

PARTNERSHIP GRANT REQUEST FOR PROPOSAL REQUIREMENTS

I. BACKGROUND INFORMATION

The State Budget Act allocates funds to the Equal Access Fund *“to improve equal access and the fair administration of justice.”* The Equal Access Fund is given to the Judicial Council to be distributed through the State Bar of California’s Legal Services Trust Fund Program (LSTFP). Ten percent of the funds available for distribution will support Partnership Grants to legal services programs for *“joint projects of courts and legal services programs to make legal assistance available to pro per litigants.”*

Unlike IOLTA grants, Partnership Grants are awarded through a competitive process. The Legal Services Trust Fund Commission (Commission) reviews Partnership Grant applications and makes recommendations regarding funding to the Judicial Council. Grants are awarded for a one-year period commencing January 1. Historically, grants have been awarded in the range of \$25,000 to \$80,000.

Partnership Grants are intended to be seed money to support projects that will eventually be funded from other sources of revenue. Applicants must describe plans for obtaining funding from other sources to support these projects. Funding is typically reduced in the third, fourth, and fifth years in which an applicant is approved for a grant. Previously, the Commission did not provide Partnership Grant funding for the same project for more than five years except under extraordinary circumstances, such as in rural areas where the need is particularly high, yet alternative funding is unavailable, or to serve areas hit by disaster. In 2017, the Commission adopted a policy that maintains the intention to provide seed funding over the course of five years, but expands consideration for funding beyond a fifth year. For more information refer to the Partnership Grant 5-Year Funding Policy found in the Partnership Grant application record.

II. ELIGIBILITY REQUIREMENTS FOR PARTNERSHIP GRANTS

There are four basic eligibility requirements for Partnership Grants:

1. Qualified Legal Services Projects (QLSPs). Only QLSPs are eligible to apply for Partnership Grants (Business & Professions Code 6210 et seq.).
2. Joint Court/Legal Services Program Projects. Proposals must be for projects jointly developed and implemented by courts and legal services programs, and, except in rare circumstances, services must be delivered at or near the courthouse.
3. Indigent Persons. Use of Partnership Grant funds is restricted to the provision of services to indigent persons as defined under Business and Professions Code §6213(d).
4. Self-Represented Civil Litigants in State Court. Use of Partnership Grant funds is restricted to providing assistance to individuals who are pursuing matters in state court without representation by counsel. These funds cannot be used to make court appearances on behalf of litigants.

III. SELECTION CRITERIA FOR PARTNERSHIP GRANTS

The Commission has full discretion to recommend grant awards based on its analysis of the need within the communities to be served, the extent to which the proposal addresses all the issues identified in the RFP, and consideration to fund a range of projects that represent diverse geographic areas, substantive issues, and client constituencies. Decisions of the Commission, as approved by the Judicial Council, are final. There is no appeals process.

In its review, the Commission will consider how effectively the proposal addresses the following issues:

1. Impact of Services. The project must address the needs of the targeted population and achieve meaningful and timely outcomes.
2. Collaboration with Cooperating Court. The project must be jointly undertaken with the court. The Commission will consider the extent to which the applicant and cooperating court will collaborate on this project to achieve access for self-represented litigants.
3. Integration with Court-Based Services. The applicant's services, or planned services, should be integrated with other court-based services, including the Family Law Facilitator, self-help centers, and other offices of the cooperating court.
4. Court's Impartiality. The proposal must ensure the court's independence and impartiality. If the project's services are to be reserved for only one litigant role, such as petitioners but not respondents, or defendants but not plaintiffs, the applicant must demonstrate that it has thoroughly explored all the implications of this decision with the court, and identified alternate legal resources that can provide equivalent levels of assistance to the opposing parties.
5. Conflict of Interest. If the project establishes an attorney-client relationship with the self-represented litigants, it must provide meaningful referrals for individuals who are not eligible to use the services because they present a conflict of interest for the project.
6. Information and Referrals. The project must address the methods by which it will provide information and referrals to litigants who are not eligible to use its services for any reason.
7. Additional Support. In anticipation of the eventual reduction or termination of Partnership Grant support, the applicant must diligently pursue other means for continuing the project. The Commission will consider efforts to pursue other sources of funding and support, as well as contributions actually received, such as commitments of the program's general operating revenue, recruitment of pro bono volunteers, and in-kind support.
8. Evaluation. All applicants must incorporate evaluation plans into their Partnership Grant proposal and complete a Year-End Evaluation Report.

Grant Year: 2019

Due Date: May 2, 2018 5:00pm PST

Prepared by: Catherine Borgeson

Project Title: **Test 2019 Partnership Grant**
 Program Name: **Test BriCo Legal Services234**
 Applicant Title: **Senior Program Analyst**
 Address: **180 Howard Street 5th Floor**
 City: **San Francisco**

Email: **Catherine.Borgeson@calbar.ca.gov**
 Contact Phone: **415-538-2021**

Requirements and Funding Criteria

5-Year Funding Policy

I verify the information in the Organization Profile is accurate and up-to-date.

I verify that I have read, and am familiar with, the eligibility requirements and funding criteria for Partnership Grants.

Form A - Project Profile

Open the tabs and complete the fields on forms A through F as concisely and completely as possible. Only questions marked with an asterisk (*) are mandatory to submit the application. However, providing complete answers to all questions will help minimize follow-up and may reduce the proposal's likelihood of being denied.

1. Application Contact: Mary Tam

Job Title: Sr Grants Administrator

Email: mary.tam@calbar.ca.gov

Telephone: 415.538.2535

County(ies) Served by this Project

Alameda

3. Total Amount Requested:

\$75,000

Partner Court(s) and Project Location(s)

Partner Court	Name of Location	Address	On-Site Days/Hours	Total Hours/Month
Alameda County Superior Court	Hayward Hall of Justice	24405 Amador St, Hayward, CA 94544	Mon, Tues, Thur 8:30-4:30	96

5. Is the project currently funded by a Partnership Grant?

No

6. **Project Abstract:** Provide a brief description of the core aspects of your proposed grant project. This abstract will be submitted in summaries provided to the Legal Services Trust Fund Commission and the Judicial Council. (Suggested maximum word count: 250 words)

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Form B - Project Description

Answer the following questions as concisely as possible. The answers must be self-contained. Do not refer the reader to any other documents.

1. **Program's Qualifications.** What is the applicant program's experience providing assistance to self-represented litigants, including court-based services? (Suggested maximum word count: 500 words)

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2. Needs Assessment. Describe the demographics of the target community, the geographic area to be served by the project, and why the target population is in particular need of the services to be provided. (Suggested maximum word count: 750 words)

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e. Provide information about current and planned collaboration on this project with other legal services programs and other types of organizations in the community.

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f. What changes have been made to the project since it was first funded with a Partnership Grant and why? (applicants for refunding only)

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4. Goals and Objectives.

1. Total number of workshops provided annually:

40

2. Total number of individuals served through these workshops annually:

275

3. Total number of individuals who received one-on-one services annually (not including family members and others impacted):

200

Services and Resources	Goal	
	# of Workshops/Annually	# of Individuals/Annually
Information on Substantive Legal Options	40	275
Information on General Court Processes and Procedure	40	275
Document Preparation or Review	40	275
Trial/Hearing Preparation	40	275
Other (describe in Question 4b)	40	275

Individually-Delivered (one-on-one) Services	# of Individuals/Annually
Information on Substantive Legal Options	
Information on General Court Processes and Procedure	200
Document Preparation or Review	200
Filing Assistance	
Mediation/Settlement Assistance	
Trial/Hearing Preparation	
Post-Trial/Hearing Assistance	
Other (describe in Question 4b)	

Other Services	# of resource materials	# distributed
Resource Materials	4	1000
Other (describe in Question 4b)		

b. Describe services identified above as "Other." If any of the other numbers in the chart above require explanation, provide the additional explanatory text here.

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c. Identify any anticipated goals for the project not quantified in the chart above.

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d. If you will be providing workshops, please describe the format for those workshops. For example, discuss whether you will utilize video conference, or online document assembly. What is the goal of each workshop and how do you hope the customer will benefit?

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5. Location.

a. Services must be provided at the courthouse except in rare circumstances. Will services be provided at the courthouse?

Yes

b. Will all services strictly be provided at the project site?

Yes

6. Quality Control, including Supervision.

a. Describe the staffing and supervisory structure for the project, identifying key personnel if possible. If onsite supervision is not possible for project staff, describe the steps that will be taken to ensure the highest levels of quality control.

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b. If the project is designed to utilize volunteers, indicate whether these will be attorneys, paralegals, law students, etc. Describe the work volunteers will undertake and explain how they will be trained and supervised.

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c. If the project includes document preparation, how will the project ensure that documents are completed correctly? Will the documents be reviewed by project staff, and if so, who will conduct the review, and when will the review be conducted?

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d. If a sub-grant of any Partnership Grant funds is envisioned, provide details for that arrangement, including plans for oversight and evaluation of the services provided by the sub-grantee.

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7. Income Eligibility Guidelines. Explain how the project will verify income eligibility to ensure that Partnership Grant funds are only used to serve indigent individuals. (B&P Code 6213(d))

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8. Attorney-Client Relationship.

a. Do you plan to establish an attorney-client relationship?

No

c. If no, explain how litigants will be made aware of the scope of services to be provided and how customers will be informed that an attorney-client relationship will not be established.

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9. Impartiality of the Court.

a. Do you expect to serve only one party or side of a matter?

Yes

b. If yes, which party or side of the matter do you plan to serve?

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c. If yes, explain why the project has established this limitation. What steps have been taken to explore all implications of this decision, and address any risk of an appearance of impropriety on the court's part?

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10. Alternative Services. Describe the methods to be used to screen for subject matter eligibility, and explain how the project will otherwise address the needs of unrepresented litigants. What information will be available for litigants who are ineligible for services due to income, subject matter, or residency? If the plan is to provide referral, explain how referrals will be made in situations where the project cannot provide services, such as serving only one party, lack of resources to provide service to all who seek it, or where a conflict arises.

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11. Collaboration and Partnership with the Court.

a. Identify the general areas of responsibility that the court has agreed to assume.

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b. Describe plans for meeting with court personnel to discuss both substantive and logistical issues as they arise. Coordination meetings should be scheduled no less often than quarterly and should be conducted with formal agendas.

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12. Timetable. Describe the proposed timetable for implementation of the project by quarter for the grant year. (new projects only)

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13. Evaluation. Provide a detailed plan describing how the project's services will be evaluated. The plan should include both an assessment of the benefit of the project's services for those seeking assistance, as well as the impact of funded services on the court. Identify the specific methodologies you will use to evaluate and improve services, e.g., interviews with self-represented litigants, court personnel or other partners, surveys, case file review, etc.

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14. Project Continuity.

a. Typically grants will be reduced after three years of operation, and will not be funded for more than five years. Describe plans to obtain other sources of funding to cover a portion of the project's costs after three years of operation.

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b. List all funding sources that have been explored or pursued for this Partnership Grant project in the last twelve months. Specifically identify applications submitted, amounts requested, revenue raised for project operations, and any funds that were obtained by leveraging the Partnership Grant. This section may also be used to explain any barriers to pursuing funds.

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c. Are you applying for funding beyond a fifth year?

Yes

1. Court Partnership

a. Provide a summary of feedback from the court commenting on project efficacy, value, and importance. This may come from a survey or other feedback mechanisms. (Suggested maximum word count: 250 words)

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b. Provide contact information for at least one court representative who can be interviewed regarding this project.

Court Representative Name:	Staffer 1 First and Last	Court Representative Email:	<u>staffer@email.com</u>
Court Representative Phone Number:		Additional Court Representative Contact Information (Optional):	

2. Project Status

a. Please share any information relevant to this request for extended funding, including any special circumstances pertaining to the ongoing needs of the community served by this project. This might include changed circumstances, special emergencies, or substantive developments that support continued funding; inability to secure replacement funding despite best efforts; or unique opportunities such as scaling or replication capabilities, development of new resources, or other factors that would further benefit self-represented litigants and the courts. (Suggested maximum word count: 500 words)

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b. Please share key achievements, service accomplishments, and organizational benefits that have resulted from this project. (Suggested maximum word count: 500 words)

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Applicants may upload additional documentation or background information, if desired, to the "Document Upload" tab.

Form C - Project Budget

Click on the Open button below to enter the project budget information. Enter your proposed budget with the total requested amount rounded to the nearest thousand. For detailed instructions on completing the project budget and budget narrative, including a description of each line item, refer to the Application Instructions.

Account Title	Proposed Partnership Grant	Other Trust Fund Monies	Other Funding (Non-Trust Fund Monies)	Total
Personnel				
1. Lawyers	\$36,000	\$0	\$20,000	\$56,000
2. Paralegals	\$2,000	\$0	\$0	\$2,000
3. Other Staff	\$15,000	\$0	\$6,000	\$21,000
4. SUBTOTAL	\$53,000	\$0	\$26,000	\$79,000
5. Employee Benefits	\$17,000	\$0	\$0	\$17,000
6. TOTAL PERSONNEL	\$70,000	\$0	\$26,000	\$96,000
Non-Personnel				
7. Space	\$0	\$0	\$0	\$0
8. Equipment Rental and Maintenance	\$0	\$0	\$0	\$0
9. Office Supplies	\$0	\$0	\$0	\$0
10. Printing and Postage	\$0	\$0	\$0	\$0
11. Telecommunications	\$0	\$0	\$0	\$0
12. Technology	\$0	\$0	\$0	\$0
13. Program Travel	\$0	\$0	\$0	\$0
14. Training	\$1,000	\$0	\$0	\$1,000
15. Library	\$0	\$0	\$0	\$0
16. Insurance	\$0	\$0	\$0	\$0
17. Audit	\$0	\$0	\$0	\$0

18. Evaluation	\$1,000	\$0	\$0	\$1,000
19. Contract Service to Clients	\$1,000	\$0	\$0	\$1,000
20. Contract Service to Organization	\$0	\$0	\$0	\$0
21. Other	\$0	\$0	\$0	\$0
22. TOTAL NON-PERSONNEL	\$3,000	\$0	\$0	\$3,000
TOTAL AMOUNT OF FUNDS	\$73,000	\$0	\$26,000	\$99,000

Project Staff	FTEs - Partnership Grant	FTEs - Other Trust Fund Monies	FTEs - Other Funding	FTEs Total
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1. Lawyers

Senior Attorney	0.50		0.25	0.75
	1.22	1.50		2.72
	1.20			1.20
Total Lawyers	2.92	1.50	0.25	4.67

2. Paralegals

	1.50	5.00		6.50
				0.00
Total Paralegals	1.50	5.00	0.00	6.50

3. Other Staff

Outreach Coordinator	0.33	1.56	4.50	6.39
	0.44			0.44
Total Other Staff	0.77	1.56	4.50	6.83
TOTAL PERSONNEL(in FTEs)	5.19	8.06	4.75	18.00

Form D - Budget Narrative

Provide an explanation for each line item in the project budget, including the basis for allocations. While the Project Budget form does not include the value of in-kind support, please include any significant in-kind support, such as the use of court facilities or equipment, in the budget narrative. Any expenses entered under Contract Service to Clients (row 19), Contract Service to Organization (row 20), and Other (row 21), must be itemized and explained.

Personnel

Account Title	Proposed Partnership Grant	Narrative
1. Lawyers	36000	Senior Attorney will supervise project and review all documents

2. Paralegals	2000	
3. Other Staff	15000	Outreach Coordinator assists with outreach, translation, intake, and other legal support
4. SUBTOTAL	53000	
5. Employee Benefits	17000	Benefits calculated @ 30.9% of salary
6. TOTAL PERSONNEL	70000	
Non-Personnel		
Account Title	Proposed Partnership Grant	Narrative
7. Space	0	
8. Equipment Rental and Maintenance	0	
9. Office Supplies	0	Explanation of office supplies cost
10. Printing and Postage	0	
11. Telecommunications	0	
12. Technology	0	
13. Program Travel	0	
14. Training	1000	Explanation of training cost
15. Library	0	
16. Insurance	0	
17. Audit	0	
18. Evaluation	1000	Explanation of evaluation cost
19. Contract Service to Clients	1000	Explanation of contract service to clients cost
20. Contract Service to Organization	0	
21. Other	0	
22. TOTAL NON-PERSONNEL	3000	
TOTAL AMOUNT OF FUNDS	73000	

Form E - Project Assurances

Please download the Assurances document and upload a signed copy below. Please upload PDF files only.

Upload Signed Assurances Document:

- File NameSizeDate
- [1. Sample PDF for Testing.pdf](#) 2 KB - 03/02/2018 1:28pm

Form F - Agreement of the Partner Court

Any uploaded Letter(s) of Support and MOU are listed below and also attached at the end of this pdf.

Upload Letter(s) of Support:

- File NameSizeDate
- 1. Sample_PDF_for_Testing.pdf 2 KB - 03/02/2018 1:29pm

Upload MOU(s):

Your MOU should contain:

- a. Project Title
- b. Court Served
- c. MOU Termination Date (or related conditions such as "Continuing")
- d. Each Party's Duties and Responsibilities

Supporting Documents (Optional)

When naming optional supporting documents, please include the Organization's acronym (or short name) and a 1-5 word description of the file.
