

## **EXHIBIT A**

### **Right to Counsel (RTC) Scope of Work 2024-2025**

TRLA's dedicated RTC attorneys will:

- a. provide representation (in court and administrative hearings), negotiation, legal advice, and/or limited pro se assistance to low-income residents of San Antonio who meet TRLA eligibility criteria and are facing eviction or termination of their housing voucher;
- b. provide legal information consultation via telephone or virtual meetings upon request and contingent on TRLA staff availability.
- c. accept referrals for unresolved and eligible eviction court or housing related cases referred by the City; and
- d. accept new cases based on eligibility, resources and capacity.

TRLA's RTC project coordinator will:

- a. support TRLA attorneys in court and administrative hearings for San Antonio residents;
- b. receive direct referrals from the City;
- c. produce a monthly written report and a final report; and
- d. meet monthly with a steering committee upon TRLA staff availability.

TRLA's RTC project staff will:

- a. provide training to city staff as requested on the eviction process, this includes, but is not limited to issues to be aware of, the tools to resolve disagreement, documents needed to settle and dismiss an eviction case, pleadings needed to delay eviction to allow tenants more time to seek rental assistance, changing moratorium conditions and requirements, and documents needed to obtain protection from conditional moratoriums;
- b. provide a know-your-rights presentation to the public in collaboration with the City if-needed;
- c. attend community meetings or public meetings such as Housing Commission and City Council Committees; and
- d. provide housing navigation support, such as help locating new housing, to RTC clients based on resources and capacity.

TRLA's RTC program will conduct activities described above in the scope of work including providing:

- a. access to counsel for tenants facing eviction up to and including full representation in court or an administrative hearing;

- b. training and standardized legal documentation to the City and city-identified stakeholders, such as Housing Commissioners, to facilitate streamlined eviction settlement and dismissal process upon capacity;
- c. legal consultation upon request and TRLA staff availability to City staff via telephone or virtual meeting platform to attempt to resolve pending eviction cases while at the courthouse;
- d. a dedicated phone line with a local number to conduct eviction intakes;
- e. a dedicated email to receive referrals from City and/or Court staff, phone intakes, & community partners;
- f. housing navigation support, such as help locating new housing, to RTC clients based on eligibility, resources and capacity;
- g. monthly data reports to the City; and a
- h. final report due with end of contract.