**EVICTION LEGAL DEFENSE FUND GRANT APPLICATION – FY 2020**

State Court Administrator’s Office

1300 Broadway, Suite 1200

Denver, CO 80203

PHONE: (720) 625-5947/(800) 888-0001

Email: Jessica.Zender@judicial.state.co.us

**PROGRAM INTENT AND REQUIREMENTS**

The Eviction Legal Defense Fund (“Fund”) was established in 2019 to expand the availability of legal assistance to help indigent[[1]](#footnote-1) persons who are experiencing an eviction or are at immediate risk of an eviction.

Qualified applicants must: (1) have demonstrated experience and expertise in providing full service civil legal services to indigent clients; (2) be based in Colorado; (3) be exempt from taxation pursuant to section 501(c)(3) of the federal “Internal Revenue Code of 1986”, as amended; and (4) obtain more than twenty percent of its funding from sources other than grants from the Fund.

All applications shall be reviewed by the State Court Administrator’s Office (“SCAO”). Please be advised that any grant may be revoked by the SCAO if used inappropriately.

Grantees must be prepared to provide legal advice, counseling, and representation for, and on behalf of, indigent clients who are experiencing an eviction or are at immediate risk of an eviction. Preference will be given to applicants that will serve indigent persons at no cost, as opposed to reduced cost.

Each grantee is required to provide semi-annual financial/program reports to SCAO, as well as a detailed annual report. Failure to do so shall disqualify the grantee from receiving funding in the subsequent year and may result in the revocation of the award. The report must include the following information describing the grantee’s activities during the award period, to the extent possible and to the extent that it does not violate the privilege and confidentiality of an attorney client relationship:

* The number of clients served by the organization;
* The nature of the assistance rendered to each client, such as providing information, advice, mediation, or representation;
* The type of alleged lease violation, if any, for each client;
* The amount of rent in dispute, if any, for each client;
* The number of tenants the organization was unable to serve;
* Demographic data for clients assisted by the organization with a grant from the fund, including zip code, household income, family status, race and ethnicity information, age, and disability status;
* The number of referrals to a rental assistance or mediation program provided to clients; and
* The outcome of each client's case, including whether a case was dismissed, judgment for possession was entered, a stipulated agreement was made that prevented entry of a judgment for possession, a stipulated agreement was made that provided the client with an opportunity to vacate a judgment for possession at a later date, and whether the client had to move from the residence and, if so, whether the client received additional time to move and how much time was provided.

**APPLICATION FORMAT AND INSTRUCTIONS**

* Applications will only be accepted via email sent to: Jessica.Zender@judicial.state.co.us
* All correspondence regarding the grant will be conducted via email so please provide a

frequently used email address.

* **Please submit ONE PDF COPY of your application, which includes ALL application pages and attachments, by 5:00 PM (MT) on September 3, 2019. The PDF file name should include the name of your organization. All application pages must be numbered.**
* Please conform responses as closely as possible to the question asked and provide sufficient and verifiable detail to enable the SCAO to make an appropriate determination regarding the applicant’s qualifications. Applicants who provide inadequate or incomplete information will have only a single opportunity to provide supplemental information. The opportunity to provide supplemental information is only at the request of the SCAO (the SCAO will contact the applicant with specific questions). The burden is on the applicant to supply complete and verifiable information in the application.
* If the information from the original application and the supplement are still insufficient to determine an applicant’s eligibility (such as determining the number of clients served in accordance with the parameters set forth below or verifying the applicant’s funding sources), the application shall be denied, and the applicant shall be ineligible to receive funds this year.

If you have questions regarding any aspect of this application, please contact Jessica Zender at the SCAO (720) 625-5947 or [Jessica.Zender@judicial.state.co.us](mailto:Jessica.Zender@judicial.state.co.us).

**APPLICANT ORGANIZATION GENERAL INFORMATION**

Organization’s Legal Name:

Organization’s Legal Address:

Organization Director’s Name:

Organization Director’s Phone Number:

Organization Director’s Email Address:

Name, Phone Number, and Email Address for Organization Contact if other than Director:

Exempt pursuant to Internal Revenue Code § 501(c)(3)?  YES or  NO or  IN PROGRESS

Tax ID Number:

Is your Organization a government agency?  YES or  NO

Is your Organization based in Colorado?  YES or  NO

If no, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUIRED ATTACHMENTS**

1. Total Organization Budget
2. Copy of Current Financial Statement
3. Copy of Current Audit Report, if available
4. Itemized Project Budget (i.e., proposed use of grant funds)
5. Copy of I.R.C. § 501(c)(3) I.R.S. Tax Ruling
6. Listing of Board of Directors and Key Officers
7. Letters of Support (Optional)

**SECTION A: ORGANIZATION SERVICES/DESCRIPTION**

1. Describe the Applicant Organization (“Organization”) and its mission.
2. Please indicate the Organization’s number of on-staff licensed attorneys and indicate whether the attorney or attorneys are full-time or part-time. If the Organization utilizes private attorneys please include that information in detail, specifying the nature of the arrangement.
3. For the questions below, please break out figures by county of residence of the indigent persons who are experiencing an eviction or are at immediate risk of an eviction served and then total (for example, “20 (Denver); 10 (Arapahoe); 15 (Adams); Total = 45), and please do not include any clients in this category who are not in the country legally (C.R.S. § 24-76.5-101, et seq.).
   1. In the past calendar year (2018), how many indigent clients received legal representation in civil matters from a licensed attorney through the Organization?
      1. For purposes of this question, legal representation occurs when a licensed attorney acts as an agent on behalf of a client (for example, acting as a client’s attorney in court or acting as a client’s attorney out of court in a legal matter). Legal representation does not occur when an attorney gives legal advice, information, or guidance (either in a clinic or on an individual basis) but is not engaged to act on behalf of the client.
   2. In the past calendar year (2018), excluding clients who received legal representation, how many indigent clients received “legal advice” or “legal information” in civil matters from a licensed attorney through the Organization?
   3. In the past calendar year (2018), how many clinics did the Organization hold or participate in to educate and assist indigent persons in civil matters? Please provide number of individuals that attended the clinics if available.
   4. In the past calendar year (2018), how many clients did the Organization refer to appropriate persons or agencies that provide assistance with issues related to housing?
   5. In the past calendar year (2018), how many indigent clients received mediation services through the Organization?
4. Please indicate if attorneys receive compensation for providing legal services to indigent clients. If so, please indicate the manner in which attorneys receive compensation (e.g., “salaried employee of Organization,” “hourly billing per client billed to the Organization,” “compensated by Judicial Department as a court appointed counsel per client,” “No compensation—pro bono”; etc.)
5. Please indicate whether or not indigent clients were charged for legal services. (If so, please indicate the nature of this payment (e.g. co-pay, sliding scale fee, or reduced fee.)
6. Please indicate the counties and/or cities and counties in which you will provide legal assistance to help indigent persons who are experiencing an eviction or are at immediate risk of an eviction if your Organization is awarded a grant from the Fund?

## SECTION B: BUDGET SUMMARY/FINANCIAL INFORMATION

1. Current annual budget based on funding for Fiscal Year 2020 (July 1, 2019 through June 30, 2020) or calendar year 2019 (whichever is utilized by the Organization), not including amount requested.

\* Please note that the Organization’s 2019/FY2020 funding must be certified by an independent auditor licensed as a C.P.A. (through Required Attachment B). All funding sources must be identified. Only certain funding should be included; Contingent, un-fixed or potential funding sources should NOT be included.

1. What grant amount from the Fund are you asking to be awarded to your Organization (must be less than 80% of your Organization’s total funding)?
2. Please identify and quantify how funds provided by a grant from the Fund would be to enhance the provision of legal services to indigent persons who are experiencing an eviction or are at immediate risk of an eviction. Money from the Fund may be used for services that include:
   1. Providing legal representation to indigent tenants for resolving civil legal matters related to an eviction or impending eviction. Such representation may include representation in any forcible entry and detainer proceeding or action for monetary damages related to nonpayment of rent or other lease violation, legal assistance prior to the filing of an eviction, or any other judicial actions in which legal representation is necessary to protect the interests of an indigent tenant.
   2. Establishing clinics designed to educate and assist indigent tenants in eviction proceedings, including providing information related to the rights and responsibilities of landlords and tenants;
   3. Providing legal information and advice to indigent tenants;
   4. Referring clients to appropriate persons or agencies that provide assistance with issues related to housing; and
   5. Providing mediation services for disputes between a landlord and tenant that could prevent or resolve the filing of an eviction.

**Please sign here to attest that the information in this application is accurate to the best of your knowledge, and to attest that if a grant is awarded in the amount set forth above in question B.2 it will not exceed 80% of your Organization’s total annual funding for Fiscal Year 2020 (July 1, 2019 through June 30, 2020) or calendar year 2019 (whichever is utilized by your Organization):**

By:

Typed:

Title: Date:

1. Indigent means “a person whose income does not exceed two hundred percent of the family federal poverty guidelines, adjusted for family size, determined annually by the United States department of health and human services.” C.R.S. § 13-40-127(1)(c). [↑](#footnote-ref-1)