



## Eviction Legal Fund Request for Proposals – January 2023 through December 2024

**Applications due 12.16.22 at 5 p.m.**  
**Submit completed forms to [NSPrograms@fcgov.com](mailto:NSPrograms@fcgov.com)**

### Section 1: Overview and Eligibility

#### 1. Background

- **What is the Eviction Legal Fund?**

The Eviction Legal Fund through the City of Fort Collins offers grant funding to legal service providers, nonprofit organizations, and community partners for direct representation and legal advice related to housing security, self-advocacy resources and trainings on eviction, and outreach regarding services.

The Eviction Legal Fund began as a COVID-19 response strategy in 2020 to keep as many Fort Collins residents housed as possible through recovery and expiration of federal and state eviction moratoria. Through October 2021, the City of Fort Collins Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) provided funds to community partners, nonprofit organizations or legal service providers to offer residents eviction prevention and legal services to meet the most urgent needs, reach the greatest number of impacted community members, and build trust during an uncertain time. Acknowledging the continuing unmet need for eviction legal services in Fort Collins, the City authorized the distribution of American Rescue Plan Act (“ARPA”) funding in 2022.

Fort Collins City Council has approved an additional \$400,000 (\$200,000 per year in 2023 and 2024) in ARPA funding to be awarded through a competitive application process to continue the work of the Eviction Legal Fund from January 1, 2023 through December 31, 2024.

#### **Unmet Need in Fort Collins**

The Fort Collins Housing Strategic Plan identified eviction legal services, self-advocacy support, and landlord/tenant mediation as priority strategies for housing stability in our community. In eviction proceedings, approximately 90% of landlords have legal representation while only 10% of tenants have that same support. The 2022 Eviction Legal Fund demonstrated that an average of six families in Fort Collins per week were at risk of eviction without some legal representation or support, but remained housed due to the work of the grant recipients under the Eviction Legal Fund.

Evicting someone during a pandemic and recovery removes some of the best options for protecting their health and that of vulnerable community members. Some demographics disparately impacted by the COVID-19 pandemic continue to experience economic impacts of the past two years and struggle to pay for housing. An eviction follows tenants as they look for housing and contributes to future housing instability. Affordable housing and housing stability are repeatedly cited as priority concerns by community members of Fort Collins.

## 2. Request for Proposal Timeline

- What is the process for grant applications?

-November 29-December 16, 2022	Application Forms Available
-December 17-22, 2022	Review of Proposals by Grant Review Panel
-December 22, 2022	Notification of Awards
-December 23-30, 2022	Grant Contracting for Selected Applicant(s)

## 3. Scope of Work and Program Requirements

- Funds Awarded

Eviction Legal Funds awarded may be used for development and delivery of the following from January 1, 2023, through December 31, 2024.

- Eviction legal clinics
- Direct client representation for Fort Collins residents facing eviction or other housing-stability issues
- “Know Your Rights” trainings for landlords and tenants
- Development and distribution of outreach and educational materials
- Eviction mediation programs
- Spanish-language translation and interpretation services for all program components; other language translation and interpretation as necessary

## 4. Legal Service Provider Requirements

- Who can apply for Eviction Legal Fund Grants?

- Nonprofit groups with 501(c)3 status in good standing with the IRS and State of Colorado
- Attorneys, law firms, Bar associations, or other legal professional organizations and practitioners
- Community and advocacy groups
- Colleges, universities, and other institutions of higher learning
- Departments of the City of Fort Collins\*

*\*City of Fort Collins departments can only apply for Eviction Legal Fund grants for development and distribution of outreach materials and/or eviction mediation programs. City of Fort Collins staff cannot give legal advice or subcontract with outside legal counsel under this grant’s scope of work. These applicants must follow all application guidelines and requirements to be eligible for consideration.*

**Applicants MUST:**

- ☐ Demonstrate a strong record of providing or outline a comprehensive plan to begin providing high-quality legal representation, support services, and education related to housing-related legal issues
- ☐ Have licensed attorneys on staff or under contract who will directly provide the legal services described in this application
- ☐ Demonstrate that all professionals involved in providing services under this contract have the appropriate professional licenses and are in good standing with any applicable oversight agencies or professional organizations
- ☐ Demonstrate cultural competency and communication skills to consult with and/or represent clients regardless of identity, background, country of origin, or language(s) spoken
- ☐ Have a history of working with the Fort Collins community or detailed description of the applicant's interest in working with the local community in Fort Collins
- ☐ **Agree to adhere to American Rescue Plan Act Terms & Conditions (*see ARPA addendum*)**
- ☐ Offer in-person office hours and participation opportunities in Fort Collins

- **What are the grant reporting requirements for grant recipients?**

Quarterly Reports must be submitted to the City of Fort Collins for services provided between January 1, 2023 and December 31, 2024. Metrics and a quarterly report template will be provided to grant recipients during grant contracting.

- Q1 2023 Report      Due 4.14.23
- Q2 2023 Report      Due 7.14.23
- Q3 2023 Report      Due 10.13.23
- Q4 2023 Report      Due 1.12.24
- Q1 2024 Report      Due 4.12.24
- Q2 2024 Report      Due 7.12.24
- Q3 2024 Report      Due 10.11.24
- Q4 2024 Report      Due 1.10.25

**Program Assessment & Final Reports:**

In January of 2024 and 2025, grant recipients will work with City Staff to complete a comprehensive program assessment for that year. Grant recipients will be provided with the template during grant contracting.

Final Reports on the program must be submitted by March 14, 2025, must include documentation of the following:

- ☐ Total number of people receiving services other than direct legal representation (including free legal advice, training, or other self-advocacy resources)
  - Number of people receiving housing-related assistance through hotline calls or emails
  - Number of participants in legal clinics or "Ask a Lawyer" events

- Number of participants in “Know Your Rights” or other educational training and programs
- Number of people receiving direct representation (including age of the client and the case type) in court
- Number of people receiving direct representation (including age of the client and the case type) in eviction mediation or landlord/tenant mediation
- Status or outcomes of the cases or hearings
- Total number of renters served
- Total number of landlords served
- Percent of participants who are more knowledgeable about housing-related legal issues and tenant/landlord rights after participation
- Percent of participants reporting greater likelihood of accessing other City or community resources due to the program
- Number of hours spent on the program or average hours per case
- Client demographics including length of residency in Fort Collins
- Individual or organizational stories of impact
- Number of individuals that are eligible for services turned away due to lack of capacity
- Number of individuals turned away due to ineligibility for the program and grounds for ineligibility (if known or reasonably ascertainable)

## 5. Evaluation Criteria

- What will the grant review panel prioritize in selecting grant recipients?

The grant review panel will be made up of community members, representatives from community partner organizations, and City Staff\*\*.

The grant review panel will prioritize applications that demonstrate the following best practices for housing-related legal services:

- Wrap-around services and case management to meet the most urgent housing-related legal needs
- **Accessibility of attorneys and legal staff for Fort Collins residents through local presence or office hours and online opportunities to connect**
- Building trust within the community and providing high-quality self-advocacy training (Know Your Rights sessions), educational materials, legal advice, and program support

*\*\*City Staff will recuse themselves from decision-making related to applications from City of Fort Collins departments.*

## Section 2: Grant Application

1. Please list the information for the person completing the application:

First Name  
Last Name  
Organization Name (if applicable)  
Street Address  
Email  
Phone Number  
Organization website (if applicable)

2. (Optional) Second Applicant

First Name  
Last Name  
Organization Name (if applicable)  
Street Address  
Email  
Phone Number

3. Do you or your organization provide legal representation for Fort Collins residents?

Yes or No

4. Are you or your organization familiar with local housing-related legislation and community needs?

Yes or No

5. Do you or your organization provide education and outreach services related to housing and community issues?

Yes or No

6. Grant Amount Requested per Year (\$200,000 available in both 2023 and 2024)

- ☐ \$50,000
- ☐ \$100,000
- ☐ \$150,000
- ☐ \$200,000
- ☐ Other amount (please describe): \_\_\_\_\_

7. Is the service you provide scalable (i.e. Could you provide services with more than the requested amount by December 31, 2024? Could you provide services with less than the requested amount?)?

- ☐ Yes, the service is scalable up
- ☐ Yes, the service is scalable down
- ☐ No, the services are not scalable within the grant timeline

8. How would these funds be used\*? (Select all that apply)

\*Your organization would directly schedule with clients, pair or refer attorneys, and manage the attorney-client relationships

- ☐ Direct representation of clients, including legal advice and support

- ☐ Clinic-type days with brief appointments
- ☐ Education “Know Your Rights”-type sessions or workshops
- ☐ Eviction mediation programs
- ☐ Other: \_\_\_\_\_

9. Can you provide translation and/or interpretation for your offered services? (This funding may be used for translation and/or interpretation services provided by you or your organization.)

Yes or No

10. Does your organization have the ability to offer some services, participation, or office hours in person in Fort Collins?

Yes or No

11. In a short paragraph, what do you or your organization provide that would benefit residents of Fort Collins with housing-related legal issues? What outcomes do you expect from your project/event?

12. Please provide an estimated budget for the work you would accomplish with these grant funds.

13. By submitting this application, I verify that I have read the entire application, instructions, and ARPA addendum and understand the Neighborhood Services grant process to the best of my ability.

Yes

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- The Request for Proposals will be available until 5 p.m. on **December 16, 2022**.
  - Submit completed forms to [NSPrograms@fcgov.com](mailto:NSPrograms@fcgov.com)
  - Questions?
    - Contact us at [NSPrograms@fcgov.com](mailto:NSPrograms@fcgov.com) or 970.224.6047