



City of Lawrence
Outside Agency Funding
APPLICATION

General Information: Each year, the City Commission considers requests for the allocation of dollars to a number of agencies that provide services benefiting the Lawrence community. The decision on funding a request will be made during the City's annual budgeting process. The decision will be based upon the availability of funds, the need demonstrated through the agency's application, the stated objectives of the applicant's program, past performance by the agency in adhering to funding guidelines (as appropriate), and the ability to measure progress toward the program objectives.

PLEASE NOTE THAT BEGINNING IN 2009, FUNDS WILL BE DISBURSED ACCORDING TO THE FOLLOWING SCHEDULE UNLESS OTHERWISE AGREED TO IN WRITING:

- FIRST HALF OF FUNDS WILL NOT BE DISBURSED BEFORE APRIL 1
- SECOND HALF OF FUNDS WILL NOT BE DISBURSED BEFORE OCTOBER 1

Instructions: Applications for 2009 funding must be complete and submitted electronically to the City Manager's Office at ctoomay@ci.lawrence.ks.us by the deadline of 5:00 pm on Friday, May 2, 2008.

Questions? Contact Casey Toomay, Budget Manager at ctoomay@ci.lawrence.ksu.s or at 785-832-3409.

Section 1. Applicant Information

Legal Name of Agency: Douglas County Legal Aid Society, Inc.
Name of Program for Which Funding is Requested: Legal services for indigent defendants
Primary Contact Person: Charles A. Briscoe
Address: 1535 W. 15th Street, Lawrence, KS 66045
Telephone: 785 864-5564 Fax: 785 864-5399
Email: cbriscoe@ku.edu or bwrigley@ku.edu

Section 2. Request Information

- A. Amount of funds requested from the City for this program for calendar year 2009:
\$40,000 as a base grant. See subsection E.
- B. Will these funds be used for capital outlay (equipment or facilities) in 2009? If so, please describe:
No.
- C. Will these funds be used to leverage other funds in 2009? If so, how: No.

- D. Did you receive City funding for this program in 2008? If so, list the amount and source for funding (i.e. General Fund, Alcohol Fund, etc.): \$40,000.00 – general fund.
- E. If you are requesting an increase in funding over 2008, please explain exactly how the additional funds will be used: to pay for the services of a part-time attorney to accommodate our case load of municipal court clients. We propose to serve 125 clients per year at a base rate of \$40,000. Once we exceed 125 clients, we wish to receive \$350 per client once a client’s case has been finally resolved. If this formula was in effect in 2007 we would have been reimbursed as follows: \$40,000 for the first 125 clients and \$14,700 for the other 42 clients.

Section 3. Agency and Program Budget information

- A. How many paid full time employees work for your agency? 4 Volunteers? _____
- B. What percent of your total 2008 budget goes to employee salaries and benefits? 83%
- C. What percent of your total 2008 budget is used for operating expenses? 17%
- D. What is the total estimated cost to provide the program in 2009? \$150,028
- E. What percent of 2009 program costs are being requested from the City? 27%
- F. List other anticipated sources of funding and funding amount for this program in 2009:

| <u>Anticipated Funding Source</u> | <u>Dollar Amount</u> |
|-----------------------------------|----------------------|
| United Way of Douglas County | \$12,050.00 |
| Rice Foundation | \$ 5,000.00 |
| Douglas County, Kansas | \$31,034.00 |
| City of Lawrence | \$40,000.00 |
| Kansas Legal Services, Inc. | \$30,000.00 |
| From reserves | \$30,000.00 |
| Interest income | \$ 2,900.00 |
| TOTAL 2009 PROGRAM BUDGET | \$150,984.00 |

Section 4. Statement of Problem/Need to Be Addressed By Program

- A. Provide a brief statement of the problem or need your agency proposes to address with the requested funding and/or the impact of not funding this program. The statement should include characteristics of the client population that will be served by this program. If possible, include statistical data to document this need.

DCLAS provides legal services for indigent defendants in the municipal court who are charged with crimes which have penalties which could result in incarceration. The right of these defendants to court-appointed counsel is guaranteed by the United States Constitution.

Most of our municipal court clients are referred to us by the municipal court judge. All prospective municipal court clients must go through our intake process to ensure they meet our financial guidelines. Our agreement with the City of Lawrence requires us to accept any municipal court defendant who is financially eligible for our services unless the representation would create a

conflict of interest. Therefore, we accept most of the prospective clients who meet our financial guidelines.

The chart below indicates the number of new files for municipal court clients which were opened in the past nine years. The chart also shows the percentage of our total case load which is devoted to municipal court defendants. Since 1999 we have seen a steady increase of this portion of our client base.

| Qtr | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 9 yr average |
|-----------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|---------------|
| 1 st | 35 | 41 | 38 | 31 | 33 | 40 | 43 | 44 | 65 | 41.11 |
| 2 nd | 20 | 36 | 29 | 41 | 29 | 34 | 33 | 40 | 36 | 33.11 |
| 3 rd | 27 | 31 | 15 | 36 | 33 | 37 | 36 | 42 | 38 | 32.78 |
| 4 th | 19 | 27 | 26 | 27 | 27 | 33 | 31 | 42 | 28 | 29.00 |
| Total | 101 | 135 | 108 | 135 | 122 | 144 | 143 | 168 | 167 | 135.89 |
| % of case load | 26.51 | 33.42 | 31.40 | 39.47 | 39.23 | 40.45 | 44.41 | 46.03 | 52.19 | 38.89 |

- B. How was the need for this program determined? See response to 4.A.
- C. Why should this problem/need be addressed by the City? See response to 4.A.

Section 5. Description of Program Services

- A. Provide a brief description of the service you will provide and explain how it will respond to the need you identified in Section 3. The description should include how many clients will be served, and should describe as specifically as possible the interaction that will take place between the provider and the user of the service.

The School of Law offers the Legal Aid Clinic as a credit course which gives student interns the opportunity to practice civil and criminal law for two consecutive semesters. The legal interns practice under the direction of licensed, practicing attorneys. The Legal Aid Clinic was first offered as a course in the School of Law in the fall of 1967. Later the Legal Aid Clinic became a joint venture between the School of Law and Douglas County Legal Aid Society, Incorporated (DCLAS).

Through the Legal Aid Clinic, student interns provide legal assistance for low-income client in the Municipal Court of the City of Lawrence, and the District Court of Douglas County. The Legal Aid Clinic's case load is divided into three general areas: a civil practice that includes divorce, paternity, protection from abuse, child support, landlord and tenant matters and consumer matters; a criminal practice for adults who are charged with crimes in the Municipal Court of the City of Lawrence; and a criminal practice for juveniles who are charged with crimes in the District Court of Douglas County.

Each intern is assigned to a supervising attorney. Barring unusual circumstances, an intern will have the same supervising attorney for both of the semesters the intern is enrolled in the clinic. We instituted that policy to give more continuity for the clients and the interns.

An intern receives several open case files on his or her first day in the clinic. During the semester, an intern will receive additional files when new clients are accepted during our intake process. We try to limit the number of active files for any intern to approximately 12. The table below indicates the average weekly case load for the office in 2004, 2005, 2006 and 2007.

| | CIVIL | MUNICIPAL | JUVENILE | YEARLY TOTAL |
|-------------------|--------|-----------|----------|--------------|
| 2004 | 43 | 48 | 59 | 150 |
| % total case load | 28.60% | 32.14% | 39.26% | 100% |
| 2005 | 51 | 46 | 39 | 136 |
| % total case load | 37.67% | 33.94% | 28.39% | 100% |
| 2006 | 78 | 53 | 36 | 168 |
| % total case load | 45.99% | 30.39% | 23.62% | 100% |
| 2007 | 45 | 45 | 52 | 142 |
| % total case load | 31.80% | 31.91% | 36.29% | 100% |

- B. Describe any efforts your agency has made to explore the community to determine if there are any other agencies providing similar types of services. What efforts have you made to coordination services? There is no other agency in the City of Lawrence which provides similar services.

Section 6. Program Objectives

Please provide three specific program objectives for 2009. Objectives should demonstrate the purpose of the program and measure the amount of service delivered or the effectiveness of the services delivered. A time frame and numerical goal should also be included. Examples include, “75% of clients receiving job training will retain their job one year after being hired,” “increased fundraising efforts will result in a 15% increase in donations in 2009,” “credit counseling services will be provided to 600 clients in 2009,” “new digital arts program will serve 275 students in 2009” etc. **Applicants will be expected to report their progress toward meeting these objectives in their six month and annual reports to the City.**

Program Objectives

1. Our only program objective is to provide excellent legal services for any municipal court defendant who qualifies for our services. In 2007, we opened new case files for 320 new clients. Of the 320 new clients, 167 were municipal court clients. Our municipal court clients comprised 52.19% of all new files opened in 2007. As of May 30, 2008, we have opened 75 municipal court files. We anticipate the total number of new municipal court files in 2008 will exceed 150.

As of May 30, 2008, we have closed all but 3 of the municipal court files we opened in 2007. For the clients whose case files were closed, we provided 1,313.63 hours of legal services. Had we billed these clients (supervising attorneys at \$125 per hour and legal interns at \$85 per hour), our

services would be valued at \$135,016.55. We do not post the total number of hours for a client's file until the file is to be closed. Therefore, the total number of hours of legal services to clients whose files were opened in 2007 is incomplete.

We believe we are an extremely competent and efficient law firm. We constantly strive to improve the quality of our representation. As we are also a teaching clinic, we also want to ensure each student is adequately supervised and has a good experience while engaged in the practice of law as a student intern.

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Please return completed application electronically to ctoomay@ci.lawrence.ks.us by 5:00 pm on Friday, May 2, 2008.

| Office Use Only | | | | | |
|---------------------------|------------------------------|-----------------------------|----------------------|------------------------------|-----------------------------|
| six month report received | <input type="checkbox"/> yes | <input type="checkbox"/> no | audit received: | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| annual report received: | <input type="checkbox"/> yes | <input type="checkbox"/> no | tax return received: | <input type="checkbox"/> yes | <input type="checkbox"/> no |