

## Instructions for Completing Application for Support Centers

Your original application, including the Application Checklist and one copy of all application forms, must be received in the Legal Services Trust Fund Program office by 5:00 p.m. on the application deadline. Address your application to the Legal Services Trust Fund Program, **180 Howard Street, San Francisco, CA 94105-1639**. Applications *legibly postmarked* by the post office or a special delivery company on the last business day before the application deadline and received within five working days after the deadline will be accepted. Applications received after that date **will not be considered** unless there is a showing of special extenuating circumstances. In no event will an application be considered if it is received more than 15 calendar days late. **It is the applicant's responsibility to ensure timely delivery of all application documents.**

Submit an electronic copy of the application forms in Word and Excel formats to [trustfundprogram@calbar.ca.gov](mailto:trustfundprogram@calbar.ca.gov). Electronic or fax submissions **will not** be accepted in lieu of timely receipt of the fully-executed, original hard copy.

All applications are public records once received.

### **Application Checklist. All applicants must complete this form.**

Complete the Application Checklist after you have reviewed these instructions and completed the application forms. Arrange the application forms and required documents in the order listed on the Checklist. When you submit your application package, place the Application Checklist on top of all the materials.

#### **I. Applicant Profile. All applicants must complete this form.**

**A. New Application for Funding.** Place a check mark in this box if your organization has never been found eligible for funding from the Legal Services Trust Fund Program.

**B. Application for Refunding.** Place a check mark in this box if your organization has been found eligible for funding from the Legal Services Trust Fund Program in previous grant period(s).

- 1. Organization Name:** List the name of your corporation as it appears on the incorporation papers. If you are commonly known by another name or use a "dba," include this name as an "aka" or "dba." *Only one application may be submitted by each corporation.*
- 2. Street Address:** List the applicant's street address, including city and zip code.  
**Mailing Address:** List the applicant's mailing address, if different from the street address.
- 3. Telephone Number:** List the applicant's telephone and fax numbers, including area code.

4. **Website:** List the URL of the applicant's website, if applicable.
5. **Branch Offices:** List the addresses of all branch and regional offices. If necessary, attach a separate page.
6. **County(ies) Served:** Support centers must provide services statewide. Write "Statewide" under "Name(s) of County(ies) Served." In order to prove that your program provides services statewide, your program must meet the provisions of Eligibility Guidelines 2.2.2 and 2.2.3.
7. **Staff Director:** Insert the full name and title of the applicant's director or chief executive officer. Also provide the direct telephone number (and extension, if applicable), e-mail address and **original signature** of the staff director or chief executive officer.
8. **Second Contact Person:** Insert the name, title, direct telephone number (and extension, if applicable), and e-mail address of a second person to contact if any questions arise regarding your application.
9. **Fiscal Contact Person:** Insert the name, title, direct telephone number (and extension, if applicable), and e-mail address of the person to be contacted if any questions arise specific to your financial information.
10. **Chairperson of Governing Board:** Insert the full name, business address, telephone number (and extension, if applicable), and e-mail address of the current chairperson of the applicant's governing board. Also provide an **original signature** of the chairperson.
11. Check this box if any information has changed since submission of your last application.

**II. Description of Organization. *All applicants must complete this form.***

Provide a general description of your program's total activities. Include information about your area of substantive or procedural expertise, your service priorities and the mechanism(s) used to deliver services. Also briefly describe your functional activities (e.g., consultation, advocacy support, information services, training).

**III. Eligibility Criteria for Support Centers. *All applicants must complete this form.***

1. Place a check mark in the one box that applies to your program.

If your program responded "no" to number 1 or was not found eligible in one of the past two grant periods, you must supply a one-page description of your center that will be provided to qualified legal services projects. The Trust Fund Program will solicit advice from qualified legal services projects whether they presently deem your program to be "of special need." More than one-half of those whose advice is solicited must respond affirmatively in order for your center to be eligible. [See B&P Code §6215(b)(2); Rule 3.680(C); Eligibility Guideline 2.9.1.]

If your program responded “no” to number 1, you must be deemed “of special need” by a majority of qualified legal services projects every three years. Indicate the grant period when your program was last deemed to be “of special need.”

2. Place a check mark in all boxes that apply to your program.

“Technical Assistance” refers to the provision of legal advice and consultation on matters of law, which your program offers to qualified legal services projects.

“Advocacy Support” includes, without limitation, the provision of assistance in the preparation or prosecution of litigation, the direct representation of a litigant upon request or referral from a legal services project, and efforts directed toward regulatory or legislative bodies to enhance legal protections or opportunities.

“Information Services” refers to the provision of informational resource materials that were developed and published by your center and distributed to qualified legal services projects.

“Training” refers to education to improve practice skills of advocates working on behalf of qualified legal services projects. Support centers provide education regarding skills utilized in specialized areas of law.

#### **IV. Certifications for Support Centers. *All applicants must sign this form.***

1. Enclose both documents specified as proof of your corporation's incorporated status. If your Articles of Incorporation are on file in the Trust Fund Program office, so indicate on the Application Checklist.

Your Certificate of Status for this application can be no more than three years old. To obtain a new Certificate of Status, complete the Business Entities Records Order Form provided in this package following the Application Checklist. Check the “Certificate of Status” box on page 2 of the form. Follow the directions on the form regarding options for submission and attach a check in the appropriate amount made payable to the Secretary of State.

2. Enclose both documents specified as proof of your corporation's tax exempt status. If you have not received the determination letters, attach copies of your applications for exemption, together with an explanation of their status. If the documents specified as proof of your corporation's tax exempt status are on file in the Trust Fund Program office and there have been no material changes made to the documents from the time they were submitted to the Trust Fund Program, so indicate on the Application Checklist.
3. Attach Form XI and a list of the qualified legal services projects to which your program provided services within the calendar year ended most recently as proof that your program is currently providing the indicated services. Your program must have provided a significant level of services, and these services must have been provided in the geographic areas designated in Eligibility Guideline 2.2.3.
4. Attach criteria used by your program to determine the eligibility of entities or clients requesting support services without charge.

5. Attach a copy of your program's financial statement for the fiscal year ended most recently unless it was previously submitted. Financial statements submitted by an applicant whose gross expenditures are less than \$500,000 for the most recent fiscal year must be reviewed or audited by an independent certified public accountant. Financial statements with gross expenditures in excess of \$500,000 for the most recent fiscal year must be audited by an independent certified public accountant.
  - If the financial statement for the most recent period is not available at the time of the application deadline, attach a copy of your auditor's engagement letter to this application. You must file the audited or reviewed statement promptly when available, and in no event more than sixty (60) days after the application deadline. The statement must be submitted before an allocation will be disbursed.
  - If your fiscal year ends before December 31, you must submit an income and expense statement covering the period from the first day of your fiscal year through December 31 of the calendar year prior to the application deadline. The Commission reserves the right to require an audit or review of this statement.
6. By signing Form IV, the Staff Director and the Chairperson of the Program Board certify that the information provided in this statement is true. Provide the original signatures of the Staff Director and the Chairperson of the Program Board.

**V. Assurances for Support Centers. *All applicants must sign this form.***

These items list assurances with which the applicant agrees to comply if it receives a Trust Fund Program allocation. Provide the original signatures of the Staff Director and the Chairperson of the Program Board.

1-3. See Form V.

4. Enclose a copy of the board resolution adopted by your Board of Directors within the last two years establishing your support center's priorities. Describe the consultation process with legal services attorneys, members of the private bar and eligible clients by which priorities were set. [See Commentary to Eligibility Guideline 2.6.]

5-9. See Form V.

**VI. Quality Control Review for Support Centers. *All applicants must complete this form.***

Check number 1 or 2, or both if applicable. In addition, programs must provide a description of their supervisory structure (number 3).

1. Applicants that have received a written program evaluation or review from a non-Trust Fund Program funding source or entity since January 1 of the previous calendar year must attach the evaluation/review/report, indicating which agency provided the evaluation.

2. Check here if you received a monitoring visit by the Legal Services Trust Fund Program in the calendar year ended most recently.
3. Identify your program's supervisory personnel **and** describe the methods by which they supervise legal staff. Include information about how management ensures that staff are providing quality legal training, legal technical assistance and advocacy support to qualified legal services projects. Also, describe how contract attorneys or staff consisting of a single attorney are supervised.

**VII. Staffing and Volunteer Report for Support Centers. *All applicants must complete this form.***

This form provides information regarding the applicant program's staffing in the previous calendar year. It also provides data on the number of volunteers and the hours they donated toward the provision of legal support services in the previous calendar year. All applicants must complete each column as it applies to the program's staffing and volunteer components.

- 1-5. "Full-Time"** refers to staff employees who were employed on a continuous full-time basis, i.e., your standard work week. Indicate the number of full-time employees in each category in the "Full-Time" column.

**"Part-Time"** refers to staff employees who were employed less than full time. Indicate the number of part-time employees in each category. In the next column, report the number of full-time positions represented by your part-time employees. For example, four half-time employees are equivalent to two full-time positions.

**"Temporary"** refers to staff who were employed for a specific period, or intermittently, as their services were required. Indicate the number of temporary employees and the total amount of time that each category of temporary staff worked for your program.

**"Volunteer"** refers to individuals who donated legal services to the program. Enter the number of volunteers and the legal services hours contributed in each category. To the extent you have the information available, complete the table that asks for additional details regarding your volunteers.

- 6.** Attach the requested documents at the back of the application.

The organizational chart should show your organization's supervisory structure. For example, the Staff Director would be listed on the chart. The person or people who supervise the Staff Director (e.g., the board or one of its committees) would be listed above that position. Staff supervised by the Staff Director would be listed below that position. The chart should include all attorney positions, management positions, paralegal positions and support personnel. Identify titles of "Other Staff" positions reflected on line 5 in the space provided. Indicate the full-time equivalent for each position listed.

Provide a current salary schedule and a complete set of job descriptions for all filled and unfilled positions. Include minimum experience and educational requirements. *Do not send job announcements.*

**VIII. Source of Funding Report. *All applicants must complete this form.***

List the sources and amounts of your annual cash funding using the amounts received during the previous calendar year. Provide subtotal details in the "Subtotals" column where appropriate. Where subtotals are not requested, report the total amount received under that category of funding in the "Totals" column (for example, at line 4, "Foundations"). **Do not include any cash support received through the Trust Fund Program, including IOLTA grants, Equal Access Fund grants, or Justice Gap Funds (currently distributed as part of IOLTA grants).**

**IX. Total Corporate Expenditures for Calendar Year Ended Most Recently. *All applicants must complete this form.***

This form includes information regarding your corporation's total cash expenditures for the preceding calendar year. This information is necessary to determine whether your program's "primary purpose and function" is the provision of free legal support services [see Rule 3.672(B)].

1. Indicate applicant name.
2. Provide the name, direct telephone number and e-mail address of the person preparing this form.
3. Calendar year for reporting period.
- 4-25. These items relate to your total **cash expenditures** for the calendar year ended most recently. Do not use your fiscal year figures if they are for a period other than the calendar year.
  - Use whole numbers.
  - Do not include the value of donated services or in-kind donations.
  - Do not include expenditures for capital additions in the total.
4. **Lawyers:** This category should include all salaries and wages paid to program attorneys, whether full time, part time or temporary.
5. **Paralegals:** This category should include salaries and wages paid to program paralegals, whether full time, part time or temporary. Paralegals are persons who are not members of the State Bar of California and 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. [See B&P Code §6450 et seq.]
6. **Other Staff:** This category should include salaries and wages paid to all other program staff, whether administrative/clerical staff, students or others, and whether full time, part time or temporary.
7. **Subtotal:** Add wages from lines 4, 5 and 6.

8. **Employee Benefits:** This category should include all those commonly-accepted fringe benefits paid on behalf of employees, such as retirement, FICA, health and life insurance, workers' compensation, unemployment insurance and other payroll-related costs approved by the board of directors.
9. **Total Personnel:** Add lines 7 and 8.
10. **Space:** This category includes rent, mortgage payments, utility payments and maintenance or janitorial expenses.
11. **Equipment Rental and Maintenance:** This category includes lease or rental expenses for office furniture, fixtures and equipment, including telephone and fax equipment. It also includes maintenance costs for that equipment whether pursuant to a service contract or individual repair bills.
12. **Office Supplies, Printing and Postage:** This category includes all basic office accessories and supplies, including materials used in copiers and printers. Printing and postage, which may be recorded in special accounts, are included in this category. Equipment purchases under \$1,000 may also be placed at this line item.
13. **Telecommunications:** This category includes expenses for regular telephone service, cell phone service and Internet access. Similar and related telecommunications expenses should be included as well.
14. **Program Travel:** This category includes travel expenses directly related to specific support activities, administration of the program, etc. While most travel placed in this category will be local or intrastate, interstate travel should also be included here.
15. **Training:** All non-personnel costs associated with the training or continuing education of staff members should be included here. Examples would be travel to/from training events, per diem, conference registration fees or tuition, purchase of training materials, rent for facilities used in a training event, consultant fees paid to trainers, etc. No program personnel costs, or costs training employees or volunteers of other organizations, should be included here.
16. **Library:** This category includes expenses for the maintenance and normal expansion of office libraries, including subscriptions to periodicals, books, online research services, CD ROMs, reference materials, etc.. Depreciation on capital additions to library holdings over \$1,000 should be included under "Depreciation."
17. **Insurance:** This category includes professional liability insurance, bonding, property insurance (fire and theft) and liability insurance for property and automobiles.
18. **Audit:** This category includes expenses related to the independent fiscal review or audit of the applicant's financial statements.
19. **Litigation:** This category includes court costs, witness fees, expert witness expenses, sheriff fees, photocopying charges and other expenses incurred but not recovered in litigation on behalf of eligible clients.

20. **Depreciation:** This category includes depreciation expense on furniture, equipment and library purchases over \$1,000 per item and on owned real property.

20a. **Capital Additions:** Indicate the total cost of capital additions during the preceding calendar year. Do not include this amount in the total on lines 24 and 25. (Itemize individual items and associated costs on a separate page.)

21. **Contract Service to Clients:** This category includes all payments to private attorneys or others who provide legal services to clients. (Itemize individual costs on a separate page.)

22. **Contract Service to Program:** This category includes services to the program, such as legal counsel for program operations, consultant fees for staff training, IT services, bookkeeping or other accounting services, etc. (Itemize individual costs on a separate page.)

23. **Other:** This category includes all program expenses not included above. (Itemize individual costs on a separate page.)

24. **Total Non-Personnel:** Add lines 10-23.

25. **Total:** Add lines 9 and 24. Enter this amount on line 1 of Form X.

**X. Expenditures for Support Services. All applicants must complete this form.**

This form segregates your previous year's expenditures that were for qualifying support services from those expenditures that were for other activities. This information is necessary to establish whether your organization's primary purpose and function is the provision of legal training, legal technical assistance or advocacy support without charge.

For each line for which you answered "yes" and entered a dollar amount, you must explain how you arrived at the figure.

1. Enter the amount from line 25 of Form IX to indicate the corporation's total expenditures for the preceding calendar year.

2. If legal support services are only part of your corporation's activities, enter the amount spent on other activities. Support services must meet the following criteria to be counted for purposes of this application:

a. Services must be provided to:

- 1) attorneys, lay advocates or others involved in the direction or operation of legal services projects that provide legal services to indigent persons; or
- 2) attorneys in private practice who are providing legal services without charge to indigent persons; or
- 3) indigent persons without charge, when requested to do so by a qualified legal services project.



9. Divide line 8 by line 1 to calculate the percent of your total corporate expenditures incurred while providing free legal technical assistance, legal training and advocacy support. If this figure is 75% or greater, the corporation will be presumed to meet the “primary purpose and function” test.

An applicant not qualifying for the presumption may nevertheless apply for an allocation, demonstrating its purpose and function by other means. You will need to demonstrate that the primary purpose of your organization is to assist legal services advocates who provide direct civil legal services to indigent clients through the provision of legal technical assistance, legal training and advocacy support. You must show that your primary purpose is not the direct provision of legal services to clients and that your support services consist of legal training, legal technical assistance and advocacy support. [See B&P Code §6213(b); Rule 3.671(B); Commentary to Eligibility Guidelines 2.2-2.2.5 and 2.3.]

#### **X-A. Additional Information about Qualified Expenditures for Applicants with Certain Activities.**

Form X-A provides a place for you to explain how you calculated the amount of certain expenditures reported on Form X. Complete this form if you answered “yes” to questions 2, 3, 4 or 5 on Form X. Attach additional pages as needed to provide all the required information.

1. If you answered “yes” to question 2, itemize the expenses incurred to provide activities other than legal training, legal technical assistance or advocacy support and explain how you calculated the amount of those expenses. Provide sufficient information to clearly demonstrate that the figure entered on line 2 of Form X represents the total cost of providing all “non-qualifying” services. Include salaries and direct expenses and all related indirect and overhead costs.
2. If you answered “yes” to question 3, itemize all expenses incurred to manage your leased/subleased property(ies). Provide sufficient information to demonstrate clearly that the figure entered on Form X represents the total cost of the “non-qualifying” property management activities, including not only salaries and direct expenses related to the actual cost of maintaining the owned or leased property and property management expenses, but all related indirect and overhead costs, such as the relevant share of mortgage or lease payments.
3. If you answered “yes” to question 4, itemize the expenses incurred to provide the services for which you charged a fee. Provide sufficient information to clearly demonstrate that the figure entered on line 4 represents the total cost of providing services for which you charged, including not only salaries and direct expenses but all related indirect and overhead costs as well.
4. If you answered “yes” to question 5, itemize expenses incurred to produce the materials for which your program charged. Include personnel expenses (salaries and benefits), direct charges, and all related indirect and overhead costs.

5. If you answered “yes” to question 6, provide additional information about the amounts you received in reimbursement for costs or fees. Itemize the expenses that were reimbursed and identify the activities for which the reimbursements were made. These amounts should be deducted from your calendar year expenses because the expenses ultimately were paid by a person or entity other than your corporation.

**XI. Annual Assistance Summary Report. *All applicants must complete this form.***

This form includes information regarding qualified legal services projects served by your center during the calendar year ended most recently. You must demonstrate that you are currently providing a significant level of support services to such projects on a statewide basis. [See Eligibility Guideline 2.2 - 2.2.6.]

Qualified legal services projects are programs that are current recipients of grants from the Legal Services Trust Fund Program. Do not include services to other support centers, even if they receive Trust Fund Program grants. For each of the following categories, refer to Eligibility Guideline 2.3.

1. **Training:** Provide a list of training events from the past calendar year. Include information regarding dates, locations, subject matter, number of attendees and different qualified legal services projects served through each training session.
2. **Technical Assistance:** Indicate the number of individual requests for service, and the number of different qualified legal services projects that received technical assistance from your center.
3. **Advocacy Support:** Indicate the number of cases or matters actually undertaken at the request of, and in conjunction with a qualified legal services project, and the number of different qualified legal services projects that were served through your center's advocacy efforts.

“Advocacy support” includes the direct provision of legal services to an indigent client either as co-counsel with an attorney employed or recruited by a qualified legal services project, or at the request of an attorney employed or recruited by a qualified legal services project, provided that (a) you keep written records to demonstrate compliance with these provisions and (b) you establish and use policies and procedures that encourage qualified legal services projects to participate in your center's representation of persons referred by them. [See Rule 3.672(B); Eligibility Guidelines 2.2.1 and 2.3.]

If your center provided extensive advocacy support in more than 20 matters in any category, you may individually describe up to 10 of the most significant of those matters and generally describe the remaining, including information as to the substance of the matter and average number of hours spent to achieve resolution or notable results. Provide the following information for each case and matter.

**a. Representation:** For each matter,

- Identify and briefly describe the matter.
- Name the qualified legal services project(s) involved and the nature of their involvement. If no legal services project was involved in the representation, explain why.
- Describe your role relative to representation matters--i.e., lead counsel, amicus, etc.
- Identify the amount of time spent on each matter, broken down by staff positions.
- Identify any specific actions or accomplishments realized during the past calendar year, such as trial, discovery, decision, etc.

**b. Class Action or Impact Work:** If your program engaged in class action or impact work in the previous calendar year, provide a separate list of these matters and describe the work that was done on each case. The description of each matter should include the following information, but you should not disclose information protected by the attorney-client privilege.

- Identify the case name or title of matter.
- Describe the forum in which the matter was pursued, e.g., specific court or administrative agency.
- Describe the legal issues raised by the matter.
- Describe the relationship between the legal issues raised by the matter to the needs of legal services clients, and the extent to which indigent persons are impacted by these issues.
- Identify the primary beneficiary or beneficiaries in the case or matter.
- In the case of a class action, describe the size of the class.
- Identify the amount of time spent on each matter, broken down by staff positions.
- Briefly describe your program's work on the case as well as any specific achievements or accomplishments realized in the past calendar year such as trial, discovery, decision, etc.
- Name the qualified legal services project(s) involved and the nature of their involvement. If no legal services project was involved in the class action or impact work, explain why.

**c. Administrative or Legislative Advocacy:** If your program engaged in legislative or administrative advocacy in the previous calendar year, describe the work undertaken, including the following information for each matter.

- Identify and briefly describe the matter.
- Name the qualified legal services project(s) involved in the matter and the nature of their involvement.
- Identify the forum or jurisdiction in which services were provided.
- Identify the amount of time spent on the matter.
- Describe the nature of your advocacy support.
- Identify any specific actions or accomplishments realized during the past calendar year, such as hearings, presentations, etc.

4. **Task Forces:** Describe your support center's participation in task force activities. Identify each task force, its subject area, your program's role, the dates and location of meetings attended and the different qualified legal services projects involved.
5. **Resource Development:** List resources you developed and published for distribution to qualified legal services projects. Do not include the printing and/or distribution of information or materials provided by others. List only those materials actually produced by your center.
6.
  - a. Attach a list of the qualified legal services projects that your center assisted in the previous calendar year, and note the nature of the assistance. Include only those projects to which you provided legal training, legal technical assistance or advocacy support without charge. Do not list projects that were provided only a newsletter or other informational mailings.
  - b. Indicate the total number of different projects served by your program in the previous calendar year. You may only count each project once even though you may have provided more than one type of support service.
7. Describe all efforts to publicize the availability of your services to legal services projects statewide during the past calendar year. At a minimum, this publicity should have included at least two written communications sent to each qualified legal services project in the state describing the services you provide. Attach copies of these communications to this application. On a separate sheet, identify any other efforts you have made to publicize the availability of your services, such as work on task forces or group projects. [See Eligibility Guideline 2.2.2.]