficiently explored all the implications of this decision with the court, and identified alternate legal resources that can provide assistance to the opposing parties.

4. **Conflict of Interest.** If a project establishes an attorney-client relationship with the litigants, the Commission will evaluate the availability of meaningful referrals for individuals who are not eligible to use the services because they present a conflict of interest for the project.

5. **Information and Referrals.** The Commission will consider how the project will provide information and referrals to litigants who are not eligible to use the services for any reason.

6. **Additional Support.** The Commission will consider the applicant's diligence in pursuing other support for the project, including efforts to leverage its Equal Access Fund grant, towards the continuation of the project in anticipation of reduction or elimination of the applicant's Partnership Grant after three years of funding. It will take into account other funds or support actually contributed, such as commitments of the program's general operating revenue, recruitment of pro bono volunteers and in-kind support.

7. **Evaluation.** The Commission will consider the quality and effectiveness of the project's proposed self-evaluation process, and the demonstrated ability of currently-funded projects to comply with evaluation obligations. All applicants must incorporate evaluation into their Partnership proposal. Two summary reports and a complete evaluation will be required from each program.

THE LEGAL SERVICES TRUST FUND PROJECT
EQUAL ACCESS FUND - PARTNERSHIP GRANTS

2007 REQUEST FOR PROPOSAL

FOR ALL APPLICANTS

INSTRUCTIONS

* * * * * * * * *

Proposals will consist of the following components:

A. Two-page Project Abstract (using attached form)
B. Ten-page Project Narrative (using attached form)
C. Assurances for Partnership Grants (using attached form)
D. Project Budget (using attached form)
E. Budget Narrative (using attached form)
F. Indication of Support from Cooperating Court

Submit an **original and five copies (6 total)** of the proposal. Proposals must be received by **Tuesday, September 19, 2006.** Faxes and e-mail submissions will not be accepted. Mail or deliver proposals to:

Lorna Choy, Senior Grants Administrator
Legal Services Trust Fund Program
The State Bar of California
180 Howard Street
San Francisco, California 94105-1639

FORM A. PROJECT ABSTRACT

Use the two-page form to provide general project information and to indicate the amount requested. The summary description, standing alone, must fairly and accurately summarize the proposed project; it will be used to identify and describe the project to others.

FORM B. PROJECT NARRATIVE

The Project Narrative should be in the following format, using exactly the numbers and titles set forth below. Each question must be answered in the narrative. The proposal must be self-contained. Do not refer the reader to any prior applications, proposals or other documents.

The Project Narrative can be up to ten pages in length, single-spaced, in lettering no smaller than 12 points. Pages should be numbered. The 10-page limit does not include the project abstract, project budget, budget narrative, assurances, the letter of support from the court, or the Memorandum of Understanding.

For applicants for refunding: Respond to the questions based on your organization's experience to date with your Partnership Grant project. Describe any changes you intend to make.

1. Program's Qualifications

Provide a brief overview of the program's qualifications, including experience providing assistance to self-represented litigants and the expertise of staff members who are responsible for the project.

2. Needs Assessment

Describe the methods used to select the subject matter to be addressed and services to be offered by the project, including a clear rationale for the decision. Describe the demographics of the client community and the geographic area served by the project. Explain why the target population is in particular need of services on an ongoing basis. Include information about the lack of other legal resources and any other special factors.

3. Goals and Objectives

Describe the project's goals and objectives and whether they have changed over the life of the project or are expected to change for this funding cycle. Include quantitative goals and estimates of the actual number of litigants to be served. Highlight the outcomes to be achieved for users of the project. Discuss the involvement of collaborative partners in setting the goals and objectives.

4. Types of Services and Resources Available

Describe the subject areas to be covered and types of services to be offered. Applicants for refunding must describe changes envisioned for the proposed continuation of the project and the reasons for any such changes. Describe the specific kinds of legal problems you expect to see and how services will be delivered to users of the project.

Describe written materials, audio-visual resources, and/or computer stations currently existing and available to users of the project. Identify any new resources to be developed. Who will be responsible for preparing those materials or other resources? Will resources be available in multiple languages?

5. Litigant Eligibility and Subject Matter Screening

Describe how you will verify litigant eligibility. Describe the methods you will use to screen for subject matter eligibility.

6. Conflicts/Serving Both Sides/Attorney-Client Relationship

a. If the project expects to establish an attorney-client relationship with any users of its services, describe the method(s) you will use to check for conflicts. Will you have online access to the program's database, or is some other method being used to check for conflicts? Describe any conflicts panel you have established or plan to establish, the referral protocols to be used, and the commitments made by the entities to which litigants will be referred.

b. If the project intends to serve only one party or side of a matter, explain why the project will limit its services in this way. The applicant **must** demonstrate that it has explored with the court all of the implications of this decision to serve one side, and has addressed any risk of an appearance of impropriety on the court's part. The letter from the presiding judge must clearly indicate that the court understands the implications and agrees with the program's decision to serve one side.

   Describe all steps taken to ensure that the interests of the opposing parties have been considered. List all persons and/or offices with whom you have communicated that provide services in the courthouse, or in the relevant area(s) of law (e.g., public defender's office, association of landlords' attorneys).

c. If the project does not expect to establish an attorney-client relationship with users of the services, what methods will be used to make the client aware of any limitations on the scope of services provided? What methods will be used to ensure that users understand that an attorney-client relationship will not be established?

7. Referral Protocols

Describe referral information that is being or will be provided to ineligible litigants:

a. How will you make *meaningful referrals* in situations where the project will serve only one side, or where a conflict arises? (A "meaningful referral" is one that directs the recipient of the referral to a source of information or advice that will actually assist the recipient.)

1) Describe the commitments made by the entities to which litigants will be referred. What arrangements have been made to expedite the referral process and to guarantee effective referrals?

2) Describe the procedures and protocols used to ensure referred persons are being assisted in a *meaningful* manner by said entities.

3) Describe how you will otherwise address the needs of unrepresented litigants. For example, will general information in the form of fact sheets, videos or other materials be available to those who are referred elsewhere?

b. For those litigants who are ineligible for services due to income, subject matter or residency, what arrangements will be made to provide them referrals or otherwise address their needs? Will general information in the form of fact sheets, videos or other materials be available to these persons?

8. Staffing, Training and Supervision

Describe the staffing for the project. If you expect to use volunteers, indicate the number of volunteers involved and whether there is a pro bono commitment in place for this project. How will staff and volunteers be trained? Who will be responsible for supervision? If the supervisor will not be on-site, describe the steps taken to ensure adequate supervision.

9. Technology and Equipment

Describe the equipment that is or will be available for the staff and volunteers of the project, including telephones, copiers, and computers. Explain how that equipment is or will be incorporated into the project's operations. If the equipment is or will be shared with other agencies, describe the ways that usage is or will be coordinated. Also describe any equipment that you now make, or plan to make, available directly to users of the project. What database systems and web-based legal resources will you utilize?

10. Site and Accessibility

Provide information about the location or planned location for the project, including its accessibility. How will you overcome language barriers and ensure that the services are culturally competent? If the project is not located at the courthouse, explain how you help ensure that litigants follow up with the assistance received and otherwise overcome the distance barrier.

11. Evaluation

Annual submission of evaluation reports is a condition of funding. These reports help grantees and Trust Fund staff to determine whether project goals are being met, and to engage in a meaningful discussion about improvements and potential changes in direction. In addition, such reports can help other similar programs determine what works, or pitfalls to be avoided. Both the discussion of results and the dissemination of findings are important for the effective and efficient use of Equal Access Fund money.

In general, all grantees will be required to report on the quantity of services they provide, their funding and expenditures, and to make an assessment of the quality and effectiveness of the services they provide. Forms for recording the quantity of services provided, and program funding and expenditures, will be available on the California Legal Advocates Web site at [http://www.calegaladvocates.org/library.cfm]. From that page, find the heading "Law Library" and click on "Evaluation Resources"; then find the heading "Special Project Evaluations" and click on "Partnership Grants Evaluation Protocol."

Grantees are asked to assess the quality and effectiveness of services using a combination of focus groups and individual interviews. Specific guidelines and materials for these assessments will be posted soon at the California Legal Advocates Web site. Individualized plans, following these guidelines, must be submitted by Monday, April 30, 2007. If the focus group/interview model would not be feasible for your project, or if you already have an evaluation system in place that is well-suited to your program needs, please describe your alternative effort and why it is better suited to assessing your stated goals.

12. Timetable

Describe the proposed timetable for 2007, including the plans for each quarter of the grant year.

13. Project Continuity

Applicants **must** describe plans for obtaining future funding for these projects from other sources. Include fundraising efforts, commitments of future funding, etc. Applicants should have plans to obtain other funding for 50% to 100% of their project's costs after three years of Partnership Grant funding, and to operate independent of the Partnership Grant program after no more than five years.

For projects that have been funded for three years or more, explain the need for continued Partnership Grant funding. Indicate how much of the program's own general operating revenues have been committed to the project. Indicate all funding sources that you have approached and the amounts actually raised for 2007. Specifically identify any funds that have been obtained by leveraging your

Partnership Grant. If other funding or support was not obtained, explain the reasons why you were not able to garner this support.

Ordinarily, the Commission will not provide Partnership Grant funding for the same project for more than five years. Any applicant seeking a sixth year of funding must describe extraordinary extenuating circumstances that justify a departure from this policy. You must clearly demonstrate that the circumstances are not only exceptional and unusual, but also that they could not have been expected.

14. Collaborative Partners

Provide information about others who will collaborate on the project, as well as all other in-kind support for the project. Include information about current and planned collaboration with other local legal services programs, the Family Law Facilitator, Family Law Information Center, other self-help projects in the community, the Clerk of the Court, and other offices of the cooperating court. Describe the effectiveness of any ongoing collaboration and any modifications that are envisioned. Explain steps that are being taken to help litigants avoid confusion about the different services available, and to minimize duplication of effort. If a subgrant of any Partnership Grant funds is envisioned, provide details for that subgranting arrangement, including plans for evaluation and reporting.

15. Collaborative Planning with the Courts

Provide information about the court that has jointly agreed to sponsor this project, including the history of collaboration between the court and the applicant. Describe the general areas of responsibility that the court has agreed to assume, and those that will remain the responsibility of the applicant. Existing projects should attach a copy of their written agreements with the court and identify any areas that will be the subject of revisions.

The Commission requires that applicants address the following issues with the cooperating court. The agreement must be in writing before any grant funds are released.

a. **Assurance of the Court's Impartiality and Independence –** If the project proposes to provide services for only one party or side of a matter, the court must indicate its agreement and understanding of the implications of this decision in the letter of support. Describe the discussions that have occurred to arrive at that decision and describe the contents of that understanding.

b. **Ongoing Coordination –** You must arrange for ongoing meetings, no less often than quarterly, with court personnel to discuss collaboration issues as they arise. Coordination must include the Family Law Facilitator, Family Law Information Center and should include all other

self-help service providers in the participating court system, whether or not they provide assistance to the same litigants the project serves.

c. **Clear Distinction Between Parts of Delivery System –** There must be plans that identify existing services available for self-represented litigants, and clarify how the Partnership Grant project differs. How will users of the services distinguish between the court's neutral role and the various projects based at the courthouse?

d. **Services Provided, Information and Referrals –** There should be clear agreement about the types of legal issues covered, resources available, and level of service provided to users of the services, as well as clear protocols regarding information and referrals available for persons ineligible for services.

e. **Logistics –** There must be plans for:

- **Security –** adequate security for staff, volunteers, and users of the project. Who will provide that security?

- **Location/Hours –** information that explains where services will be provided and specific times they will be available.

- **Equipment/Supplies –** determining who will provide equipment and supplies. If the equipment is to be shared with other offices, describe the limitations to be placed on their use and what, if any, reimbursement will be required.

- **Shared Space –** addressing all issues that may arise if more than one project is sharing space at the court.

f. **Project Continuity –** There must be plans for discussion between the legal services program and the court regarding the ongoing nature of the proposed project, including whether and how the project can be continued following this grant year.

g. **Evaluation –** There must be plans for ongoing integral evaluation that gathers, organizes and incorporates input from both the legal services program and the court during and after the grant year to ascertain ways to improve the services.

FORM C. ASSURANCES FOR PARTNERSHIP GRANTS

Provide appropriate signatures for the Assurances.

FORM D. PROJECT BUDGET

Use the attached Project Budget form to provide an estimated project budget, including the amount requested for the upcoming funding cycle of Partnership Grants (Column 1), other Trust Fund monies that the program will commit to the project (Column 2), and other Non-Trust Fund monies (Column 3). Identify any carry-over funds from prior funding cycles at line 25.

FORM E. BUDGET NARRATIVE

Use the attached Project Budget Narrative form to provide an explanation for each line item in the project budget, and explain the costs that would be covered by a Partnership Grant, any portion that would be covered by other funds, and any expenses to be covered by the cooperating court. [Also, identify the nature and source of all in-kind or donated resources to be utilized by the project, and the estimated value of such resources.]

1. Explanation of Form D
Explain how you arrived at the amounts on each line of Form D. In your response, list each number and line item before the explanation.

2. Contribution of Cooperating Court
Provide a narrative description of the types of expenses and/or in-kind support to be provided by the cooperating court, including the exact amounts, if known. Also include expenses to be paid or in-kind services to be provided by any other collaborating partner.

Existing Project Expenses.
If this proposal concerns the expansion of a pre-existing project, provide a budget for this pre-existing project. Indicate the source of funding for this project; if these other funds are Trust Fund monies, indicate whether they are IOLTA or EAF (IOLTA-formula) monies and, if both, the proportions of each.

Expense Categories. Descriptions of expenses to be included in the Project Budget, Form D, and Budget Narrative, Form E, are the same as those utilized for all other Trust Fund budgeting purposes. These are:

Lawyers. Salaries and wages paid to staff attorney(s), whether full-time, part-time or temporary.

Paralegals. Salaries and wages paid to staff paralegal(s) (including law graduates, legal assistants and law students), whether full-time, part-time or temporary. Paralegals are persons working under the supervision and control of an attorney, whose duties consist primarily of such activities as intake interviewing, case

investigations, checking court records, legal research, client representation at administrative hearings and outreach and community work.

Other Staff. Salaries and wages paid to all other staff, including administrative and support staff, whether full-time, part-time or temporary.

Employee Benefits. Fringe benefits and payroll taxes paid on behalf of employees, such as retirement, FICA, health and life insurance, workers' compensation, unemployment insurance, and other payroll-related costs.

Space. A share of space costs commensurate with the actual costs of housing staff and services funded by this proposed grant. This may include rent, utility payments, maintenance/janitorial expenses, and the cost of debt service for owned property.

Equipment Rental and Maintenance. Lease or rental expenses for office furniture, fixtures and equipment (except telephone) acquired for use by the proposed project; a commensurate share of maintenance costs for that equipment whether pursuant to a service contract or an estimate of anticipated repair bills.

Supplies, Printing and Postage. Basic office accessories and supplies, including materials used in copiers. Equipment purchases under $1,000 may be included here. Printing and postage should also be included in this category.

Telecommunications. Local, long distance, or cellular telephone service expenses incurred directly by the proposed project. Similar and related expenses for voice mail, conference calls, videoconferencing, or other telecommunications services should be included as well. Telephone equipment lease/rental and telecommunications equipment purchases that will not be depreciated may also be included here.

Travel. Travel expenses incurred by staff or volunteers to provide services through, or to administer, the proposed project.

Training. Non-personnel costs associated with training or continuing education for **staff members or volunteers** who provide services through the proposed project. You may include the cost of travel to and from training events, per diem, conference registration fees or tuition, purchase or production of training materials, rent for facilities used in a staff training event, consultant fees paid to trainers, etc. Do not include expenses associated with training you provide to the public or to other organizations.

Library. Expenses for the maintenance and expansion of office libraries required by the proposed project, including subscriptions to periodicals, books and update services or electronic research services. Individual purchases exceeding $1,000 should be included under “Capital Additions.”

Insurance. A share of professional liability insurance and bonding costs proportionate to staff who are funded by the proposed grant. A share of property insurance (fire and theft) and liability insurance for property and automobiles commensurate with their use by the proposed project.

Audit. Expenses for preparation of audit. Do not include costs for bookkeeping or ongoing accounting services here.

Litigation. Court costs, witness fees, expert witness expenses, sheriff's fees, courthouse copying fees, and other expenses incurred in litigation on behalf of eligible clients.

Capital Additions. Equipment and library purchases over $1,000 per item and any proposed expenditures related to real property acquisition or improvement used directly by the proposed project. Provide a separate description for each such proposed purchase. Purchases of tangible personal property with Trust Fund monies are governed by the ”Guidelines for Acquisition of Tangible Personal Property.” The purchase of real property with your Trust Fund grant is governed by the “Guidelines for Purchases of Real Property.” Contact Trust Fund Program staff if you propose to allocate grant funds towards the purchase of real property.

Contract Service to Clients. Payments to private attorneys, consultants or organizations to provide professional services to clients through the proposed project. **Itemize** individual contracts, specifying contractors, the general nature of duties to be performed, and the contract amount.

Contract Service to Organization. Payments for all other services to the organization specifically with regard to the proposed project, such as legal counsel for its operations, bookkeeping or other accounting services, technology and development consultant fees, etc. **Itemize** individual contracts, specifying contractors, the general nature of duties to be performed, and the contract amount.

Other. Expenses not included above. **Itemize** individual “Other” expenses.

FORM F. INDICATION OF SUPPORT FROM COOPERATING COURT

Letter of Support. Attach a letter of support signed by the Presiding Judge of the Court agreeing to cooperate on the proposed project. If the project is serving one side only, the Court’s letter must confirm its support for such a program and clearly indicate that it understands the nature of the planned services.

Memorandum of Understanding. All applicants must provide a copy of a formal agreement with the cooperating court setting forth the duties and responsibilities of each party as regards this project. This agreement should reflect all financial or in-kind support to be provided by each party, and all logistical and administrative matters reflected in the proposal. This agreement may be submitted subsequent to the Commission's approval of a Partnership Grant, but no grant funds will be disbursed before such an agreement has been submitted.

THE LEGAL SERVICES TRUST FUND PROGRAM
EQUAL ACCESS FUND – PARTNERSHIP GRANTS
2007 REQUEST FOR PROPOSAL

FOR ALL APPLICANTS

FORM A – PROJECT ABSTRACT

1. **Project Title:** _____

2. **Program Name:** _____

   Program Contact: _____

   Phone #: _____

   E-mail: _____

3. **Amount Requested: $** _____

4. **Cooperating Court(s)*:** _____

   Address, City, Zip: _____

   Presiding Judge: _____ **Court Contact other than Presiding Judge:** _____

   Phone #: _____ Phone #: _____

   E-mail: _____ E-mail: _____

   * If more than one court is cooperating on this project, provide additional information on a separate sheet.

5. **Current Recipient of Partnership Grant?** ☐ Yes ☐ No

   Previous grant amounts (for this project only): 2002: _____

   2003: _____

   2004: _____

   2005: _____

   2006: _____

   Partnership Grant funds remaining as of August 31, 2006: _____

(Abstract: Partnership Grant RFP Form A, page 2:)

6. **Summary.** Provide a description of the core aspects of your proposed project. (Please limit this description to one page.)

THE LEGAL SERVICES TRUST FUND PROGRAM
EQUAL ACCESS FUND – PARTNERSHIP GRANTS
2007 REQUEST FOR PROPOSAL

FOR ALL APPLICANTS

FORM B – PROJECT NARRATIVE

Program Name: _____

Project Title: _____

[See pages 5 through 10 of the Request for Proposal INSTRUCTIONS for an explanation of how to complete this Project Narrative and a list of the subjects to be addressed.]

THE LEGAL SERVICES TRUST FUND PROGRAM
EQUAL ACCESS FUND – PARTNERSHIP GRANTS
2007 REQUEST FOR PROPOSAL

FOR ALL APPLICANTS

FORM C – PROJECT ASSURANCES

Program Name: _____

Project Title: _____

Applicant assures compliance with the following:

1. Applicant agrees it will use any grant funds it receives from the Partnership Grants portion of the Equal Access Fund only for purposes allowed under the State Budget Act of 2006, upon approval thereof, and any grant agreement it enters into with the Legal Services Trust Fund Program.

2. Applicant agrees to expend any grant funds solely on civil legal assistance to indigent self-represented litigants in California courts.

3. Applicant will not discriminate on the basis of race, color, national origin, religion, gender, handicap, age or sexual orientation.

4. Applicant will comply with quality control procedures adopted by the State Bar.

5. Applicant will permit reasonable site visits or present additional information deemed reasonably necessary to determine compliance with the terms of a grant under the Partnership Grants portion of the Equal Access Fund.

6. Applicant will comply with fiscal management and control procedures adopted by the State Bar.

7. Applicant agrees to consult with the Legal Services Trust Fund Program concerning media coverage of any project funded by a Partnership Grant.

8. Applicant understands that any proposal submitted for a Partnership Grant is a public document and may be disclosed to any person.

9. Applicant assures that, to the extent this grant is being sought for an existing project, the funds will be in addition to and will not supplant current funding committed to that project. However, to the extent applicant seeks to move some of the funding already committed to the self-help center for use on other activities, then applicant will submit to the Commission an explanation of the need for the other activities, justifying moving some of the previously-committed funds from the existing self-help center.

(Assurances: Partnership Grant RFP Form C, page 2:)

10. Applicant agrees it will cooperate with data collection processes or with research efforts launched by the Legal Services Trust Fund Program or the Administrative Office of the Courts to evaluate the Partnership Grants and determine the best way to expand such efforts in the future.

Signed:

Executive Director Applicant Program	Chair, Board of Directors Applicant Program
Date	Date

THE LEGAL SERVICES TRUST FUND COMMISSION
EQUAL ACCESS FUND - PARTNERSHIP GRANTS
2007 REQUEST FOR PROPOSAL
FOR ALL APPLICANTS
FORM D - PROJECT BUDGET

1. Program Name: _____

Project Title: _____

2. Prepared by: _____

E-mail: _____ **Phone/Ext:** _____

ACCOUNT TITLE	PROPOSED PARTNERSHIP GRANT	OTHER TRUST FUND FUNDS, IF ANY	OTHER NON-TRUST FUND FUNDS, IF ANY	TOTAL
Personnel				
3. Lawyers				
4. Paralegals				
5. Other Staff				
6. SUBTOTAL				
7. Employee Benefits				
8. TOTAL PERSONNEL				
Non-Personnel				
9. Space				
10. Equipment Rental & Maintenance				
11. Supplies, Printing & Postage				
12. Telecommunications				
13. Travel				
14. Training				
15. Library				
16. Insurance				
17. Audit				
18. Litigation				
19. Capital Additions				
20. Contract Service to Clients				
21. Contract Service to Organization				
22. Other				
23. TOTAL NON-PERSONNEL				
24. TOTAL				
25. Projected Carry-over as of 12/31/06				
26. Total Amount of Partnership Grant Funds for 2007				

THE LEGAL SERVICES TRUST FUND PROGRAM
EQUAL ACCESS FUND – PARTNERSHIP GRANTS
2007 REQUEST FOR PROPOSAL

FOR ALL APPLICANTS

FORM E - BUDGET NARRATIVE

Program Name: _____

Project Title: _____

[See pages 11 through 13 of the Request for Proposal INSTRUCTIONS for an explanation of how to complete this Budget Narrative and for explanations of the expense categories listed on Form D.]

THE LEGAL SERVICES TRUST FUND PROGRAM
EQUAL ACCESS FUND – PARTNERSHIP GRANTS
2007 REQUEST FOR PROPOSAL

FOR ALL APPLICANTS

FORM F – SUPPORT FROM COOPERATING COURT

Program Name: _____

Project Title: _____

A. Letter of Support:

Attach a Letter of Support signed by the **Presiding Judge** of the court(s) cooperating on the proposed project. If the project is serving one side only, the court's letter must confirm its support for such a program and clearly indicate that it understands the nature of the planned services.

Status of Letter:

☐ 1. Signed by Presiding Judge and attached

☐ 2. Will be sent to Trust Fund Program by _____

B. Memorandum of Understanding:

New Project: A Memorandum of Understanding with the cooperating court need not be included with the submission of a completed RFP for a **new project**. However, following notification of a grant award, and prior to the release of Partnership Grant funds, applicants must submit a fully-executed MOU to the Trust Fund Program.

Continuing Project: For **continuing projects**, attach a copy of the Memorandum of Understanding now in effect. Identify any changes proposed for the upcoming term of the agreement and the reasons for such changes. Prior to the release of Partnership Grant funds, applicants must submit a fully-executed MOU that will govern the proposed project in 2007.

Status of MOU:

☐ Fully executed and attached.

☐ Enclosed draft to be executed and provided to the Trust Fund Program by _____

☐ To be drafted, executed and provided to the Trust Fund Program by _____