



MEMORANDUM

TO: Interested Parties

FROM: Betty Balli Torres, Executive Director
Jonathan W. Vickery, Associate Director and Director of Grants

SUBJECT: Announcement of Funding Opportunity for GY 2015-2016 for Civil Legal Aid for Low-Income Persons in Texas for New Applicants: Due April 30, 2015

DATE: March 25, 2015

The Texas Access to Justice Foundation (TAJF) is pleased to announce that the Board of Directors has set aside \$250,000 for proposals from new applicants to fund free basic civil legal services to income-eligible Texans.

Please read over application instructions attached, grant and audit requirements, grant criteria and grant restrictions, all of which follow this announcement.

Grant Applications Due Date

Grant applications are submitted online through the TAJF WebGrants system by **April 30, 2015 at 5:00 pm.**

Grant Time Period

Funding decisions will be made mid-summer. The grant period will be from September 1, 2015-August 31, 2016.

If you have any questions, please feel free to contact Jonathan Vickery at 800-252-3401 ext. 110 or by e-mail to jvickery@teajf.org. If you have any questions concerning the online grants system, contact Jessica Murray at jmurray@teajf.org or at 800-252-3401 ext. 103.

Texas Access to Justice Foundation

2015-16 BCLS Grant Cycle

APPLICATION INSTRUCTIONS

**SUBMISSION VIA GRANTS ONLINE ONLY
PAPER APPLICATIONS WILL NOT BE ACCEPTED**

**DEADLINE: 5 p.m., APRIL 30, 2015
LATE APPLICATIONS WILL NOT BE ACCEPTED**

Applicants are **strongly urged** to submit applications in advance of the deadline to allow for processing and uploading documents to the Grants Online System.

TEXAS ACCESS TO JUSTICE FOUNDATION

The Texas Access to Justice Foundation (TAJF) (www.teajf.org) was created by the Supreme Court of Texas in 1984 and is the primary state-based funding source for the provision of free civil legal aid to the poor in Texas.

The Board of Directors is appointed by the Supreme Court of Texas and the State Bar of Texas. Annually, over 100,000 Texans receive legal aid from current grantees. TAJF has awarded in excess of \$410 million dollars in 30 years of existence. TAJF collects and administers a number of different funds including: Interest on Lawyers Trust Accounts (IOLTA), Basic Civil Legal Services (BCLS) and Crime Victims Civil Legal Services (CVCLS) funds through an interagency agreement between the Supreme Court of Texas and the Office of Attorney General of Texas. TAJF also grants awards from special funds from a variety of sources including private donations, foundations, and court awards.) TAJF is considered the primary underpinning for the delivery of civil legal aid in Texas.

APPLICANT REQUIREMENTS

Read carefully all the attachments prior to starting an application. Organizations eligible to apply must be in good standing as a Texas 501 (c) (3) non-profit corporation. All applicants should have a primary purpose of delivery of legal aid to low-income persons, be current in all filings required to be made by it with any governmental authority, maintain open records and conduct open meetings (subject to reasonable limitations for an organization of its type), be an equal employment opportunity employer, and be able to demonstrate that it can utilize any funds granted to it in a manner consistent with TAJF rules and policies.

Any organization receiving funds from the Foundation must be able to demonstrate that it keeps and maintains its financial records in accordance with generally accepted accounting principles for organizations of its type and is able to furnish reports to the Foundation in such form and containing such information as required.

BCLS Restrictions: You must read Attachment I and the Texas Supreme Court BCLS order prior to submission of your application http://tajf.org/about_tajf/docs/BCLS_Order_11-27-00.pdf.

All applicants must show the capability to conduct intake and screen and document client eligibility and track and report on all TAJF funds and funded activities. Income eligibility for BCLS funded free civil legal aid will be 125% of the federal poverty guidelines (see Attachment II) and all clients and their households served with these funds must be screened for eligibility and qualification.

GRANT APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH WEBGRANTS

Grant applications are submitted online through the TAJF WebGrants online system, which requires new applicants to register; once approved by TAJF, applicants will receive a username

and password to complete the application. Remember, your organization will only need to register once. Applicants must complete the online application, upload all required documents, and submit it by the due date of **April 30, 2015 at 5:00 pm.**

You can access the online grants system by going to <http://grants.tajf.org>. Find instructions on how to use WebGrants on our [website](#).

The funding opportunity you are applying for is either:

2015-2016 BCLS Low-Income

2015-2016 BCLS Discretionary

This online grant system offers convenient features such as:

- Previewing & printing application before starting & at any point before submission
- Saving work and returning to it later
- Easy editing of forms
- Copying and pasting text from word-processed documents into web forms
- Required fields to help make sure that all necessary data was included
- Error notices if required fields are not filled out, or if incorrect information is entered (such as text in a numeric field). You will receive clear and simple feedback to the applicant about what the error is and how to fix it
- File attachments
- Convenient & informative drop-down lists and check boxes

GRANT CATEGORIES: DISCRETIONARY & LOW-INCOME

There are two categories of grants for this funding opportunity: “Discretionary”, also known as statewide, and ‘Low-income”, or regional. TAJF has divided the state into three regions consistent with the Legal Services Corporation and to better distribute grants to serve low-income individuals: Northwest, East/Gulf Coast, and Southwest.

- ☐ Discretionary (Disc) Funding projects of a statewide nature; services provided across the regional boundaries established and adopted by TAJF.
- ☐ Low-Income (LI)-Funded within one of the three recognized regions, **East/Gulf, Southwest, or Northwest**. See map and list of counties included in each region in Attachment IV. Funding between the regions is allocated by the poverty population in the state.

An applicant is limited to ONE service area. Only applicants awarded funds in the discretionary category have the flexibility to use TAJF funds across regional boundaries.

REPORTING REQUIREMENTS

TAJF requires each newly awarded grantee to annually submit a copy of its internal financial control procedures.

All Grantees are required to submit a financial quarterly expenditure report that provides the Foundation with information concerning the actual expenditures during the previous quarter. All reports are carefully reviewed, analyzed and summarized. TAJF will follow up when necessary and appropriate. Accounting records must be supported by source documentation, such as canceled checks, paid bills, timecards, payrolls, etc. TAJF may disallow unsupported expenses and may require that funds expended for unsupported expenses be returned.

Regular annual grants (IOLTA, BCLS & CVCLS) are released in installments, usually on a quarterly basis. Grantees do not receive their next quarterly installment until the previous expenditure reports have been submitted and approved. Annually, grantees must submit an extensive self-assessment report for the previous calendar year that includes both programmatic information and financial information.

FURTHER QUESTIONS

Direct any questions to Jonathan Vickery at 800-252-3401 ext. 110 or by e-mail to jvickery@teajf.org. If you have any questions concerning the online grants system, you can contact Jessica Murray at jmurray@teajf.org or ext. 103.

Attachment I	Grant Criteria- Documents Needed
Attachment II	BCLS Requirements & Restrictions
Attachment III	Income Eligibility
Attachment IV	Map and Counties Listing Service Areas
Attachment V	Key Definitions
Attachment VI	Legal Problem Codes & Outcomes
Attachment VII	Grant Assurances
Attachment VIII	Explanation of Budget Categories

ATTACHMENT I

GRANTS CRITERIA- DOCUMENTS NEEDED

The Board of Directors of the Foundation has promulgated the grant criteria policies, consistent with Texas Supreme Court BCLS order. The Foundation, recognizing the size and vast geographic diversity of the state and the unique needs of its various areas, will consider the following criteria in making grants:

- Track record of the applicant organization
- The number of poor persons served by the applicant organization
- The types of legal aid provided by the applicant
- Availability of other funding for the proposed project
- The number of other organizations in the service area providing similar services
- Requests for one-time needs, e.g. capital additions, outreach campaigns
- Special or underserved populations
- Funds available in service area
- Unmet needs
- Collaborative efforts
- Potential for leveraging other resources
- Development and expansion of pro bono
- Probability of availability of other future funding sources

COLLABORATION

Any selected applicant(s) would be required to work with, coordinate and collaborate with existing TAJF-funded legal aid providers to work to expand civil legal services to low-income persons, avoid duplication, and maximize limited resources.

DOCUMENTS THAT WILL BE REQUESTED

Before you register, please review the criteria below. You are required to upload the below documents if you have them into the online grants system:

1. Certificate of professional liability and malpractice coverage or copy of cover page from your organization's professional liability and malpractice coverage
2. Proof of 501 (c)(3) status- IRS 501(c)(3) determination letter
3. Most recent 12 months of Board minutes
4. Current by-laws and Articles of Incorporation
5. Case acceptance policies/priorities
6. Current client financial eligibility guidelines
7. If fees are charged clients, most recent fee schedule with explanation on when fees are required and when they are waived
8. Current client applicant grievance/appeal procedures

9. Copy of Your organization's non-discrimination policy
10. Last year's financial audit and 990
11. If Organization has multiple offices, List of Offices and their locations
12. Most recent funding monitoring /audit /review report within last 24 months
13. Current Board of Directors roster with years of service
14. Most recent Organization budget
15. Breakdown of legal services cases closed in last calendar by type, level of service and county of resident

ATTACHMENT II

BCLS GRANT RESTRICTIONS & REQUIREMENTS

These funds made available are **Basic Civil Legal Services (BCLS)** funds and contain grant restrictions and requirements that can be found on our web site:

<http://www.teajf.org/grants/faq.aspx#bclsrestrictions> .

Read the BCLS order to insure that your organization can meet all the substantive and financial requirements. http://tajf.org/about_tajf/docs/BCLS_Order_11-27-00.pdf.

Some of the substantive restrictions include:

Funding of Certain Suits and Activities Not Permitted

Funds from the Account may not be used to directly or indirectly support a class action lawsuit, abortion-related litigation, or a lawsuit against a governmental entity, political party, candidate, or officeholder for an action taken in the individual's official capacity or for lobbying for or against a candidate or issue. Notwithstanding any provision of law to the contrary, funds from the Account may not be used for the representation of an individual who is confined to a local, state, or federal jail or prison. For the purposes of the Basic Civil Legal Services Program, a person is considered to be confined to a jail or prison if that person is so confined as a result of a determination of criminal responsibility by a court of competent jurisdiction or is being held under suspicion of a crime.

Funds from the Account may not be used to provide legal services to an individual who is not legally in this country, unless necessary to protect the physical safety of the individual. Funds from the Account may be used to support a lawsuit brought by an individual, solely on behalf of the individual or the individual's dependent or ward, to compel a governmental entity to provide benefits that the individual or the individual's dependent or ward is expressly eligible to receive, by statute or regulation, including social security benefits, aid to families with dependent children, financial assistance under Chapter 31, Human Resources Code, food stamps, special education for persons with disabilities, Medicare, Medicaid, subsidized or public housing, and other economic, shelter or medical benefits provided by a government directly to an indigent individual, but not to support a claim for actual or punitive damages.

With regard to personnel-related direct expenses: BCLS funds may be used only if the person for whom the BCLS funds are being used engages in no prohibited activities while working for the funded organization, regardless of the amount or percentage of compensation supplied by these BCLS funds.

Use of Funds Limited to Cases Which Cannot Generate Fees

Funds granted under the Basic Civil Legal Services Program to organizations to provide legal services to the indigent in civil matters may not be used for any case or matter that, if undertaken on behalf of an indigent individual by an attorney in private practice, might reasonably be

expected to result in payment of a fee for legal services from an award to an individual client from public funds or from an opposing party.

The above provisions shall not be applicable in any case where the organization receiving Funds determines in good faith that the indigent person seeking legal assistance made a reasonable effort to obtain legal services from an attorney in private practice for the particular legal matter, including contacting attorneys who practice law in the judicial district that is the residence of the indigent individual and who normally accept cases of a similar nature, and the indigent individual has been unable to obtain legal services.

A grantee awarded attorney's fees shall send the attorney's fees to the Comptroller if any attorney representing any party involved in the case was paid in that case directly from funds from a grant made out of the Account. The Comptroller shall deposit the fees to the credit of the Account for use in the Basic Civil Legal Services Program.

To the extent feasible in its recommendation of grants, the Foundation shall attempt to allocate attorney's fees deposited to the BCLS Account generally to the service area in which they were awarded. A grantee with a federal statutory mandate pursuant to 42 U.S.C. 6041, 6042, 10801, and 10802 to use attorney's fees for a specific purpose and which remits attorney's fees to the Comptroller pursuant shall be awarded a like amount for that specific purpose at the time of the next grant awards.

No fees may be charged to and or paid by any applicant or client whose case is being supported in part or whole with BCLS funds.

AUDIT REQUIREMENTS

Minimally, TAJF requires from all BCLS grantees, regardless of size, submit an annual financial statement within 120 days of the close of their fiscal year. The financial statement must be prepared in conformity with FASB Statement No. 117, Financial Statements of Not-for-Profit Organizations.

The financial statements must include a supplemental schedule showing revenue and expenses from the grant by natural classification. This schedule(s) must report actual expenses and compare them to the final amended approved budget, noting all differences. The financial statement has to be audited by an independent certified public accountant and be conducted in compliance with the Basic Civil Legal Services Program Compliance Supplement dealing exclusively with restrictions imposed on the Funds. All BCLS grantees must be audited regardless of size of the grant award

Annual audited financial statements are required from all grantees who receive BCLS funds, regardless of the size of the grants and the audit must be conducted in compliance with the BCLS Program Compliance Supplement dealing exclusively with restrictions imposed on the Funds.

ATTACHMENT III

2015

TAJF Client Legal Aid Eligibility Income Requirements for TAJF Funded Legal Aid Funds Indigent Persons Eligible to Benefit from Foundation Grants

Each year, the Texas Access to Justice Foundation (TAJF) adopt criteria relating to income, assets and liabilities defining the indigent persons eligible to benefit from Foundation grants. Income-eligibility standards are based on the Department of Health and Human Services (DHHS) most recent federal poverty guidelines. They are issued each year in the Federal Register by DHHS. Above are the recently released 2015 federal poverty data.

These guidelines establish maximum income levels for individuals and families eligible for assistance from TAJF-funded legal aid programs whether funded by Interest on Lawyers Trust Accounts (IOLTA), Basic Civil Legal Services (BCLS), Crime Victim Civil Legal Services (CVCLS), Veterans or other TAJF grant funds. The purpose of the criteria for income, asset, and liabilities is to determine whether an individual seeking legal assistance, funded in part or whole with TAJF funds, has insufficient income and assets to make private legal assistance unavailable and therefore is eligible under one of TAJF's grant programs.

Organizations receiving any TAJF grants must use such funds to provide free civil legal services to individual indigent persons or low-income client groups, associations, and nonprofit organizations eligible under these guidelines and the enacting rules of the source of funds (see <http://tajf.org/grants/applications.aspx>). Grantees must adopt and utilize this criteria relating to income, assets, and liabilities defining the indigent persons eligible to benefit from TAJF grants.

For individuals served with IOLTA and BCLS funds, TAJF defines low-income households as those who live at or below 125% of the federal poverty level, whose assets cannot exceed certain limits established by the grantee. In CVCLS funded cases, the client's household income can be as high as 187.5% of the federal poverty line, clients must be victims of crime, and legal assistance must relate to addressing problems stemming from the crime. For assistance under the TAJF Veterans Grant Program, individual's household income cannot exceed 200% of the federal poverty guidelines.

Grantees must have written asset & liabilities criteria in place for defining indigent persons eligible for TAJF-funded free civil legal services. See section on "**Assets Limitations**".

DEFINITIONS

1. Family: Includes only those persons related by blood or by law as relatives to the applicants for whom the applicant has a legal responsibility to support.

2. **Income:** Actual current annual total cash receipts before taxes of all persons who are resident members of and contribute to support of the family to the extent that such funds are legally and actually available to the family.
3. **Liquid Assets:** Those assets that can readily and promptly be converted to cash by the individual seeking assistance, prior to the time that the assistance is required. Only net liquid assets, after subtracting all expenses of conversion and taxes, are considered.
4. **Non-Liquid Assets:** All assets other than liquid assets.
5. **Available:** Assets to which the individual seeking assistance has legal and actual access without having to obtain the consent or cooperation of another person over whom the individual does not have control and who does not, in fact, consent or cooperate

No Exceptions to Income Guidelines

Unlike Legal Services Corporation funds, there are **no** provisions to allow household incomes to exceed the TAJF maximum household income caps, using certain deductions or expenses that could reduce the household income to meet TAJF income guidelines.

Intake and Screening of Applicants

Grantees' screening and intake procedures must include instructions to solicit sufficient questions from the applicant to determine the total amount of household income, and grantees must be able to reasonably demonstrate that staff practice and follow procedures uniformly and consistently. A total amount of the applicant's household income must be recorded even if it is zero. Records of TAJF client eligibility must be retained and be available for inspection in a manner consistent with attorney client confidentiality.

To determine monthly income, divide annual income by 12. For weekly income, divide annual income by 52, or divide monthly income by 4.2. Your approach must be in writing and used consistently. Income received twice a month should be multiplied by 2 to establish monthly income. If the applicant is a seasonal employee, consideration can be based on previous year. Applicants shall be informed of their duty to report changes in their income should you accept their case.

If an applicant's total household income is derived solely from a government program for low-income individuals or families on a needs-base test, then the grantee may determine that the applicant is financially eligible based on those benefits however the grantee must record household size, household income, and the specific identity of the government program.

In representing a client group, association, or nonprofit organization, the grantee must comply with all of the other provisions of these rules and is subject to all of the prohibitions contained herein. A client group, association, or nonprofit organization is eligible if (1) it is primarily composed of individual indigent persons and does not have available resources to retain private counsel or (2) its primary purpose is in furtherance of the interests of indigent persons and seeks legal assistance on a matter relating to such purpose and does not have available resources to retain private counsel.

ASSET LIMITATIONS

Grantees must have an asset & liabilities policy that caps the amount of assets for eligibility determinations regarding TAJF funded cases and clients. Grantees may select one of the below options or develop an alternative asset policy that is consistent with the intent to provide free civil legal services to indigent individuals only. The policy must be in writing, adhered to uniformly and consistently by staff and volunteers in determining eligibility for free civil legal services. The policy must be approved by the grants' Board of Directors/ Board of Trustees or similar governing body. If the legal program is a component of a larger non-legal aid institution such as religious organization, law school, shelter, then the chief executive officer may approve the policy. In the case of law school clinical program, shelter or bar association pro bono grantees, another designated authorized body or individual beyond the manger/director of the legal aid program must approve policy. The asset policy regarding TAJF eligibility must be available upon request.

OPTION 1

In general, an individual client may have up to \$10,000 in liquid assets (plus \$5,000 for each additional family member) and \$15,000 in non-liquid assets (plus \$5,000 for each additional family member). Exempted from the asset limit are the client's principal residence, first car, personal and household goods, tools or equipment essential to employment, trusts restricted to educational or medical purposes, interest in IRA or Keogh plans, assets not counted by public assistance programs, and burial plots or trusts.

Where a client owns property, each asset must be identified (e.g., *savings account* or *vacation villa*), and its value must be entered into the client's financial eligibility field in their case-management system or paper application. The client's home, household goods, one car, or checking and/or savings account whose combined value is less than \$2,000 need not be listed. If the client has no countable assets, the grantee will report "*None*" in the appropriate area of the financial eligibility field.

OPTION 2

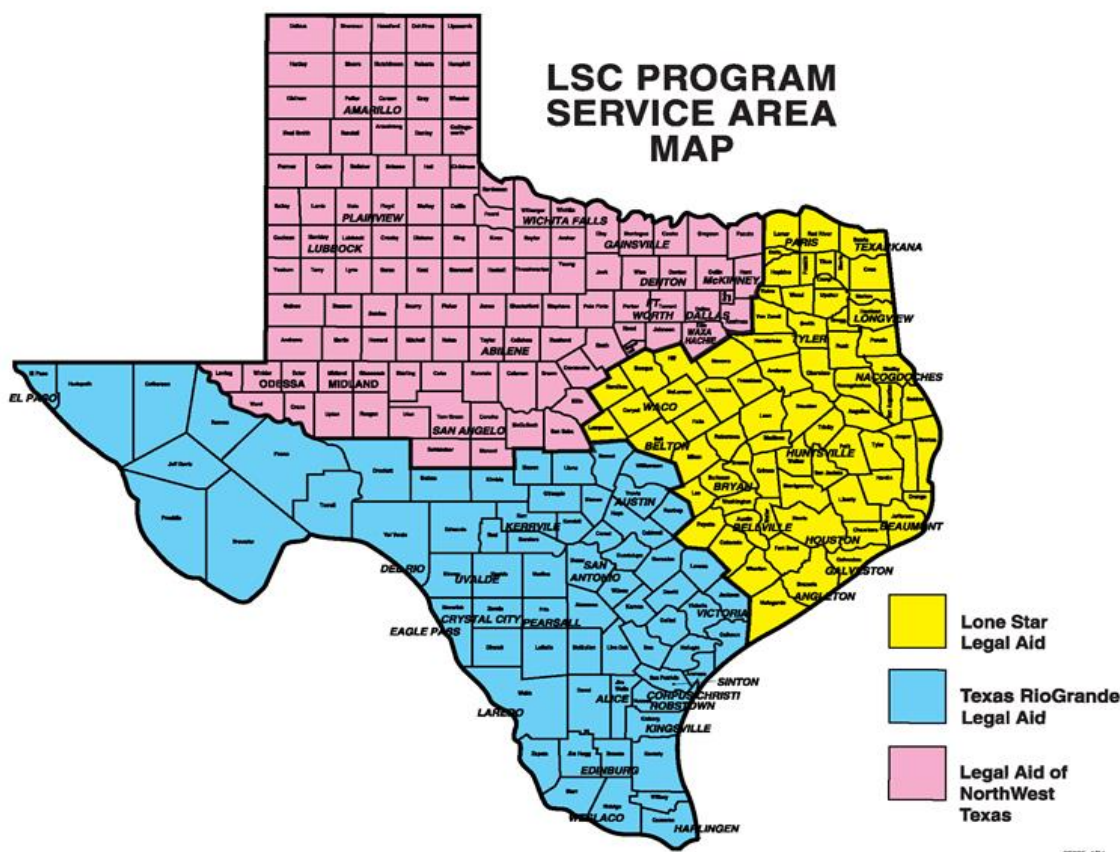
- 1) An individual seeking assistance may not have total family assets disregarding exclusions, if in excess of the following:
 - a) Liquid assets of \$2,500 or non-liquid assets of \$20,000.
 - b) \$5,000 in liquid assets or \$40,000 in non-liquid assets if a member of the applicant's family is elderly, handicapped, or institutionalized.
- 2) An individual seeking assistance may not have total family assets, disregarding exclusions, in excess of the following:
 - a) Liquid assets in excess of double, or non-liquid assets in excess of four times the estimated cost of obtaining private legal assistance for the matter on which assistance is sought.
 - b) Liquid assets in excess of three times the estimated cost of obtaining private legal assistance for the matter on which assistance is sought, if a member of the applicant's

family is elderly, handicapped, or institutionalized, in which case non-liquid assets may be disregarded.

- 3) Exclusion: The following items are to be excluded from consideration in determining whether an individual seeking assistance has assets in excess of those permitted:
- a) The principal residence of an individual seeking assistance, or of any member of the applicant's family.
 - b) The reasonable equity value in work-related equipment which is essential to the employment or self-employment of an applicant or members of an applicant's family.
 - c) Any assets which are exempted from execution by Texas or Federal Law.

TAJF 2015 FINANCIAL INCOME GUIDELINES			
	2015 IOLTA/BCLS Other TAJF Funds Financial Eligibility Guidelines <i>125% of Federal Poverty Guidelines</i>	2015 CVCLS Financial Eligibility Guidelines <i>187.5% of Poverty</i>	2015 Veterans Financial Eligibility Guidelines <i>200% of Poverty</i>
People in Household	Annual Household Income 125% of Poverty Guideline	Annual Household Income 187.5% of Poverty Guideline	Annual Household Income 200% of Poverty Guideline
1	\$14,713	\$22,069	\$23,540
2	\$19,913	\$29,869	\$31,860
3	\$25,113	\$37,669	\$40,180
4	\$30,313	\$45,469	\$48,500
5	\$35,513	\$53,269	\$56,820
6	\$40,713	\$61,069	\$65,140
7	\$45,913	\$68,869	\$73,460
8	\$51,113	\$76,669	\$81,780
For each additional member of the household in excess of 8, add:	\$5,200	\$7,800	\$8,320

ATTACHMENT IV –TAJF Service Regions



TAJF Service Areas by Counties in Region

Southwest Texas – Blue

Aransas, Atascosa, Bandera, Bastrop, Bee, Bexar, Blanco, Brewster, Brooks, Burnet, Caldwell, Calhoun, Cameron, Comal, Crockett, Culberson, Dewitt, Dimmit, Duval, Edwards, El Paso, Frio, Gillespie, Goliad, Gonzales, Guadalupe, Hays, Hidalgo, Hudspeth, Jackson, Jeff Davis, Jim Hogg, Jim Wells, Karnes, Kendall, Kenedy, Kerr, Kimble, Kinney, Kleberg, Lasalle, Lavaca, Live Oak, Llano, Mason, Maverick, McMullen, Medina, Nueces, Pecos, Presidio, Real, Reeves, Refugio, San Patricio, Starr, Sutton, Terrell, Travis, Uvalde, Val Verde, Victoria, Webb, Willacy, Williamson, Wilson, Zapata, Zavala

Northwest Texas –Pink

Andrews, Archer, Armstrong, Bailey, Baylor, Borden, Briscoe, Brown, Callahan, Carson, Castro, Childress, Clay, Cochran, Coke, Coleman, Collin, Collingsworth, Comanche, Concho, Cooke, Cottle, Crane, Crosby, Dallam, Dallas, Dawson, Deaf Smith, Denton, Dickens, Donley, Eastland, Ector, Ellis, Erath, Fannin, Fisher, Floyd, Foard, Gaines, Garza, Glasscock, Gray, Grayson, Hale, Hall, Hansford, Hardeman, Hartley, Haskell, Hemphill, Hockley, Hood, Howard, Hunt, Hutchinson, Irion, Jack, Johnson, Jones, Kaufman, Kent, King, Knox, Lamb, Lipscomb,

Loving, Lubbock, Lynn, Martin, McCulloch, Menard, Midland, Mills, Mitchell, Montague, Moore, Motley, Nolan, Ochiltree, Oldham, Palo Pinto, Parker, Parmer, Potter, Randall, Reagan, Roberts, Rockwall, Runnels, San Saba, Schleicher, Scurry, Shackelford, Sherman, Somervell, Stephens, Sterling, Stonewall, Swisher, Tarrant, Taylor, Terry, Throckmorton, Tom Green, Upton, Ward, Wheeler, Wichita, Wilbarger, Winkler, Wise, Yoakum, Young

East/Gulf Coast Texas – Yellow

Anderson, Angelina, Austin, Bell, Bosque, Bowie, Brazoria, Brazos, Burleson, Camp, Cass, Chambers, Cherokee, Colorado, Coryell, Delta, Falls, Fayette, Fort Bend, Franklin, Freestone, Galveston, Gregg, Grimes, Hamilton, Hardin, Harris, Harrison, Henderson, Hill, Hopkins, Houston, Jasper, Jefferson, Lamar, Lampasas, Lee, Leon, Liberty, Limestone, Madison, Marion, Matagorda, McLennan, Milam, Montgomery, Morris, Nacogdoches, Navarro, Newton, Orange, Panola, Polk, Rains, Red River, Robertson, Rusk, Sabine, San Augustine, San Jacinto, Shelby, Smith, Titus, Trinity, Tyler, Upshur, Van Zandt, Walker, Waller, Washington, Wharton, Woo

ATTACHMENT V

Key Definitions And Case Closing Codes To Be Used for TAJF Funded Legal Aid

Case: *A "case" is a distinct legal problem or a set of closely related legal problems of a client, and legal activities or processes used in resolving those problems. The case must have been accepted by the program and includes advice, counsel and limited action, as well as other types of legal representation. A client with two or more closely related problems will be considered as presenting a single case if all of the problems will be resolved through a single legal process or forum. The provision of legal information solely, does not constitute a case.*

Legal Information: *Legal information is defined as the provision of substantive information not tailored to address a person's specific legal problem. As such, it is general and does not involve applying legal judgment and does not recommend a specific course of action. For example, providing only a pamphlet or brochure is legal information and not legal assistance. The provision of legal information does not create an attorney-client relationship. Legal information alone is not legal assistance and the provision of legal information may not be reported as a Case Service Report number. However, this should be tracked and documented so as available for other non-case reports.*

NOT REPORTABLE AS CASE

"Major Reason Case Closed" Definitions

Counsel and Advice: *A case closed as a result of the provision and receipt of legal advice to an eligible client, e.g., the review of relevant facts, exercised judgment in interpreting the particular facts presented and in applying the relevant law to the facts, and the counseling of the client on actions to take to address the problem(s).*

Limited Action: *A case closed through limited action(s) on behalf of an eligible client that addressed the client's legal problem that is not as complex or extended as to meet the requirements for "extensive service". Examples include, communications by letter, telephone or other means to a third party; preparation of a simple legal document such as a routine will or power of attorney; or legal assistance to a pro se client that involves preparation of court or*

other legal documents.

Negotiated Settlement without litigation:

A case closed through negotiation where an actual settlement was reached on behalf of a client without any court or administrative actions pending. This category should be reserved for cases in which the advocate conferred with another party so as to reach a resolution of the client's legal problem.

Negotiated Settlement with litigation:

A case closed through neg. where settlement was reached while a court or administrative action was pending. This is reserved for cases in which the advocate conferred with another party to resolve client's problem and where an appearance has been entered as counsel; not assisting a pro se client.

Administrative Agency Decision:

A case closed because of representation of a client in an administrative agency action that resulted in a case-dispositive decision by the administrative agency or body, after a hearing or other formal administrative process. This category does not include settlements made during the course of litigation that are then approved by the administrative agency, voluntary dismissals or the grant of a motion to withdraw as counsel.

Court Decision:

A case closed in which the advocate represented a client in a court proceeding that resulted in a case dispositive decision made by the court should be closed as a Court Decision. This category is divided into the following three subcategories:

(a) Uncontested Court Decisions

either there is no adverse party or the adverse party does not contest the case;

(b) Contested Court Decisions

there is an adverse party and that party contests the case;

(c) Appeals

Appeals to an appellate court taken from a decision of any final court or tribunal

Other:

A closed case that does not fit any of the preceding case closure categories. Cases which fit two or more CSR categories may not be closed in this category, but should be closed in the category which best reflect the level of service provided.

Extensive Service (not resulting in Settlement or Court or Administrative Action)

A case closed in which the program undertook extensive research, preparation of complex legal documents, extensive interaction with third parties on behalf of an eligible client, or extensive on-going assistance to clients who are proceeding pro se should be closed as Extensive Service. Some examples are preparation of complex advance directives, wills, contracts, real estate documents or other legal documents, or the provision of extensive transactional work. This category also includes cases closed after extensive interaction or negotiations with another party which do not result in a negotiated settlement. In addition, cases closed after litigation is initiated in which the program appears as counsel of record that do not result in a negotiated settlement, administrative agency or court decision, or in which an order of withdrawal or voluntary dismissal is entered should be closed in this category.

ATTACHMENT VI

Legal Problem Codes

Categorize and track clients' legal problems by selecting *ONLY ONE* legal problem listed below:

CONSUMER/FINANCE

- 01 – Bankruptcy/Debtor Relief
- 02 – Collection (Including Repossession/Deficiency/Garnishment)
- 03 – Contracts/Warranties
- 04 – Collection Practices/Creditor Harassment
- 05 – Predatory Lending Practices (Not Mortgages)
- 06 – Loans/Installment Purchase (Not Collections)
- 07 – Public Utilities
- 08 – Unfair and Deceptive Sales and Practices (Not Real Property)
- 09 – Other Consumer/Finance

EDUCATION

- 11 – Reserved
- 12 – Discipline (Including Expulsion and Suspension)
- 13 – Special Education/Learning Disabilities
- 14 – Access (Including Bilingual, Residency, Testing)
- 15 – Vocational Education
- 16 – Student Financial Aid
- 19 – Other Education

EMPLOYMENT

- 21 – Employment Discrimination
- 22 – Wage Claims and other FLSA (Fair Labor Standards Act) Issues
- 23 – EITC (Earned Income Tax Credit)
- 24 – Taxes (Not EITC)
- 25 – Employee Rights
- 26 – Agricultural Worker Issues (Not Wage Claims/FLSA Issues)
- 29 – Other Employment

FAMILY

- 30 – Adoption
- 31 – Custody/Visitation
- 32 – Divorce/Separation/Annulment
- 33 – Adult Guardian/Conservatorship
- 34 – Name Change
- 35 – Parental Rights Termination
- 36 – Paternity
- 37 – Domestic Abuse
- 38 – Support
- 39 – Other Family

JUVENILE

- 41 – Delinquent
- 42 – Neglected/Abused/Dependent
- 43 – Emancipation
- 44 – Minor Guardian/Conservatorship
- 49 – Other Juvenile

HEALTH

- 51 – Medicaid
- 52 – Medicare
- 53 – Government Children’s Health Insurance Programs
- 54 – Home and Community Based Care
- 55 – Private Health Insurance
- 56 – Long Term Health Care Facilities
- 57 – State and Local Health
- 59 – Other Health

HOUSING

- 61 – Federally Subsidized Housing
- 62 – Homeownership/Real Property (Not Foreclosure)
- 63 – Private Landlord/Tenant
- 64 – Public Housing
- 65 – Mobile Homes
- 66 – Housing Discrimination
- 67 – Mortgage Foreclosures (Not Predatory Lending/Practices)
- 68 – Mortgage Predatory Lending/Practices
- 69 – Other Housing

INCOME MAINTENANCE

- 71 – TANF
- 72 – Social Security (Not SSDI)
- 73 – Food Stamps
- 74 – SSDI
- 75 – SSI
- 76 – Unemployment Compensation
- 77 – Veterans Benefits
- 78 – State and Local Income Maintenance
- 79 – Other Income Maintenance

INDIVIDUAL RIGHTS

- 81 – Immigration/Naturalization
- 82 – Mental Health
- 84 – Disability Rights
- 85 – Civil Rights
- 86 – Human Trafficking
- 89 – Other Individual Rights

MISCELLANEOUS

91 – Legal Assistance to Non-Profit Organization or Group (Including Incorporation/Dissolution)

92 – Indian/Tribal Law

93 – Licenses (Drivers, Occupational, and Others)

94 – Torts

95 – Wills/Estates

96 – Advance Directives/Powers of Attorney

97 – Municipal Legal Needs

99 – Other Miscellaneous

Legal Outcomes to Be Tracked & Reported To TAJF

Categorize and track clients' legal outcomes by selecting *ONLY ONE* legal outcome listed below. The total number must correspond with the total number of legal problems and total cases closed by county.

1. Consumer/Finance

- 101 Obtained federal bankruptcy protection
- 201 Stopped or reduced debt collection activity
- 202 Averted repossession
- 203 Avoided or reduced deficiency judgments
- 204 Avoided, ended or reduced garnishment or levy
- 205 Stopped or avoided predatory lending practices
- 301 Overcame unfair or illegal sales contracts or fraudulent sales practices
- 302 Enforced sales contracts and/or warranties
- 303 Obtained life insurance benefits for spouse or beneficiary of deceased person
- 401 Obtained or preserved credit or resolved credit reporting errors
- 701 Avoided or delayed utility termination, or secured utility services
- 702 Obtained waiver or reduction of utility arrearage (including phone)
- 991 Obtained advice & counsel on a Consumer/Finance matter
- 992 Obtained non-litigation advocacy services on a Consumer/Finance matter
- 993 Obtained adverse decision in a Consumer/Finance matter
- 999 Obtained other benefit on a Consumer/Finance matter, none of the above

2. Education

- 1100 Avoided fraudulent student financial aid practices
- 1101 Avoided corporal punishment or delayed suspension or expulsion
- 1106 Avoided barriers to educational services
- 1103 Avoided inappropriate special education classification
- 1104 Obtained individualized educational program and/or appropriate services consistent with the special education law
- 1105 Obtained correction of school records
- 1191 Obtained advice & counsel on an Education matter
- 1192 Obtained non-litigation advocacy services on an Education matter
- 1193 Obtained adverse decision in an Education matter
- 1199 Obtained other benefit on an Education matter, none of the above

3. Employment

- 2101 Overcame, or obtained redress for, job discrimination based on race, gender, disability, age, sexual orientation, national origin, immigration status, or other factors not related to job
- 2201 Obtained wages, back (or equal) pay or overtime due
- 2301 Obtained assistance in applying for EITC
- 2401 Obtained taxpayer advocacy assistance with Federal income taxes
- 2501 Enforced employee rights under state or federal law
- 2601 Addressed issues adversely impacting agricultural workers
- 2901 Avoided, or obtained redress for, wrongful discharge
- 2902 Delayed discharge

- 2904 Obtained job training
- 2905 Resolved on-the-job issues such as safety or grievance procedures
- 2906 Resolved minimum wage dispute
- 2907 Enforced employment contract
- 2908 Overcame, or obtained redress for, violation of protective statutes
- 2909 Asserted collective rights in employment
- 2991 Obtained advice & counsel on an Employment matter
- 2992 Obtained non-litigation advocacy services on an Employment matter
- 2993 Obtained adverse decision in an Employment matter
- 2999 Obtained other benefit on an Employment matter, none of the above

4. Family

- 3001 Obtained adoption
- 3101 Obtained or maintained custody of children
- 3102 Obtained or preserved right to visitation/possession
- 3103 Avoided removal of children
- 3201 Obtained a divorce
- 3202 Obtained a divorce, including custody and support
- 3203 Obtained ex parte/temporary orders prior to client/attorney withdrawing
- 3204 Obtained annulment
- 3301 Obtained guardianship (adult)
- 3302 Prevented guardianship (adult)
- 3304 Prevented guardianship
- 3401 Obtained name change
- 3502 Avoided termination of parental rights
- 3503 Obtained family reunification
- 3601 Established paternity for child
- 3602 Established paternity and obtained support
- 3701 Obtained a divorce in a case involving domestic violence
- 3702 Obtained a divorce with Protective Order in a case involving domestic violence
- 3703 Obtained a divorce with Protective Order, including custody, support (child and/or spousal) and appropriate terms of possession in a case involving domestic violence
- 3704 Obtained divorce, including custody, support and appropriate terms of possession in a case involving domestic violence
- 3705 Obtained temporary orders prior to client/attorney withdrawing in a case involving domestic violence
- 3720 Obtained Protective Order from domestic violence
- 3721 Obtained Protective Order, Custody and Support (child and/or spousal) in a case involving domestic violence
- 3722 Obtained protection from elder abuse or neglect
- 3723 Obtained assistance with safety planning
- 3791 Obtained advice & counsel on a domestic violence matter
- 3792 Obtained non-litigation advocacy services on a domestic violence matter
- 3801 Obtained, preserved or increased child support
- 3802 Obtained modification of child support

- 3803 Obtained, preserved or increased spousal support
- 3901 Obtained foster care services
- 3902 Improved terms of foster care plan
- 3991 Obtained advice & counsel on a Family matter not involving domestic violence
- 3992 Obtained non-litigation advocacy services on a Family matter not involving domestic violence
- 3993 Obtained adverse decision in a Family matter
- 3999 Obtained other benefit on a Family matter, none of the above

5. Juvenile

- 4301 Obtained emancipation of minor
- 4401 Obtained protection of rights by representing minor in guardianship or conservatorship
- 4991 Obtained advice and counsel on a Juvenile matter
- 4992 Obtained non-litigation advocacy services on a Juvenile matter
- 4993 Obtained adverse decision on a Juvenile matter
- 4999 Obtained other benefit on a Juvenile matter, none of the above

6. Health

- 5101 Obtained, preserved or increased Medicaid or Medicare benefits/rights
- 5102 Obtained assistance with Medicaid planning
- 5301 Obtained, preserved or increased Children's Health Insurance Program benefits
- 5901 Obtained, preserved or increased individual access to health care
- 5902 Prevented abuse or premature discharge, or assured quality care, in nursing home or mental treatment facility
- 5903 Obtained discharge from nursing home or mental treatment facility
- 5401 Obtained preserved or increased home and/or community based care benefits
- 5501 Obtained, preserved or increased private health insurance benefits
- 5601 Obtained, preserved or increased access to long term health care facilities
- 5701 Obtained, preserved or increased Crime Victim's Compensation benefit
- 5904 Stopped, or obtained redress for, harmful medical treatment
- 5905 Obtained, or enforced terms of, health or disability insurance
- 5991 Obtained advice & counsel in a Health matter
- 5992 Obtained non-litigation advocacy services in a Health matter
- 5993 Obtained adverse decision in a Health matter
- 5999 Obtained other benefit on a Health matter, none of the above

7. Housing

- 6101 Obtained access to Section 8 housing
- 6102 Obtained access to housing under applicable law
- 6201 Obtained assistance in homeownership
- 6202 Obtained clear title to property
- 6203 Had fraudulent mortgage rescinded
- 6301 Prevented eviction from private housing
- 6302 Delayed eviction providing time to seek alternative housing
- 6304 Avoided, or obtained redress for, charges by landlord

- 6305 Overcame denial of tenant's rights under lease
- 6306 Obtained repairs or otherwise enforced rights to decent, habitable housing
- 6307 Preserved or restored access to personal property
- 6401 Prevented denial of public housing tenant's rights
- 6402 Prevented eviction from public housing
- 6501 Prevented loss of /or eviction of mobile home
- 6601 Overcame, or obtained redress for, discrimination in obtaining or keeping housing
- 6701 Avoided or delayed foreclosure or other loss of home
- 6801 Rescinded, modified and/or avoided mortgage because of predatory lending practices
- 6901 Overcame, or obtained redress for, discrimination in obtaining housing
- 6902 Obtained assistance in development/renovation of affordable housing
- 6991 Obtained advice & counsel in a Housing matter
- 6992 Obtained non-litigation advocacy services in a Housing matter
- 6993 Obtained adverse decision in a Housing matter
- 6999 Obtained other benefit on a Housing matter, none of the above

8. Income Maintenance

- 7101 Obtained, preserved or increased general public assistance or TANF benefits/rights
- 7102 Overcame denial of emergency assistance by DHS
- 7103 Overcame illegal or unfair application of welfare work requirement
- 7104 Avoided wrongful placement or term of training
- 7201 Obtained, preserved or increased Black Lung benefits/rights
- 7301 Obtained, preserved or increased food stamps eligibility/right
- 7401 Obtained, preserved or increased SSA benefit/right
- 7402 Obtained, preserved or increased SSD benefit/right
- 7501 Obtained, preserved or increased SSI benefit/right
- 7601 Obtained, preserved or increased unemployment insurance benefits/rights
- 7701 Obtained, preserved or increased Veterans benefits/rights
- 7702 Obtained, preserved or increased other military benefits/rights
- 7801 Obtained Workmen's Compensation benefits/rights
- 7802 Obtained, preserved or increased Crime Victim's Compensation benefit
- 7902 Obtained, preserved or increased civil service retirement or disability benefits/rights
- 7903 Obtained, preserved or increased railroad retirement benefits/rights
- 7904 Obtained identification
- 7991 Obtained advice & counsel in an Income Maintenance matter
- 7992 Obtained non-litigation advocacy services in an Income Maintenance matter
- 7993 Obtained adverse decision in an Income Maintenance matter
- 7999 Obtained other benefit on an Income Maintenance matter, none of the above

9. Immigration

- 8101 Obtained relief from deportation
- 8102 Obtained citizenship

- 8103 Obtained asylum or relief under convention against torture
- 8104 Obtained release from INS custody
- 8105 Obtained adjustment of legal status
- 8106 Obtained employment authorization or obtained/replaced Green Card
- 8107 Family kept intact
- 8108 Obtained tort relief under civil rights claim
- 8109 Obtained relief or redress from constitutional violation
- 8110 Obtained administration relief from misconduct
- 8111 Undocumented minor obtained declaration as abused, neglected or abandoned
- 8191 Obtained advice & counsel in an Immigration matter
- 8192 Obtained non-litigation advocacy services in an Immigration matter
- 8193 Obtained adverse decision in an Immigration matter
- 8199 Obtained other benefit on an Immigration matter, none of the above

10. Disability

- 8401 Obtained discharge from institutional setting (i.e., state schools, state hospitals, nursing homes, ICF-MRs)
- 8402 Secured appropriate treatment plans in institutional setting
- 8403 Obtained investigation of abuse or neglect in institutional setting
- 8404 Obtained validation of abuse or neglect in institutional setting
- 8405 Secured vocational rehabilitation (i.e., employment) training services
- 8406 Secured, maintained or advanced in employment
- 8407 Secured access to or maintained housing
- 8408 Secured access to or maintained health care
- 8409 Secured or maintained financial benefits or entitlements
- 8410 Secured an appropriate public education
- 8411 Secured appropriate educational services in an inclusive and integrated setting
- 8412 Secured transition services as part of their IEP
- 8413 Obtained reversal of illegal suspension/expulsion from school
- 8414 Secured or maintained assistive technology devices/services
- 8415 Secured community residential and support services
- 8491 Obtained advice & counsel in a Disability-Related matter
- 8492 Obtained non-litigation advocacy services in a Disability-Related matter
- 8493 Obtained an adverse decision in a Disability-Related matter
- 8499 Obtained other benefit related to rights of disabled persons

11. Other Individual Rights

- 8601 Prevented and/or obtained relief from, the battery or cruelty, sexual assault or trafficking, or related crimes, for victims of trafficking or family members
- 8902 Obtained or preserved rights of community residence facility resident(s)
- 8903 Obtained or preserved rights of other institutionalized person(s)
- 8904 Obtained, preserved or increased access to public facilities/accommodations
- 8991 Obtained advice & counsel in an Individual Rights matter
- 8992 Obtained non-litigation advocacy services in an Individual Rights matter

- 8993 Obtained adverse decision in an Individual Rights matter
- 8999 Obtained other benefit on an Individual Rights matter, none of the above

12. Miscellaneous Outcomes

- 9101 Obtained incorporation
- 9102 Obtained dissolution of corporation
- 9103 Obtained tax exempt status
- 9104 Obtained judicial relief
- 9301 Overcame taking of or restriction to a driver's license
- 9302 Obtained occupational license
- 9401 Avoided or reduced tort judgment
- 9501 Obtained a will
- 9502 Settled estate
- 9503 Obtained a living will and/or health proxy/health care power of attorney
- 9504 Obtained a special needs trust
- 9505 Obtained a financial power of attorney
- 9506 Obtained assistance with estate planning / living trusts
- 9507 Obtained major estate planning packet, without execution
- 9508 Obtained major estate planning packet, with execution
- 9601 Obtained assistance in filing for Crime Victim's Compensation
- 9701 Obtained assistance with Federal income taxes
- 9702 Obtained assistance in filing for Earned Income Tax Credits
- 9799 Solved other tax problem
- 9903 Obtained assistance with business start/development
- 9999 Other Outcome - none of the above - Specify Below:

ATTACHMENT VII



SAMPLE GRANT ASSURANCES

Assurances Given by Applicant as Conditions for Receipt of TAJF Grant

[The assurances will be signed online prior to submitting your application]

Applicant assures that:

1. Applicant certifies that it is currently a 501 (c) (3) nonprofit corporation and will restrict the use of TAJF funds to law related activities or purposes that are charitable or educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, and will not use TAJF grant funds for any prohibited purposes.
2. It will restrict the use of TAJF funds to permissible activities and legal services to permissible eligible low-income clients in accordance with the specific TAJF fund requirements (See below). Applicant understands that fees by the organization may not be charged to a TAJF funded client in whole or in part, including fees such as appointment or consultation fees. This does not include fees to be paid to a third party by the client such as filing fees and court fees and costs. Applicant also understands and agrees that TAJF clients must be income eligible according to TAJF funded guidelines (see current eligibility guidelines at www.teajf.org). Applicant acknowledges that they have reviewed the attached restrictions and income guidelines for TAJF funds and will be strictly complied with proper documentation.
3. It will not discriminate on the basis of race, creed, religion, marital status, color, national origin, sex, age or disability, or as otherwise prohibited by the laws of the United States and the State of Texas, against (1) any person applying for employment or employed by the applicant with respect to any personnel action proposed or taken concerning the applicant or employee and (2) any person seeking services, participation in, or the benefits or proceeds of, the program or projects supported in whole or part by TAJF funds.
4. Except for matters involving limited advice and brief services (e.g. clinics, hotlines, and similar services), applicants shall execute a written retainer agreement, or letter of engagement with each client who receives legal services from the grantee. For cases that are referred by applicants to pro bono private attorneys, applicants shall make available to the accepting attorney a standard form retainer agreement which may be modified based on agreement between the pro bono attorney and client.

5. Applicant acknowledges that it is responsible for compliance with TAJF grant requirements including rules of the court and specific grant manual provisions that can be accessed at www.teajf.org. It will, upon request, cooperate with all data collection and evaluation activities undertaken by TAJF and give any authorized representative of TAJF access to any copies of all financial records, books, papers, or documents, provided that TAJF shall not have access to any reports, records, or information subject to the attorney-client privilege. It will provide, upon request, periodic written reports detailing the use of TAJF funds in light of the proposed use described in the grant application.
6. It understands and agrees that the TAJF may, in its sole discretion, grant funds in greater or lesser amounts and/or for greater or lesser periods of time than requested in this application. It further understands that there are no assurances that TAJF will fund the proposal submitted.
7. It understands and agrees that the application, once received by TAJF, becomes the property of TAJF.
8. It will promptly notify TAJF of any organizational or programmatic changes should it occur such that information contained in its grant application and budget is no longer correct, or that would render the organization ineligible for a TAJF grant.
9. TexasLawHelp Participation Certification – Applicants understand that they must be listed in the TexasLawHelp directory of legal services. See www.TexasLawHelp.org. If grantee is listed in the TexasLawHelp directory, grantee assures that its listing on TexasLawHelp is accurate and up-to-date as of the date of this application. Applicant further agrees to provide a link to Texaslawhelp on their own organization web site that will be displayed prominently. Applicant further agrees that if funded for the 2015-2016 grant year, the applicant will collaborate and contribute to a substantive law folder on Texaslawhelp and consult and cooperate with Texas Legal Services Center as to what content, materials are needed that the applicant can provide, create or update. Applicant agrees to continue to collaborate and contribute in a reasonable and good faith manner to the web site during the 2015-2016 grant year.

TAJF FUNDS RESTRICTIONS

BCLS funds may not be used:

- To directly or indirectly support a class action lawsuit;
- To directly or indirectly support a lawsuit against a governmental entity (except by groups or individuals to gain benefits authorized by statute or regulation -SEE BELOW SUITS AGAINST GOVERNMENT), political party or candidate;
- To directly or indirectly support lobbying for or against a candidate or issue;

- To directly or indirectly support abortion litigation;
- To directly represent an individual who is confined to jail or prison;
- To directly provide legal services to an individual who is not legally in this country unless necessary to protect the physical safety of the individual and
- May not be used for any case or matter that, if undertaken on behalf of an indigent individual by an attorney in private practice, might reasonably be expected to result in payment of a fee for legal services from an award to an individual client from public funds or from an opposing party, unless appropriate attempts have been made to obtain representation from an attorney in private practice (SEE BELOW ATTORNEY FEE CASES).

SUITS AGAINST GOVERNMENT - Funds may be used to support a lawsuit brought by an individual, solely on behalf of the individual or the individual's dependent or ward, to compel a governmental entity to provide benefits that the individual or the individual's dependent or ward is expressly eligible to receive, by statute or regulation, including social security benefits, aid to families with dependent children, financial assistance under Chapter 31, Human Resources Code, food stamps, special education for persons with disabilities, Medicare, Medicaid, subsidized or public housing, and other economic, shelter or medical benefits provided by a government directly to an indigent individual, but not to support a claim for actual or punitive damages.

ATTORNEY FEE CASES - The prohibition of handling cases involving attorney fee awards shall not be applicable in any case where the organization determines in good faith that the indigent person seeking legal assistance has made reasonable efforts to obtain the services of an attorney in private practice for the particular matter (including contacting attorneys in private practice in the county of residence of the indigent person who normally accept cases of a similar nature), and has been unable to obtain such services because the potential fee is inadequate, is likely to be uncollectible, would substantially consume any recovery by the client, or because of any other reason which the organization, acting in good faith, believes prevents the client from obtaining the services of a private attorney.

I have read these assurances and understand that if this application is approved for funding, the grant will be subject to these assurances. I certify that the applicant will comply with these assurances if the application is approved.

Executive/Program Director:

Board Chairperson:

Signature: _____

Signature: _____

Date: _____

Date: _____

ATTACHMENT VIII

Explanation of Budget Categories

1. Definition of Line Item Expenditure Categories

Lawyers:	<i>This category should include all salaries and wages paid to program attorneys, whether employed directly or supervised by the program, and whether full-time, part-time, or temporary.</i>
Paralegals:	<i>This category should include salaries and wages paid to program paralegals (non-attorney case handlers), whether employed directly or supervised by the program, and whether full-time, part-time, or temporary. Paralegals are persons whose duties consist primarily of assisting in the legal work of clients and litigation support but can also include in client intake and outreach & education activities.</i>
Other Staff:	<i>This category should include salaries and wages paid to all other program staff, whether employed directly or supervised by the program, whether administrative/clerical staff, students, or others, and whether full-time, part-time or temporary.</i>
Employee Benefits:	<i>This category should include the typical fringe benefits paid on behalf of employees, such as retirement, FICA, health and life insurance, worker's compensation, unemployment insurance, and other payroll-related costs.</i>
<hr/>	
Space:	<i>This category includes rent, debt service, utility payments, maintenance and janitorial expenses.</i>
Equipment Rental:	<i>This category includes lease or rental expenses for office furniture, fixtures, and equipment (except telephone). It also includes maintenance costs for that equipment whether pursuant to a service contract or individual repair bills.</i>
Supplies:	<i>This category includes all basic office accessories and supplies, including material used in copiers. Printing and postage are included in this category. All equipment purchases under \$100 may be placed under this line item.</i>
Telephone:	<i>This category includes rental of telephone equipment and local and long distance calls and service. Similar and related expenses such as fax or other telecommunications should be included as well.</i>
Travel:	<i>This category includes travel expenses directly related to specific client matters, circuit riding, administration of the program, etc. While most travel expenses will be local or intra-state, interstate travel may also be included here.</i>
Training:	<i>All non-personnel costs, to be paid for with regular program funds, associated with 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</i>

Library:	<i>This category includes expenses for the maintenance of office libraries, including subscriptions to periodicals, books, reference materials, and multiple volume sets of law books. Additions to the library holdings over \$100 should be included under "Capital</i>
Insurance:	<i>This category includes professional liability insurance, bonding, property insurance (fire and theft), and liability insurance for property and automobiles.</i>
Audit:	<i>This category includes expenses for auditors. Outside bookkeeping and accounting services should be reported in "Contract services."</i>
Litigation:	<i>This category includes court costs, witness fees, expert witness expenses, sheriff fees, copying fees, and other expenses incurred but not recovered in litigation on behalf of eligible clients.</i>
Capital additions:	<i>This category includes equipment and library purchases over \$100 per item and other major expenses which occur infrequently (e.g. major renovation). However, provide a separate footnote for any purchase in excess of \$500.</i>
Contract services:	<i>This category includes two categories: one for payments to others who provide legal services for clients and the other for services to the program itself, such as legal counsel for program management, consultant fees exclusive of those paid for training,</i>
Other:	<i>This category includes all program expenses not included above. Specify each cost included in "Other."</i>

2. Definition of "Program/ Direct" and "Administrative/ indirect" costs

Program Direct Costs:	<p><i>This category consists of expenditures that are identified specifically with the direct delivery of civil legal services. Program Costs are typically direct costs. Typical Program Costs include the following:</i></p> <ol style="list-style-type: none"> <i>(1) Compensation of attorneys, paralegals, law clerks, law students and direct support staff for time and effort devoted specifically to the provision of basic civil legal services.</i> <i>(2) Cost of materials acquired, consumed or expended specifically for the purposes of the grant.</i> <i>(3) Equipment and other approved capital acquisitions necessary to accomplish the purposes of the Grant.</i> <i>(4) All other items of expense incurred specifically to carry out the purposes of the Grant.</i>
Administrative Indirect Costs:	<i>This category consists of costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted without effort disproportionate to the results achieved. An example might be audit, library, equipment rental, telephone, occupancy unless a specific TAJF fund were funding all staff 100% utilizing all the space.</i>