

Regional Housing Legal Services Online Intake Worksheet

Regional Housing Legal Services is a nonprofit organization and our funders require certain information to support our work, which means that we must collect that information from our clients. Many of the questions in this application form are required. If you do not fully complete the form, including all financial information, your application may be denied. If you are incorporated, you will need your organization's most recent audit to complete the financial portion of this application. We also request that you upload your Board of Directors listing, Organizational Bylaws, most recent IRS Form 990 return, most recent audit, and Articles of Incorporation, where applicable. If you are unable to upload any of these documents during the application process, you may email them to Intake@rhls.org within two weeks of your application submission.

RHLS is strongly committed to integrating Racial Equity in all aspects of our work, in pursuit of achieving Racial Justice in housing and community/economic development. As part of our commitment, our funders and Leadership Team require us to collect specific demographic information on your organization. You will need to have the following numbers on hand to complete the sections. Note that we ask you to report all numbers as Full-Time Equivalent totals. To achieve that, count each full-time person and use your agency's FTE calculation method to count all part-time people, then add those two numbers together. Enter the overall total for each category.

Enter FULL-TIME EQUIVALENT figures, based on your organization's calculation method

Board of Directors

- # ___ African American
- # ___ Asian-Pacific Islander
- # ___ Hispanic/Latino
- # ___ Native American
- # ___ White
- # ___ Two or more of the above
- # ___ Other
- # ___ Unknown

Executive Director(s)

- # ___ African American
- # ___ Asian-Pacific Islander
- # ___ Hispanic/Latino
- # ___ Native American
- # ___ White
- # ___ Two or more of the above
- # ___ Other
- # ___ Unknown

Leadership Team - INCLUDE Executive Director(s)

- # ___ African American
- # ___ Asian-Pacific Islander
- # ___ Hispanic/Latino

- # ___ Native American
- # ___ White
- # ___ Two or more of the above
- # ___ Other
- # ___ Unknown

All Staff in PA working on Housing and Economic Development - INCLUDE Leadership Team totals above

- # ___ African American
- # ___ Asian-Pacific Islander
- # ___ Hispanic/Latino
- # ___ Native American
- # ___ White
- # ___ Two or more of the above
- # ___ Other
- # ___ Unknown

Another way of addressing racial equity is ensuring that the organizations we work for share our mission. The intake form includes two mandatory questions regarding your organization's commitment to diversity, equity, and inclusion (DEI), which are listed below. We recommend that you gather the information before you begin the application as you will need to input the responses during the intake process.

1. Describe the demographics of the community you plan to serve (race, ethnicity, underserved populations, etc). This refers to the community in which your project is/will be located. If your application is for an existing project, provide the demographics of the current residents as well as efforts you are making to reach minority or underserved populations, if applicable. If this is a new project, provide the demographics of the community where the project will be located.
2. Describe how your organization is working to advance racial equity and the needs of underserved populations. This includes your organization's work in the community you serve as well as your mission or vision as they relate to racial equity.

We review applications for services approximately every two weeks. If you cannot wait for our review, please email Intake@rhls.org and tell us that you've submitted an application and how quickly you need a response.

We cannot accept every case and application submission does not guarantee case acceptance. You do not become a client on this matter unless we tell you that we accept your case.

If you need help with this form, email Intake@rhls.org and include the subject: "Online Intake Issue."