



DISASTER RESILIENCE PROGRAM

/ Host Organization Request for Proposal Question and Answers Document

This document contains the general scope of all incoming questions from potential subrecipient host organizations during the RFP preparation.

1. **Question:** To clarify - must the Fellow(s) start by no later than 10/25/2021 or is that the earliest date they can start?

Answer: That is the earliest they can start. We understand it might take a few weeks to recruit and onboard a new staff member/Fellow.

2. **Question:** Can Hurricane Ida response be included in this announced opportunity?

Answer: Because of the funding source for this opportunity, the Fellowship plan should include opportunities to “help communities rebuild and reimagine post COVID-19.” For those in Louisiana, they’d also like to see some assistance with housing. That being said, Ida recovery is not outside of the realm of possibilities for this opportunity.

2. **Question:** There seems to be a formatting problem with the budget form. There are prefilled amounts that we cannot change which are inaccurate in both the salary and fringe sections. Our budget narrative explanation is xxx out in some places also.

Answer: The updated budget sheet with the correct formulas is attached and updated on the website [here](#). The sections in green are locked in. Your information is limited to the highlighted portions of the sheet. We can read all the information that you provide in the budget narrative section.

3. **Question:** We are setting up a post-IDA lawyering response and are interested in applying for a Fellow and summer law students. Is this program available to law clinics or is it focused on legal services applicants? I have reviewed the materials, however, I'm not clear.

Answer: This Fellowship opportunity includes funding for an attorney Fellow and an accompanying summer law student Fellow. While a legal clinic would be an excellent opportunity for an attorney Fellow and a summer law student to assist with, the funding itself could not be used to fund the clinic.



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4. **Question:** Can attorney fellows be supervisors for paralegals and legal assistants doing the same work, even if those staff are funded by other sources? (All fellows would have experienced attorneys for supervisors)

Answer: Attorney Fellows, who are comfortable doing so, may supervisor paralegals and legal assistants so long as they spend most of their time on direct services and outreach activities as outlined in the RFP. Fellows should not be supervisors of other proposed Equal Justice Works Disaster Resilience Program Fellows.

5. **Question:** Can the fellows do policy advocacy work, or can they only do direct services?

Answer: Fellowship must entail the core activities described in the Scope of Work section of the RFP which includes Legal Services and Outreach, Education and Other Deliverables as described. Fellows may do policy advocacy work (but not any direct or grassroots lobbying) in addition to direct legal services so long as it falls within the guideline described in section G (2) of the RFP regarding 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".

6. **Question:** If we are requesting more than one fellow and addressing multiple disaster needs/legal areas, do we have to assign certain areas of work to specific fellows? Or can we submit one position description that's all-inclusive of the areas we plan to address?

Answer: If you are requesting more than one Fellow, please clarify which area of work each Fellow will work on if they are different. If they will work on the same issue area topics, please note that.

7. **Question:** Do we need to project output goals for the key performance indicators we plan to focus on? Or should we just describe which ones we plan to focus on and how?



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Answer: All key performance indicators described in section G(4) of the RFP will be collected and tracked by each selected Fellow. Applicants should consider including an estimate of project output goals in the Program Narrative Section of their proposal. If requesting multiple Fellows, for the proposal, it is okay to aggregate those indicator goals. Selected applicants will work with Equal Justice Works upon receiving their award to create a Workplan for each Fellow to break down their goals into targets throughout the program.