



## Application Preparation Document

Use this document to prepare all of the answers and materials needed in advance of applying online. When you apply you must complete the online application in one sitting. In response to PDF requests, one PDF should be completed for upload at the end of the application process.

### Minimum requirements:

1. Describe how the applicant organization will fill a severe and unique gap in legal services not provided by [existing providers](#) and that can only be addressed by the new applicant.
  - a. Include in PDF: “Item 1 – Legal Service Gap”
2. Include your organization’s mission.
  - a. Include in PDF: “Item 2 – Mission”
3. Attach documentation that the applicant organization is a 501(c)(3) organization incorporated in Nevada and attach adopted bylaws.
  - a. Include in PDF: “Item 3 – 501(c)(3) and Bylaws Documentation”
4. Attach documentation that shows your Board of Directors and Executive Director live in the State of Nevada, and a majority of its lawyers are barred in the State of Nevada.
  - a. Include in PDF: “Item 4 – Board, ED, and Lawyer State Locations”
5. Attest that the applicant organization will abide by the [American Bar Association Standards for Providers of Civil Legal Aid](#).

Initial to attest on application.

6. Attach a list of legal services certifications, memberships, and affiliations held by the applicant organization.
  - a. Include in PDF: “Item 5 – Certifications, Etc.”
7. If approved, the organization must agree to become a participating and pro rata paying member of the Nevada Coalition of Legal Service Providers. (Currently five members. Total budget ~\$200,000.)

Initial to attest on application.

8. If approved, the executive director or high-ranking individual of the organization must participate in meetings and committees of the Access to Justice Commission.

Initial to attest on application.

9. If approved, the applicant organization must commit to providing an annual report to the Commission and provide any requested information during any period of certification.

Initial to attest on application.

10. If approved, the applicant organization must certify its awareness of all of the criteria for becoming an approved legal service provider, including awareness of the Commission's [Statewide Service Delivery Plan](#), a requirement that the applicant legal service providers must establish that a unique gap in services exists that is not covered by existing providers, whether a geographic gap or subject matter gap, and cannot have the effect of reducing funding to existing providers. Applicant organization acknowledges that any IOLTA fund eligibility must be derived from funds that exceed the previous year's granting and then are subject to a revised distribution formula to be developed and ratified by the Nevada Coalition of Legal Service Providers.

Initial to attest on application.

**Other required organizational information:**

11. Organization name, address, phone, email, website.
  - a. Complete in final online application.
12. Federal tax ID number.
  - a. Complete in final online application.
13. Attach a copy of your organization's Form 990 tax returns for the past three years.
  - a. Include in PDF: "Item 6 – Form 990s"
14. Attach your financial statements for the past three fiscal years.
  - a. Include in PDF: "Item 7 – Financial Statements"
15. Attach your budgets for the past three fiscal years.
  - a. Include in PDF: "Item 8 – Budgets"
16. For each of the past three fiscal years, detail your primary, repeating funding sources and amounts.
  - a. Include in PDF: "Item 9 – Primary Sustainable Funding Sources"
17. Do you partner with other legal service organizations?
  - a. Yes, no. If yes, include in PDF: "Item 10 – Legal Aid Partnerships"
18. Do you partner with other nonprofit community organizations in Nevada?
  - a. Yes, no. If yes, include in PDF: "Item 11 – Other Nonprofit Partnerships"
19. Is your organization fully independent?
  - a. Yes, no. If no, include in PDF: "Item 12 – Organizational Arrangements"

**Board & Staff Information:**

- Executive director's name and resume.
  - a. Complete in online application. Include PDF: "Item 13 – CV"
- How long has the executive director or equivalent served? (Years and months.)
- Attach a list of your organization's Board of Directors, including name, phone number and email address.
  - a. Include in PDF: "Item 14 – Board Contact List"

- Lawyer lists: (Include in PDF to upload.)
  - Item 15 - Include a list of staff lawyers including state(s) and bar number(s).
  - Item 16 - Include a list of contract lawyers including state(s) and bar number(s).
  - Item 17 - Include a resume for each lawyer and discipline report(s) from barred state(s).
  - Item 18 - Include a criminal, employment, and education background check for the executive director and each lawyer.
- Are all attorneys licensed to practice law in Nevada?
  - Yes, no.
- How long has the longest serving lawyer served? (Years and months.)
- How many full time equivalent (FTE) staff do you have?
- How many FTE lawyers are on staff?
- How many FTE paralegals are on staff?
- Do contract lawyers serve your organization?
  - Yes, no. If yes:
    - Three-year average number of contract lawyer(s) per year.
    - Three-year average number of contract lawyer hours per year.
- Do any staff or contract lawyers have pending discipline or determinations?
  - Yes, no. If yes, include in PDF – “Item 19 – Discipline Detail”
- Does your organization offer internships for law students?
  - Yes, no.
- How many pro bono lawyers volunteered with your organization over each of the last three years?
- How many pro bono hours were engaged through your organization over each of the last three years?

**Legal Service Information:**

- Outline all services provided and all subject matter areas offered for service.
  - Include in PDF: “Item 20 – Legal Services Provided”
- Do you offer civil legal services?
  - Yes, no.
- Do you offer criminal legal services?
  - b. Yes, no. If yes, describe.
- Do you offer self-help resources?
  - Yes, no. If yes, describe.
- Do you screen for income?
  - Yes, no. If yes, describe.
- Is there ever any fee, expense, or charge for your services?
  - Yes, no. If yes, include in PDF: “Item 21 – Statement of Cost of Services”
- Do you accept any portion of court awarded fees?
  - Yes, no. If yes, describe.
- Do you provide legal training, assistance, or advocacy support to qualified legal services projects?
  - Yes, no. If yes, describe.
- Do you have any restrictions on legal services offered, including age, gender, sexual orientation, race or ethnicity, etc.

- Yes, no. If yes, describe.
- Share your current geographical service area.
  - In total.
  - In Nevada.
- Do you plan to expand your geographical service area in the next year?
  - Yes, no. If yes, describe.
- Do you serve United States citizens only?
  - Yes, no. If no, explain.
- Do you serve Nevada residents only?
  - Yes, no. If no, explain.
- Total number of people served in Nevada in the last three years.
  - Actuals or estimates?
  - Number of cases handled for Nevadans in each of the last three years.
  - Number of other legal services minus cases handled for Nevadans in each of the last three years.
  - Number of Nevadans served through public legal help events in each of the last three years.
  - Number of unique website user sessions in each of the last three years.
- What is the average cost per person served in Nevada over each of the last three years?
- Does your organization:
  - Have ongoing training for uniformly high quality and effective legal services?
    - Yes, no. If yes, describe.
  - Conduct education and development activities for all staff?
    - Yes, no. If yes, describe.
  - Have written hiring practices?
    - Yes, no. If yes, include in PDF: “Item 22 – Hiring Practices”
- Is your organization involved in Nevada legislative matters?
  - Yes, no. If yes, describe.
- Include a description of why you are applying and how you expect to integrate with [currently approved Nevada legal service providers](#).
  - Include in PDF: “Item 23 – Reason for Applying, Integration”

**Supplemental Information:**

- Furnish five professional letters of reference from five organizations.
  - Include in PDF: “Item 24 – Reference Letters”
- Provide a business and funding plan for ongoing Nevada operations. The plan must include how your organization fills a unique legal service need in Nevada, how you will avoid overlap while working in concert with existing providers.
  - Include in PDF: “Item 25 – Business and Funding Plan”
- Include an attorney recruitment plan that avoids hiring from other Nevada legal aid providers.
  - Include in PDF: “Item 26 - Recruitment Plan”