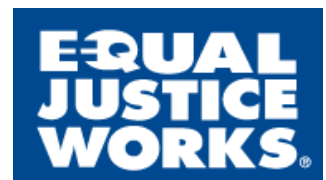


Host Site Application

2017-2018

Equal Justice Works
Elder Justice AmeriCorps

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Washington, DC 20036
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Introduction

Equal Justice Works seeks results-oriented host organizations for the **Elder Justice AmeriCorps**, an exciting initiative that aims to expand access to representation for elderly (60+) victims of abuse, neglect, and financial exploitation nationwide. This Department of Justice, Office for Victims of Crime and AmeriCorps program provides partial funding for up to two AmeriCorps Legal Fellows and up to four law students, as well as the chance to become part of a nationwide movement to close the justice gap for low-income individuals. Selected organizations will act as hosts to Fellows and law students providing direct legal services to victims of elder abuse. Each Fellow will focus on the formation or development of multi-disciplinary teams focused on elder abuse issues, the recruitment and training of legal professionals on elder abuse, and the provision of direct legal services.

Please note that the project is focused on providing legal services to victims of abuse, neglect, and financial exploitation rather than preventing instances of abuse.

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 AmeriCorps Legal Fellowships and Equal Justice Works, please visit www.equaljusticeworks.org

Overview of Equal Justice Works AmeriCorps Legal Fellowships

Supported by the Corporation for National and Community Service (CNCS), the Equal Justice Works AmeriCorps Legal Fellowship program was created in 1993 to address gaps in the legal aid community through direct representation, volunteer development, and community outreach. AmeriCorps Legal Fellows provide legal services to thousands of people across the country. Fellows have worked in a variety of issue areas including veterans' assistance, foreclosure prevention, disaster relief, and medical-legal partnerships. The Elder Justice AmeriCorps will engage lawyers as AmeriCorps members to address the legal needs of elder abuse victims. Applicants must propose to increase access to legal services for victims of elder abuse. Examples of such services include screenings for indicia of abuse, neglect, or financial exploitation; the direct provision of legal services to address abuse; the development of multi-disciplinary teams of lawyers, social workers, and healthcare providers to provide holistic services for this population; and the leveraging of legal professional volunteers to serve victims of elder abuse through outreach and education.

Conditions of Grant Award

Organizations selected as Elder Justice AmeriCorps host sites will be required to comply with the following grant conditions:

- **Program Evaluation:** All selected host sites may be asked to participate in an evaluation of the Elder Justice AmeriCorps through an independent evaluator hired by Equal Justice Works. Host sites that accept this grant 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.
- **Grants Management:** Host sites and Fellows will be required to utilize a web-based grants management system to share critical programmatic and financial documents with Equal Justice Works in order to document compliance with grant terms and federal regulations.
- **Health Insurance Coverage:** All AmeriCorps host sites must provide health insurance to otherwise uninsured Fellows at the time service begins. The insurance offered must meet the criteria for [Minimum Essential Coverage](#) as described by the Affordable Care Act.
- **Criminal History Checks:** All AmeriCorps Legal Fellows are subject to the National Service Criminal History Check (NSCHC) process. This includes a name-based search of the National Sex Offender Public Website (NSOPW) prior to the extension of an offer to prospective candidates (note that a positive NSOPW search will result in automatic disqualification from service per AmeriCorps rules). In addition, Fellows must initiate both state and FBI background checks prior to the start of service. The acceptance of a Fellow based on his/her criminal history, aside from registered sex offenders and individuals who have committed murder, is discretionary.
- **Financial Requirements:** All Equal Justice Works AmeriCorps Legal Fellows receive a living allowance of \$25,060, as well as \$12,000-\$21,000 in supplemental benefits. Supplemental benefits are reimbursements for certain allowable living expenses (e.g., rent, utilities, groceries, etc.) that are distributed to each Fellow pursuant to a contract with the host site, for which receipts must be furnished in order to document expenditures. Supplemental benefits must be distinct from the living allowance. Additionally, all Fellows are entitled to an education award in the amount of \$5,815 upon successful completion of 1700 hours of AmeriCorps service over a 12-month term. This award is provided to the Fellow directly by CNCS, and is not a cost to the host site. Fellows' time and attendance, as well as documentation of supplemental benefits and other grant-related information are provided by the host site through the Equal Justice Works grants management system.
- **Fellow Eligibility:** In order to qualify for service under this program, a prospective candidate must be a recent graduate of an Equal Justice Works member law school (most schools are members), must have sat for or be prepared to sit for the state bar

examination in the state where s/he will serve, must consent to all requisite criminal history checks, and meet all other selection criteria established by the host site.

- **AmeriCorps JD:** Each selected host site must commit to recruiting and managing at least two law student interns per Fellow who will be enrolled into the Equal Justice Works AmeriCorps JD program. This is an opportunity for law students to support Fellows in the provision of critical legal services to victims of elder abuse for a minimum of 300 hours in order to receive an education award of \$1,230.69. Note that, though these law students can (and should) work closely with Fellows, Fellows may not directly supervise AmeriCorps JD students per AmeriCorps rules.
- **Prohibited Activities:** Per AmeriCorps regulations, Fellows may not engage in certain prohibited activities such as lobbying, voter registration, and religious proselytism during their term of service. Please see Appendix A for a full list of all AmeriCorps prohibited activities.
- **Use of Material:** CNCS reserves the right to a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish or disseminate publications and materials produced under the award, including data, and to authorize others to do so (see 45 CFR § 2543.36; 2541.30).
- **Other Requirements:** Host Sites are responsible for the Fellow(s) and AmeriCorps JD Members complying with all CNCS AmeriCorps Program, Office of Management and Budget regulations, as well as Equal Justice Works AmeriCorps program policies and guidelines. Further, host sites are responsible for complying with the following performance measures:
 - Legal Fellows will provide legal service to at least 160 older adults on an annual basis who are low-income and in need of legal assistance regarding an elder abuse matter
 - The legal issues of at least 20 older adult victims of abuse, neglect, and financial exploitation will be resolved annually as a direct result of the Legal Fellow's intervention
 - Legal Fellows will train at least 20 legal professionals annually on elder abuse and available legal remedies

Application Timeline

Proposals must be submitted to Equal Justice Works by June 20, 2017 to receive consideration. Selected sites may be asked to submit additional information. Final notification will be made by no later than **July 18, 2017**. **Please note that acceptance of all proposals will be contingent on the availability of funding. Please also note that priority will be given to eligible host organizations that are currently part of the Vision 21 network.**

Fellows begin their term of service between **September 1, 2017 and September 30, 2017**, and will be required to attend the annual Equal Justice Works Leadership Development Training (LDT) from **October 31 – November 2, 2017**. Equal Justice Works will provide financial

support for Fellows' travel, lodging, and meals during the training. This is an opportunity to meet and network with over 250 Equal Justice Works Fellows across all of our various programs while receiving high-quality training to hone leadership skills. Host site staff will also be required to attend a series of web-based trainings to orient them to the programmatic and financial requirements of the Fellowship. Equal Justice Works staff will also be available to provide training and technical assistance to Fellows and host sites throughout the course of the year.

Note that the term of the Fellowship is one year.

RFP Technical Assistance Conference Call

Date and Time: June 6, 2017 at 2:00pm ET

Participant number: 404-602-9526

Access Code: 463394#

Thank you for your interest in national service, Equal Justice Works, AmeriCorps, and the Elder Justice AmeriCorps!

APPLICATION INSTRUCTIONS

In order for your application to be complete, please respond to the questions below as thoroughly and accurately as possible and complete the sample budget in Appendix B. Completed applications should be submitted to Tai Alex at talex@equaljusticeworks.org and Will Walker at wwalker@equaljusticeworks.org by June 20, 2017.

Section I: Host Organization Information

Please complete the following chart

Name of Organization & Employer Identification Number (EIN) (as shown on income tax return)	
DUNS Number	
Employer Identification Number (EIN)	
Executive Director (Name, Phone, Email)	
Application Contact (Name, Title, Phone, Email)	
Project Director (Name, Title, Phone, Email)	
Financial Contact (Name, Title, Phone, Email)	
Fellow Supervisor (Name, Title, Phone, Email)	
Organization Address (Street, City, State, ZIP)	
Number of AmeriCorps Fellowships requested	
Grant funds to be requested (multiply \$25,060 per Fellow requested)	
Number of AmeriCorps JD Students proposing to manage	
Organization’s total annual operating budget	
Name and location of all employee unions for attorneys (if applicable)	
Prior Experience hosting AmeriCorps Members (Yes or No)	

Section II: Program Information

A. AMERICORPS PROGRAM REQUIREMENTS

1. State your plan for ensuring compliance with AmeriCorps policies and procedures, including criminal history checks, management of time and attendance, and timely completion of member performance evaluations. Please be sure to address each of the areas listed in your response.
2. Describe your plan for selecting and/or retaining your Fellow(s) in the upcoming grant year. How will you ensure that your Fellow(s) have the tools they need to successfully complete their 1700-hour term(s) of service over the course of 11-12 months?
3. How will your site engage members with the AmeriCorps State Commission in your state? How will you support national days of service (e.g., Martin Luther King, Jr. Day, September 11, AmeriCorps Week, etc.)?
4. If there is a union at your organization, please provide evidence that the union has been consulted with and approved the placement of AmeriCorps members at your site.

B. FINANCIAL COMPLIANCE & PROGRAM MANAGEMENT

5. Describe your experience with managing federal and/or state grants. Describe the systems and process used to ensure compliance with federal and/or state financial requirements including tracking funds and financial reporting, managing payroll, compliance with A133 requirements and/or general accepted accounting practices (GAAP), Fellow payroll management, etc. List the amounts of the three largest federal grants your organization received in the past three fiscal years, and describe the source and purpose of the funding. If the funding was renewed, please also note that.
6. State your plan for ensuring that, in the event of staff turnover at your site, relevant personnel (i.e., human resources, financial program directors, supervisors, etc.) are aware of the responsibilities and requirements of this program?

7. State your plan for tracking supplemental benefits to ensure that receipts and other proof of expenditures are collected from your Fellow(s) timely. How will you ensure that supplemental benefit payments align with allowable expenses?

8. All host organizations are required to contribute a minimum of \$25,060 in matching funds for each Fellow hosted. Allowable costs towards this requirement include health insurance, malpractice insurance, FICA, workers' compensation coverage (if applicable), Fellow travel costs, and any other benefits provided to the Fellow. State the source of funds that will count towards your site's match requirements for this grant. State your plan for ensuring that match funds are accounted for separately from grant funds (i.e., the separation of the AmeriCorps living allowance from supplemental benefits).

9. State the ways in which your site maintains an accessible workplace for persons with disabilities. If available, please attach your agency's written accessibility policy.

10. All sites are required to host at least two law student interns per Fellow. State your plan for recruiting two AmeriCorps JD law students to serve 300 hours in support of your Elder Justice program during the grant year.

C. PROGRAM IMPLEMENTATION

11. Describe your organization's history and past accomplishments with providing legal services to victims of elder abuse. In the last year, how many clients of this population did you serve? How do these services fit in with your organization's overall mission?

12. Each Fellow in the Elder Justice AmeriCorps will be asked to provide screening to at least 160 older adults and legal representation to at least 20 victims of elder abuse during the course of their 12-month term of service. Please state your plan for identifying and screening individuals for indicia of elder abuse. This may include standard office intake procedures, community presentations targeted at elder populations, or any other methods that your organization employs to identify and assess the legal needs of its client population.

13. State your plan for screening and providing legal services (including brief services and full representation) to at least 160 during the grant term. Include the types of matters for which legal services and representation will be provided by your Fellow.

14. State your plan for utilizing your Fellow(s) and law students to educate the legal community regarding elder abuse, Describe the types of training your Fellow(s) and law students will provide to pro bono attorneys and other legal professionals, the frequency of such trainings, and the topics that will be covered.

15. Please explain how you will collect and report data which will include the following:
 - a. Total number of clients served
 - b. Source of client referrals
 - c. Number of clients presenting with indicia of the following:
 - i. Physical abuse
 - ii. Neglect
 - iii. Sexual abuse
 - iv. Psychological abuse
 - v. Financial exploitation
 - vi. Multiple forms of abuse
 - vii. Prior complaints about abuse
 - viii. Cognitive impairment
 - ix. Physical disability
 - x. Cognitive impairment and physical disability
 - d. Alleged Perpetrator of abuse, neglect, or exploitation
 - i. Family member
 - ii. Family member caregiver
 - iii. Non-family member caregiver
 - iv. Long-term residential facility
 - v. Other
 - e. Types of service provided
 - f. Number of case referrals to other agencies

16. Describe how your Fellow will join, develop or form multi-disciplinary teams focused on elder abuse issues.

D. FELLOW TRAINING & SUPPORT

17. State your plan for providing supervision, training, and mentorship to your Fellow(s) throughout the course of the year.

E. ATTACHMENTS

18. Please attach a copy of your organization's most recent audit (in compliance with OMB A-133 or otherwise) and Form 990. If your audit resulted in any findings, include an explanation of these findings in the space below, as well as any corrective actions that were taken.

APPENDIX A

AmeriCorps Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:

- (1) Attempting to influence legislation
- (2) Organizing or engaging in protests, petitions, boycotts, or strikes
- (3) Assisting, promoting, or deterring union organizing
- (4) Impairing existing contracts for services or collective bargaining agreements
- (5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office
- (6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
- (7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization
- (8) Providing a direct benefit to—
 - (i) A business organized for profit
 - (ii) A labor union
 - (iii) A partisan political organization
 - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative
 - (v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities
- (9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive
- (10) Providing abortion services or referrals for receipt of such services
- (11) Such other activities as the Corporation may prohibit

Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

Additional note: The AmeriCorps prohibited activities apply to Elder Justice AmeriCorps Fellows and the volunteers whom they recruit and manage. The prohibited activities do not apply to other staff in the organization.

APPENDIX B

Sample Budget for an AmeriCorps Legal Fellow Project (Two Fellows)

Budget Tip: The host site should limit line items expenses within the “CNCS Amount” column to only proposed amounts for living allowance, which is \$25,060 per Fellow. The Grantee Amount column should include the minimum required \$12,000 for supplemental benefits, funds for health insurance, FICA, worker’s compensation insurance, and unemployment insurance (if mandatory in your state), and other benefits provide to the Fellow or cost incurred by the site to host a Fellow. Please give additional information about how you arrived at each figure.

You may submit this document in Excel spreadsheet format if you wish.

Expense Type	CNCS Amount <i>(from Equal Justice)</i>	Grantee Amount <i>(Host Site Match)</i>	Explanation
1. Program Operating Costs			
A. Travel	\$0.00	\$1,000.00	<i>Detail work-related local and statewide travel costs for Fellows, including travel training not sponsored by Equal Justice Works.</i>
B. Equipment	\$0.00	\$0.00	
C. Supplies	\$0.00	\$0.00	
D. Contractual & Consultant Services	\$0.00	\$0.00	
E. Training (Fellow)	\$0.00	\$1,000.00	<i>Estimate costs associated with orienting and sending Fellows to trainings and conferences not sponsored by Equal Justice Works.</i>
F. Evaluation	\$0.00	\$0.00	
G. Other	\$0.00	\$0.00	
Subtotal for 1. Program Operating Costs	\$0.00	\$2,000.00	
2. Member Costs			

A. Living Allowance	\$50,120.00	\$0.00	<i>The maximum Fellow living allowance is \$25,060 per Fellow.</i>
B. FICA for Members	\$0.00	\$5,768.00	<i>FICA rate of (.0765) x (living allowance + supplemental benefits)</i>
ii. Workers' Compensation (if applicable)	\$0.00	\$0.00	
iii. Health Care	\$0.00	\$14,000.00	<i>All sites must provide health insurance to otherwise uninsured Fellows at the time service begins. Calculation should be monthly amount x 12.</i>
iv. Other Benefits	\$0.00	\$2,000.00	<i>Work-related benefits such as transportation benefits, bar dues, etc.</i>
v. Unemployment Insurance (if applicable)	\$0.00	\$0.00	
v. Supplemental Benefits	\$0.00	\$27,000.00	<i>e.g. Housing, loan repayment, and other allowable benefits. Should be between \$12,000 to \$21,000 per Fellow.</i>
Subtotal for 2. Member Costs	\$50,120.00	\$48,768.00	
Grand Total	<u>\$50,120.00</u>	<u>\$50,768.00</u>	<i>Host site must match at least 100% of CNCS funds.</i>