

# **Pennsylvania**

## **Interest on Lawyer Trust Account**

### **FY 2010-2011**

### **Grant Application Package**

**Applicant Organization Name:**

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Supreme Court of Pennsylvania  
Pennsylvania Interest On Lawyers Trust Account Board

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Submit completed application to [paiolta@greatprograms.org](http://paiolta@greatprograms.org) by December 18, 2009

# 2010-2011 Grant Application

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**Pennsylvania IOLTA  
2010-2011 Grant Application Package**

**Applicant Information**

**A. General Program Data**

Applicant Organization Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Person for Information – Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Program Website Address: http://www. \_\_\_\_\_  
 State and Date Incorporated: \_\_\_\_\_ Federal Tax ID: \_\_\_\_\_

**B. Offices**

*Please list below all offices in Pennsylvania from which your organization provides civil legal services to low-income people free of charge. Include office name, address, areas served by office, and phone number. Attach additional sheet if necessary.*

Office Name	Address	City/Zip	Area Served	Phone #s

# Pennsylvania IOLTA Grant Application 2010-2011

## Narrative Part I - Program-wide Applicant Description

Part I of this narrative covers your organization's overall mission, primary purpose, and total current activities in Pennsylvania pertaining to the provision of civil legal services to eligible clients. **Content within Sections B.3. and C. has been revised so please read the bulleted text.** This narrative covers the following:

- Direct civil legal services for eligible clients, provided by lawyers, paralegals, and other trained persons (including volunteers);
- Other services related to addressing legal needs of eligible clients, such as community legal education or pro se assistance; and
- Activities that directly support such services, including outreach, intake, case assignment, legal work supervision, staff training, and administrative support.

Last year, PA IOLTA implemented a staggered, three-year submission cycle applicable only to Narrative Part I of the grant application package. Please review the instructions and Appendix A before completing this narrative. If your organization is grouped as Year 3, you must complete and submit this narrative. Those organizations grouped as Year 1 who submitted Narrative Part I for the FY 2008-2009 grant cycle AND those organizations grouped as Year 2 who submitted Narrative Part I for the FY 2009-2010 grant cycle are not required to complete this section of the application for FY 2010-2011, **unless their organizational structure has changed or their mission has been expanded (see instructions for additional information about this requirement).** **All applicants are required to complete and submit Spreadsheets Part I every year.**

**Note to PLAN, Inc. recipients:** You can elect to submit a copy of your most recent Desk Review report by PLAN, Inc. in lieu of this Narrative Part I if the final report was issued within the last three years (after December 31, 2006). You must also include an explanation of how your organization is addressing any challenges identified in that report. See "Instructions for Completing PA IOLTA Grant Application" for further details. If IOLTA already has a copy of the most recent desk review and explanations for addressing challenges, your organization is not required to submit it again with this application package.

All applicants are required to submit a completed Applicant Information form, signed assurances, and electronic copies of audited financial statements for the two most recently completed fiscal years. For programs operating on a Calendar Year, please submit audits for CY2007 and CY2008. For programs operating on a Fiscal Year, please submit audits for FY 2008-2009 and FY 2007-2008.

## **A. Overview of the Applicant's Legal Services Program**

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### **1. Overall Purpose and Services**

*Provide your organization's mission statement.*

### **2. Primary Purpose**

*IOLTA grants are used to supplement the funding of organizations whose primary purpose is the provision of civil legal service free of charge to low-income people in Pennsylvania.*

a. Describe the primary purpose of your organization.

b. Indicate below the percentage of total organizational resources, spent in Pennsylvania in the last completed fiscal year, allocated to civil legal assistance for low-income people\*. (Choose ONE of the following):

(1) \_\_100 percent

(2) \_\_Less than 100 percent – please indicate percentage: \_\_%.

*\*For the purpose of determining the primary purpose of an organization, the IOLTA Board defines low-income as household income, adjusted for the size of the household, which is at or below 187.5% of the federal poverty guidelines.*

c. If your organization charges fees to clients who receive civil legal services:

(1) Please describe (in a sentence or two) the fee policy:

(2) Indicate the percentage of Legal Services clients who were charged a fee for legal assistance for the last completed fiscal year:

\_\_ Percent

(3) Were any clients whose household income was at or below 187.5% of poverty charged a fee?

## **A. Overview of the Applicant's Legal Services Program, *continued***

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### **3. Best Efforts**

*In a brief narrative (100 words or less), describe recent (e.g., over the past five years) legal services efforts that you believe best exemplify the work of your program – for example:*

- *Cases and their impact,*
- *The volume of activities and/or cases,*
- *The geographic reach to your client base,*
- *Recognition by others,*
- *Etc.*

## **B. Description of Legal Services**

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### **1. Identifying Legal Needs and Targeting Resources**

*Describe the means and activities that enable the program to be effective at identifying the most pressing civil legal needs of low-income people in the service area, and targeting resources to address those needs. In your response, please be brief (200 words or less) and be sure to include a description of the following:*

- How the program establishes priorities for the types of cases and other services provided*
- How the program evaluates and adjusts to emerging and changing client legal needs*
- Any client populations that are especially targeted, if any – for example, persons with disabilities, children, etc.*
- Types of legal services offered*
- How you coordinate these legal services with other service providers – e.g., other legal services agencies, human services providers, etc.*

## **B. Description of Legal Services, *continued***

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### **2. Engaging and Serving the Low-income Population**

*Provide a brief overview (200 words or less) describing how the program engages the low-income population in its services and activities. In your response, please include a description of how the program performs each of the following functions:*

- *Outreach to the client community(ies) you serve*
- *Involvement of representatives of these communities in board activities and other aspects of program management and governance*
- *Addressing special needs of the client population – e.g., barriers to access, non-English speakers, geographical isolation, etc. – including how you provide outreach to persons having those needs*
- *Obtaining feedback on satisfaction of clients with program services, accessibility and other client concerns*

## **B. Description of Legal Services, *continued***

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### **3. Service Delivery Methods and Quality Control Mechanisms**

*Please provide a brief overview (200 words or less) of methods the program applies to maximize its effectiveness in the delivery of legal services and other program activities. In your response, please include a description of how you accomplish the following:*

- Delivery of legal services — for example, direct representation by staff and pro bono lawyers, legal clinics, special projects, legal assistance to organizations serving low-income people, etc.*
- Ensuring high quality in the services provided to clients — for example, methods for case and other work assignments, case supervision practices including case review procedures, file maintenance protocols, computerized tickler systems, access to computerized legal research, training and mentoring, procedures governing timely communication with clients, etc.*
- Evaluating the extent to which your program is achieving its mission and goals*
- Obtaining feedback from important stakeholders on the outcomes of your services and activities*
- Engaging the private bar to expand client services or otherwise assist the program*

## **C. Description of Program Governance and Administration**

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*Please provide a brief overview (200 words or less) describing the program's methods for ensuring effective governance, leadership and administration. In your response, please include a description of the following:*

- Board composition, structure and most significant activities for ensuring effective program governance including the performance evaluation of the Director.*
- Significant activities that demonstrate effective leadership – e.g., promoting the program's mission, communicating a compelling vision to staff and the community, spear-heading multi-agency campaigns to address community problems, engaging other stakeholders in collaborative efforts, etc.*
- Methods applied for preventing excessive turnover and orienting, training and supervising new staff*
- Methods for ensuring effective administration and financial management of program resources.*

## D. Checklist of Attachments

Please ensure that each document marked in the table below is enclosed with the completed application package. If practical, please send as electronic files (for example, PDF files). If documents have to be sent in hard-copy format, send them directly to the Lawyers Trust Account Board at the mailing address indicated on the cover page of this application. **Documents that are mailed via FedEx must be addressed to the physical office address as FedEx will not deliver to a post office box address.**

Enclosed:	Additional Attachments as follows:	Attachment Letter:
_____	Signed Assurances Page <i>(form attached)</i> .....	A
_____	Board Members List .....	_____
_____	Case Acceptance and Client Eligibility Guidelines .....	_____
_____	Audited financial statements for the two most recently completed fiscal years <i>(For programs operating on a Calendar Year, please submit audits for CY2007 and CY2008. For programs operating on a Fiscal Year, please submit audits for FY2008-2009 and FY2007-2008)</i> .....	_____
_____	Copy of cover page from your organization's professional liability and malpractice coverage	_____
_____	Resumes of program's executive director and litigation director (or equivalent)	_____

**Organizations that have not already been determined by the Pennsylvania Interest on Lawyers Trust Account Board to be an IOLTA-qualified recipient organization, should submit the following additional documents:**

_____	IRS 501(c)(3) determination letter .....	_____
_____	Form 990 for the two most recently completed fiscal years ..	_____
_____	Copy of the corporation's articles of incorporation .....	_____

## Attachment A

### ASSURANCES GIVEN BY APPLICANT AS CONDITION FOR RECEIPT OF AN IOLTA GRANT

\_\_\_\_\_  
(Applicant Name)

#### **Applicant assures that:**

1. *It will restrict the use of IOLTA 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 IOLTA grant funds for any prohibited purposes.*
2. *It will comply with applicable laws pertaining to anti-discrimination measures for employment and services.*
3. *It will, upon request, cooperate with all data collection and evaluation activities undertaken by the PA IOLTA Board and give any authorized representative of the Board access to any copies of all financial records, books, papers, or documents, provided that the Board shall not have access to any reports, records, or information subject to the attorney-client privilege.*
4. *It understands and agrees that the Board 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.*
5. *It understands and agrees that the application, once received by the Board, becomes the property of the Board, and any or all ideas contained therein may be used by the Board.*
6. *It will provide, upon request, periodic written reports detailing the use of IOLTA funds in light of the proposed use described in the grant application.*
7. *It will promptly notify the IOLTA Board if any organizational or programmatic changes occur such that information contained in its grant application is no longer correct, or that would render the organization ineligible for an IOLTA grant.*

**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.**

**Program Director:** \_\_\_\_\_

**Board Chairperson:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_