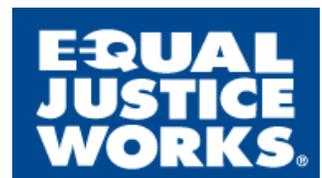


Host Organization Application

2018–2020

Equal Justice Works
Crime Victims Justice Corps

1730 M Street, NW, Suite 800
Washington, DC 20036
202.466.3686
www.equaljusticeworks.org



Applications Due: March 14, 2018

Overview

Equal Justice Works invites eligible organizations to apply competitively to host Fellows for a two-year fellowship term as part of the Equal Justice Works Crime Victims Justice Corps (CVJC). CVJC is a legal fellowship program designed to increase capacity and access to civil legal help for crime victims. CVJC also has a summer law student component.

CVJC is primarily funded by the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC), Award Number 2017-MU-MU-K131, and authorized under the Victims of Crime Act, 42 U.S.C. §10603(c)(1)(A), and the Trafficking Victims Protection Act, 22 U.S.C. §7105(b)(2). This federal funding is supplemented by private funds.

Eligibility

Applicants to host Fellows and law students must meet the following eligibility criteria:

- (1) Establish the organizational status as a nonprofit organization, defined as those described in section 501(c) of the Title 26 and exempt from taxation under 501(a) of that title, or a tribal nonprofit;
- (2) Have a history of providing services to human trafficking victims, if proposing to serve such victims through a Fellow; and/or other crime victims in the civil legal issue topic areas identified in Section 1.B. Scope of Work; and
- (3) Not identified in the System for Award Management (SAM) as excluded from receiving federal awards.

For Fellow and law student eligibility, see Section 1.A. Overview.

Deadline

All applications are due by 11:59 p.m. Eastern Standard Time on March 14, 2018.

Contact Information

For assistance with any requirements of the solicitation, contact Allie Yang-Green, Senior Manager, Public Programs, Equal Justice Works at (202) 372-9331 or ayanggreen@equaljusticeworks.org. Also, monitor the program website at <http://www.equaljusticeworks.org/post-grad/Crime-Victims-Justice-Corps> for updates.

Solicitation Release Date: February 13, 2018

About Equal Justice Works

The mission of Equal Justice Works is to create a just society by mobilizing the next generation of lawyers committed to equal justice. We provide leadership to ensure a sustainable pipeline of talented and trained lawyers are involved in public service. Equal Justice Works provides a continuum of programs that begin with incoming law school students and extend into careers in the profession. We provide the nation's leading public interest law Fellowship program and offer more postgraduate, full-time legal positions in public service than any other organization. For more information about Equal Justice Works, please visit www.equaljusticeworks.org.

Contents

1. Program Description	1
A. Overview	1
(1) Fellows	1
(2) Law Students	1
(3) Training and Technical Assistance	2
(4) Data Collection and Evaluation	2
B. Scope of Work	2
(1) Fellows	2
(2) Law Students	4
(3) Key Deliverables	4
2. Subaward Information	4
A. Type of Award	4
B. Conditions of Subaward	5
C. Financial Management	5
D. Budget Information	5
(1) Fellows	5
(2) Law Students	6
(3) Language Assistance and Other Support Costs	6
(4) Incurred Costs and Facilities and Administration Costs	6
3. Eligibility	6
4. Application Information	6
A. Cover Sheet	7
B. Abstract	8
C. Program Narrative	8
D. Financial Statements and Form 990	9
E. Budget Worksheet	9
F. Preaward Survey	9
G. Logic Model	10
5. Application Review Information	10
A. Technical Experience	10
B. Organizational Capacity	10
C. Past Performance	10
D. Budget	11
6. Timeline	11
A. Key Dates	11
B. Informational Webinar and Notice of Intent to Apply	11
C. Questions Period	12

1. PROGRAM DESCRIPTION

A. Overview

The overarching goal of Equal Justice Works Crime Victims Justice Corps (CVJC) is to increase the capacity of the victim services field by bridging the gap in high quality, comprehensive legal assistance to victims through the provision of direct legal services and the enforcement of crime victims' rights.

CVJC will mobilize 62 attorneys ("Fellows") and 34 law students (17 summer legal interns for each summer), who will be part of a nationwide cohort to close the justice gap for crime victims. Selected organizations ("host organizations") will host Fellow(s) for up to two years to provide outreach, education, and direct representation to the victims of crimes, including human trafficking, fraud/identity theft, campus sexual assault, hate crime, and immigrant-related crimes. All Fellows will incorporate crime victims' rights enforcement into their practice.

The long-term goals are to help crime victims rebuild their lives, increase crime reporting, reduce criminal activity, and develop a nationwide community of expert crime victims' lawyers and advocates with experience in enforcing crime victims' rights.

(1) Fellows

Fellows must be attorneys licensed to practice law. CVJC will support 45 Fellows under the Trafficking Victims Protection Act (TVPA) and 17 Fellows under the Victims of Crime Act (VOCA) for a fellowship period from June 1, 2018 to May 31, 2020. The Fellow's funding source impacts the type of crime victims they may serve. A host organization may propose to host more than one Fellow.

Host organizations are responsible for recruiting and competitively selecting qualified Fellows. Equal Justice Works will supplement the host organizations' efforts by providing a job description template and marketing the opportunities nationwide through its legal aid and victim services networks. The final selection of Fellows will involve a review and approval from Equal Justice Works.

(2) Law Students

The program model includes 34 law students to work full-time eight to ten weeks during the summers of 2018 and 2019 (17 each summer) to support VOCA-funded Fellows.

Organizations hosting a VOCA-funded Fellow have priority to host a law student. Law students will receive a stipend for fulfilling their service requirement of eight to ten weeks. CVJC summer law students must be enrolled in an ABA-accredited law school at the time of service.

Law students will be recruited and competitively selected by host organizations to participate in the program and must be supervised by a Fellow. The responsibility of recruiting qualified summer law students lies primarily with hosting organizations, with the support of Equal Justice Works in promoting the internship opportunity. Where a host organization identifies a particularized reason to pair a summer law student with a TVPA-funded Fellow, such arrangement may be considered.

(3) Training and Technical Assistance

The National Crime Victim Law Institute (NCVLI), in partnership with Equal Justice Works, will provide training and technical assistance to CVJC participants. The training will involve in-person substantive law training as well as technology-assisted meetings and trainings. In-person training is only for Fellows.

In-person training for Fellows will include a two-day “boot camp” addressing substantive legal topics and victim services, currently planned for the summer of 2018. The Fellows will also participate in the annual three-day Equal Justice Works Leadership Development Training to be held in November 2018 and November 2019 in Washington, D.C., which focuses on broad practice skills and developing all current Equal Justice Works Fellows as public interest leaders. A final learning and reflection workshop will be held at the conclusion of the program in order to discuss promising practices and lessons learned.

Additionally, NCVLI will provide technical assistance and training to Fellows and law students. The Fellows and law students will also have access to searchable victim law databases.

(4) Data Collection and Evaluation

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

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

B. Scope of Work

(1) Fellows

While they serve as a national cohort under one program, Fellows are distinguished programmatically as TVPA-funded Fellows and VOCA-funded Fellows. This is reflective of the two funding streams under the program, and the different groups of program beneficiaries and activities under each.

TVPA-funded: 45 Fellows

TVPA-funded Fellows will provide comprehensive legal services to human trafficking survivors addressing the range of legal issues that arise from the victimization of human trafficking. Such services can include assistance with civil legal remedies such as family law (e.g., divorce, custody, child support, emancipation, dependency, guardianship, and family reunification), protective orders, employment law (including wage and hour claims), and public benefits access; immigration assistance; assistance pursuing efforts to vacate a victim’s criminal conviction and/or expunge a victim’s criminal record (where the law allows a record to be vacated/expunged based on being a human trafficking victim); and advocacy support in criminal matters. All Fellows must provide crime victims’ rights enforcement legal services.

- TVPA funding must be used to support legal services for victims of human trafficking only.
- *Fellows may not provide criminal defense services.*
- Fellows may serve survivors of both sex and labor trafficking, and both U.S. citizens and foreign nationals.

VOCA-funded: 17 Fellows

Pursuant to the OVC award, VOCA-funded Fellows will provide a range of comprehensive civil legal services to crime victims/survivors affected by fraud and/or identity theft, campus sexual assault, hate crimes, and other types of crimes with collateral civil legal consequences arising from victimization, including education, immigration, employment, and family law matters. All Fellows must provide crime victims' rights enforcement services.

An individual VOCA-funded Fellow is not expected to cover all listed civil legal issue topic areas as defined by the OVC award, but all topic areas must be covered collectively by the CVJC program.

Civil Legal Issue Topic Areas:

- **Fraud and/or identity theft**

Activities may include, but are not limited to:

- Addressing the legal ramifications of identity theft;
- Addressing the impact of consumer fraud in areas including, but not limited to, debt collection, imposter scams, telephone and mobile services, banks and lenders, prizes, sweepstakes and lotteries, etc.;¹
- Assisting with reporting consumer complaints to the appropriate government agencies;
- Conducting outreach and educational activities to increase awareness about consumer fraud, identity theft, and abusive tactics.

- **Campus sexual assault**

Activities may include, but are not limited to:

- Assisting survivors of sexual assault enrolled in schools or universities (including community colleges) by providing legal advice on victims' rights and/or campus administrative proceedings;
- Filing formal complaints to appropriately address the consequences of victimization and the disruption to a victim's education and life.

- **Hate crime²**

Activities may include, but are not limited to:

- Addressing civil legal needs, such as housing, medical assistance, education, and employment;
- Educating victims and key stakeholders about the rights of victims of hate crimes, and available legal and social services.

- **Immigrant victims**

Activities may include, but are not limited to:

¹ For most prevalent types of consumer fraud, see Federal Trade Commission, *Consumer Sentinel Network Data Book for January – December 2016*, at 6 (March 2017), at https://www.ftc.gov/system/files/documents/reports/consumer-sentinel-network-data-book-january-december-2016/csn_cy-2016_data_book.pdf.

² For the purposes of this solicitation, the term "hate crime" has the meaning defined in the Violent Crime Control and Law Enforcement Act of 1994, H.R. 3355, Pub. L. 103-322.

- Representing immigrants with meritorious immigration relief in civil, immigration, and administrative proceedings including applying for continued presence, U-Visas, and T-Visas;
- Sharing information about available resources and connecting victims with social services and other assistance.
- **Other legal services**
 - Victims of other crimes, including but not limited to intimate partner violence, domestic violence, dating violence, or stalking, are eligible for comprehensive civil legal services and crime victims' rights advocacy where the crime was committed by an undocumented immigrant.

(2) Law Students

Law students will be supervised by Fellow(s) to conduct legal research, screenings, and intakes, and to support outreach and educational activities under the program. The law student's work, including the topic areas, will generally follow the supervising Fellow's work plan.

(3) Key Deliverables

Fellows will deliver services through a combination of legal services, referrals, outreach, and education, including:

- Screenings for legal issues arising from victimization.
- Direct representation, and advice and counsel in matters including family law, housing, immigration, education, consumer law, and victims' rights.
- Advising clients on their rights as crime victims under applicable state law, and enforcing those rights in criminal and investigative proceedings.
- Referrals to victim services and community partners providing legal and other services, including those funded by OVC.
- Outreach and education
 - Building partnerships with key stakeholders (e.g., law enforcement, victim service providers, legal services, medical providers, faith-based organizations, and schools);
 - Conducting educational activities, pro bono attorney trainings, and community member trainings to increase awareness of victim's rights and/or legal remedies.

Numerical targets for program activities will vary across host organizations and depend on specific topic areas addressed.

2. SUBAWARD INFORMATION

A. Type of Award

Equal Justice Works intends to issue subawards to selected host organizations for the performance of this program, subject to the terms and conditions of the cooperative agreement between Equal Justice Works and OVC. Selected host organizations will be subawardees of Equal Justice Works.

B. Conditions of Subaward

Organizations selected to host CVJC Fellows and law students will be required to comply with the following conditions, in addition to performing the scope of work:

- (1) **Program Evaluation:** All host organizations must participate in an evaluation of CVJC through an independent evaluator hired by Equal Justice Works. Host organizations must be willing to be a part of the evaluation and work collaboratively with Equal Justice Works and its evaluator to provide data as requested.
- (2) **Data and Progress Reporting:** Host organizations must collect and maintain data that measures the performance and effectiveness of activities under this award. Host organizations will be required to submit progress reports throughout the period of performance, at least on a semi-annual basis, and final report at the end of performance. This final report is to document all relevant project activities during the entire period of the subaward. Host organizations and Fellows will be required to utilize a web-based reporting system to share programmatic and financial documents with Equal Justice Works.
- (3) **Financial Status Reports:** Each host organization must submit financial status reports to Equal Justice Works on a quarterly basis.
- (4) **Legal Requirements:** As subawardees of Equal Justice Works, host organizations must adhere to all federal statutes and regulations contained within the subaward, as well as the applicable sections of the special conditions of the cooperative agreement between Equal Justice Works and OVC.

C. Financial Management

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to the subawards.

In the event an organization hosts a combination of a TVPA-funded Fellow and a VOCA-funded Fellow, it must track and account TVPA and VOCA funds separately.

D. Budget Information

(1) Fellows

All subawards will cover up to \$48,000 toward the Fellow's salary per year during the Fellowship. Where the host organization's salary scale provides for greater than \$48,000 for an equivalent full-time staff position, the host organization must make up the difference from non-federal funding sources.³

All Fellows must be provided with the same fringe benefits available to the organization's full-time staff members. Organizations hosting TVPA-funded Fellow(s) are required to pay for 100% of fringe benefits, due to match requirements of TVPA funding. Organizations hosting VOCA-funded Fellows will receive funding from Equal Justice Works to cover fringe costs for health insurance, FICA, and Worker's Compensation, but it should pay for any additional fringe benefits to VOCA-funded Fellows.

³ Host organizations who receive Legal Services Corporation funds may use such funds for match purposes. See OVC letter dated June 16, 2016 at <https://www.ovc.gov/VOCA-Administrators/OVC-letter-re-LSC-funds-as-match-6-16-2016-508.pdf>.

The subaward will cover Fellows' travel costs for attending in-person trainings sponsored by Equal Justice Works and NCVLI, as well as the costs for the criminal background checks, which are to be performed by the host organization.

(2) Law Students

The organizations that host law student(s) will receive a \$3,200 stipend per student to be transferred in full to the student(s).

The subaward will cover the costs for law students' criminal background checks, to be performed by the host organization, but does not provide for supplies, equipment, facilities, Fellow supervision costs, or indirect costs.

(3) Language Assistance and Other Support Costs

All subawards will include \$4,500 per year for each Fellow towards language assistance and/or other allowable support costs outlined below within the funding cap for this purpose (See 4.E. Budget Worksheet). This funding is solely for the costs associated with legal services.

- **Language Assistance:** Priority will be given to allocating funding towards strengthening language accessible services to crime victims. Examples of allowable services include translation and interpretation services, language assistance-related training for staff and volunteers, and in-house interpreter staff time, and outreach to target limited English proficiency populations.
- **Outreach and Training Materials:** The funding (or a portion of it) may be allocated to cover physical material costs for the Fellow's outreach and training materials, such as flyers and training handouts.
- **Transportation:** The funding (or a portion of it) may be used towards transportation costs related to the Fellow's legal service activity, such as bus cards, parking, and mileage. This funding can also be used for transportation costs of the Fellow's clients and/or interpreters for relevant purposes such as attending court hearings and attorney-client meetings.

(4) Incurred Costs and Facilities and Administration Costs

Equal Justice Works shall not be obligated to pay any cost incurred by the applicant in the preparation and submission of a proposal in response to this solicitation. Additionally, the subaward to host organizations do not include Facilities and Administration (F&A) Costs.

3. ELIGIBILITY

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

For Fellow and law student eligibility, see Section 1.A. Overview.

4. APPLICATION INFORMATION

All applications must be submitted through an online portal available at Equal Justice Works CVJC website: <http://www.equaljusticeworks.org/post-grad/Crime-Victims-Justice-Corps>.

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

A complete application must include the following:

- A. Cover Sheet
- B. Abstract
- C. Program Narrative
- D. Financial Statements and Form 990
- E. Budget Worksheet
- F. Preaward Survey
- G. Logic Model

When uploading a document file, applicants should use descriptive file names (e.g., “Program Narrative” or “Logic Model”) for all files.

A. Cover Sheet

This section is to be completed through an online form available at <http://www.equaljusticeworks.org/post-grad/Crime-Victims-Justice-Corps>.

Name of Organization	
DUNS number	
Employer Identification Number	
Organization Address (Street, City, State, Zip)	
Executive Director (Name, Phone, Email)	
Application Point of Contact (Name, Phone, Email)	
Financial Contact (Name, Phone, Email)	
Fellow Supervisor (Name, Phone, Email)	
Total Funds Requested (\$)	
Number of TVPA-funded Fellows Proposed	
Number of VOCA-funded Fellows Proposed	
Number of Law Students Proposed	
Civil Legal Issue Topic Area(s) Proposed	

B. Abstract

The abstract should summarize the organization's qualifications and proposed activities (workplan) in 400 words or less. Abstracts should be written for a general public audience, uploaded as a PDF with "Abstract" as part of its file name, single-spaced, using the 12-point Arial font.

C. Program Narrative

The program narrative should include the sections listed below and be uploaded as a PDF with "Program Narrative" as part of its file name, not exceeding eight single-spaced pages using the 12-point Arial font.

(1) Statement of the Problem and Need

- Describe any gaps and demonstrated need for legal services to crime victim/survivors of the applicable civil legal issue topic area (human trafficking, fraud, campus sexual assault, hate crimes, immigrant victims, etc.) in the geographical area where you serve.

(2) Project Design and Implementation Plan

- Explain what types of services will be offered.
- Describe anticipated program impact and service deliverables through Fellow(s), including numerical targets.
- State your plan for providing supervision, training, and mentorship to the Fellow(s).
- State your plan for utilizing the Language Assistance and Other Support Costs funding (language assistance, training and outreach materials, and transportation) and explain why this is the most effective use of the funding.
- Describe any sustainability plan to continue providing those services beyond the two-year Fellowship.

(3) Organizational Capabilities and Competencies

- Describe your experience providing victim-centered, trauma-informed, culturally competent, language accessible, comprehensive legal assistance to victims of crime in the civil legal issue topic area(s) pertinent to your application. If proposing a TVPA-funded Fellow, provide the same descriptive information for services to human trafficking victims.
- Describe your experience providing crime victims' rights advocacy and rights enforcement in criminal matters.
- Describe your relationships with community partners and referral networks in the proposed civil legal issue topic area(s) and with local victim services taskforces and/or anti-human trafficking task forces.
- Describe your experience with managing federal grants. Describe the systems and process used to ensure compliance with federal financial requirements, including tracking funds and financial reporting, managing payroll, and compliance with audit requirements and/or general accepted accounting practices (GAAP). If you have not managed federal grants, explain your comparable grant management experience and capabilities.
- Describe the relevant experience of supervisory personnel who will be assigned to supervise the Fellow(s).

- State your plan for ensuring that, in the event of staff turnover at your organization, relevant personnel (e.g., human resources, financial program directors, supervisors, etc.) will be aware of the responsibilities and requirements of this program.

(4) Plan for Collecting Data for Performance Measures

- Describe your experience with tracking and reporting data for performance measures and evaluation, including collection systems.

D. Financial Statements and Form 990

Applicants must submit a copy of their most recent audited financial statements (in compliance with 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800, or otherwise) and Form 990 *Return of Organization Exempt From Income Tax*. If the audit resulted in any findings, include an explanation of those findings, as well as any corrective actions taken.

E. Budget Worksheet

Applicants must complete the budget worksheet template to document their proposed budget and provide appropriate budget narrative.

In preparing a budget, please note the following:

- For Fellows, Equal Justice Works will pay up to \$48,000 towards a salary per year and \$100 for the criminal background check.
- For law students, Equal Justice Works will pay up to \$3,200 towards a stipend per summer and \$100 for the criminal background check.
- Organizations hosting TVPA-funded Fellow(s) are required to provide funding for fringe benefits, including health insurance, FICA, Worker's Compensation, and any other fringe benefits available to full-time staff members.
- Equal Justice Works will pay for the fringe benefits of VOCA-funded Fellows, consisting of health insurance, FICA, and Worker's Compensation. The host organization must provide to VOCA-funded Fellows any other fringe benefits available to its full-time staff members using other funds.
- Equal Justice Works will pay up to \$4,500 per year for each Fellow towards language assistance and/or other specified support costs. An applicant must itemize each cost item provided under this category with associated costs and provide budget justifications for each in the narrative section.
- Fellow travel costs relating to participation in program-wide in-person training events organized by Equal Justice Works and the National Crime Victim Law Institute will be fully covered by Equal Justice Works.

F. Preaward Survey

Applicants must complete the Preaward Survey ("Preaward Survey of Prospective Sub-Recipient Accounting System"). The purpose of this survey is to assess whether a host organization's accounting system is acceptable under the financial management requirements, as a subawardee of Equal Justice Works under the cooperative agreement with OVC.

G. Logic Model

Applicants must complete the logic model template, which includes program activities, outputs, and impact.

5. APPLICATION REVIEW INFORMATION

The applications will be reviewed and scored by Equal Justice Works and approved by OVC. The application will be evaluated based on four factors to be weighted equally:

A. Technical Experience

This shall be specific, detailed, and complete as to demonstrate clearly and fully that the applicant has the technical experience to accomplish requirements of the program. Technical experience should be reflected in the Abstract, Statement of the Problem and Need, Project Design, and Implementation Plan.

Reviewers will consider adequate demonstration of:

- Experience providing trauma-informed, language accessible, comprehensive legal assistance to victims of crime in one or more of the stated civil legal issue topic areas
- Experience providing trauma-informed, language accessible, comprehensive legal assistance to human trafficking survivors, if proposing to serve human trafficking survivors
- Experience providing crime victims' rights advocacy and rights enforcement in criminal matters
- Demonstrated need in the service delivery area for the services to be provided
- Strength of relationships with community partners and referral networks
- Proposed service deliverables and impact, and sustainability plan

B. Organizational Capacity

This shall be specific, detailed, and complete to demonstrate clearly and fully applicant's organizational capacity.

Reviewers will consider adequate demonstration of:

- Managerial capabilities and competencies
- Financial management disclosures including financial infrastructure, financial statements, preaward survey, representations, and certifications
- Program performance measurement systems

C. Past Performance

Past performance must relate to experience detailed in the Technical Experience factor.

Reviewers will consider demonstration of

- Prior funding award information
- Performance history in similar areas/projects
- Personnel

- Support capacity and capability of administration

D. Budget

Reviewers will consider demonstration of

- Budget completeness
- Cost effectiveness and allowability (reasonable, allocable, and necessary for project activities proposed)
- Prioritization of language assistance services or justification for prioritizing other support costs
- Budget justification showing that the proposed expenditures are consistent with market rates (for example, hourly rate for professional interpreters) and comport with the DOJ Grants Financial Guide (December 2017) Post Award Requirements regarding procurement and consultant rates, as applicable

Additional considerations include:

- All program beneficiaries and civil legal issue topics as defined by the OVC award are represented by host organizations in the aggregate.
- Distribution of host organizations across geographic locations, including urban, rural, and tribal areas.
- Preference may be given to host organizations successfully demonstrating capability to serve more than one civil legal issue topic areas (e.g. fraud, hate crime, etc.) and offering a range of legal services in-house. Preference may also be given to host organizations proposing to host more than one Fellow.

6. TIMELINE

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

A. Key Dates

- **February 13, 2018:** Solicitation released.
- **March 14, 2018:** Applications are due. Applications must be submitted by Wednesday, March 14, 2018 by 11:59 p.m. Eastern Standard Time through the online application portal available at <http://www.equaljusticeworks.org/post-grad/Crime-Victims-Justice-Corps>. Applicants may be asked to submit additional information.
- **April 4, 2018:** Selected applicants are notified.
- **April/May 2018:** Fellow recruitment by host organizations.
- **June 1, 2018:** Fellows are expected to begin their two-year service by June 1, 2018.

B. Informational Webinar and Notice of Intent to Apply

- **February 23, 2018:** Equal Justice Works will host an informational webinar about the Application process.
- **February 26, 2018:** Interested applicants are requested to submit a **notice of intent to apply** by February 26, 2018 using the link on the program website <http://www.equaljusticeworks.org/post-grad/Crime-Victims-Justice-Corps>. This notice should

include the proposed number of Fellows and/or law students and the civil legal issue topic areas. Such notices will assist Equal Justice Works in ensuring timely and thorough review of all applications.

C. Questions Period

- **March 7, 2018:** The questions period ends at March 7, 2018, 3:00 p.m. Eastern Standard Time.

Applicants with any questions regarding the requirements of the solicitation or the application process should contact CVJC program manager, Allie Yang-Green, by **March 7, 2018, 3:00 p.m. Eastern Standard Time**. CVJC program manager, Allie Yang-Green, is the sole point of contact for all questions under this solicitation. Responses to all questions will be in the form of an amendment to this solicitation and posted at <http://www.equaljusticeworks.org/post-grad/Crime-Victims-Justice-Corps>.