



/ 2021

Disaster Resilience Program - Cohort 2

Host Organization Request for Proposal

RFP No. DRP-20A05

Solicitation Release Date: August 27, 2021
Updated Application Deadline: October 8, 2021

Overview

Equal Justice Works invites eligible organizations to submit proposals in Equal Justice Works' second cohort of the Disaster Resilience Program. The Disaster Resilience Program is designed to mobilize legal aid in disaster¹ prone areas to ensure vital legal services are accessible, comprehensive, and responsive to the unique needs of individuals, families, and communities to stabilize lives and rebuild more resilient communities.

Twelve attorney Fellows and twelve Summer Law Students will join the second cohort² of the program and work full-time at legal services organizations in New Mexico and, Louisiana beginning no earlier than October 25, 2021, and ending no later than 24 months after the Fellow's start date. These twelve Fellows (approximately six Fellows in each service location) will help low-income families build economic security and disaster resilience in the wake of the COVID-19 crisis. Equal Justice Works, as the nation's largest facilitator of opportunities in public interest law, will support the Fellows and collaborate with the host legal services organizations ("host organizations") throughout the implementation of the program.

The Disaster Resilience Program's second cohort is funded by W.K. Kellogg Foundation, California Community Foundation, and supplemented by Equal Justice Works.

Eligibility

All organizations must meet the following criteria to be considered an eligible applicant:

- An established organizational status as defined and described in section 501(c) of Title 26 of the U.S. Internal Revenue Code and exempt from taxation under 501(a) of that title, including tribal nonprofit organizations and institutions of higher education (including tribal institutions of higher education).
- Excluded from the U.S. government 'Specialty Designated Nationals and Blocked Persons List (SDNL)'.
- Must have a valid DUNS number.
- Must have a valid Employer Identification Number.
- Must apply to host at least one Fellow and one Summer Law Student Fellow.
- Must provide direct services to clients in Louisiana, or New Mexico.
 - Organizations proposing to host Fellows in Louisiana must focus their project plan around equitable disaster recovery in the face of COVID-19 with an emphasis on assisting individuals and families in avoiding evictions.

¹ A disaster is a sudden, calamitous event that seriously disrupts the functioning of a community or society and causes human, material, and economic or environmental losses that exceed the community's or society's ability to cope using its own resources. Though often caused by nature, disasters can have human origins. (<https://www.ifrc.org/en/what-we-do/disaster-management/about-disasters/what-is-a-disaster/>)

² These 12 Fellows alongside two additional Fellows working in California make up the second cohort of the Disaster Resilience Program.

- Organizations proposing to host Fellows in New Mexico must focus their project plan around assisting immigrant or tribal communities facing legal barriers to equitable disaster recovery during and after COVID-19.
- Must also provide a copy of a “Certificate of Good Standing” issued by the State in which they are incorporated, or other State mandated documents proving an active/valid registration and that the organization complies with the legal requirements of the certificate or proffered documents.

We also highly prefer applicants maintain a current registration in the U.S. Federal government System for Award Management (SAM.gov) with no restrictions and be in good standing with applicable state statutes for the organization’s business registration and classification.

Contact Information

For assistance with any requirements of the solicitation, contact Equal Justice Works at DisasterResilienceProgram@equaljusticeworks.com.

About Equal Justice Works

Equal Justice Works is the nation's largest facilitator of opportunities in public interest law. We bring together an extensive network of law students, lawyers, legal services organizations, and supporters to promote a lifelong commitment to public service and equal justice. Following their Fellowships, more than 85% of our Fellows remain in public service positions, continuing to pursue equal justice for underserved communities across the country.

Our issue-specific Fellowship programs enable aspiring and committed public interest lawyers to jump right in and serve communities in need of legal assistance and be part of a larger cohort and community of practice facilitated by Equal Justice Works. Our Fellowship Programs range in geography and issue areas, and address housing, disaster resilience, elder abuse, immigration, and the unmet legal needs of veterans and crime victims.

Equal Justice Works is committed to building a community of staff, board members, Fellows, law students, and public service community whose behaviors align with our mission regarding diversity, inclusion, equity, and justice. We believe that harnessing the power of our differences and breaking down barriers to opportunities are critical in ensuring that these values remain at the forefront of our work. We strongly believe that we must lead from within. Equal Justice Works creates an environment where staff at all levels are heard, respected, and valued.

For more information, please visit www.equaljusticeworks.org.

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1. PROGRAM INFORMATION

A. Objective

The Disaster Resilience Program creates legal Fellowships for qualified attorneys and law students to provide free civil legal aid in disaster prone areas. The main goal of this program is to ensure that legal services are equitably accessible before, during and after a disaster.

The attorneys and law students Fellows will expand the Disaster Resilience Program to Louisiana and New Mexico to help low-income families build economic security and resilience in the wake of the COVID-19 crisis.

B. Need

Disasters devastate lower-income communities, creating new poverty and further entrenching inequality. In the wake of any disaster, families often need the assistance of a lawyer to overcome barriers to recovery. Lawyers uncover patterns of exploitation and bring litigation or advocate for policy change, helping to ensure a just recovery. But it is not enough only to respond to disasters after they occur. As the frequency and severity of disasters continues to rise, lawyers play a critical role in improving preparedness by working with community members and leaders to avoid or mitigate disaster-related legal challenges. COVID-19 has laid bare the deep inequities beneath the surface of our society. The pandemic hit marginalized communities hardest, including families, immigrants, tribal communities, and people of color.

Most face these collateral legal consequences without the help of a qualified attorney. Information and resources on how to mitigate, prepare for, respond to, and recover from these disasters are limited, due to a shortage of legal aid attorneys knowledgeable in disaster law at legal service organizations. Civil legal aid is an essential tool for helping families recover, communities stabilize, and cities develop stronger resilience and preparedness for future disasters.

The Equal Justice Works Disaster Resilience Program addresses this problem by creating a strong pipeline of attorneys throughout legal aid organizations who can provide specialized disaster legal assistance and who share and leverage best practices and resources from each other.

C. Program Scope

The Disaster Resilience Program was created as a standing legal cohort program, ready to help communities prepare for and respond to disasters. The COVID-19 pandemic further underlined the need for Fellows to provide legal services throughout all phases of a disaster, including preparedness, mitigation, response, and recovery.

The Disaster Resilience Program's second cohort will increase legal assistance for disaster-survivors by mobilizing a cohort of attorneys and summer law student Fellows at host organizations throughout California, New Mexico, and Louisiana.

This Request for Proposals (RFP) is only focused on twelve attorney Fellows and twelve law student Fellow positions in New Mexico and Louisiana providing assistance to help low-income families build economic security and resilience in the wake of the COVID-19 crisis for a two-year period.

Host organizations will receive subawards from Equal Justice Works that include Fellows' salary/fringe, summer law student Fellow stipends, and other support costs. Fellows will receive, from Equal Justice Works and its partners, customized legal and professional development trainings and other specialized resources designed to support their Fellowship activities.

D. Fellows

Equal Justice Works' Disaster Resilience Program second cohort will support twelve Attorney Fellows starting no earlier than October 25, 2021, and ending no later than 24 months from the Fellow's start date. Fellows will work as full-time employees of their host organizations and receive the salary and benefits determined by the host organization in accordance with its policies.

Host organizations may propose to host up to three Fellows each. Fellows must be attorneys licensed and admitted to practice in the applicable jurisdiction. Please see the "Scope of Work" section below for all the activities and responsibilities associated with the fellowship.

Lead Fellow:

- Each host organization must demonstrate in their proposal if they are interested in their proposed Fellow assuming the "Lead Fellow" role. The Lead Fellow will have between 2-4 years of legal experience, experience in the disaster legal field preferred. Activities of the Lead Fellow are described below in the "Scope of Work" section. Equal Justice Works will refer to the Fellow as the Lead Fellow of the Disaster Resilience Program at "host organization's name" on all materials and the Equal Justice Works website.

Host organizations are responsible for recruiting and competitively selecting qualified Fellows. Fellow candidates will apply directly to host organizations of their interest. Equal Justice Works will support the recruitment by providing a sample job description template (Appendix 6) and marketing the opportunities nationwide through its networks.

E. Law Students

Each host organization must host one summer law student Fellow per attorney Fellow in their office to participate in the Disaster Resilience Program for eight-to-ten weeks during the summer of 2022 or 2023. Each Disaster Resilience Program Fellow and their supervisor will supervise a Law Student Fellow over the summer. Equal Justice Works will provide each host organization a \$5,000 stipend per summer law student Fellow to disburse to each participant in the program.

The summer law student Fellow hosted at the host organization will develop valuable skills and gain hands-on experience by: providing direct legal services such as client interviews, legal research, and writing; engaging in community outreach and education; and, building capacity at their host organization through resource development and training sessions. Each Fellow, along with their supervisor, will mentor the law student as they work on a variety of disaster law cases throughout their summer law student Fellowship.

Equal Justice Works' Fellowships Unit and Law School Engagement and Advocacy (LSEA) Unit will coordinate with each host organization on recruitment in the beginning of 2022 for 2022

summer law student Fellows. Equal Justice Works is responsible for national promotion and recruitment of law students for the summer law student Fellow positions and will advertise the positions nationwide through our extensive law school and student networks. Host organizations are responsible for interviewing and selecting the summer law student Fellow. Furthermore, Equal Justice Works staff will provide supplemental training, resources, and networking opportunities to summer law student Fellows throughout the program.

F. Host Organizations

A successful Fellowship project requires dedicated support from the host organization and a supervisor with adequate subject matter expertise committed to the success of the Fellow and the project. Host organizations must prove how disaster law and disaster planning is an integral part of their organization and how the Fellow will contribute to the organization's long-term disaster resilience capacity. Host organizations should describe any viable mitigation, preparedness, response, and recovery strategic plans that have been drafted and/or they are currently implementing. Host organization must also demonstrate their capacity to provide adequate supervision, mentoring, and training for the Fellows. Adequate supervision would involve regular in-person meetings with the Fellow, and ongoing oversight and support for legal cases as well as outreach and education activities. Supervisors are expected to participate in a limited number of calls with Equal Justice Works and training events to build an integrated support system for Fellows and ensure an effective information flow.

Host organizations should encourage the Fellows' collaboration with Equal Justice Works and other Equal Justice Works' Fellows and coordinate their efforts with other disaster legal aid programs/organizations within the relevant jurisdiction to enhance the project and avoid duplication of efforts.

During the Fellowship period, Equal Justice Works will monitor the host organizations' capacities and Fellows' activities to fulfill its subrecipient monitoring responsibilities and to provide technical assistance as needed. Equal Justice Works will host a virtual orientation for selected host organizations and their designated key personnel, which will cover programmatic, financial, and administrative requirements for this program.

G. Scope of Work

Activities under this program will strive to ensure the following outcomes:

- Urgently needed comprehensive legal services and assistance are provided to underserved communities who are most in need or facing special barriers to accessing services before, during and after a disaster;
- Long-term capacity of legal aid communities (lawyers/organizations) is sustained to provide disaster legal services;
- Communities in disaster-prone areas are prepared and resilient prior to and in the wake of disaster;
- Collaboration is fostered among the disaster legal community, disaster legal services providers, and Equal Justice Works; and,
- Law students and lawyers remain in the disaster-related public interest field.

The Fellowship shall entail the core activities described below. As subrecipients of Equal Justice Works, host organizations have the primary responsibility to ensure that the Fellows employed

at their organizations perform the applicable legal service activities under adequate supervision, participate in the training and technical assistance programs, and fulfill the data collection and reporting requirements.

The Fellows are to deliver the services listed below. Depending on the need, Fellows will split their time between direct legal services and education/outreach, accordingly. Each Fellows' project plan should be responsive to their organizational circumstances and community needs. Their work should be focused on fortifying the legal protections that failed many during the pandemic and increasing resilience to future disasters and advancing equity in the distribution of recovery resources.

(1) Legal Services

Provide direct legal services to communities affected by disasters through: legal screening, legal advice/brief services, full-scope representation/extended service, and pro bono assistance through legal clinics and referrals.

- a. Direct legal services must have a nexus to a disaster.
- b. Depending on the region, direct legal services must target these specific issues/communities that are affected by disasters:
 - **Fellows in Louisiana** should focus their project plan around equitable disaster recovery in the face of COVID-19 with an emphasis on assisting individuals and families in avoiding evictions.
 - **Fellows in New Mexico** should focus their project plan around
 - i. assisting immigrant communities facing legal barriers to equitable disaster recovery during and after COVID-19; OR
 - ii. assisting Native American and Tribal communities facing legal barriers to equitable disaster recovery during and after COVID-19.

(2) Outreach, Education and Other Deliverables

Fellows should spend the remainder of their time on outreach, partnership development and administrative tasks and the activities outlined in this section

- a. Focus on disaster preparedness and planning including but not limited to:
 - i. Creating, fostering and cultivating partnerships among the disaster and/or immigration legal community, disaster and/or immigration legal services providers and community social services providers.
- b. Deliver outreach and education presentations to communities and community organizations:
 - i. Including contributing to Equal Justice Works Disaster Resilience Awareness Month: In March of each year, the Fellows will conduct trainings and participate in sharing information and resources for disaster survivors and lawyers who are supporting communities affected by disasters.

(3) The Lead Fellow

The Lead Fellow should spend approximately 85% of their time dedicated to:

- a. direct legal services as outlined above

- b. administrative tasks and the activities outlined in the “Outreach, Education, and Other Deliverables” section above
- c. The Lead Fellow should dedicate the remaining approximately 15% of their time to additional lead fellow duties:
 - i. Coordinate monthly webinars or trainings with all Fellows;
 - ii. Promote opportunities for cross-collaboration among Fellows;
 - iii. Develop or enhance resources to support the cohort in its delivery of disaster law services including coordinating and ensuring participation in Disaster Resilience Awareness Month;
 - iv. Prepare a bi-weekly newsletter of reminders and relevant Disaster Resilience Program content for Fellows and host organization supervisors; and
 - v. Prepare an agenda for and attend bi-weekly check-ins with Equal Justice Works Disaster Resilience Program staff.

(4) Key Performance Indicators

Key performance indicators for the Fellowship are listed below. During the Fellowship period, the host organizations will be required to collect and report on data responsive to the Disaster Resilience Program Performance Indicators below, and any additional data required in the programmatic report.

Direct Legal Services	# of total individuals served
Direct Legal Services	# of opened cases per each reporting period
Direct Legal Services	# of total cases closed
Direct Legal Services	# legal clinics conducted
Direct Legal Services	# of pro bono hours provided (by pro bono attorneys at clinics or for cases referred out)
Outreach and Education	# of outreach/educational presentations/ trainings conducted
Outreach and Education	# of total participants in outreach/educational presentations/trainings
Outreach and Education	# of referrals made to legal or social services agencies for wraparound support
Outreach and Education	# of educational interview/productions/publications with media outlets
Leadership development opportunities and support	# of public service and/or leadership development opportunities the Fellow engaged in
Other	# of community partner organizations collaborated with

H. Training and Technical Assistance for Fellows

The Disaster Resilience Program provides specialized training and engagement opportunities to its Fellows to enhance their legal and leadership skills and achieve greatest impact. The TTA program includes the components described below. Fellows are required to participate in the Disaster Resilience Program TTA program and engage in peer-to-peer learning and collaboration with other Fellows

Equal Justice Works' in-house disaster legal expert will provide and connect Fellows to specialized trainings, resources and national partners related to disaster legal assistance.

- Kick-off Training: During the first month of the Fellowship, the Fellows will participate in a virtual, interactive kick-off training that will orient them to fundamentals needed to begin their Fellowship.
- Conferences: The Fellows will attend the annual Equal Justice Works Leadership Development Training in fall of 2021 (virtually if applicable) and 2022, to develop skills as public interest attorneys and leaders. Additionally, the Fellows may attend the American Bar Association's Equal Justice Conference in Spring 2022.
- Disaster Law Training: Each year, the Fellows will participate in a one to two day in-person or virtual training as a cohort (location and date to be determined - likely in July 2022 and 2023) to develop additional core competencies as disaster-legal practitioners and to build professional, collaborative relationships with other Fellows.
- Equal Justice Works Disaster Resilience Awareness Month: In March of each year, the Fellows will conduct trainings and participate in sharing information and resources for disaster survivors and lawyers who are supporting communities affected by disasters.
- Fellow Emergency Travel Fund (optional): In the event of an unexpected disaster during the Fellowship term, Equal Justice Works will distribute reserve funds to the host organization upon request. These funds will provide each fellow the opportunity to travel to a legal aid organization outside of their service area, but within the United States, to assist that organization in standing up their disaster program and response. The trip would last no longer than one business week (5 business days) and assistance would range from delivering trainings and resources; providing direct assistance; and providing other assistance as needed. In the event the funds are not realized, the funds remain with Equal Justice Works to be used in the future Fellow Emergency Travel Trip Fund.
- Ongoing Assisted TTA: The Fellows will participate in monthly calls that alternate between (1) substantive legal training webinars related to disaster survivors and (2) professional development and participatory Fellows' calls on topics responsive to the Fellows' interests and needs. In addition, Fellows will have access to individualized one-on-one technical assistance and case consultation by phone or email.
- Final Learning Event: Within the last three months of the Fellowship, the Fellows will participate in a virtual final learning event to solidify the experience and sustain the benefits of the program. This learning event may coincide with the Fellow's monthly call.

In addition to the TTA program described above, Equal Justice Works offers free membership to Practicing Law Institute with free access to numerous CLE programs.

I. Data Collection and Evaluation

To help build the evidence base to demonstrate the need and impact of civil legal services for disaster survivors and to support ongoing monitoring, host organizations will be required to track and report standard data on legal service delivery. Equal Justice Works will also collect program reflection data from host organizations, such as lessons learned and anonymized client stories to show impact.

In addition, Equal Justice Works will partner with an independent evaluator to conduct a program evaluation. Host organizations and Fellows are expected to cooperate and share appropriate data in support of the evaluation project.

J. Eligibility

For applicant eligibility as a host organization, see the title page.

For Fellow eligibility, see Section 1.D. Program Information - Fellows.

2. SUBAWARD INFORMATION

A. Type of Award

Equal Justice Works intends to issue individual subawards to selected host organizations for the performance of this program. Selected host organizations will be subrecipients of Equal Justice Works.

B. Conditions of Subaward

Host organizations will be required to comply with the following conditions in addition to performing the scope of work.

(1) Programmatic Reports

Host organizations will be required to submit quarterly programmatic progress reports throughout the period of performance to Equal Justice Works.

(2) Financial Reports

Host organizations will be required to submit quarterly financial reports and supporting documentations to Equal Justice Works.

(3) Legal Requirements

Host organizations must adhere to all the terms and conditions contained within the subaward agreement.

C. Financial Management

Equal Justice Works adheres to the [Generally Accepted Accounting Principles \(GAAP\)](#) and expects host organizations applying to this RFP to follow the same.

D. Budget Information

Subaward amounts are budgeted based on the direct program costs of a Fellow and include the following budget categories:

- **Salary:** the subaward includes the salary contribution payment of up to \$50,000 per Fellow/per Year. The host organization must comply with its internal salary scale. Where the host organization's salary scale provides for an annual salary greater than \$50,000 for an equivalent full-time staff attorney position, the host organization must supplement the Fellow's salary payment.
- **Benefits:** the subaward includes up to \$7,000 per Fellow/per year, towards benefits expenses that include FICA, workers' compensation, healthcare, retirement benefits, or other host organization approved benefits (please specify in the budget template).
- **Other Support:** the subaward includes additional support costs to cover other allowable, reasonable, and allocable direct program support costs associated with the Fellows' activities up to \$4,700 per Fellow/ per Fellowship term. This 'Other Support' budget is designed to cover allowable expenses including the items listed below. The amounts listed for each item in the budget template represent a suggested allocation that can be adjusted to reflect the organizational circumstances and anticipated Fellowship activities and needs.
 - Training: Registration and travel expenses for Fellows' attendance at:
 - ABA Equal Justice Conference (in-person or virtual) scheduled for Spring 2022 (anticipated at \$1,500).
 - Disaster Resilience Program Training (in-person or virtual) date TBD (anticipated at \$1,000).
 - If the total costs for either of these trainings' attendance is less than the anticipated amounts (registration fee and travel expenses pursuant to GSA travel rates), the funds may be used towards other in-person or virtual training opportunities to support the Fellow's legal services with pre-approval from Equal Justice Works.
- **Emergency Travel Fund (optional):** In the event of an unexpected disaster (outside the Fellow's normal service area) during the Fellowship term, Equal Justice Works will distribute up to \$2,200 of reserve funds to the host organization upon request. These funds will provide each fellow the opportunity to travel to a legal aid organization outside of their service area but within the United States to assist the organization in standing up their disaster program and response. The trip would last no longer than one business week (5 business days) and assistance would range from delivering trainings and resources; direct assistance; and providing other assistance as needed. The use of these funds is optional and at the discretion of the host organization, the Fellow and

Equal Justice Works as to when or where to utilize these funds. In the event the funds are not realized, the funds remain with Equal Justice Works to be used in the future Fellow Emergency Travel Trip Fund.

- **Summer Law Student Fellow Stipend:** Equal Justice Works will provide each host organization a \$5,000 stipend to disburse to each summer law student Fellow participating in the program for eight-to-ten weeks during the summer of 2022.

The subaward budget does not include the following:

- **Loan Repayment Assistance Program (LRAP):** LRAP funds, for Fellows with outstanding debt to eligible educational loans, is not a direct part of the host organization subaward approved budget; however, LRAP funds may be made available to Fellows should they decide to apply to Equal Justice Works' LRAP.
- **In-person Training Travel:** Travel expenses (transportation, lodging, and meals) for Equal Justice Works Leadership Development Trainings and all other trainings will be paid directly by Equal Justice Works and will not be part of the subawards.
- **Indirect Costs:** Host Organizations' indirect costs are not included in the subaward. As and when program implementation costs to the host organization are not fully covered under the subaward, the host organization is required to make up any difference using separate resources.
- **Pre-award Costs:** Equal Justice Works shall not be obligated to pay any cost incurred by the applicant in the preparation and submission of an application in response to this solicitation.

3. APPLICATION INFORMATION

A. Timeline

The timeline listed below represents the current projection and is subject to slight modifications.

- **August 27, 2021:** Solicitation released.
- **September 6, 2021:** Notice of Intent to Apply due
- **September 20, 2021:** Questions about solicitation are due to Equal Justice Works.
- **September 22, 2021:** Responses to questions sent out.
- **October 8, 2021 (updated):** Applications are due.
- **October 22, 2021 (updated):** Selected applicants are notified.
- **November 5, 2021 (updated):** Fellows begin their service (if applicable).

B. Submission Method

Eligible applications must be submitted by Wednesday, September 27, 2021, 11:59 p.m. Eastern Standard Time through the online application portal available on the Equal Justice Works' website <https://www.equaljusticeworks.org/news/equal-justice-works-now-accepting-host-organization-applications-for-its-disaster-resilience-program>. If you encounter any technical difficulties or require any accommodation in the application submission method, please reach out to Seb Nazary at snazary@equaljusticeworks.org.

C. Notice of Intent to Apply

Interested applicants are requested to submit a non-binding Notice of Intent to Apply by September 6, 2021 using the link on the program website <https://www.equaljusticeworks.org/news/equal-justice-works-now-accepting-host-organization-applications-for-its-disaster-resilience-program>. This notice should include the proposed number of Fellows and geographic service areas. Such notices will assist Equal Justice Works in ensuring timely and thorough review of all applications. The submission of this Notice is encouraged but not required.

D. Questions Period

Applicants with any questions regarding the requirements of the solicitation or the application process should contact Equal Justice Works at DisasterResilienceProgram@equaljusticeworks.org by September 20, 2021, 11:59 p.m. Eastern Standard Time. Responses to questions relevant to all applicants received by September 15, 2021, will be emailed to all applicants by September 22, 2021.

E. Application Requirements

This section describes what an application should include. Incomplete or missing responses will negatively affect the evaluation of the application.

(1) Applicant Information

The following information is required:

- 1) Organization Name - please list the organization's legal name that should be used for the subaward. If the organization's legal name is different from what is listed in the SAM registration and/or DUNS registration, please provide a brief explanation in the "Additional Information" section.
- 2) DUNS number.
- 3) Employer Identification Number.
- 4) SAM Registration - yes/ no; current registration expiration date (highly preferred).
- 5) Organization Address - if there are multiple locations, you may list the administrative headquarters address.
- 6) Executive Director (name, phone, email).
- 7) Project Director (name, phone, email) - point of contact for programmatic matters.
- 8) Fiscal Manager (name, phone, email) - point of contact for financial matters.
- 9) Fellow Supervisor (name, phone, email) - Fellow's direct supervisor.
- 10) Fellow Office Address, if different from the organization's address listed above.

- 11) Working Remote
 - a. Explain Fellow remote work situation if applicable.
- 12) Total Subaward Budget Requested (\$).
- 13) Number of Fellows Proposed.
- 14) Does your organization service one or more of the following service areas in Louisiana: Lake Charles, Baton Rouge, Lafayette, or New Orleans? (yes/no)
 - a. If yes, which one(s):
- 15) Additional Information (optional).

For the following three questions please mark yes or no based on your project plan described in the program narrative)

- 16) Is your organization a member of your state/territory Volunteer Organizations Active in Disaster (VOAD)? (yes/no)
- 17) Proposing Fellow to be Equal Justice Works Disaster Resilience Program's Cohort 2 Lead Fellow? (yes/no)
- 18) Provides Legal Services to Native American and/or Tribal Communities (yes/no)
- 19) Provides Legal Services to Immigrant Communities (yes/no)

(2) Program Narrative

Please refer to the program narrative template in Appendix 2 which includes the sections listed below for completion. This document should be uploaded as a PDF with "Program Narrative" as part of its file name, not exceeding eight single-spaced pages using the 12-point font.

- a. Statement of the Problem and Need
 - This section should include the description of problems or gaps in disaster legal aid (disaster preparedness, response, resilience) that the Fellowship project will address.
- b. Project Design and Implementation Plan
 - This section should include:
 - A coherent, concise, and complete plan for the implementation of the Fellowship project at the host organization that addresses the requirements and goals of the Disaster Resilience Program described in this solicitation. This section should reference the scope of work including key performance indicators and clearly outlining dedication to direct legal services and outreach, education and other deliverables as described in Section 1.G. Program Information—Scope of Work.
 - Goals, objectives, and primary activities that will be accomplished through this project.
 - Types of legal services the Fellow will provide (ex: Immigration; Housing; General Disaster law), the target client population, and geographic service areas (State/City/County).

- Anticipated project impact.
- Plan for providing supervision, mentorship, and training to the Fellow.
- Any sustainability plan to continue providing those services beyond the Fellowship.

c. Organizational Capabilities and Competencies

- This section should include the applicant’s capacities and competencies to carry out the programmatic, administrative, and financial aspects of the program and should address the following items:
 - Describe capacities and competencies of hosting summer law student Fellow.
 - Experience providing [disaster/immigration/housing] legal assistance and outreach.
 - Relationships with community partners and referral networks in serving disaster survivors and with relevant local coalitions and/or multidisciplinary taskforces.
 - Relevant legal and supervisory experience of the Fellow’s supervisor.

d. Plan for Collecting Data for Performance Measures

- This section should describe the organization’s experience and capacity to track and report data for performance measures and participate in the evaluation project.

(3) Budget Worksheet

Applicants must complete the budget worksheet template to document their proposed budget, using the budget template (Appendix 3) and following the template instructions.

(4) Certifications - Policy Certification

Applicants must complete the certification form available at the application website. This information will be used to determine the applicant’s eligibility for the subaward.

(5) Certifications - Certification for Data Privacy

Applicants must complete the certification form available at the application website. This information will be used to determine the applicant’s eligibility for the subaward.

When attaching a document file to the submission email, applicants should use descriptive file names (e.g., “Program Narrative_Organization Name” or “Budget_Organization Name”) for all files.

Applicants must complete the certification forms available on the application website page. This information will be used to determine the applicant’s eligibility for the subaward.

F. Administrative Requirements

Applicants are required to complete, acknowledge, and submit the following administrative requirements with the Proposal submission. Incomplete or missing responses will negatively affect the evaluation of the application.

(6) Preaward Survey

Applicants must complete the Preaward Survey (Appendix 7) available at the application website. The purpose of this survey is to assess whether the applicant’s accounting system is acceptable under the financial management requirements. Equal Justice Works Standard Grant Award Conditions for Non-Federal Grants.

The standard terms and conditions for subawards issued by Equal Justice Works which encompasses legal, administrative, and financial management requirements for projects awarded by Equal Justice Works.

(7) Risk Assessment Tool

Applicants must complete the Risk Assessment Tool (Appendix 9) made available at the application website. This information will be used for preaward risk assessment.

(8) Financial Statements and IRS Form 990

Applicants must submit item 1 and may elect either item 2 or 3 if organization taxes have not been filed for the year preceding the date of proposal application.

Item	Action	Status
1. IRS Form 990: Return of Organization Exempt From Income Tax. (Non-profits, et al) OR 1. IRS Tax Form (as appropriate for the specific for-profit legal entity).	Mandatory	N/A
2. Sub-recipient’s individual financial statements (interim or annual) <ul style="list-style-type: none"> • Balance sheet or the statement of financial position • Income statement or profit and loss statement • Statement of cash flows 	FOR interim reports FOR annual reports IF organization expends more than \$750,000 of federal funds within a fiscal year	Unaudited Audited Audited (<i>must be current in the Federal Audit Clearinghouse-FAC</i>)

<ul style="list-style-type: none"> • Statement of retained earnings/changes in equity (<i>for commercial enterprises only</i>). • Notes to financial statements 		
3. Annual Report	May be submitted in lieu of full Financial Statements	Audited

4. APPLICATION REVIEW INFORMATION

Applications that meet the eligibility requirements and the prerequisites listed below will be evaluated using the criteria set forth in this section.

G. Prerequisites

- (1) Applicants must complete and meet the minimum requirements of the Preaward Survey, Risk Assessment Tool, Policy Certification, and Certification for Data Privacy.
- (2) Applicants must be registered in the System for Award Management (SAM) and is not identified in SAM as excluded from receiving federal awards and be in good standing with state statutes for the organization’s business classification.

A. Evaluation Criteria

- (1) Project Design, Goals, and Implementation Plan (45%)

Applications will be evaluated based on the quality, comprehensiveness and the feasibility of their proposed project design, specificity of goals, location, focus, and the rigidity of their implementation plan. Proposed projects with greater emphasis on the percentage of time allocated to providing direct legal services and outreach/preparedness as outlined in the Scope of Work section carry higher weighted percentage scores.

- (2) Capabilities and Competencies (25%)
- (3) Budget (20%): Applicants must submit complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities proposed) budgets.
- (4) Plan for Collecting Data for Performance Measures (5%)
- (5) Additional documentation and considerations (5%): demonstrated ability to host the Lead Fellow; state/territory Voluntary Organizations Active in Disaster (VOAD) membership; Louisiana applicants serving Lake Charles, Baton Rouge, Lafayette, or New Orleans.

5. INDEX OF APPENDICES

List of Appendices required to be submitted in response to this RFP. See application website to download Appendices.

- (1) Applicant Information Form
- (2) Proposal Narrative
- (3) Budget Worksheet
- (4) Policy Certification
- (5) Certification for Data Privacy
- (6) Sample Fellow Job Description (*reference document; no submission required*)
- (7) Pre-award Survey
- (8) Equal Justice Works Standard Grant Award Conditions for Non-Federal Grants
- (9) Risk Assessment Tool
- (10) Financial Statements and IRS Form 990