Grant application for Landlord/Tenant Representation; PLAN programs; 2019-2020

Applications are due to the Pennsylvania IOLTA Board on Friday, January 18, 2019. Please submit both the narrative and budget files together by email to [James.Swoyer@pacourts.us](mailto:James.Swoyer@pacourts.us).

# Applicant Information

**Applicant Organization:** Click here to enter text.

**Primary Contact Name & Title:**  Click here to enter text.

**Primary Contact Phone Number:** Click here to enter text.

**Primary Contact Email Address:** Click here to enter text.

# Eligibility

**Eligible organizations must be a sub-recipient of grant funds through IOLTA’s 2018-2019 grant to PLAN, Inc.**

# Proposal

**Amount requested:** Click here to enter text.

**In which program’s service area does the targeted population live? Select one.**

Community Legal Services

Legal Aid of Southeastern Pennsylvania

MidPenn Legal Services

North Penn Legal Services

Northwestern Pennsylvania Legal Services

Neighborhood Legal Services Association

Laurel Legal Services

Southwestern Pennsylvania Legal Services

**Of the types of cases eligible for funding under this category, which type or types is the Applicant Organization proposing to handle? Check all that apply.**

Eviction or denial of rental housing

Warranty of habitability cases

Housing discrimination

Displacement due to gentrification

**Describe the Applicant Organization’s experience and capacity for handling the types of cases selected above. If the Applicant Organization does not have the requisite experience or existing capacity, how will the Applicant Organization build capacity to begin providing services at the start of the grant year?**

Click here to enter text.

**What level of representation is the Applicant Organization proposing to provide? Please see definitions at the end of this application. Check all that apply.**

Extended representation

Brief service

Advice only

**Describe the Applicant Organization’s experience and capacity for providing the level of representation selected. If the applicant organization does not have the requisite experience or existing capacity to provide the level of representation selected above, how will the Applicant Organization build capacity to begin providing services at the start of the grant year?**

Click here to enter text.

**Of the categories of populations prioritized for service, to which is the Applicant Organization proposing to target services? Check all that apply.**

Mentally ill persons

Veterans

Formerly incarcerated persons

Domestic violence survivors

Seniors

Minorities

Non-English speaking persons

Rural residents

Those living with a disability

Other: Click here to enter text.

**What methods will the Applicant Organization employ to reach the selected population(s) and provide services effectively? Describe the Applicant Organization’s experience successfully reaching and serving the population(s) selected above.**

Click here to enter text.

**Will services be targeted to a particular geographic location (community, neighborhood, zipcode, etc.) within the service area selected above that has experienced or is experiencing a high rate of foreclosure activity? If so, please identify the specific location and county. What data and/or sources were relied upon to identify the geographic location?**

Click here to enter text.

**Describe fully the proposed service delivery plan to address the legal need(s) described above.**

Click here to enter text.

**Will new staff be hired or will existing staff be assigned to fulfill the grant objectives?**

New hire(s)

Existing staff

I don’t know yet

**Please indicate the total number of Full-Time Equivalent (FTE) paid staff persons who will be directly involved in the proposed project. A FTE is one person working full-time. Two persons, each working half-time, amount to 1.0 FTE. Express FTEs in decimals (e.g., 1.5 attorneys).**

Proposed Number of Attorneys: Click here to enter text.

Proposed Number of Paralegals: Click here to enter text.

Proposed Number of Other Staff: Click here to enter text.

**Anticipated Outcomes**

Please provide the number of cases (by level of service) anticipated to be **closed** during the grant year. See definitions below.

|  |  |  |
| --- | --- | --- |
| **Case Type by Level of Service** | **Anticipated # of Cases to be Closed During the Grant Year** | **Short Description (Optional)** |
| Choose an item. | Click here to enter text. | Click here to enter text. |
| Choose an item. | Click here to enter text. | Click here to enter text. |
| Choose an item. | Click here to enter text. | Click here to enter text. |
| Choose an item. | Click here to enter text. | Click here to enter text. |
| Choose an item. | Click here to enter text. | Click here to enter text. |
| Choose an item. | Click here to enter text. | Click here to enter text. |

**Budget**

Please submit a proposed budget using the Excel spreadsheet provided.

**Data Collection by the National Association of IOLTA Programs (NAIP)**

By submitting an application under this category, the applicant agrees to collect and report to the Pennsylvania IOLTA Board data including, but not limited to, the number of individuals in a household that benefited from the grant-funded activity and, within that gross number, the number of those falling within the following categories:

1. Elderly (60+)

2. Children (< 18 yrs. old)

3. Veterans

**Level of Service - Standard Definitions:**

* An **Advice Only** case is defined as a case in which the grantee provided legal advice to an eligible client (i.e., the advocate ascertained and reviewed relevant facts, exercised judgment in interpreting the particular facts presented by the client and in applying the relevant law to the facts presented, and counseled the client concerning his or her legal problem). Referrals may not be counted as Advice Only cases.
* A **Brief Service** case is defined as a case in which the grantee took limited action(s) on behalf of an eligible client that addressed the client's legal problem. 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 assistance with preparation of court or other legal documents.
* An **Extended Representation** case is defined as a case the grantee closed through negotiated settlement without litigation, negotiated settlement with litigation, administrative agency decision or court decision.