

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

DATE: November 18, 2005

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 5–44) on the distribution of Equal Access Fund grants. In that report, the commission requests that the Judicial Council approve the distribution of \$950,000 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 2, 2005, approve the allocation of \$950,000 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	\$60,000
California Rural Legal Assistance—San Joaquin	
Landlord/Tenant and Small Claims Pro Per Assistance Project	58,000
Central California Legal Services, Inc.	
Domestic Violence Rural Access Partnership	50,000

East Bay Community Law Center Alameda County Clean Slate Clinic	50,000
Greater Bakersfield Legal Assistance, Inc. Pro Se Guardianship Project	50,000
Inland Counties Legal Services Banning Civil Legal Access Project—Riverside County	50,000
Proyecto Ayuda Legal—San Bernardino County	60,000
Law Center for Families Alameda County Family Law Cooperative	40,000
Legal Aid Foundation of Los Angeles Inglewood Self-Help Legal Access Center	55,000
Legal Aid Foundation of Santa Barbara County Self-Represented Litigant Resource Center	60,000
Legal Aid of the North Bay Legal Self-Help Center of Marin	35,000
Legal Aid Society of Orange County Compton Self-Help Center	70,000
Legal Aid Society of San Diego Conservatorship Clinic at the Probate Court	25,000
Unlawful Detainer Assistance Program	50,000
Legal Services of Northern California Shasta Pro Per Project	40,000
Unlawful Detainer Mediation Project	17,000
Los Angeles Center for Law and Justice Default Judgment Assistance Project	65,000
Neighborhood Legal Services of Los Angeles County Domestic Abuse Self-Help Project	70,000
San Diego Volunteer Lawyer Program Domestic Violence Prevention Project	45,000
TOTAL	\$950,000

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. 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.)

The budget-control language¹ 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”²

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.³

The Budget Act provides that 90 percent of the funds should 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, 2006.

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.

¹ The budget-control language is attached at page 11.

² See page 11.

³ A roster of the Partnership Grants Committee is attached at page 17.

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.

Attachments



THE STATE BAR OF CALIFORNIA

LEGAL SERVICES TRUST FUND PROGRAM

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DATE: November 21, 2005

TO: The Judicial Council of California

FROM: Judith C. Garlow, Director,
Legal Services Trust Fund Program

SUBJECT: Equal Access Fund:
Distribution of Seventh 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"). 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 2005-2006, totaling \$8,550,000. We are now coming to you for approval of the award of the seventh 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 \$950,000 in Partnership Grants to all programs currently receiving Legal Services Trust Fund funding. The RFP (attached hereto at pages 24-44) set forth selection criteria and described 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 seventh 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 Grant 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. Consequently we have encouraged programs to identify alternate sources of funding. In these difficult times for fundraising, however, that has been a real challenge for many programs. At the same time, by cutting the size grants to projects returning for a fourth or later 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 that have yet to establish an effective referrals protocol.
- 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 are already receiving 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. As you know, 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 28 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 28 at the direction of the Partnership Grants Committee, were then presented to the Commission for approval on November 18.

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 \$950,000 available in grants, the commission received a total of 23 applications, seeking a total of \$1,531,446. Proposals were received for refunding from 16 of the 18 projects funded last year, along with 7 proposals for new projects.

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.....	\$60,000
CALIFORNIA RURAL LEGAL ASSISTANCE	
Landlord/Tenant and Small Claims Pro Per Assistance Project.....	\$58,000
CENTRAL CALIFORNIA LEGAL SERVICES, INC.	
Domestic Violence Rural Access Partnership	\$50,000
EAST BAY COMMUNITY LAW CENTER	
Alameda County Clean Slate Clinic.....	\$50,000
GREATER BAKERSFIELD LEGAL ASSISTANCE, INC.	
Pro Se Guardianship Project.....	\$50,000
INLAND COUNTIES LEGAL SERVICES	
Banning Civil Legal Access Project.....	\$50,000
Proyecto Ayuda Legal	\$60,000
LAW CENTER FOR FAMILIES	
Alameda County Family Law Collaborative.....	\$40,000
LEGAL AID FOUNDATION OF LOS ANGELES COUNTY	
Inglewood Self-Help Legal Access Center	\$55,000
LEGAL AID FOUNDATION OF SANTA BARBARA COUNTY	
Self-Represented Litigant Resource Center	\$60,000
LEGAL AID OF MARIN	
Legal Self Help Center of Marin	\$35,000
LEGAL AID SOCIETY OF ORANGE COUNTY	
Compton Self Help Center	\$70,000

LEGAL AID SOCIETY OF SAN DIEGO, INC.	
Conservatorship Clinic at the Probate Court	\$25,000
Unlawful Detainer Assistance Program	\$50,000
LEGAL SERVICES OF NORTHERN CALIFORNIA	
Legal Information and Assistance Project	\$40,000
Unlawful Detainer Mediation Project	\$17,000
LOS ANGELES CENTER FOR LAW & JUSTICE	
Default Judgment Assistance Project.....	\$65,000
NEIGHBORHOOD LEGAL SERVICES OF LOS ANGELES COUNTY	
Domestic Abuse Self-Help Project	\$70,000
SAN DIEGO VOLUNTEER LAWYER PROGRAM	
Domestic Violence Prevention Project	\$45,000
 Total	 \$950,000

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.

Senate Bill 77, Chapter 38

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 July 11, 2005. Filed with Secretary of State July 11, 2005.

Pages 9-11, Ch. 38, Statutes of 2005:

0250-101-0001—For local assistance, Judicial Branch.....	16,762,000
Schedule:	
(1) 45.10-Support for Operation of Trial Courts	6,196,000
(2) 45.55.010-Child Support Commissioner Program (AB 1058).....	45,381,000
(3) 45.55.020-California Collaborative and Drug Court Projects	2,924,000
(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.....	235,000
(7) 45.55.080-Federal Grants—Other.....	775,000
(8) 45.55.090-Equal Access Fund.....	9,500,000
(9) Reimbursements.....	-47,474,000
(10) Amount payable from Federal Trust Fund (Item 0250-101-0890)	-2,275,000

Provisions:

1. Notwithstanding any other provision of law, up to \$5,000,000 appropriated in Item 0250-001-0001 may be transferred to Item 0250-101-0001 by the Controller at the request of the Administrative Office of the Courts, to cover any short-term cashflow issues that occur. Any funds transferred shall be repaid from this item to Item 0250-001-0001. The Judicial Council shall notify the Department of Finance and the Joint Legislative Budget Committee when any transfer is made pursuant to this provision, and upon repayment of the transfer.
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 through 6215 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 through 6223 of the Business and Professions Code. The Judicial Council may establish additional reporting or quality control requirements consistent with Sections 6213 through 6223 of the Business and Professions Code.
3. Reimbursements for the following activities: (a) payment of service of process fees billed to the trial courts as a result of Chapter 1009 of the Statutes of 2002, (b) payment of the court costs payable under Sections 4750 to 4755, and 6005 of the Penal Code, and (c) payment of court costs of extraordinary homicide trials shall be provided from this appropriation and disbursed to individual trial courts on a reimbursement basis.

PROPOSED 05-06 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	Second 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.	\$60,000
CALIFORNIA RURAL LEGAL ASSISTANCE	Landlord/Tenant and Small Claims Pro Per Assistance Project	San Joaquin	New proposal	The Court Administration Building will be the site for this project in which an attorney will provide advisory services or informational packets on landlord-tenant and small claims cases to indigent pro per litigants four full days each week.	\$58,000
CENTRAL CALIFORNIA LEGAL SERVICES, INC.	Domestic Violence Rural Access Partnership	Kings	Second year of funding	This project increases access for victims of domestic violence for rural residents in Kings County. The project co-locates attorney or paralegal staff at rural shelters and other community-based sites. A strong community education component complements the direct services. Services and facilities are distributed both near the courthouse at the county seat, and in more remote, rural communities where resources are especially scarce.	\$50,000
EAST BAY COMMUNITY LAW CENTER	Alameda County Clean Slate Clinic	Alameda	New proposal	This project, based at the Alameda County Courthouse, 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.	\$50,000

GREATER BAKERSFIELD LEGAL ASSISTANCE, INC.	Pro Se Guardianship Project	Kern	Third 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.	\$50,000
INLAND COUNTIES LEGAL SERVICES	Banning Civil Legal Access Project	Riverside	Second year of funding	This project will provide services at the Banning Court in Riverside's rural Mid-County Region, an economically depressed area. An attorney with legal secretarial support will staff the project two days per week, providing legal information to all court customers on both sides of a dispute 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.	\$50,000
INLAND COUNTIES LEGAL SERVICES	Proyecto Ayuda Legal	San Bernardino	Fourth year of funding	Legal information, forms preparation assistance and referrals are provided to self-represented litigants on family, guardianships and eviction cases, with services aimed at monolingual Spanish/limited-English speaking persons at the San Bernardino, Rancho Cucamonga and Victorville Courts. The proposed grant will help fund services to an estimated 4,800 to 6,000 consumers annually.	\$60,000
LAW CENTER FOR FAMILIES	Alameda County Family Law Collaborative	Alameda	Second 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.	\$40,000

LEGAL AID FOUNDATION OF LOS ANGELES COUNTY	Inglewood Self-Help Legal Access Center	Los Angeles	Fourth year of funding	Due to the high number of unrepresented litigants utilizing the Inglewood Courthouse (85-90%), the Los Angeles County Board of Supervisors funded a self-help center modeled after the Van Nuys Center run by Neighborhood Legal Services. NLS subcontracts with LAFLA to staff the center with one attorney and one paralegal. Proposed Partnership Grant funding will supplement clinic staff with a paralegal and screener, so that the center can serve an anticipated 40-55 litigants per day. Staff help litigants with civil problems, however, landlord-tenant, family law, civil harassment TRO's, and small claims court claims matters.	\$55,000
LEGAL AID FOUNDATION OF SANTA BARBARA COUNTY	Self-Represented Litigant Resource Center	Santa Barbara	Fourth year of funding	The two Self-Represented Litigant Resource Centers, situated in the law libraries of each of the 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.	\$60,000
LEGAL AID OF MARIN	Legal Self Help Center of Marin	Marin	Fourth 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, not only in providing a complete array of information services to pro pers, but also in screening users for direct referral to other legal assistance agencies and services throughout the county. With the active leadership of the Marin Superior Court and Legal Aid of Marin, Marin's Self-Represented Litigant Planning Team has grown to include nearly twenty organizations.	\$35,000

LEGAL AID SOCIETY OF ORANGE COUNTY	Compton Self Help Center	Los Angeles	Third year of funding	The Compton Self-Help Legal Center operates 4.5 days at the courthouse, housing a variety of services that help 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. For more complex cases and those that are not well-suited to self-representation, the Center will refer clients to Community Legal Services (LAS-OC). Small workshops for income-eligible users focus on divorce, small claims, and eviction defense.	\$70,000
LEGAL AID SOCIETY OF SAN DIEGO, INC.	Conservatorship Clinic at the Probate Court	San Diego	Third year of funding	Working together with the Superior Court's Probate Division, this project brings assistance to those seeking to proceed in pro per with conservatorship actions 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 through 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.	\$25,000
LEGAL AID SOCIETY OF SAN DIEGO, INC.	Unlawful Detainer Assistance Program	San Diego	Fourth year of funding	This grant renews an ongoing partnership with the Superior Court to provide on-site assistance to the many self-represented litigants in unlawful detainer actions in the East County division, completing paperwork for eligible tenants and informing them of legal processes and related consumer issues. The target community covers some 2,000 square miles that are home to thousands of indigent tenants with no practical access to services offered in the downtown areas. Targeted monthly outreach will heighten awareness of these services in this community.	\$50,000
LEGAL SERVICES OF NORTHERN CALIFORNIA	Legal Information and Assistance Project	Shasta, Lassen, Siskiyou, Trinity	Third 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.	\$40,000

LEGAL SERVICES OF NORTHERN CALIFORNIA	Unlawful Detainer Mediation Project	Butte	Second 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. The respective courts would send out notice to the litigants of both the mediation date (set at least 10 days prior to trial), and trial date and time. Mediation services would be conducted by an attorney-mediator. If the case is resolved, the mediator would file the stipulation with the appropriate court.	\$17,000
LOS ANGELES CENTER FOR LAW & JUSTICE	Default Judgment Assistance Project	Los Angeles	Second 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.	\$65,000
NEIGHBORHOOD LEGAL SERVICES OF LOS ANGELES COUNTY	Domestic Abuse Self-Help Project	Los Angeles	New proposal	Based in five different Los Angeles courthouses, this project will convert existing Domestic Violence Clinics from a representation model to a self-help model, focusing on assisting persons petitioning for domestic violence restraining orders. Workshops will be supervised by program staff and services will be primarily provided by volunteers.	\$70,000
SAN DIEGO VOLUNTEER LAWYER PROGRAM	Domestic Violence Prevention Project	San Diego	Fourth 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 which they will file in pro per. Services are offered to as many as 4,000 victims annually at the court's Madge Bradley Building in central San Diego and at its North and East County Regional Center.	\$45,000
TOTAL:					\$950,000.00

LEGAL SERVICES TRUST FUND COMMISSION
PARTNERSHIP GRANTS COMMITTEE
2005-2006

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*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 ACCESSIBILITY/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. (Sections 12) 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 and 15) 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
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(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

Jasmine Luke
Senior Accountant
(415) 538-2542

Cheryl Nishimura
Administrative Assistant
(415) 538-2098

TO: Executive Directors

FROM: Judy Garlow, Director, Legal Services Trust Fund Program

DATE: August 8, 2005

**SUBJECT: REQUEST FOR PROPOSAL: 2006 EQUAL ACCESS FUND
PARTNERSHIP GRANTS**

We are pleased to issue this Request for Proposal (RFP) for the seventh grant period of Partnership Grants, for calendar year 2006. 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 Monday, September 19, 2005. Faxes and e-mail submissions will not be accepted. Mail or deliver proposals to:

**Judy Garlow, Director
Legal Services Trust Fund Program
State Bar of California
180 Howard Street
San Francisco, CA 94105-1639**

The enclosed 2006 Partnership Grants RFP Package includes **three** sections:

- Background Information, Process and Criteria (pages 1-3).
- Instructions (pages 4-13).
- Forms (following page 13).

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:

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

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 2006 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 \$950,000 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 distribution of Partnership Grants 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 **Monday, September 19, 2005**. The selection process will be concluded in December. Grants will be awarded for a one-year period, commencing January 1, 2006.

GRANT SIZE

Most grants will be awarded in the range of \$30,000 to \$80,000. The Commission will notify the applicant of a proposed grant amount and 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 after three years of funding. 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 constituents 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. 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**

2006 REQUEST FOR PROPOSAL

FOR ALL APPLICANTS

INSTRUCTIONS

* * * * *

Proposals will consist of the following components:

- A. One-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 Monday, September 19, 2005. Faxes and e-mail submissions will not be accepted. Mail or deliver proposals to:

**Judy Garlow, Director
Legal Services Trust Fund Program
State Bar of California
180 Howard Street
San Francisco, CA 94105-1639**

FORM A. PROJECT ABSTRACT

Use the one-page form to provide contact information and 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 printed in fonts no smaller than 12 points. Pages should be numbered. The ten-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. Discuss the involvement of collaborative partners in setting the goals and objectives. 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.

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 cases 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 on-line 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 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/offices that provide services in the courthouse, or in this area of law (e.g., public defender's office, association of landlords' attorneys) with whom you have communicated.
- 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:

1. In situations where the project will serve one side only or where a conflict is presented, how will you make *meaningful referrals*? (A "meaningful referral" is one that directs the recipient of the referral to a source of information or advice that will actually provide assistance to the recipient.)
 - a. 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?
 - b. Describe the procedures and protocols used to ensure referred persons are being assisted in a *meaningful* manner by said entities.
 - c. 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?

- d. For those litigants who are not income or subject matter eligible or outside the service area, what arrangements have been 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

Regular submission of evaluation reports is a condition of funding. Describe how you will evaluate the project, and any additional procedures you intend to implement to ensure and document that program goals are being met. If this is a refunding Application, describe any changes you intend to make to your previously submitted evaluation plan and explain the reasons for such changes. [Refer to "Reporting Requirements and Evaluation Methodology for Partnership Grant Recipients," at www.pic.org, for a further discussion of required evaluation procedures.]

12. Timetable

Describe the proposed timetable for 2006, including the plans for each quarter of the grant year.

13. Project Continuity

Applicants **must** describe plans for obtaining future funding from other sources for these projects. 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 reasons for requiring 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, the amounts actually raised for 2006, and 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 should describe special extenuating circumstances that would 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 with whom you plan to or now collaborate, 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, describe the proposed plans for that subgranting arrangement in detail, including plans for reporting and evaluation.

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 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 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 regarding where the services will be provided, and what 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 funds that the program will commit to the project (Column 2), and other Non-Trust Fund funds (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.

3. 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. 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); 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 that will not be depreciated may be included here. Outside printing and postage should also be included in this category.

Telecommunications. Local, long distance, cellular telephone or wireless service expenses. 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 be included here.

Travel. Expenses for travel, whether directly related to the provision of legal services or administration of the organization.

Training. Non-personnel costs associated with training or continuing education for **staff members or volunteers** who provide services through your organization. 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 normal expansion of office libraries, including subscriptions to periodicals, books and update services or electronic research services. Capital additions to library holdings should be included on line 19.

Insurance. Professional liability insurance, fidelity insurance, property insurance (fire and theft) and liability insurance for property and automobiles.

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. 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 who provide legal services to clients. **Itemize individual contract amounts.**

Contract Service to Organization. Payments for services to the organization, such as legal counsel for its operations, bookkeeping or other accounting services, technology and development consultant fees, etc. **Itemize individual contract amounts.**

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.

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
2006 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: 2001: _____

(for this project only) 2002: _____

2003: _____

2004: _____

2005: _____

2005 Partnership Grant funds remaining as of August 31, 2005: _____

6. **Summary.** In 150 words or less, provide a description of all the core aspects of your proposed project.

**THE LEGAL SERVICES TRUST FUND PROGRAM
EQUAL ACCESS FUND – PARTNERSHIP GRANTS
2006 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
2006 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 2005, 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
 2006 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				0
4. Paralegals				0
5. Other Staff				0
6. SUBTOTAL	0	0	0	0
7. Employee Benefits				0
8. TOTAL PERSONNEL	0	0	0	0
Non-Personnel				
9. Space				0
10. Equipment Rental & Maintenance				0
11. Supplies, Printing & Postage				0
12. Telecommunications				0
13. Travel				0
14. Training				0
15. Library				0
16. Insurance				0
17. Audit				0
18. Litigation				0
19. Capital Additions				0
20. Contract Service to Clients				0
21. Contract Service to Organization				0
22. Other				0
23. TOTAL NON-PERSONNEL	0	0	0	0
24. TOTAL	0	0	0	0
25. Projected Carry-over as of 12/31/05				
26. Total Amount of Partnership Grant Funds for 2006	0			

**THE LEGAL SERVICES TRUST FUND PROGRAM
EQUAL ACCESS FUND – PARTNERSHIP GRANTS
2006 REQUEST FOR PROPOSAL**

FOR ALL APPLICANTS

FORM E - BUDGET NARRATIVE

Program Name: _____

Project Title: _____

[See pages *10 through 12* of the Request for Proposals 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
2006 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 and attached
- 2. Awaiting Judge's signature, and
- 2a. Will be sent to Trust Fund by: _____

B. Memorandum of Understanding:

1. 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.
2. 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 to the Trust Fund Program.

Check the appropriate box:

- 1. Fully executed and attached.
- 2. Enclosed draft, to be executed and provided to the Trust Fund Program by _____
- 2a. Will be executed and provided to the Trust Fund Program by _____