



CIVIL LEGAL AID SINCE 1978

PROPOSAL

HOMEOWNER EDUCATION CAMPAIGN
1000 NE 16TH AVENUE, BUILDING I, GAINESVILLE, FLORIDA 32601

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TECHNICAL PROPOSAL

BRIEF PROJECT DESCRIPTION:

Three Rivers Legal Services, Inc. (TRLS) is seeking funding to provide community legal education to Gainesville homeowners regarding their legal rights, estate planning, probate, the pros and cons of selling their homes, and how to prevent foreclosure and avoid predatory practices, among other topics. TRLS will develop, market and host presentations which will be available for all Gainesville residents but will be focused on preserving historic communities such as 5th Avenue, Pleasant Street, Porters, Duval, Lincoln Estates and Grove Street areas.

SCOPE AND SCHEDULE OF WORK:

TRLS will develop a series of legal presentations with each session focusing on a limited number of legal topics related to homeownership. The presentations will be provided at various locations throughout the Gainesville city limits, with special emphasis being placed on identified historic communities. Presentations will be offered in person, however, TRLS will record the sessions whenever possible so homeowners who are unable to attend the live presentation will have the opportunity to view the sessions on the TRLS YouTube channel at a later date. Topics which will be addressed include, but are not limited to, the following: (1) the financial value and benefit of maintaining your home, including how to protect the value of your home; (2) the benefits of estate planning (preparation of wills and deeds, including enhanced life estate deeds); (3) the probate process, including summary administration, full administration, quiet title and adverse possession; (4) property taxes, tax certificates and tax deed sales; (5) the many types of homestead exemption that exist in Florida; (6) reverse mortgages; (7) foreclosure

prevention; (8) the pros and cons of selling your primary home; (9) predatory lending; and (10) predatory practices related to selling your home.

The presentations will be conducted at least quarterly and may be repeated if necessary. TRLS has determined that offering the same presentation at two different times on the same day, such as an afternoon session and an evening session, enables more community members to attend, especially in low-income communities. Retired and/or disabled homeowners often prefer to attend afternoon sessions while residents who are employed prefer to attend early evening sessions. TRLS will provide the presentations at churches and/or community centers in the neighborhoods of NW 5th Avenue, Pleasant Street, Porters, Duval, Lincoln Estates or Grove Street. Presentations will also be provided to various local government officials as needed and/or requested.

APPROACH TO THE PROJECT:

TRLS has been providing community legal education to the low-income residents of Gainesville for more than 40 years. All staff attorneys participate in outreach activities and community legal education in addition to providing direct legal services to individual clients. Annually, each TRLS office develops and implements an outreach plan that includes activities to attract new clients that are financially and/or otherwise eligible for legal services. Activities include live presentations to community members at various locations such as senior centers, churches and community centers.

In the past year, TRLS was unable to provide in person presentations due to the pandemic thus TRLS developed 34 short, educational videos for viewing by potential clients regarding a wide variety of legal issues affecting the low-income community. TRLS

also created two YouTube channels, one in English and the other in Spanish. In normal, non-pandemic years, TRLS provides numerous live presentations to the communities throughout its 17 county service area. Topics for presentations are developed based on emerging needs of the community. For instance, during the housing crisis when many homeowners were facing foreclosure, TRLS developed and hosted numerous presentations educating the community about reverse mortgages and foreclosure defenses. More recently, TRLS received funding from the Florida Bar Foundation to provide direct legal services and community outreach regarding heirs property issues. The staff assigned to that project conducted numerous presentations regarding estate planning and probate matters at various locations throughout the service area.

Two TRLS attorneys, a Senior Staff Attorney and an Associate Managing Attorney, will be specifically assigned to work on the Homeownership Education Campaign. As needed, additional attorneys, either TRLS staff attorneys or volunteer private attorneys, will assist the project attorneys with the presentations. Attorneys with specialized knowledge about specific areas of law will be recruited to assist with various portions of the presentations. For instance, if a volunteer or staff attorney has greater expertise regarding reverse mortgages, then that attorney will be asked to educate the attendees about reverse mortgages.

At the conclusion of the presentations, attendees will have the opportunity to ask general questions about the topics presented. In the event that an attendee has specific questions regarding their personal situation, the attendee will have the opportunity to fill out a TRLS application for services. TRLS will make every attempt to provide follow-up legal service to all applicants who may qualify for one of its many projects. If permitted

by the City of Gainesville, the sessions will be recorded and posted to TRLS' social media accounts for viewing by the general public. Only the presenters and/or their PowerPoint presentations will be visible in the recordings.

The City of Gainesville has identified the target neighborhoods for education, although all residents of Gainesville will be permitted to attend the community legal education sessions, space permitting. The presentations will be conducted in the historic neighborhoods at locations that are easily accessible to the residents. If necessary, attendees may be required to register in advance to attend the sessions in person. Marketing of the sessions will be directed to the neighborhood homeowners, however, TRLS will publicize the events through social media, public service announcements, and distribution of flyers, thus the announcements will be available for viewing by the Gainesville community in general. TRLS also intends to reach out to community leaders for assistance with promoting the events.

MINIMUM QUALIFICATIONS:

Three Rivers Legal Services, Inc. is a private, not-for-profit corporation serving North Florida since 1978. TRLS provides free civil legal assistance to low-income families in seventeen counties with three offices and a staff of more than 50, including 24 attorneys. The organization provides legal information and education to low-income persons and groups, in addition to providing direct legal services to individual clients. The main office of TRLS, which is located in Gainesville, has been providing community education and direct legal services to the residents of Gainesville for more than 40 years.

Two experienced TRLS attorneys will be assigned to the Homeownership Education Campaign. The supervising attorney, who specializes in probate law, has been with TRLS since 2019. Prior to joining the staff of TRLS, she was in private practice since 2009, providing legal representation to clients in probate and family law matters. She will be the lead trainer on all sessions addressing estate planning, probate, heirs property, and homeownership in general. The other attorney who will be assigned to this project is a Senior Staff Attorney who has been licensed by The Florida Bar since 2013. He has handled hundreds of cases involving housing law and has several years of experience representing low-income clients in housing and consumer matters. He will be the lead trainer on all sessions involving predatory practices, foreclosure, reverse mortgages and homestead exemption. Both attorneys are in good standing with The Florida Bar.

PRICE PROPOSAL DETAILS:

TRLs will provide community legal education presentations to the targeted communities at the flat rate of \$1500 per quarter. The flat rate will include all costs associated with developing, promoting and conducting the outreach presentations, such as marketing (including materials and advertising) and the attorney and staff time involved in developing and conducting the presentations. The presentations will be scheduled for 60 minute sessions with additional time for questions at the end.

RACHEL RALL, ESQUIRE

3225 University Blvd. South, Suite 220

Jacksonville, FL 32216

(904) 717-0833

Rachel.Rall@trls.org

PROFESSIONAL EXPERIENCE:

Three Rivers Legal Services, Inc.

March 2019 to Present

Staff Attorney representing primarily clients who seek to retain their ancestral homes, whether through probate, estate planning, or civil litigation, such as quiet title actions; also represent family law clients. Involvement with the HUG Workgroup, Pro Bono Committee Workgroup, Family Law workgroup, Naming Convention Workgroup.

Rachel Rall, Attorney at Law, P.A.

August 2009 to February 2019

Owner

Representing clients in dissolution of marriage, paternity, temporary custody, child support, dependency actions, as well as in probate, estate planning, and real estate litigation. Accepted court appointments as attorney ad litem for minors in dependency actions.

CERTIFICATIONS:

Florida Supreme Court Certified Family Mediator, 2011 to Present

Florida Supreme Court Appellate Mediator, 2018 to Present

EDUCATION:

Florida Coastal School of Law

January 2000 to December 2002

Juris Doctorate

Law Review – 2000-2002

Case Note Editor

Jacksonville University, Jacksonville, FL

January 1997 – December 1999

Bachelor of Science, Business Administration

Graduated Magna cum Laud

BAR ADMISSIONS:

Florida Bar – May 2003 to Present

Member of the Family Law Section, Real Estate Probate Law Section, Public Interest Law Section and Elder Law Section

Florida Family Law Inn of Court, Barrister, 2015 to 2019; Master 2020 to Present

U.S. Circuit Court of Appeals, Eleventh Circuit, 2009 to Present

U.S. District Court, Middle District of Florida, 2004 to Present

Candidate for Admission to the United States Supreme Court (scheduled for June, 2021)

PROFESSIONAL ASSOCIATIONS:

Jacksonville Bar Association

Chairman, Protecting Our Children Committee 2014-2015

Vice Chair, Mentoring Committee 2020-Present

Professionalism Committee

Family Law Committee

ADR Committee

Appellate Law Committee

Jacksonville Women Lawyers Association 2015 to Present

Catholic Lawyers Guild – 2003 to Present

Current President, 2020-2021

Vice President, September 2018 to 2020

Secretary, 2016 to 2017

President, 2014-2015

Vice President, 2013-2014

Florida Coastal School of Law, Alumni Association Board of Directors, 2014 to Present

September, 2016 – Present: Co Chair – Alumni Engagement Committee

Member, Board of Directors, Family Nurturing Center, September 2018 to Present

Kevin Skyler Rabin, Esq.

Kevin.rabin@trls.org / (352) 415-2317

1000 N.E. 16th Avenue, Bldg. I

Gainesville, FL 32601

Education:

University of Florida Levin College of Law, Gainesville, FL

J.D., Cum Laude, May 15, 2013, **Bar Admission**, November 1, 2013 (Florida)

GPA: 3.39/4.00

- Book Award, Federal Jurisdiction
- General Board Member, Journal of Technology Law and Policy (J. TECH. L. & POL'Y)
- Teaching Assistant, Legal Writing and Appellate Advocacy
- Executive Board Member, University of Florida Law College Council
- Community Service Certificate for Outstanding Achievement
- Pro Bono Certificate for Outstanding Achievement
- Dean's List (Spring 2011, Spring 2012, Fall 2012, Spring 2013)

University of Missouri, Columbia, MO

B.A. Political Science, May 2010

GPA: 3.68/4.00, Dean's List (Spring 2008 – Fall 2009)

Minors in Journalism and Psychology

Experience:

Three Rivers Legal Services, Inc., Gainesville, FL

Senior Staff Attorney (Nov. 2020 – current); **Staff Attorney** (Mar. 2019 – Nov. 2020)

- Co-Chair of the Florida Housing Umbrella Group, a statewide affiliation of over 160 housing attorneys, advocates, and researchers; organized group activities and participated heavily in major impact advocacy and litigation, including: Comments of HUG, In re: Amendments to Rule of Jud. Admin. 2.420, No. SC20-1765 (Fla. Apr. 6, 2021); Comments of HUG, In re: Amendments to the Florida Rules of Civil Procedure – Eviction, No. SC20-261 (Fla. May 1, 2020); Amicus Brief, Fox v. Gaines, No. 20-12620-HH, 2020 WL 6268737 (11th Cir. Sept. 30, 2020) (in support of a female tenant sexual harassed and victimized by her landlord); Danforth v. Jamaica Bay East Mgmt. Co., Inc., 304 So. 3d 13 (Fla. 4th DCA 2020) (in support of a disabled tenant facing eviction); Yarbrough v. Decatur Housing Authority, 931 F.3d 1322 (11th Cir. 2019) (alongside NHLP and others as amicus in support of a Housing Choice Voucher participant); and Lawson v. Garden Vista Preservation, LP, 252 So. 3d 213 (Fla. 3d DCA 2018) (in support of a longtime tenant of project-based rental assistance housing facing eviction).
- Litigated hundreds of cases to completion or favorable settlement throughout the Third, Fourth, and Eighth Judicial Circuits of Florida; cases involved private and subsidized housing eviction defense, aiding in avoiding the loss of Housing Choice Voucher assistance, foreclosure defense and claims under the Real Estate Settlement Procedures Act, consumer credit debt collection defense, automobile repossession and deficiency defenses, and consumer protection advocacy (including claims pursuant to the Fair Debt Collection Practices Act and Florida Consumer Collection Practices Act).

- Conducted extensive in-person and phone interviews of clients and reviews of financial documents in preparation for representation, as well as assisting clients with legal advice on a variety of low-income-related issues.

Jacksonville Area Legal Aid, Inc., Jacksonville, FL

Staff Attorney (Jan. 2017 – Feb. 2019)

- Litigated a volume of cases involving federally-subsidized housing benefits, eviction defense, and aiding in avoiding the loss of Housing Choice Voucher assistance, including the drafting of pleadings, discovery, and other related matters.
- Developed litigation strategies to assist recipients of Housing Choice Voucher assistance whose private landlords violated federal law and contractual provisions regarding the appropriate allocation of rent and other charges; worked with private consumer attorneys to coordinate False Claims Act litigation, and assisted recipients with direct eviction defense and consumer protection statute counterclaims.
- Litigated against and advocated heavily with the Jacksonville Housing Authority on a variety of policy changes, implementation of federal regulatory provisions and financing schemes, and eviction and fair housing related matters; utilized HUD discrimination conciliation process to settle claims on behalf of public housing resident who was sexually assaulted while a resident of the Jacksonville Housing Authority, and worked heavily with private personal injury lawyer to ensure appropriate compensation for the resident; conciliation agreement accessible at <https://www.hud.gov/sites/dfiles/PA/documents/Redacted%20Florida.pdf>.
- Litigated over two dozen consumer protection cases, including homeowner foreclosure defense, reverse mortgages, automobile repossession deficiencies, and automobile fraud by dealers.
- Advised and reviewed hundreds of consumer and housing cases for potential claims, defenses, and other legal assistance.

Eighth Judicial Circuit of the State of Florida, Gainesville, FL

Staff Attorney (Oct. 2016 – Dec. 2016)

- Assisted the judges of the circuit with the drafting of written orders disposing of a dozen post-conviction relief motions and over 60 extraordinary writ petitions before the courts of the circuit.

Three Rivers Legal Services, Inc., Lake City, FL

Staff Attorney (Jan. 2014 – Oct. 2016)

- Litigated hundreds of cases to completion throughout the Third and Eighth Judicial Circuits of Florida involving private and subsidized housing eviction defense, domestic violence injunctions for protection, formal probate and summary administration, dissolution of marriage, consumer credit debt collection defense, and foreclosure defense.
- Assisted dozens of clients with advice and representation regarding consumer legal issues, including wage garnishment, replevin of motor vehicles and mobile homes, and credit card debt collection.
- Handled nearly all housing eviction and consumer debt collection cases in the Lake City office, covering seven counties of North Central Florida, and negotiated with and litigated against many diverse federal housing subsidy programs throughout the region.
- Conducted a successful appeal of an improper foreclosure final judgment to the First District Court of Appeals for the State of Florida, including the preparation and filing of the appellant's initial brief.

- Wrote memoranda of law and research memos involving collection and garnishment of income, access to appropriated funds for legal aid, and unlawful detainer procedures.
- Conducted extensive in-person and phone interviews of clients and reviews of financial documents in preparation for representation, as well as assisting clients with legal advice on a variety of low-income-related issues.

University of Florida Levin College of Law, Gainesville, FL

Research Assistant for Irving Cypen Professor Sharon Rush (Sep. 2011 – Jan. 2012, May 2012 – Jan. 2013)

- Conducted legal research and drafted footnotes for a published article regarding issues of race-relations in the United States.
- Conducted research for a proposed article on the composition of the United States judiciary and its law clerks, and the relationship between that composition and federalism principles.

Research Assistant for Professor Mark Fenster (Jan. 2012 – May 2012)

- Conducted research for an article on the effectiveness of open government, including the CIA's policy of redaction and its relation to the book publication of former agent Valerie Plame Wilson.

Fifteenth Judicial Circuit of the State of Florida, West Palm Beach, FL

Judicial Intern for the Honorable Judge Kathleen Kroll, Juvenile Division (May 2011 – July 2011)

- Worked on a statistical compilation of Unified Family Court Orders in the juvenile divisions of the court to present to a panel of the judiciary in the circuit.
- Conducted a substantial case review, including in-depth statistical analysis, for each of the five juvenile divisions of the circuit, and wrote an extensive report detailing the findings for the judiciary in the circuit.
- Drafted a court manual on crossover dependency/delinquency juvenile cases, and memoranda of law regarding related statutory parameters.
- Drafted several memoranda of law on various topics of juvenile law, including Chapter 39 dependency actions and various juvenile delinquency statutes.

Publications:

University of Florida Journal of Technology Law & Policy

- Student Note, Fisher v. Univ. of Tex. at Austin: *The Legacy of Grutter and the Power of Diversity in STEM Degree Programs*, 18 J. TECH. L. & POL'Y 289, 289-312 (December 2013).

Interests:

- Baseball and the analytical study of statistical metrics, Formula 1 racing and autosports, critical appraisal of movies and music, the evolving medium of interactive entertainment, geography, anthropology, economics, and social sciences.

2020

Three Rivers Legal Services, Inc.

Financial Statements
and Independent Auditor's Report

December 31, 2020

PURVIS

CERTIFIED PUBLIC ACCOUNTANTS

FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT

THREE RIVERS LEGAL SERVICES, INC.
GAINESVILLE, FLORIDA

LSC GRANT RECIPIENT #610061

DECEMBER 31, 2020

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Three Rivers Legal Services, Inc.
Gainesville, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of Three Rivers Legal Services, Inc. (the Organization), which comprise the statements of financial position as of December 31, 2020 and December 31, 2019, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Board of Directors
Three Rivers Legal Services, Inc.
Gainesville, Florida

INDEPENDENT AUDITOR'S REPORT

Opinion

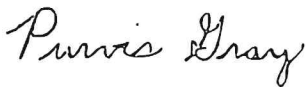
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of December 31, 2020 and December 31, 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information, including the supplemental schedule of changes in net assets, the supplemental schedule of delivery methods, the schedule of support, revenue, expenses, and changes in net assets for LSC funds, and the schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 26, 2021, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.



April 26, 2021
Gainesville, Florida

FINANCIAL STATEMENTS

STATEMENTS OF FINANCIAL POSITION
THREE RIVERS LEGAL SERVICES, INC.
DECEMBER 31, 2020 AND 2019
GAINESVILLE, FLORIDA

	<u>2020</u>	<u>2019</u>
Assets		
Current Assets:		
Cash and Cash Equivalents	\$ 2,059,698	\$ 1,441,676
Cash in Trust	16,158	6,333
Grants and Other Receivables	216,292	139,389
Prepaid Expenses	69,374	44,924
Deposits	12,948	12,948
Total Current Assets	<u>2,374,470</u>	<u>1,645,270</u>
Property and Equipment:		
Building and Land	418,637	418,637
Equipment	92,593	92,437
Furniture	20,346	20,346
Software	13,290	13,290
	<u>544,866</u>	<u>544,710</u>
(Less Accumulated Depreciation)	<u>(248,215)</u>	<u>(222,101)</u>
Total Property and Equipment	<u>296,651</u>	<u>322,609</u>
Total Assets	<u><u>2,671,121</u></u>	<u><u>1,967,879</u></u>
Liabilities and Net Assets		
Current Liabilities:		
Accounts Payable	27,045	42,242
Accrued Payroll and Benefits	299,653	222,677
Revenue Received in Advance	692,069	190,653
Client Escrow	16,158	6,333
Current Portion of Long-Term Debt	317,843	13,618
Total Current Liabilities	<u>1,352,768</u>	<u>475,523</u>
Long-Term Debt	355,241	259,038
Total Liabilities	<u>1,708,009</u>	<u>734,561</u>
Net Assets		
Without Donor Restrictions	744,634	730,636
With Donor Restrictions	218,478	502,682
Total Net Assets	<u>963,112</u>	<u>1,233,318</u>
Total Liabilities and Net Assets	<u><u>\$ 2,671,121</u></u>	<u><u>\$ 1,967,879</u></u>

See accompanying notes.

STATEMENTS OF ACTIVITIES
THREE RIVERS LEGAL SERVICES, INC.
DECEMBER 31, 2020 AND 2019
GAINESVILLE, FLORIDA

	2020			2019		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
Revenues and Other Support						
Grants and Contracts	\$ 128,281	\$ 3,723,360	\$ 3,851,641	\$ 138,256	\$ 3,818,689	\$ 3,956,945
Paycheck Protection Program - Loan Forgiveness	-	250,000	250,000	-	-	-
Interest	649	541	1,190	1,110	1,141	2,251
Attorney Fees	-	8,963	8,963	-	11,803	11,803
Miscellaneous - Other	41,524	2,168	43,692	37,110	12,792	49,902
Satisfaction of Program Restrictions	4,269,236	(4,269,236)	-	4,038,581	(4,038,581)	-
Total Revenues and Other Support	4,439,690	(284,204)	4,155,486	4,215,057	(194,156)	4,020,901
Expenses						
Program Services	3,793,577	-	3,793,577	3,548,309	-	3,548,309
Management and General	631,182	-	631,182	594,597	-	594,597
Fundraising	933	-	933	2,270	-	2,270
Total Expenses	(4,425,692)	-	(4,425,692)	(4,145,176)	-	(4,145,176)
Change in Net Assets	13,998	(284,204)	(270,206)	69,881	(194,156)	(124,275)
Net Assets, Beginning of Year	730,636	502,682	1,233,318	660,755	696,838	1,357,593
Net Assets, End of Year	\$ 744,634	\$ 218,478	\$ 963,112	\$ 730,636	\$ 502,682	\$ 1,233,318

See accompanying notes.

STATEMENTS OF FUNCTIONAL EXPENSES
THREE RIVERS LEGAL SERVICES, INC.
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019
GAINESVILLE, FLORIDA

	2020				2019			
	Program Services	Management and General	Fund Raising	Total	Program Services	Management and General	Fund Raising	Total
Salaries and Wages:								
Lawyers	\$ 1,805,936	\$ 224,877	\$ 79	\$ 2,030,892	\$ 1,620,778	\$ 254,541	\$ 1,344	\$ 1,876,663
Non-Lawyers	824,446	221,280	27	1,045,753	754,425	151,612	40	906,077
Employee Benefits	612,119	81,308	27	693,454	550,138	71,116	-	621,254
Interest, Taxes, and Fees	11,435	36	-	11,471	12,096	227	-	12,323
Office Rental	135,552	34,436	-	169,988	131,707	32,841	-	164,548
Utilities and Office Maintenance	24,363	4,426	-	28,789	31,371	6,817	-	38,188
Equipment Rental and Service	27,944	2,033	-	29,977	37,138	14,618	-	51,756
Office Supplies and Expenses	27,033	4,153	-	31,186	43,983	7,487	64	51,534
Telephone	49,669	4,202	-	53,871	34,942	2,943	-	37,885
Travel and Training	30,298	9,589	-	39,887	99,948	16,026	88	116,062
Library Upkeep	7,714	2	-	7,716	10,605	14	-	10,619
Insurance	17,817	2,988	-	20,805	15,485	1,634	-	17,119
Dues and Fees	18,461	841	-	19,302	17,834	1,120	-	18,954
Audit	-	18,600	-	18,600	-	18,300	-	18,300
Litigation	33,308	-	-	33,308	22,199	81	-	22,280
Software/Internet	60,571	6,563	-	67,134	52,903	4,433	-	57,336
Contract Services	81,190	14,210	-	95,400	84,689	10,787	150	95,626
Fundraising Event	-	-	800	800	-	-	584	584
Depreciation	25,597	1,638	-	27,235	26,900	-	-	26,900
Loss on Asset Disposal	124	-	-	124	1,168	-	-	1,168
Total	\$ 3,793,577	\$ 631,182	\$ 933	\$ 4,425,692	\$ 3,548,309	\$ 594,597	\$ 2,270	\$ 4,145,176

See accompanying notes.

STATEMENTS OF CASH FLOWS
THREE RIVERS LEGAL SERVICES, INC.
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019
GAINESVILLE, FLORIDA

	<u>2020</u>	<u>2019</u>
Cash Flows from Operating Activities		
Change in Net Assets	\$ (270,206)	\$ (124,270)
Adjustments to Reconcile Change in Net Assets to Net Cash		
Provided by (Used in) Operating Activities:		
Depreciation	27,235	26,900
Loss on Property and Equipment Disposal	124	1,168
(Increase) or Decrease in:		
Grants and Other Receivables	(76,903)	81,383
Prepaid Expenses	(24,450)	(8,765)
Deposits	-	(2,250)
Increase or (Decrease) in:		
Accounts Payable	(15,197)	3,864
Accrued Payroll and Benefits	76,976	67,130
Client Escrow	9,825	5,875
Revenue Received in Advance	501,416	88,115
Net Cash Provided by (Used in) Operating Activities	<u>228,820</u>	<u>139,150</u>
Cash Flows from Investing Activities		
Capital Purchases	(1,401)	(26,479)
Net Cash Provided by (Used in) Investing Activities	<u>(1,401)</u>	<u>(26,479)</u>
Cash Flows from Financing Activities		
Debt Payments	(13,619)	(13,054)
PPP Loan	414,047	-
Net Cash Provided by (Used in) Financing Activities	<u>400,428</u>	<u>(13,054)</u>
Net Change in Cash and Cash Equivalents	627,847	99,617
Cash and Cash Equivalents, Beginning of Year	<u>1,448,009</u>	<u>1,348,392</u>
Cash and Cash Equivalents, End of Year	<u>\$ 2,075,856</u>	<u>\$ 1,448,009</u>
Cash and Cash Equivalents	\$ 2,059,698	\$ 1,441,676
Cash in Trust	16,158	6,333
	<u>\$ 2,075,856</u>	<u>\$ 1,448,009</u>

Supplemental Disclosures

Interest expense paid totaled \$11,323 and \$11,890 in 2020 and 2019, respectively.

See accompanying notes.

NOTES TO FINANCIAL STATEMENTS

NOTES TO FINANCIAL STATEMENTS
THREE RIVERS LEGAL SERVICES, INC.
GAINESVILLE, FLORIDA

Note 1 - Summary of Significant Accounting Policies

The financial statements of Three Rivers Legal Services, Inc. (the Organization) have been prepared on the accrual basis of accounting. Significant accounting policies are described below to enhance the usefulness of the financial statements to the reader.

Organization and Operations

The Organization is a non-profit corporation established in 1977 for the purpose of providing legal assistance in non-criminal matters to economically disadvantaged persons. The geographical area served by the Organization consists of seventeen counties in north central Florida. The Organization is primarily funded through annual grants from Legal Services Corporation (LSC), a non-profit corporation established by the Congress to administer a national legal assistance program, and from government agencies and foundations.

Program Information

Program Services—The Organization performs program services for the purpose for which it was established, which is to provide legal assistance in non-criminal matters to economically disadvantaged persons within the service area noted.

Cash and Cash Equivalents

For purposes of cash flows, cash equivalents include all highly liquid debt instruments purchased with a maturity of three months or less, and cash in trust.

Receivables

Receivables consist of amounts due from various grantors, individuals, and employees. The Organization records receivables at net realizable value using the allowance method. No allowance is provided since all receivables are deemed fully collectible.

Property and Equipment

Property and equipment acquired with LSC funds are considered to be owned by the Organization while used in the program or in future authorized programs. LSC, however, retains a reversionary interest in these assets and the right to determine the use of any proceeds from their sale.

The Organization capitalizes property and equipment costing more than \$1,000. Depreciation of tangible property and equipment is computed using the straight-line method over estimated useful lives from three to ten years. The building is being depreciated over 30 years. Property donated to the Organization is recorded as support at its fair value at the date received.

Accounting for Net Assets

Financial statement presentation follows *Accounting Codification Standards (ACS) 958-205, Financial Statements of Not-For-Profit Organizations*. Under ACS 958-205, the Organization is required to report information regarding its financial position and activities as follows:

- Without Donor Restrictions
- With Donor Restrictions

Without Donor Restrictions

Net assets that are not subject to donor-imposed stipulations.

NOTES TO FINANCIAL STATEMENTS
THREE RIVERS LEGAL SERVICES, INC.
GAINESVILLE, FLORIDA

With Donor Restrictions

Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Organization and/or the passage of time. When a restriction expires, with donor restriction assets are reclassified to without donor restrictions, and reported in the statement of activities as net assets released from restrictions.

For the fiscal years ended December 31, 2020 and 2019, there were \$4,269,236 and \$4,038,581, respectively, of net assets released from donor restrictions and \$218,478 and \$502,682, respectively, of net assets with donor-imposed restrictions reported at year-end.

Revenue Recognition

The Organization recognizes grant/contract funds from LSC and other grantors as support when the Organization receives from the grantor an unconditional promise to provide funding. In accordance with the normal policies of LSC, the Organization may retain unexpended LSC grant funds that do not exceed 10% of the annual support from LSC for use in future periods provided expenses incurred are in compliance with the specified terms of the grant. LSC may, at its discretion, request reimbursement for expenses or return of funds, or both, as a result of non-compliance by the Organization with the terms of the grant/contract. In addition, if the Organization terminates its legal assistance activities, all unexpended funds are to be returned to the funding sources.

A portion of the Organization's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as revenue received in advance in the statement of financial position. Advance payments of \$692,069 and \$190,653 are recognized in the statement of financial position as revenue received in advance at December 31, 2020 and 2019, respectively.

Donor support is recorded as with donor restrictions or without donor restrictions, depending on the existence and/or nature of any donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Purpose restricted contributions from LSC and Florida Bar Foundation are reclassified to without donor restrictions when expenses are incurred that satisfy program objectives.

Donated Services

Private attorneys provide free legal services to low income clients under the Private Attorney Involvement Plan administered by the Organization. These services were valued at approximately \$315,034 for 2020 and \$523,374 for 2019. The value of such services was calculated by multiplying each attorney's hourly rate by the number of hours worked. These services are not recorded in the accompanying financial statements since the services are donated to the clients, not the Organization. The Organization merely acts as an intermediary between the volunteer private attorneys and the clients.

Vacation Policy

Employee vacation leave is accrued each pay period based on each employee's length of employment. Vacation leave earned to a maximum of thirty days is payable to a non-provisional employee at the employee's current rate of pay upon termination of employment.

NOTES TO FINANCIAL STATEMENTS
THREE RIVERS LEGAL SERVICES, INC.
GAINESVILLE, FLORIDA

Income Tax

The Organization is tax exempt under Section 501(c)(3) of the Internal Revenue Code; therefore, no provision for income taxes is reflected in the accompanying financial statements. In addition, the Organization has been classified by the Internal Revenue Service as an organization that is not a private foundation and qualifies for the charitable contributions deduction.

Uncertain Tax Positions

The Organization follows the accounting requirements associated with uncertainty in income taxes using the provisions of Financial Accounting Standards Board (FASB) ASC 740, *Income Taxes*. Using that guidance, tax positions initially need to be recognized in the financial statements when it is more-likely-than-not the positions will not be sustained upon examination by the tax authorities. As of December 31, 2020 and 2019, the Organization has no uncertain tax positions that qualify for either recognition or disclosure in the financial statements.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Functional Expenses

Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are charged to programs and supporting services on the basis of the programs proportionate share of direct personnel costs or direct labor hours depending on the type of cost being allocated. Management and General Expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Organization.

Note 2 - Liquidity and Availability of Financial Assets

The following reflects the Organization's financial assets as of the statements of financial position date, reduced by amounts not available for general use within one year of the statements of financial position date because of contractual or donor-imposed restrictions. Amounts available include current assets available for expenditure in the following year. Amounts not available include items such as restricted net assets, amounts held in client escrow accounts and revenue received in advance that are not available for general expenses.

	2020	2019
Financial Assets, at Year-End*	\$ 2,292,148	\$ 1,587,398
Less Those Unavailable for General Expenditures within One Year, Due to:		
Contractual or Donor-Imposed Restrictions:		
Revenue Received in Advance	(692,069)	(190,653)
Client Escrow	(16,158)	(6,333)
Restricted by Donor with Time or Purpose Restrictions	(218,478)	(699,668)
Financial Assets Available to Meet Cash Needs for Expenditures within One Year	<u>\$ 1,365,443</u>	<u>\$ 690,744</u>

*Total assets, less non-financial assets (i.e. property and equipment, prepaid assets and deposits).

NOTES TO FINANCIAL STATEMENTS
THREE RIVERS LEGAL SERVICES, INC.
GAINESVILLE, FLORIDA

Note 3 - Lease Commitments

The Organization leases various office space and equipment in conducting its operations. Rent expense under all leases amounted to approximately \$169,010 and \$167,175 for 2020 and 2019, respectively.

Future minimum payments under non-cancellable operating leases are approximately as follows:

Fiscal Year <u>Ending</u>	<u>Amount</u>
2021	\$ 173,501
2022	130,979
2023	40,625
2024	-
Total	<u>\$ 345,105</u>

Note 4 - Property and Equipment

Property and equipment consist of the following for the years ended December 31:

	<u>2020</u>	<u>2019</u>
Land	\$ 60,000	\$ 60,000
Buildings	358,637	358,637
Furniture and Fixtures	112,939	112,783
Software	<u>13,290</u>	<u>13,290</u>
Total Assets	544,866	544,710
(Accumulated Depreciation)	<u>(248,215)</u>	<u>(222,101)</u>
Total	<u>\$ 296,651</u>	<u>\$ 322,609</u>

For the years ended December 31, 2020 and 2019, depreciation expense amounted to \$27,235 and \$26,900, respectively, and there were losses on disposal of fixed assets in the amount of \$124 and \$1,168, respectively.

Property and equipment by funding source for the years ended December 31:

	<u>2020</u>	<u>2019</u>
Land - All Non-LSC	\$ 60,000	\$ 60,000
Buildings - All Non-LSC	358,637	358,637
Other Assets:		
LSC Acquired Assets	100,302	100,302
Non-LSC Acquired Assets	<u>25,927</u>	<u>25,771</u>
Total Assets	544,866	544,710
(Accumulated Depreciation - LSC Assets)	(61,087)	(45,935)
(Accumulated Depreciation - Non-LSC Assets)	<u>(187,128)</u>	<u>(176,166)</u>
Total	<u>\$ 296,651</u>	<u>\$ 322,609</u>

NOTES TO FINANCIAL STATEMENTS
THREE RIVERS LEGAL SERVICES, INC.
GAINESVILLE, FLORIDA

Note 5 - Annuity Pension Plan

Included in employee benefit costs is \$101,600 and \$88,258 for 2020 and 2019, respectively, which represents the costs of a non-contributory annuity plan to provide employees with retirement benefits. During 2020 and 2019, the Organization contributed an amount equal to 5% and 5%, respectively, of the salaries of employees with more than two years of service. There are no past service costs associated with the plan and employees are fully vested for all contributions.

Note 6 - Significant Concentrations

Demand and Time Deposits

The Organization holds cash in demand and time deposits with local banks. The Organization has no policy requiring collateral for its deposits, although all demand deposits with banks are federally insured up to \$250,000 by the Federal Deposit Insurance Corporation.

Receivables

The Organization's receivables are due from various grantors, individuals, and employees. The Organization has no policy requiring collateral for its receivables.

Revenues

The Organization received significant revenues from one source. LSC provided approximately 57% in 2020 and 61% in 2019.

Note 7 - Cash in Trust

The Organization holds funds of clients under an agency arrangement. Cash in trust is reported as an asset with a corresponding amount reported as a liability in the accompanying financial statements.

Note 8 - Release of Net Assets With Donor Restrictions

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes as follows:

	<u>2020</u>	<u>2019</u>
Legal Services Corporation	\$ 2,563,267	\$ 2,703,322
Other	1,705,969	1,335,259
Total	<u>\$ 4,269,236</u>	<u>\$ 4,038,581</u>

Note 9 - Net Assets With Donor Restrictions

Net assets with donor restrictions were available to provide legal services under the following programs:

	<u>2020</u>	<u>2019</u>
Current Year Funding:		
Legal Services Corporation - Non-Property	\$ -	\$ 194,582
Legal Services Corporation - Property	35,472	50,624
Other	183,006	257,476
Total	<u>\$ 218,478</u>	<u>\$ 502,682</u>

NOTES TO FINANCIAL STATEMENTS
THREE RIVERS LEGAL SERVICES, INC.
GAINESVILLE, FLORIDA

Note 10 - LSC Recipient Fund Balance Calculation

The fund balance calculation for LSC compliance purposes and what is allowable is calculated below:

	<u>2020</u>	<u>2019</u>
Total LSC Funding	\$ 2,721,608	\$ 2,453,812
Allowable Limit	10%	10%
	<u>\$ 272,161</u>	<u>\$ 245,381</u>
Fund Balance Calculation for Compliance Purposes:		
Net Assets with Restrictions and Revenue		
Received in Advance	<u>\$ 368,075</u>	<u>\$ 194,582</u>

The fund balance exceeded the allowable limit at December 31, 2020, due to unexpected funding from COVID-19 related grants. The fund balance was within the allowable limit at December 31, 2019.

On April 30, 2020, LSC issued Program Letter 20-4 updating its revenue recognition guidance to conform with Accounting Standards Update 2018-08. The Program Letter indicates that unexpended grant funds should now be reflected as a liability instead of restricted net assets. The Organization implemented this change for the year ended December 31, 2020.

For the years ended December 31, 2020 and 2019, unexpended LSC grant funds of \$368,075 and \$0, respectively, are recorded on the statement of financial position as revenue received in advance. These liability amounts are included in the fund balance calculation above for the purpose of determining compliance with LSC's 10% carryover limit.

Note 11 - Long-Term Debt

Long-term debt consists of the following:

	<u>2020</u>	<u>2019</u>
Note Payable in Monthly Installments of \$2,078, Including Interest of 4.25%, Maturing April 2035, Collateralized by a Real Estate Mortgage for Lake City Office Building	\$ 259,037	\$ 272,656
1% Payroll Protection Program Loan Payable, Due in Monthly Installments of Principle and Interest Beginning 10 Months from the End of the Covered Period, and Maturing Two Years After the Date of Disbursement	414,047	-
Portion Due Within One Year	(317,843)	(13,618)
Total	<u>\$ 355,241</u>	<u>\$ 259,038</u>

NOTES TO FINANCIAL STATEMENTS
THREE RIVERS LEGAL SERVICES, INC.
GAINESVILLE, FLORIDA

The following is a schedule, by years, of minimum future payments on long-term debt as of December 31, 2020:

Year Ending December 31,	Principal	Interest	Total
2021	\$ 317,843	\$ 16,370	\$ 334,213
2022	125,237	10,349	135,586
2023	15,467	9,476	24,943
2024	16,137	8,806	24,943
2025	16,836	8,107	24,943
Thereafter	181,564	36,060	217,624
Total	<u>\$ 673,084</u>	<u>\$ 89,168</u>	<u>\$ 762,252</u>

Note 12 - COVID-19

The COVID-19 pandemic caused the Organization to suspend in-person applications for services, client meetings and court hearings for most of 2020. Moreover, the entire staff of Organization began working remotely which not only resulted in a significant increase in the technology budget, but also resulted in a significant reduction in new client intakes and the ability to conduct in-person outreach efforts. Revenue from grants based on attorney case time decreased as a result, but legal issues created by COVID-19 increased, especially in domestic violence cases and housing cases. This disturbing trend is expected to last for the majority of 2021.

While new applications for services via phone and online have moderated in 2021, the Organization remains closed to in-person applications for services which may result in decreased revenue from grants based on a decline of attorney case time. Additionally, a majority of staff continues to work remotely. The Organization expects to see a significant amount of new eviction and mortgage foreclosure cases in 2021 once the eviction moratorium and mortgage forbearance orders are lifted.

Note 13 - Paycheck Protection Program

The Organization was granted a loan in the amount of \$664,047, pursuant to the Paycheck Protection Program (PPP), which is administered by the Small Business Association (SBA). Under the terms of the PPP, certain amounts of the loan may be forgiven by the SBA if they are used for qualifying expenses described in the CARES Act. The Organization has elected to record the funds as a conditional contribution in accordance with FASB ASC 958-605 by recording an initial liability for the loan proceeds, and subsequently recognizing revenue as qualifying expenses are incurred. During the year ended December 31, 2020, \$250,000 was recognized as revenue, with a remaining liability of \$414,047 as of December 31, 2020.

Note 14 - Subsequent Events

On March 11, 2021, LSC provided a blanket waiver of the fund balance requirement for all recipients with a December 31, 2020, year-end and allowed the Organization to carry over any excess LSC fund balance to 2021.

In preparing these financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through April 26, 2021, the date the financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

SUPPLEMENTAL SCHEDULE OF CHANGES IN NET ASSETS
 THREE RIVERS LEGAL SERVICES, INC.
 YEAR ENDED DECEMBER 31, 2020
 GAINESVILLE, FLORIDA

	With Donor Restrictions				Total
	Without Donor Restrictions	Legal Services Corporation	Other	Total With Donor Restrictions	
Revenues and Other Support					
Grants and Contracts	\$ 128,281	\$ 2,344,334	\$ 1,379,026	\$ 3,723,360	\$ 3,851,641
Paycheck Protection Program - Loan Forgiveness	-	-	250,000	250,000	250,000
Interest	649	541	-	541	1,190
Attorney Fees	-	8,588	375	8,963	8,963
Miscellaneous - Other Satisfaction of Program Restrictions	41,524	70	2,098	2,168	43,692
	<u>4,269,236</u>	<u>(2,563,267)</u>	<u>(1,705,969)</u>	<u>(4,269,236)</u>	<u>-</u>
Total Revenues and Other Support	<u>4,439,690</u>	<u>(209,734)</u>	<u>(74,470)</u>	<u>(284,204)</u>	<u>4,155,486</u>
Expenses					
Program Services	3,793,577	-	-	-	3,793,577
Management and General Fundraising	631,182	-	-	-	631,182
	933	-	-	-	933
Total Expenses	<u>(4,425,692)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(4,425,692)</u>
Change in Net Assets	13,998	(209,734)	(74,470)	(284,204)	(270,206)
Net Assets, Beginning of Year	<u>730,636</u>	<u>245,206</u>	<u>257,476</u>	<u>502,682</u>	<u>1,233,318</u>
Net Assets, End of Year	<u>\$ 744,634</u>	<u>\$ 35,472</u>	<u>\$ 183,006</u>	<u>\$ 218,478</u>	<u>\$ 963,112</u>

SUPPLEMENTAL SCHEDULE OF DELIVERY METHODS
THREE RIVERS LEGAL SERVICES, INC.
DECEMBER 31, 2020
GAINESVILLE, FLORIDA

	Staff Attorney Delivery			Private Attorney Delivery			Property	Total
	Legal Services		Total	Legal Services		Total		
	Corporation	Other		Corporation	Other			
Support and Revenue								
Grants and Contracts	\$ 2,344,334	\$ 1,506,693	\$ 3,851,027	\$ -	\$ 614	\$ 614	\$ -	\$ 3,851,641
Interest	541	649	1,190	-	-	-	-	1,190
Attorney Fees	8,588	375	8,963	-	-	-	-	8,963
Miscellaneous - Other	70	42,461	42,531	-	1,161	1,161	-	43,692
Total Support and Revenue	2,353,533	1,550,178	3,903,711	-	1,775	1,775	-	3,905,486
Expenses								
Salaries and Wages:								
Lawyers	970,642	890,254	1,860,896	119,755	50,241	169,996	-	2,030,892
Non-Lawyers	543,834	436,283	980,117	44,729	20,907	65,636	-	1,045,753
Employee Benefits	351,774	287,938	639,712	39,720	14,022	53,742	-	693,454
Interest, Taxes, and Fees	53	11,411	11,464	6	1	7	-	11,471
Office Rental, Utilities, and Maintenance	155,384	30,772	186,156	10,532	2,089	12,621	-	198,777
Equipment Rental and Service	28,864	791	29,655	269	53	322	-	29,977
Office Supplies and Expenses	21,816	7,491	29,307	1,380	499	1,879	-	31,186
Telephone	42,223	8,102	50,325	2,959	587	3,546	-	53,871
Travel and Training	28,202	6,772	34,974	3,902	1,011	4,913	-	39,887
Library Upkeep	7,696	14	7,710	5	1	6	-	7,716
Insurance	16,116	3,197	19,313	1,245	247	1,492	-	20,805
Dues and Fees	7,042	11,443	18,485	49	768	817	-	19,302
Audit	14,519	2,880	17,399	1,002	199	1,201	-	18,600
Litigation on Behalf of Client	18,757	10,333	29,090	1,780	2,438	4,218	-	33,308
Software/Internet	50,401	13,080	63,481	3,048	605	3,653	-	67,134
Contract Services	52,700	34,306	87,006	7,711	683	8,394	-	95,400
Fundraising	-	800	800	-	-	-	-	800
Deprecation	-	-	-	-	-	-	27,235	27,235
Loss on Disposal of Property	-	-	-	-	-	-	124	124
Total Expenses	(2,310,023)	(1,755,867)	(4,065,890)	(238,092)	(94,351)	(332,443)	(27,359)	(4,425,692)
Support and Revenue Over (Under) Expenses	\$ 43,510	\$ (205,689)	\$ (162,179)	\$ (238,092)	\$ (92,576)	\$ (330,668)	\$ (27,359)	\$ (520,206)

PAI percentage is 15%, calculated as \$332,443/\$2,212,057 (total PAI expense divided by basic field grant for 2020).

**SCHEDULE OF SUPPORT, REVENUE, EXPENSES, AND
CHANGES IN NET ASSETS FOR LSC FUNDS
THREE RIVERS LEGAL SERVICES, INC.
YEAR ENDED DECEMBER 31, 2020
GAINESVILLE, FLORIDA**

	Staff Attorney Delivery	Private Attorney Involvement	2020 Telework Special Grant	2020 COVID Response Grant	2020 COVID Response Grant PAI	Subtotal	Property	Total
Support and Revenue								
Grants and Contracts	\$ 2,212,057	\$ -	\$ 13,131	\$ 119,146	\$ -	\$ 2,344,334	\$ -	\$ 2,344,334
Interest	541	-	-	-	-	541	-	541
Attorney Fees	8,588	-	-	-	-	8,588	-	8,588
Miscellaneous	70	-	-	-	-	70	-	70
Total Support and Revenue	2,221,256	-	13,131	119,146	-	2,353,533	-	2,353,533
Expenses								
Salaries and Wages:								
Lawyers	898,267	112,227	-	72,375	7,528	1,090,397	-	1,090,397
Non-Lawyers	526,342	44,040	-	17,492	689	588,563	-	588,563
Employee Benefits	336,287	38,893	-	15,487	827	391,494	-	391,494
Interest, Taxes, and Fees	53	6	-	-	-	59	-	59
Office Rental, Utilities, and Maintenance	155,384	10,532	-	-	-	165,916	-	165,916
Equipment Rental and Service	16,359	269	10,528	1,977	-	29,133	-	29,133
Office Supplies and Expenses	19,707	1,380	-	2,109	-	23,196	-	23,196
Telephone	42,223	2,959	-	-	-	45,182	-	45,182
Travel and Training	28,059	3,902	-	143	-	32,104	-	32,104
Library Upkeep	7,696	5	-	-	-	7,701	-	7,701
Insurance	16,116	1,245	-	-	-	17,361	-	17,361
Dues and Fees	7,042	49	-	-	-	7,091	-	7,091
Audit	14,519	1,002	-	-	-	15,521	-	15,521
Litigation on Behalf of Client	18,728	1,780	-	29	-	20,537	-	20,537
Software/Internet	47,558	3,048	2,603	240	-	53,449	-	53,449
Contract Services	52,450	7,711	-	250	-	60,411	-	60,411
Depreciation	-	-	-	-	-	-	15,152	15,152
Total Expenses	(2,186,790)	(229,048)	(13,131)	(110,102)	(9,044)	(2,548,115)	(15,152)	(2,563,267)
Support and Revenue Over (Under) Expenses Before Transfers	34,466	(229,048)	-	9,044	(9,044)	(194,582)	(15,152)	(209,734)
Transfers	(229,048)	229,048	-	(9,044)	9,044	-	-	-
Support and Revenue Over (Under) Expenses	(194,582)	-	-	-	-	(194,582)	(15,152)	(209,734)
Net Assets, Beginning of Year	194,582	-	-	-	-	194,582	50,624	245,206
Net Assets, End of Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,472	\$ 35,472

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
THREE RIVERS LEGAL SERVICES, INC.
FOR THE YEAR ENDED DECEMBER 31, 2020
GAINESVILLE, FLORIDA**

Federal Grantor/Pass-Through Grantor/Program Title	Federal ID Number/ CFDA Number	Grantor's Contract Number	Expenditures	Program Totals
Legal Services Corporation				
2019 Basic Field Grant	9.610061	610061	\$ 194,582	
2020 Basic Field Grant	9.610061	610061	2,221,259	
COVID-19 Telework Technology Grant	9.610061	610061	13,131	
COVID-19 Response Grant	9.610061	610061	<u>119,142</u>	<u>\$ 2,548,114</u>
U.S. Department of Justice				
Passed Through the Florida Department of Children and Families:				
STOP Violence Against Women	16.588	20-2068-LCH	20,549	
STOP Legal Assistance for Survivors	16.588	20-2068-LS	31,810	
STOP Violence Against Women	16.588	21-2068-LCH	<u>11,200</u>	<u>63,559</u>
Passed Through State of Florida, Office of the Attorney General:				
Crime Victims Assistance	16.575	VOCA-2019-TRLS-00406	246,381	
Crime Victims Assistance	16.575	VOCA-2019-TRLS-00465	257,621	
Crime Victims Assistance	16.575	VOCA-2020-TRLS-00748	60,533	
Crime Victims Assistance	16.575	VOCA-2020-TRLS-00774	<u>80,322</u>	<u>644,857</u>
Passed Through Equal Justice Works:				
Elder Justice Program	16.582	2020-OVC-EJP-016	<u>23,068</u>	<u>23,068</u>
U.S. Department of Housing and Urban Development				
Passed Through State of Florida DCF:				
Passed Through United Way of North Central Florida:				
Challenge Grant 2019-20	14.231	CP005	6,443	
Challenge Grant 2020-21	14.231	CP005	17,432	
Passed Through United Way of Suwannee Valley:				
Challenge Grant 2019-20	14.231	CP006	<u>10,444</u>	<u>34,319</u>
Department of Veteran Affairs				
VA Supportive Services for Veteran Families Program:				
Passed Through Changing Homelessness, Inc.	64.033	N/A	120,982	
Passed Through Meridian Behavioral Healthcare	64.033	N/A	35,693	
Passed Through Volunteer of America Florida	64.033	N/A	<u>17,374</u>	<u>174,049</u>
Administration on Aging, Department of Health and Human Services				
Passed Through Mid-Florida Area Agency on Aging, Inc.:				
Contracts for Legal Assistance to Elderly in 10 Counties	93.044	OAA-20-TRLS	81,552	
Contracts for Legal Assistance to Senior Caregivers in 10 Counties	93.052	IIIE-20-TRLS	<u>13,379</u>	<u>94,931</u>
Passed Through Mid-Florida Area Agency on Aging for North Florida, Inc.:				
Contracts for Legal Assistance to Elderly in 2 Counties	93.044	BA020-31	<u>4,951</u>	<u>4,951</u>
Internal Revenue Service, Department of the Treasury				
Low Income Taxpayer Clinic	21.008	20-LITC0464-01-00	<u>65,000</u>	<u>65,000</u>
Total			<u>\$ 3,652,848</u>	<u>\$ 3,652,848</u>

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
THREE RIVERS LEGAL SERVICES, INC.
FOR THE YEAR ENDED DECEMBER 31, 2020
GAINESVILLE, FLORIDA

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Three Rivers Legal Services, Inc. under programs of the federal government for the year ended December 31, 2020. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Three Rivers Legal Services, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of Three Rivers Legal Services, Inc.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Three Rivers Legal Services, Inc. has not elected to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Note 3 - Passed Through to Sub-Recipients

No federal awards were passed through to sub-recipients.

ADDITIONAL REPORTS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Three Rivers Legal Services, Inc.
Gainesville, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Three Rivers Legal Services, Inc., which comprise the statement of financial position as of December 31, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated April 26, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Three Rivers Legal Services, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Three Rivers Legal Services, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Three Rivers Legal Services, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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Board of Directors
Three Rivers Legal Services, Inc.
Gainesville, Florida

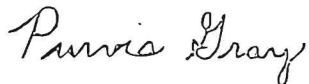
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Three Rivers Legal Services, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Three Rivers Legal Services, Inc.'s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Three Rivers Legal Services, Inc.'s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



April 26, 2021
Gainesville, Florida



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH
MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Three Rivers Legal Services, Inc.
Gainesville, Florida

Report on Compliance for Each Major Federal Program

We have audited Three Rivers Legal Services, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* and the *Compliance Supplement for Audits of LSC Recipients* that could have a direct and material effect on its major federal program for the year ended December 31, 2020. Three Rivers Legal Services, Inc.'s major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for Three Rivers Legal Services, Inc.'s major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether non-compliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Three Rivers Legal Services, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of Three Rivers Legal Services, Inc.'s compliance.

Opinion on Major Federal Program

In our opinion, Three Rivers Legal Services, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended December 31, 2020.

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Three Rivers Legal Services, Inc.
Gainesville, Florida

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH
MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

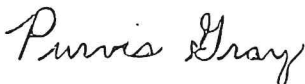
Report on Internal Control Over Compliance

Management of Three Rivers Legal Services, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Three Rivers Legal Services, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Three Rivers Legal Services, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, non-compliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material non-compliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



April 26, 2021
Gainesville, Florida

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 THREE RIVERS LEGAL SERVICES, INC.
 FOR THE YEAR ENDED DECEMBER 31, 2020
 GAINESVILLE, FLORIDA

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of Auditor’s Report Issued:	Unmodified
Internal Control Over Financial Reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified that are not considered to be material weakness(es)?	None reported
Non-compliance material to financial statements noted?	No

Federal Awards

Internal Control Over Major Programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified that are not considered to be material weakness(es)?	None reported
Type of Auditor’s Report Issued on Compliance for Major Programs:	Unmodified for all major programs
Any Audit Findings Disclosed that are Required to be Reported in Accordance with 2 CFR Section 200.516(a)?	No
The Organization’s major program was the Legal Services Corporation Basic Field Grant	Federal ID No. 09.610061
Dollar Threshold Used to Distinguish Between Type A and Type B Programs:	\$750,000
Auditee Qualified as Low-risk Auditee?	No

SECTION II – FINANCIAL STATEMENT FINDINGS

No matters were reported.

SECTION III – FEDERAL AWARD FINDINGS

No matters were reported.

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
THREE RIVERS LEGAL SERVICES, INC.
FOR THE YEAR ENDED DECEMBER 31, 2020
GAINESVILLE, FLORIDA

There were no finding reports in the 2019 audit report.

Three Rivers Legal Services, Inc.
2021 Budget Summary

	2021 Budget	YTD as of March 31st	% of Budgeted
Grants*	3,127,208	1,512,089	48.35%
Contracts	937,341	186,612	19.91%
County Fees	123,964	19,348	15.61%
Donations	37,000	5,149	13.92%
Interest	2,000	244	12.21%
Miscellaneous	2,000	0	0.00%
Attorney Fees	12,000	19,550	162.92%
Total Revenue	<u>4,241,513</u>	<u>1,742,992</u>	41.09%
Salaries and Wages	2,968,848	701,242	23.62%
Payroll Taxes	227,992	59,532	26.11%
Fringe Benefits	464,977	116,608	25.08%
Total Personnel	<u>3,661,817</u>	<u>877,382</u>	23.96%
Space Costs	239,319	58,496	24.44%
Equipment	12,274	3,692	30.08%
Supplies	33,000	5,356	16.23%
Telephone	48,687	10,898	22.38%
Local Travel	12,000	697	5.81%
Training and Conferences	30,500	1,921	6.30%
Audit	25,000	0	0.00%
Advertising	8,095	1,752	21.65%
Memberships	10,308	10,810	104.87%
Bar Dues	11,791	4,035	34.22%
Library	8,500	4,580	53.89%
Insurance	21,000	18,447	87.84%
Litigation	35,000	8,908	25.45%
Technology	58,888	15,536	26.38%
Contracted Services	103,200	40,569	39.31%
Total Non-Personnel Expenditures	<u>657,563</u>	<u>185,697</u>	28.24%
Capital Expenditures	5,000	3,579	
Total Expenditures	4,324,380	1,066,658	24.67%
Revenue Over/(Under) Expenses	(82,867)	676,334	
Beginning Net Operating Assets	1,233,318		
Ending Fund Balance	1,150,451		
Fund Balance as a % of Expenses	27%		

* Grant income does not currently show the \$368,075 of 2020 LSC funds that are treated as revenue for 2021



Procurement Division
 200 E University Avenue, Rm 339
 Gainesville, FL 32601
 (352) 393-8789
Publish Date: May 11, 2021

REQUEST FOR PROPOSAL: #HOUS-210043-GD
 Homeowner Education Campaign

PRE-PROPOSAL MEETING: Non-Mandatory Mandatory N/A Includes Site Visit
DATE: May 24, 2021 **TIME:** 2:00pm
LOCATION: Zoom – All Zoom access information is located in Exhibit D

QUESTION SUBMITTAL DUE DATE: Monday, June 2, 2021, 3:00pm Eastern Time

DUE DATE FOR UPLOADING PROPOSAL: Wednesday, June 16, 2021, 3:00pm Eastern Time

SUMMARY OF SCOPE OF WORK: The City of Gainesville (City) is requesting proposals from qualified non-profit or for-profit legal services organizations or attorneys to provide legal assistance through quarterly homeowner education workshops. The City's Office of Housing and Community Development plans to launch a Homeowners Education Campaign to educate homeowners about their legal rights, estate planning, the pros and cons of selling, and how to spot predatory practices.

For questions relating to this solicitation, contact: Gayle Dykeman, dykemangb@cityofgainesville.org

Bidder is not in arrears to City upon any debt, fee, tax or contract: Bidder is NOT in arrears Bidder IS in arrears
 Bidder is not a defaulter, as surety or otherwise, upon any obligation to City: Bidder is NOT in default Bidder IS in default.

Bidders who receive this bid from sources other than City of Gainesville Procurement Division or DemandStar.com MUST contact the Procurement Division prior to the due date to ensure any addenda are received in order to submit a responsible and responsive offer. Uploading an incomplete document may deem the offer non-responsive, causing rejection.

ADDENDA ACKNOWLEDGMENT: Prior to submitting my offer, I have verified that all addenda issued to date are considered as part of my offer: Addenda received (list all) # _____

Legal Name of Bidder: Three Rivers Legal Services, Inc.

DBA: Three Rivers Legal Services, Inc.

Authorized Representative Name/Title: W. Anthony Wisz, Executive Director

E-mail Address: anthony.wisz@trls.org FEIN: 591797499

Street Address: 1000 NE 16th Avenue, Bldg. I, Gainesville, FL 32601

Mailing Address (if different): _____

Telephone: (352) 372-0519 Fax: (352) 375-1631

By signing this form, I acknowledge I have read and understand, and my business complies with all General Conditions and requirements set forth herein; and,

- Proposal is in full compliance with the Specifications.
- Proposal is in full compliance with the Specifications except as specifically stated and attached hereto.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: Walter Anthony Wisz

SIGNER'S PRINTED NAME: W. Anthony Wisz **DATE:** June 15, 2021

This page must be completed and uploaded to DemandStar.com with your Submittal.

**EXHIBIT B
BIDDER VERIFICATION FORM**

1. LOCAL PREFERENCE (Check one)

Local Preference requested: YES NO

A copy of the following documents must be included in your submission if you are requesting Local Preference:

- a) Business Tax Receipt
- b) Zoning Compliance Permit

2. QUALIFIED SMALL BUSINESS AND/OR SERVICE DISABLED VETERAN BUSINESS STATUS (Check one)

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Small Business? YES NO

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Service-Disabled Veteran Business? YES NO

3. REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA

Is Bidder registered with Florida Department of State's, Division of Corporations, to do business in the State of Florida? YES NO (refer to Part 1, 1.6, last paragraph)

If the answer is "YES", provide a copy of SunBiz registration or SunBiz Document Number:

(# 740896)

If the answer is "NO", please state reason why:

4. DIVERSITY AND INCLUSION (Applies to solicitations above \$50,000)

Does your company have a policy on diversity and inclusion? YES NO

If yes, please attach a copy of the policy to your submittal.

Note: Possessing a diversity and inclusion policy will have no effect on the City's consideration of your submittal, but is simply requested for information gathering purposes.

Three Rivers Legal Services, Inc.

Bidder's Company Name

W. Anthony Wisz, Executive Director

Printed Name/Title of Authorized Representative

Walter Anthony Wisz

Signature of Authorized Representative

June 15, 2021

Date

This page must be completed and uploaded to DemandStar.com with your Submittal.

HOUS-210043-GD | Homeowner Education Campaign | Page 30 of 34

PART 3 – PRICE PROPOSAL

Proposer Company Name: Three Rivers Legal Services, Inc.

In consideration of the work as described, provide the quarterly fee: \$ 1500.00

List the various components that make up the quarterly fee quoted above:

- Marketing (including materials)
- Workshops (one per quarter)
- Hourly fees for attorneys and staff as appropriate

Price will be calculated at 20% of the total amount of possible evaluative points for the solicitation.

NOTE:

THE PRICES SET FORTH ABOVE SHALL BE CONSIDERED FIRM BIDS NOT SUBJECT TO PRICE ADJUSTMENT UNLESS BIDDER'S PROVISIONS FOR PRICE ESCALATION ARE STATED ON A SEPARATE SHEET ATTACHED TO THE BID.

NOTE:

When cost estimating air travel, the City allows for Coach fare only. In addition, long distance phone calls, printing, and other administrative costs may be billed at cost only – no mark-up. Evidence of these expenditures will be submitted quarterly when invoicing the City.

Submitted by:

W. Anthony Wisz
Name (printed)

Walter Anthony Wisz
Signature

June 15, 2021
Date

Executive Director
Title

**EXHIBIT A
DRUG-FREE WORKPLACE FORM**

The undersigned bidder in accordance with Florida Statute 287.087 hereby certifies that

Three Rivers Legal Services, Inc. does:
(Name of Bidder)

- a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- b. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for the drug abuse violations.
- c. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- d. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- e. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- f. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this bidder complies fully with the above requirements.

Walter Anthony Wisz
Bidder's Signature

June 15, 2021
Date

In the event of a tie bid, bidders with a Drug Free Workplace Program will be given preference. To be considered for the preference, this document must be completed and uploaded to DemandStar.com with your Submittal.

EXHIBIT C REFERENCE FORM

Company Name of Bidder: Three Rivers Legal Services, Inc.

Provide information for three references of similar scope performed within the past three years.

You may include photos or other pertinent information.

- 1 Dates services were provided March 2021 through Present

Company Name LISC (Local Initiative Support Corporation)

Address 100 North Laura Street, Suite #600

City/State/Zip Jacksonville, FL 32202

Contact Name Kristopher Smith

Phone Number (904) 353-1300

Email Address KSmith@lisc.org

- 2 Dates services were provided 2018 - 2021

Company Name Elder Options

Address 100 SW 75th Street, Suite 301

City/State/Zip Gainesville, FL 32607

Contact Name Kimberly Henderson, Elder Abuse Project Coordinator

Phone Number (352) 692-5228

Email Address hendersonk@agingresources.org

- 3 Dates services were provided 2018 - 2021

Company Name Alachua County Housing Authority

Address 703 NE 1st Street

City/State/Zip Gainesville, FL 32601

Contact Name Amanda Nazaro

Phone Number (352) 372-2549

Email Address amanda@acha-fl.com

This page must be completed and uploaded to DemandStar.com with your Submittal.

HOUS-210043-GD | Homeowner Education Campaign | Page 31 of 34

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See specific instructions on page 3.

1 Name (as shown on your income tax return. Name is required on this line; do not leave this line blank.) Three Rivers Legal Services, Inc.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ Non Profit Corporation	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Report here only on Form 1099-B)</small>	
5 Address (number, street, and apt. or suite no.) See instructions. 1000 NE 16th Avenue, Bldg. 1	Requester's name and address (optional)
6 City, state, and ZIP code Gainesville, FL 32601	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] []	
or	
Employer identification number	
5 9 - 1 7 9 7 4 9 9	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Melanie Young</i>	Date ▶ 1/06/2021
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
 If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

IN WITNESS WHEREOF, the parties have executed this lease under seal, as of
the 21 day of July, 2017.

Signed, sealed and delivered
in our presence as witnesses:

1000 NE 16th Ave, Partners, LCC
Lessor

By: Tatonka Capital Corporation, its Managing Member

By: [Signature]
Erje E. Gorka, Executive Vice President

Three Rivers Legal Services, Inc.
Lessee

By: [Signature] 7/21/17
Raymond J. Brady

Title: President, Board of Directors

By: [Signature] 7-21-2017
Christine E. Larson

Title: Executive Director

EXCEPTIONS TO THE RFP:

None; Not Applicable

REPORT OF ALLEGED WRONGDOINGS, LITIGATION/SETTLEMENTS/FINES:

None; Not Applicable