

Sargent Shriver Civil Counsel Act

Letter of Interest Requirements

The Judicial Council welcomes letters of interest from organizations that are eligible for funding under the Sargent Shriver Civil Counsel Act (Assem. Bill 590 [Feuer]; Stats. 2009 ch. 457).

In recognition of the fact that this is a new program and that proposals will take a significant amount of thought and collaboration, the Implementation Committee, which has been established by the Judicial Council to make recommendations regarding selection of the projects, has decided to request a letter of interest from those programs that are considering requesting funds.

Based on those letters of interest, the Committee will design an appropriate evaluation method of the project and will provide additional guidance for applicants when it issues the Request for Proposal (RFP).

If an agency does not submit a letter of interest it WILL NOT be eligible to submit a response to the RFP that will be circulated later this fall. However, proposals, partners and projected budgets may be changed in response to the RFP.

If an agency is considering more than one proposal, it should submit a separate letter of interest describing each project (for example, if an agency is considering a proposal with different courts, or different case types with different service provision modes.) However, if an agency is proposing a project with more than one subject matter but in which most other components remain the same, only one letter of interest is required.

The letter of interest should be no longer than 5 pages, not including Attachment A and B, and must address the following:

1. Name of and contact name and information for the lead legal services organization.
2. Contact name and information for the Superior Court(s)
3. Contact name and information for all other participating legal services providers..
4. Which case type(s) will be addressed by the pilot project?
5. Why was this case type or these case types chosen? What local need will be addressed?
6. Describe how the court(s), lead legal aid agency and other participating legal services providers will work together to implement the project.
7. What types of services are anticipated to be offered by the legal services providers?

8. Approximately, how many parties does the program anticipate serving on an annual basis? How many of those will be clients for whom the program will provide representation? How many will be served through the court's enhanced services?
9. What strategies does the court partner(s) plan to implement to address the needs of those remaining unrepresented in these case types?
10. Describe the anticipated protocols for case referrals and for dealing with conflicts created when both parties to a dispute are financially qualified for services and both seek assistance from the project.
11. If the program anticipates contracting with private attorneys to provide representation in conflict situations or other circumstances, please describe the selection process for choosing those attorneys and proposed ongoing oversight for the cases.
12. If the program anticipates using pro bono attorneys as part of the project, please describe how they will be used.
13. How will the services provided in the pilot project not supplant existing services? (i.e., how will the partners ensure that these are NEW services).
14. Are there any questions you would like the Shriver Implementation Committee to address in the development of the RFP for the project?
15. A proposed budget with narrative (see Attachment A) describing the anticipated expenses for the lead legal services program and the court(s).
16. A completed questionnaire (see Attachment B) describing capabilities of the lead legal services agency and the court(s) for generating information for the evaluation, such as information about the number of cases screened for eligibility for services, the number of cases accepted, the outcomes of the cases completed and other information required for the report to the Legislature.

The letter of interest must be signed by the Executive Director of the lead legal services agency.

Letters should be directed to:

Bonnie Hough
Managing Attorney, CFCC
Administrative Office of the Courts
455 Golden Gate Avenue
San Francisco, CA 94102

Letters of interest must be received by the Administrative Office of the Courts by Friday, November 5, 2010 at 5:00 p.m. E-mail submission is preferred and should be sent to: bonnie.hough@jud.ca.gov. An e-mail confirmation will be sent.