



**Spotsylvania County**  
Partner Agency Application for Funding FY 2015

# FACE SHEET

<b>Agency Name:</b> RAPPAHANNOCK LEGAL SERVICES, INC.	
Has Spotsylvania County Funded This Agency in Previous Years? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Physical Address:	500 LAFAYETTE BOULEVARD, SUITE 100
Mailing Address/PO Box:	
City:	FREDERICKSBURG
State:	VA
Zip:	22401
Telephone Number:	540-371-1105
Fax Number:	540-371-1114
Federal Tax ID #:	23-7362601
Web Address:	<a href="http://www.rappalegal.com">www.rappalegal.com</a>
General Email Address:	<a href="mailto:rlsfred@rappalegal.com">rlsfred@rappalegal.com</a>
<b>Agency Main Contact:</b>	ANN H. KLOECKNER
<b>Title:</b>	EXECUTIVE DIRECTOR
Telephone Number:	540-371-1105 EXT. 16
E-Mail Address:	akloeckner@rappalegal.com

### Agency General Information

**Agency Mission:**  
Rappahannock Legal Services, Inc. (RLS) is a private, nonprofit law firm which provides free, high-quality legal services to indigent persons in civil legal matters. We represent victims of domestic violence; people who are being unlawfully evicted or foreclosed; and those whose benefits (disability, unemployment, etc.) have been illegally denied.

**Number of years agency has been in operation:** 40 (since 1973)

**Localities Served:** Planning District 16 (Spotsylvania County, City of Fredericksburg, Caroline Co., King George Co., Stafford Co.); as well as Planning District 9, 17 and portions of Planning District 18.

### Agency Financial Information

List Programs	Personnel Expenses	Benefits	Operating Expenses	Total Program Budget	Requested from Spotsylvania
1. Rappahannock Legal Services, Inc.	\$450,362	\$94,194	\$113,633	\$658,189	\$28,684
2.					
3.					
4.					
5.					
<b>Agency Administration:</b>	\$144,714	\$30,267	\$36,514	\$211,495	
<b>Capital Outlay:</b>	0	0	0	0	
<b>Total Agency Budget:</b>	<b>\$595,076</b>	<b>\$124,461</b>	<b>\$150,147</b>	<b>\$869,684</b>	<b>\$28,684</b>

If your application includes funding increases for personnel (to include new positions or merit / COLA increases), please check here and explain in detail the need for this type of increase under each program budget.

<b>Attachment Checklist:</b> (include <u>ONE</u> copy of each)	<input checked="" type="checkbox"/> IRS 501(c)(3) Letter	<input checked="" type="checkbox"/> Audit Report (with Audit Management Letter)	<input checked="" type="checkbox"/> Current Financial statement	<input checked="" type="checkbox"/> IRS 990
X Accountant Contact Information	<input checked="" type="checkbox"/> Organizational Chart	<input checked="" type="checkbox"/> Current Board Roster (with contact information)	<input checked="" type="checkbox"/> Agency's Current Strategic Plan	
<b>Agency Director's Signature:</b>	<i>Ann H. Kloeckner</i>			<b>Date:</b> October 11, 2013

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Rappahannock Legal Services, Inc.

If your agency is requesting an increase or decrease in funding as shown on the Agency Financial Information Chart included on the Face Sheet, please describe, in detail, the reasons for these changes, in each category below for the Agency as a whole. Program specific increases can be given under the program descriptions in the next section. (The individual descriptions should not exceed 20 lines of text.)

**Agency Administrative Expenses (to include funding increases for personnel (new positions, merit and/or COLA increases):**

N/A

**Capital Outlay:**

N/A

**Spotsylvania County**  
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Agency Name:

Rappahannock Legal Services, Inc.

**Historical Budget Information**

Please complete the following chart with the financial information for the agency as a whole. In each area include the revenue specifically allocated to your agency from each locality/entity listed below.

	FY 2013 Actual	FY 2014 Budgeted	FY 2015 Projected
Caroline	\$1,500	\$1,500	\$1,500
Fredericksburg	\$29,380	\$29,380	\$29,380
King George	\$4,403	\$4,403	\$4,403
Spotsylvania	\$28,684	\$28,684	\$28,684
Stafford	\$30,900	\$32,445	\$32,445
United Way	\$74,709	\$67,000	\$64,000
Grants	\$575,335	\$571,099	\$571,099
Client Fees	\$0	\$0	\$0
Fundraising	\$105,300	\$40,400	\$40,400
Other (explain below)	\$116,109	\$96,223	\$96,223
<b>Total Agency Revenue</b>	<b>\$966,320</b>	<b>\$871,134</b>	<b>\$868,134</b>

**Detail below what revenue is included in the category 'Other':**

	FY 2013 Actual	FY 2014 Budgeted	FY 2015 Projected
Other Local Funding	\$79,912	\$68,173	\$68,173
GAL/Attorney's Fees	\$27,831	\$24,000	\$24,000
Affordable Care Act Tax Credit	\$7,181	\$4,000	\$4,000
Unemployment Insurance Proceeds	\$1,039	\$0	\$0
Interest Income	\$56	\$60	\$50
<b>TOTAL</b>	<b>\$116,019</b>	<b>\$96,223</b>	<b>\$96,223</b>

**Application Checklist**

<b>Items to be completed</b>		<b>Comments:</b>
x	Face Sheet	Completed
x	Program Name	Completed. RLS has no separate programs, so the program name and agency name are the same.
x	Program Purpose/Description	Completed
x	Justification of Need	Completed
x	Target Audience	Completed
x	Service Area	Completed
x	Service Delivery	Completed
x	Client Fees	Completed. RLS charges no fees to its clients.
x	Budget Information	Completed
x	Goals and Objectives	Completed
x	Program Goal	Completed
x	Most Recent Data Chart	Completed

**Spotsylvania County**  
Partner Agency Funding Application FY 2015

Program Name:  
 Rappahannock Legal Services, Inc.

**Each agency submitting a funding request must fill out the following pages for each program serving Spotsylvania County Citizens and for which funding is requested. Any incomplete applications or programs that do not have a full application will not be considered for funding. PLEASE do not include any unrequested information. Spotsylvania County reserves the right to request additional information once the application has been submitted.**

<b>Program Name:</b>	Rappahannock Legal Services, Inc.	<b>Is this a new program?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Program Contact:</b>	Ann H. Kloeckner	<b>Title:</b>	Executive Director
<b>Telephone Number:</b>	540-371-1105, Ext. 16		
<b>E-Mail Address:</b>	akloeckner@rapplegal.com		

**1. Program Purpose/Description:** *(the following description should not exceed 10 lines of text)*

Rappahannock Legal Services, Inc. (RLS) represents poor people who cannot afford a lawyer. We offer free, high-quality legal assistance in civil legal matters, like domestic violence protective orders, custody, visitation, child and spousal support. Also, we represent poor people who have been wrongfully denied their right to benefits, such as unemployment. We produce a housing rights guide every year to advise the community about their rights as tenants or home owners facing eviction or foreclosure.

**2. Justification of Need:** *(Please state clearly why this service should be provided to the citizens of Spotsylvania County and why the Board of Supervisors should consider this funding request. If this is a new program, be sure to include the benefit to the County for funding a new request. The following should not exceed 10 lines of text, and should include the most recent data available.)*

1. We are the only agency that offers these services. 2. When we get a protective order or an enforceable support order or get unemployment benefits for a poor client, we help stabilize the community in which our clients live. 3. With their rights protected, our clients become self-supporting citizens and the Spotsylvania Co. social services system has fewer clients in crisis who use county resources. 4. We assist the court system by representing people who could not otherwise afford a lawyer, smoothing the operations of the court, which would clog up with uninformed litigants who represent themselves if we were not available to assist them. In a difficult economic climate, our efforts have brought in much needed support orders or benefits for your residents. In FY 2013, we helped 610 Spotsylvania Co. residents, assisting 13 clients in domestic violence cases, and securing the following benefits: \$194,677 in lump sum and annualized child and spousal support awards; \$36,527 avoided in bankruptcy, consumer and housing matters; \$63,456 in annualized unemployment benefits; and \$107,267 in annualized SSDI/SSI awards.

**3. Target Audience:** *(The following should describe the specific population targeted by the program and should not exceed 5 lines of text.)*

RLS represents people who are under 125% of the Federal poverty guidelines. According to the 2010 Census, Spotsylvania County has 10,726 citizens whose income level makes them eligible for our services. For an average family with one parent and two children, the monthly income limit would be \$1,930.

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**Program Name:**  
 Rappahannock Legal Services, Inc.

**4. Service Area:** (Please describe the program's intended geographic service area. This may include entire regions, localities, or specific schools, neighborhoods, etc.)

Rappahannock Legal Services, Inc. serves all of Planning District 16 (Spotsylvania County, City of Fredericksburg, Caroline County, King George County and Stafford County). In addition, RLS serves all of Planning Districts 9 (Culpeper, Fauquier, Madison, Orange, Rappahannock Counties) and 17 (The Counties of Lancaster, Northumberland, Richmond, and Westmoreland) and parts of Planning District 18 (Essex, King & Queen and King William Counties).

**5. Service Delivery:** (Please state the geographic location of the service, the duration and frequency offered to the clients.)

We have a main office in Fredericksburg which serves Planning District 16. In addition, we have two branch offices in Tappahannock and Culpeper. All our offices are open 9 AM to 5 PM, Monday through Friday.

**6. Client Fees:** (Please describe the fees clients must pay for the services provided in this program, and how those fees are determined.)

Our services are free of charge to our clients. All our clients are at 125% OR LESS of the Federal poverty guidelines. From time to time, grateful clients might donate to RLS, but no fees are charged for our services.

**7. Budget Information:** (Please complete the following chart with the financial information for this program. In each area include the dollars specifically allocated/requested for this program.)

	FY 2013 Actual	FY 2014 Budgeted	FY 2015 Projected
Caroline	\$1,500	\$1,500	\$1,500
Fredericksburg	\$29,380	\$29,380	\$29,380
King George	\$4,403	\$4,403	\$4,403
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<b>Total Program Budget</b>	<b>\$966,320</b>	<b>\$871,134</b>	<b>\$868,134</b>

Please indicate, in detail, reasons for increases or decreases in the amounts requested for FY 2015. Include whether these changes come from increases in personnel, benefits, or operating expenses. If an increase is being requested, please describe the impact not receiving an increase would have on the program. In particular, please note if any increase is sought for new positions or personnel, please explain in detail.

N/A We are asking for level funding for FY 2015 from Spotsylvania County. Our requests for services have increased and our revenues have decreased, but we understand that Spotsylvania County has given us a 5% increase in FY 2011 when we requested it, so we are asking for just level funding this year. We greatly appreciate the support Spotsylvania County has shown RLS.

**8. Goals, Objectives, & Evaluation:** *(Please provide the following information regarding the goals and objectives for your program. Space has been provided for two goals, with two objectives per goal. If your agency is funded by the United Way, please include a copy of your Logic Model for this program as a supplemental attachment. Individual descriptions should not exceed 5 lines of text.)*

**Program Goal 1:**

**Provide legal services for victims of domestic violence.**

**Objectives:**

1a.	<b>Provide advice and representation for victims of domestic violence to obtain protective orders against their abusers.</b>
1b.	<b>Provide advice and representation for victims of domestic violence to obtain enforceable orders of child and spousal support against their abusive partner.</b>

**Program Goal 2:**

**Provide legal services for indigent clients who were wrongly denied unemployment benefits.**

**Objectives:**

2a.	<b>Provide advice and representation for those who were wrongly denied unemployment benefits.</b>
2b.	<b>Provide advice and representation for indigent clients to obtain back awards and monthly continuing awards of unemployment benefits that were wrongfully denied to them.</b>

**Evaluation Method:** *(Please describe the method used to measure the above goals/objectives. Please do not exceed 10 lines of text.)*

**We will evaluate our goals and objectives by the data we collect regarding the number of protective orders obtained, the dollar amount of child support, spousal support and unemployment benefit awards received.**

**9. Outcome Data:** *(Please give the most recent outcome data for the objectives above. Indicate below what time period the data covers.)*

**Data Collection Period:** **July 1, 2012 to June 30, 2013**

**Objective 1a.**

**Obtained 13 protective orders for victims of domestic violence.**

**Objective 1b.**

**Obtained enforceable orders for child support and/or spousal support in the amount of \$12,666 in back child and spousal support and \$15,168 in monthly awards, annualized to \$182,011 in ongoing support.**

**Objective 2a.**

**Advised 14 clients in unemployment cases.**

**Objective 2b.**

**Obtained enforceable orders for back benefits totaling \$77,975 as well as monthly awards of \$2,441, annualized to \$29,292.**

**10. Program Goal Updates:** *(Please provide a brief description of the current status of your program goal(s), given your outcome data. For example, if reported data was well below the stated outcome measure, please indicate why you feel that is the case. Also, include how your outcome data will influence or modify the program for the upcoming fiscal year. These descriptions should not exceed 20 lines of text.)*

**Program Goal 1:**

We continue to see a lot of domestic violence cases in Spotsylvania County. We prioritize these cases and help not only to stabilize and keep the family safe by obtaining protective orders, but we also seek child support and spousal support to enable the client to regain her financial footing. In the coming fiscal year, we anticipate that the numbers will continue at a high level, due to the continued stressors that the tough economic situation creates. In addition, if the family needs to sort out the issues of child custody and visitation, often a part of the domestic violence case, we are able to provide full assistance to the victim of domestic violence so that the family is protected while allowing whatever visitation is in the best interests of the children. Also, we assist the domestic violence victim with other legal assistance, such as housing and immigration representation, when needed.

**Program Goal 2:**

In the recent difficult economic situation, unemployment benefits cases are on the rise. We are hoping to take a similar number of cases in this area in the following fiscal year, in order to assist struggling residents of Spotsylvania County who have lost their jobs.

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Program Name:

Rappahannock Legal Services, Inc.

Program Service Data:

Service Period: July 1, 2012 to June 30, 2013

Locality Served	Total Served		Gender						Race					
	FY 2013	FY 2015*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other				
Fredericksburg	102	102	11	91	30	35	4	20	1	12				
Caroline	78	78	6	72	40	26	0	1	0	11				
King George	32	32	9	23	16	8	0	0	0	8				
Spotsylvania	207	207	36	171	99	52	7	27	0	22				
Stafford	163	163	18	145	72	27	3	35	3	23				
Other	817	817	200	617	434	273	3	36	2	69				
<b>Total</b>	<b>1399</b>	<b>1,399</b>	<b>280</b>	<b>1,119</b>	<b>691</b>	<b>421</b>	<b>17</b>	<b>119</b>	<b>6</b>	<b>145</b>				

\*Please include the projected number to be served in each locality for the upcoming fiscal year.

Locality Served	Age Groups							Income Levels**				
	0-4	5-10	11-13	14-18	18-25	25-40	60 +	Under \$10,000	\$10,000 - \$19,000	\$20,000 - \$39,000	\$40,000 - \$59,000	Over \$60,000
Fredericksburg	0	0	0	3	19	34	6					
Caroline	0	0	0	0	19	41	3					
King George	0	0	0	0	1	8	7					
Spotsylvania	0	0	1	2	36	85	22					
Stafford	0	0	0	0	25	84	11					
Other	12	20	16	14	104	294	114					
<b>Total</b>	<b>12</b>	<b>20</b>	<b>17</b>	<b>19</b>	<b>204</b>	<b>546</b>	<b>163</b>					

If any of the above information is not available, please indicate why:

\*\* RLS keeps income figures based only on whether the income and household size are below 125% of the federal poverty line. It can be assumed that all clients are under \$60,000 per year income.