

AMERICORPS CONCEPT PROPOSAL 2013-2014

Equal Justice Works Disaster Relief

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Introduction

Equal Justice Works seeks results-oriented disaster relief host organizations for the 2013-2014 AmeriCorps Legal Fellowships program to assist victims of disaster through high-quality, focused legal services. This AmeriCorps program provides partial funding for up to four AmeriCorps Legal Fellows. Selected organizations will act as a host to Fellows providing direct legal services to victims of disaster.

Equal Justice Works submitted a request for funding to the Corporation of National and Community Service (CNCS) in February 2013. If awarded, the program will support up to 10 Equal Justice Works AmeriCorps Legal Fellows (full time attorney AmeriCorps members) and 70 law student AmeriCorps members to work on legal issues faced by victims of disaster. Qualified organizations will propose results-oriented projects that demonstrate both experience and success in serving the legal needs of individuals and communities rebuilding after disaster. Projects must also demonstrate how the legal services provided will impact the lives of victims served. Organizations that have existing relationships with other disaster relief organizations and have an extensive network of community collaborations are strongly encouraged to apply.

It is the intention of this solicitation to focus on efforts related to Hurricane Sandy, however, other work on other federally-declared disasters will be considered.

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 later 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.

Program Overview

Supported by the Corporation for National and Community Service, the Equal Justice Works AmeriCorps Legal Fellowship program was created in 1993 to address gaps in the legal aid community through direct representation and community outreach and collaboration. AmeriCorps Legal Fellows provide legal services to thousands of people across the country. Fellows have worked in a variety of issues areas including veterans' assistance, foreclosure prevention, disaster relief and medical-legal partnerships.

For the 2013-2014 program year Equal Justice Works will engage lawyers and law students as AmeriCorps members to serve the legal needs of individuals suffering from the effects of disaster. Equal Justice Works AmeriCorps Legal Fellows have made significant strides in serving the legal needs of communities in the aftermath of disaster. On August 29, 2005, Hurricane Katrina hit the Gulf Coast, followed by Hurricane Rita a month later. Equal Justice Works identified important legal needs in the region and deployed AmeriCorps Legal Fellows to provide legal aid disaster relief to communities most affected by the storm. In response to the BP oil spill disaster and the devastating tornado that struck Joplin, Missouri, Equal Justice Works deployed AmeriCorps Legal Fellows to help survivors recover their livelihoods and overcome the many legal obstacles facing these residents. In December 2012 and January 2013, AmeriCorps Legal Fellows were temporarily deployed to help victims of Hurricane Sandy. Through this initiative, Equal Justice Works AmeriCorps Legal Fellows will continue impact communities affected by disaster.

Disaster-specific project proposals include but are not limited to assisting communities affected by disaster by securing benefits, avoiding consumer fraud, safe and secure housing and family stability through:

- ✓ Making claims and appealing denied claims for disaster assistance and insurance claims
- ✓ Overcoming legal barriers to accessing disabilities benefits and health care to assist with injuries incurred during the disaster
- ✓ Disaster unemployment benefits
- ✓ Predatory contract services (e.g. , construction, repair, remodeling)
- ✓ Disaster-related family law matters (e.g., child custody, domestic violence, civil protection orders, dissolution of marriage)
- ✓ Disaster-related housing and/or landlord-tenant matters
- ✓ Will and estates matters
- ✓ Generally assisting communities rebuild with access to legal counsel as needed

For more information about Equal Justice Works AmeriCorps Legal Fellowships, please visit www.equaljusticeworks.org

Proposal Time Frame

AmeriCorps Concept Proposals for the 2013-2014 Equal Justice Works AmeriCorps Legal Fellows program are contingent upon receipt of funding from the Corporation for National and Community Service (CNCS). CNCS will provide notice of funding to Equal Justice Works in mid-June 2013.

Proposals must be submitted to Equal Justice Works by **April 23, 2013** to receive consideration. Organizations will be informed of their standing in May. Selected sites will be asked to submit a full application to Equal Justice Works via our online Grant Management System (GMS). Successful, waitlisted and rejected applicants will be announced in late May or early June.

AmeriCorps Legal Fellows begin their term of service between **August 1 and September 30, 2013** and will be required to attend leadership training in Washington, D.C. in late October. Travel costs will be covered by the award. Staff from awarded host sites will be required to attend multiple webinar trainings in July and throughout the year. AmeriCorps Legal Fellow terms are one year, with an option to renew for a second year upon successful reapplication.

Required Criteria

- ❖ Direct Representation of target population: Proposals *must* include direct representation to help resolve the legal problems of communities affected by disaster. Lawyer members should devote at least 75% of their time to direct legal representation.
- ❖ Outreach & Collaboration: Projects *should* include community outreach and collaboration with non-legal disaster relief and organizations. Outreach and collaboration should account for no more than 25% of the overall project
- ❖ Theory of Change: Proposals *must* demonstrate a strong “theory of change” and identify methods for which Fellow performance will be measured. A theory of change has three main components: problem, intervention, and outcomes. Alignment among these three components is critical. In

other words, the applicant must describe a problem in their community, what they will do to address that problem and what the expected outcomes of the work are.

Every theory of change starts with a documented community need or problem. The intervention is the specific strategy employed to solve the problem. The outcome is the specific and quantifiable change that eliminates or substantially ameliorates the problem and occurs as a result of the intervention.

Underlying this three-step logic are two types of data or evidence:

- Data that documents the existence of the community need your intervention will address;
- Evidence that informs your understanding of why a particular intervention will be effective in addressing the need and in producing the intended outcome.

Proposals must clearly demonstrate an understanding and application of the theory of change for their local community. More detailed definitions of terms associated with the theory of change can be found in Section II of the Appendix.

- ❖ Law Student Interns: The project design should include a plan to manage a minimum of two law students to serve as “minimum-time” AmeriCorps members and work on the disaster project. There is no maximum on the number of law students that may be included in the proposal. Law student members must serve at least 300 hours and will receive a \$1,175 education award upon successful completion of their term. Students may serve during the summer or all year round.

NOTE: Because of AmeriCorps rules, a Fellow may not supervise law student AmeriCorps members, but they may work together. Host sites are encouraged to incorporate and describe plans for as many law students as possible, including students who spend a portion of their time on disaster legal issues.

What will Disaster Relief Legal Fellows Accomplish?

The focus of the AmeriCorps Disaster Relief Legal Fellowships program is to assist victims of disaster with their legal needs. Two AmeriCorps Legal Fellows currently provide direct legal assistance in Joplin, Missouri to low-income victims of the tornadoes that ripped through their communities in 2011. These Fellows have helped the community recover following the aftermath, addressing immediate legal needs - such as how to apply for FEMA assistance, appealing FEMA denials, appealing denied insurance claims, and resolving landlord/tenant matters made worse by the unusual shortage of housing – and serving the long term legal needs of victims, some of which require years of legal assistance. Long term assistance may include federal and state disaster program benefits appeals, insurance claim appeals, contractor fraud, and family law matters. Crucial to the success of these projects is the network of support that Fellows foster in their community through establishing partnerships with other disaster relief organizations and social service providers.

Ideal fellowship projects will resolve the short term and long term legal problems of victims of disaster, leading to improved lives: higher incomes, better health, safe and secure housing and family stability. Projects may include elements such as the following activities: 1) conduct initial intake of disaster victims to identify legal issues needing resolution; 2) preparing, filing and winning claims and appeals for disability, disaster and other benefits; and 3) resolving other legal problems that impact the victim’s

ability to obtain income, housing, employment, or family stability; and 4) securing positive outcomes for the client.

Positive outcomes may include, but are not limited to, successful initial claims for FEMA benefits; successful disability benefits claims and/or appeals; funds recovered from contractors, repairs secured, reduction of debt ; barrier to housing removed; access to or retention of permanent housing; removal of barrier to employment; and resolution of a consumer issue. A Fellow should be able, on average, to secure positive outcomes for at least two disaster clients per month.

Unallowable Activity

Proposals may not include any the Prohibited Activities outlined in Appendix A, which includes influencing legislation, religious proselytizing, and assisting a for-profit business. Work that is not connected to the disaster is unallowable.

Who can serve as an Equal Justice Works AmeriCorps Legal Fellow?

AmeriCorps Legal Fellows are generally lawyers in their first three years of practice; however, this is not a restriction. To be eligible, Fellows must have graduated from an Equal Justice Works [member law school](#) and have taken the bar examination in the state where they will serve (or be willing to sit for the February examination). Fellows cannot have served more than three prior terms with other AmeriCorps programs, including the Equal Justice Works Summer Corps program. Applicants may not be current full-time staff attorneys at the host site. They also must pass the required criminal history background checks which include the National Sex Offender Public Registry, a state background check in the state of service and state of application for service and an FBI fingerprint-based criminal history check. Note that a criminal history is not a bar to serving as an AmeriCorps member. Every case is evaluated individually. However, presence on the sex offender registry or a conviction of murder is a mandatory bar to serving as an AmeriCorps member.

What support does Equal Justice Works provide?

- Equal Justice Works helps host sites market the AmeriCorps positions to our national network of law students, law schools, firms, and stakeholders.
- Once enrolled in the program, Equal Justice Works AmeriCorps Legal Fellows are part of a national community of public interest lawyers and the national AmeriCorps network.
- Fellows attend the October Equal Justice Works leadership and development training. Travel and training costs for this event are provided by Equal Justice Works.
- Equal Justice Works' staff provides ongoing support and recognition of the Fellows throughout the year and the Fellows frequently build peer networks that advance their careers and the host organization's capacity.
- Equal Justice Works' staff provides training and technical assistance to host site staff to ensure the AmeriCorps grant is managed effectively and efficiently.

What are the host organization's responsibilities?

Your organization will interview and select AmeriCorps Legal Fellows with guidance from Equal Justice Works. Once the Fellows are chosen, host organizations are responsible for day-to-day supervision and support of the Fellows and implementation of the project.

Applicant organizations must demonstrate their capacity to administer federal funds, implement a detailed plan of action to address a local unmet need, have a strong theory of change, propose specific, measurable

and attainable outcomes, provide evidence of strong connections to the community being served, and have the ability to raise the required match funds.

The responsibilities for operating an AmeriCorps program include:

- Recruiting, selecting, placing, training, and supervising the AmeriCorps Legal Fellow(s).
- Designating a Project Director, Fiscal Manager and Fellow Supervisor(s) to oversee the project.
 - Project Director: The Project Director oversees the entire AmeriCorps Legal Fellows program within their office and any satellite sites. The Project Director is also responsible for enrolling and exiting the Fellow from the Equal Justice Works and AmeriCorps online systems, providing guidance to the Fellow Supervisors and Fiscal Managers regarding funder needs, submitting reports and data to Equal Justice Works, amongst others.
 - Fiscal Manager: The Fiscal Manager must manage all financial aspects related to the grant including submitting monthly Periodic Expense Reports, maintaining proper financial documentation, amongst other responsibilities.
 - Fellow Supervisors: Must possess knowledge of disaster legal relief and experience providing direct services to victims of disaster. The main function will be to provide supervision and guidance to the AmeriCorps Legal Fellows.
- Submitting quarterly progress reports, monthly expenditure reports and quarterly financial status reports.
- Setting appropriate performance measurement goals and adhering to these goals.
- Having rigorous systems for collecting and reporting data, including demographic data on the recipient of service, case outcomes (including economic benefits obtained), and follow up with the client following case closure to determine whether client goals were met.
- Maintaining a payroll system that distinguishes between AmeriCorps-funded living allowance and grantee matching payments.
- Participating in training and technical assistance meetings.
- Understanding and complying with AmeriCorps and Office of Management and Budget regulations, as well as policies found in the Equal Justice Works AmeriCorps program manual.

What is the Financial Commitment?

Equal Justice Works sub-grants \$24,200 per Fellow for a living allowance, plus \$1,200 per Fellow to the organization for administrative and indirect costs. In turn, host organizations must provide and document at least \$24,200 in matching funds per Fellow requested. The sub-grant is designed to subsidize half of the Fellow's compensation and benefits. Fellows receive their compensation and benefits directly from the host site. Please see the Appendix for a sample program budget.

Equal Justice Works will provide an AmeriCorps living allowance of \$24,200 per Fellow. This amount is capped by the Corporation for National and Community Service (CNCS). Upon successful completion of the term of service, Fellows receive a \$5,550 AmeriCorps education award. The education award amount is awarded directly to the Fellow from the National Service Trust administered by CNCS. If a Fellow has previously served in AmeriCorps, their education award amount could be lower, per AmeriCorps regulations. For more information about the education award, visit the [AmeriCorps website](#).

Host Site Match

Host organizations provide matching funds of at least \$24,200 per Fellow. The following are the costs associated with a host site's match:

- \$12,000 to \$30,800 per Fellow as “Supplemental Benefits” for housing and loan repayment.
- Fully paid healthcare insurance that meets minimum AmeriCorps standards (required for each Fellow) and FICA, as well as any benefits (including workers compensation if required by your state) given to employees of the host site.
- Training, travel reimbursement, supervision and support for the Fellows in the normal course of their work on the project.

When does the Equal Justice Works AmeriCorps program/contract begin?

The Equal Justice Works AmeriCorps grant year begins August 1, 2013 with host sites selecting Fellows to begin 11 or 12-month terms between August 1 and September 30, 2013. Equal Justice Works is funded on an annual basis by the CNCS and anticipates a funding notification in mid-June each year.

How does my organization apply to host Equal Justice Works AmeriCorps Legal Fellows?

Organizations must submit a concept proposal by **April 23, 2013** to be eligible for funding in the fall of 2013. Equal Justice Works will review all concept proposals and invite a select number of organizations to submit full AmeriCorps applications. Once full applications are received, Equal Justice Works will interview and choose host organizations. Successful, waitlisted and rejected applicants will be announced in late May or early June.

Submission: Please email the attached concept proposal (Sections I, II and III) to Equal Justice Works AmeriCorps at americorpsmail@equaljusticeworks.org no later than **April 23**.

Thank you for your interest in national service and Equal Justice Works AmeriCorps Legal Fellowships!

CONCEPT PROPOSAL INSTRUCTIONS

Formatting: The concept proposal (Sections II and III) must be an MS Word document and adhere strictly to the single-spaced page limits listed with 12 point font (Times New Roman) and one inch margins. Please also attach Section I, the Equal Justice Works AmeriCorps Legal Fellowship Organizational Assessment. We provided a sample budget only for planning purposes in Appendix C.

Section I: AmeriCorps Legal Fellowship Organizational Assessment

The following assessment will help organizations determine their capacity and whether this Fellowship program is a good fit. This assessment asks the reader to score the organization on elements necessary to run a high quality program, by selecting the answer that best describes the organization's current status or performance. Include the assessment with the application.

Organization Name: _____

Program Design

The proposed Fellowships should expand but not duplicate services provided by the organization. Will the proposed Fellow(s) expand services?

Yes No Unsure

Will the AmeriCorps Legal Fellow(s) have distinct roles in your organization? That is, will they have different position descriptions than other staff attorneys?

Yes No Unsure

Have any other full-time staff been responsible for the tasks identified in this Concept Proposal in the past 12 months?

Yes No Unsure

Has the organization identified a role a minimum of two law student AmeriCorps members in the delivery of legal services associated with the Fellowships?

Yes No Unsure

Organizational Capacity

Has your organization ever hosted any type of legal Fellow? If yes, please specify in a separate attachment.

Yes No Unsure

Has your organization ever served as a host site for AmeriCorps or VISTA members? If yes, please specify how many and when they served in a separate attachment.

Yes No Unsure

Has your organization ever managed an AmeriCorps *State program?

Yes No Unsure

Has the organization discussed the application and project goals with all staff expected to contribute or support the project?

Yes No Unsure

Has the organization hosted Equal Justice Works Summer Corps members in the last two years?

Yes No Unsure

Has the organization identified an experienced senior staff member to serve as Project Director to supervise all aspects of the grant? If yes, please provide their name, position in the organization, biography including number of years of experience.

Yes No Unsure

Has the organization identified an experienced accountant or someone proficient in finances to serve as Fiscal Manager for the grant? If yes, please provide their name, position in the organization and number of years of experience in a separate attachment.

Yes No Unsure

Has the organization identified supervisors to help the Fellows develop work plans and to oversee their legal work? If yes, please provide their name, position in the organization, biography and number of years of experience in a separate attachment.

Yes No Unsure

Has the organization accounted for the level of staff support required to manage the grant (estimated at least 35% of a full-time-equivalent employee)?

Yes No Unsure

Financial Management

Has the organization previously managed federal or other publicly-funded grants? If yes, please list the grant and the amount in a separate attachment.

Yes No Unsure

Does the organization have a computerized accounting system? If yes, please provide the name of the system.

Yes No Unsure

Has the organization identified sources for matching funds which are a required \$24,200 minimum for each Fellow you request? Note: federal funds including Legal Services Corporation funds, may not be used as matching funds. Please list the source and amount of additional funding in a separate attachment.

Yes No Unsure

Equal Justice Works makes grant payments on a monthly cash reimbursement basis. Does your organization have sufficient cash flow to operate a grant on a reimbursement basis?

Yes No Unsure

Are financial operations of the organization audited annually by an independent auditor?

Yes No Unsure

Is the organization required to do an audit under OMB Circular A-133 for receiving a certain level of federal funds?

Yes No Unsure

Section II: Host Organization Information

Please complete this chart and paste it into your application narrative before the narrative.

Name of Organization (as shown on income tax return)	
Employer Identification Number (EIN)	
Executive Director	
Contact Person for Application	
Contact Person Title	
Contact Person Email	
Contact Person Phone	
Organization Address	
Organization City/State/Zip	
Organization Phone	
Website	
Number of AmeriCorps Fellowships requested	
Grant funds to be requested (Multiply \$24,200 per Fellow requested)	
Organization's starting attorney salary	
Organization's Total Annual Operating Budget	
Name and location of all employee unions for attorneys (if applicable)	
Number of law students proposing to manage	
Name of Organization (as shown on income tax return)	
Employer Identification Number (EIN)	

Executive Director	
Contact Person for Application	
Contact Person Title	
Contact Person Email	
Contact Person Phone	
Organization Address	
Organization City/State/Zip	
Organization Phone	
Website	
Number of AmeriCorps Fellowships requested	
Grant funds to be requested (Multiply \$24,200 per Fellow requested)	
Organization's starting attorney salary	
Organization's Total Annual Operating Budget	
Name and location of all employee unions for attorneys (if applicable)	

Section III: Concept Proposal Narrative & Budget

Theory of Change and Program Design (50 points): Applicants should describe what the project will accomplish and the role the AmeriCorps Legal Fellows will play in the organization and the community. Please include the following topics in **no more than five pages, single spaced**:

- A. *Need*: Describe the specific need(s) your project will address. Include a documented, compelling description of the need in the communities you intend to serve and how the needs were identified. Please be as specific as possible and provide the number of disaster victims in your community along with the types of legal problems encountered.
- B. *Intervention*: How will a solution to the need be carried out by AmeriCorps Legal Fellows? Describe what your Fellows will do in the service year. Describe how you will utilize law students for your project.
- C. *Outcomes*: What are the proposed outcomes from your intervention? How many cases will be closed? How many documented positive outcomes for clients do you expect and in what legal areas? What economic benefits do you expect to obtain for your clients?
- D. *Evidence Basis*: How do you know the Fellows' intervention will lead to outcomes addressing the need?
- E. *Data Collection Plan*: What data will you collect to show progress toward the stated outcomes? How will you collect the data? Please provide a print-out (not included in page limit) of your case management system and the demographic and outcome data that you collect from clients.
- F. *Reporting*- Describe your organization's track record in reporting on case outcomes, including multiple case outcomes, economic benefits received, and change in client circumstance from case opening to case closure (e.g. the client's housing situation at the beginning of the case vs. the end of the case). Describe your organization's track record in following up with clients after case closure. This may include the information you gain about clients through partner organizations.
- G. *Accomplishments*: Describe your organization's history and past accomplishments serving victims of disaster. In the last year, how many disaster victims did you serve? How many positive outcomes did you achieve for these disaster-related cases? As much as possible, report your outcomes using the outcomes listed in Appendix B. Please describe those positive outcomes. What level of effort went into achieving these outcomes? In other words, how many people were involved (e.g., 2 full time attorneys, 1 quarter time supervisor, 1 half time paralegal, 2 pro bono attorneys finishing one case each)? You can define "last year" in the way most convenient for you - your last fiscal year, the last calendar year, etc (please specify the time frame).
- H. *Law Student Recruitment and Integration*: How many law students will you manage in this project who will apply for and meet the requirements for receiving an AmeriCorps education award (e.g., no prohibited activities, will deliver direct legal services to victims of disaster, ability to document outcomes, will complete all required paperwork within timeframes).
- I. *Network* – List the organization's community collaborations related to disaster victims and briefly describe how the organization will use these collaborations to better serve clients.

NOTE: The applicant's theory of change should model or operate within the Equal Justice Works Disaster Legal Relief theory of change. The Equal Justice Works Disaster Legal Relief theory of change and expected outcomes can be found in Appendix B.

Organizational Capacity (25 points): Applicants should describe their organization's overall capacity to operate an AmeriCorps program. In this section, please address the following topics in **no more than three pages, single spaced:**

- A. *Management structure* – Describe the staff structure and other resources that will support the program at the host organization level. AmeriCorps requires that all subgrantee organizations consult with and obtain written concurrence from any site-based unions before being invited to make a full application. Describe plans to achieve union concurrence, if applicable.
- B. *Capacity to manage finances* – Describe your capacity to manage a federal grant and to provide monitoring of financial and other required systems utilized to administer the AmeriCorps grant. Include the benefits that you will provide to the Fellow as part of your match and the sources of your matching funds. List all Federal grants and amounts the organization receives in FY 2012. Describe the organization's prior experience with AmeriCorps funds or members.
- C. *Supervision and training* – Describe your organization's involvement with legal issues for victims of disaster and your capacity to train a Fellow in this area of law. Provide a biography of your proposed supervisors. Describe the orientation and issue area training the Fellows will receive. Describe the supervisory structure and philosophy the organization will use to support the Fellows day-to-day and over the course of the term of service.
- D. *AmeriCorps integration* – Describe your organization's work with your AmeriCorps' [State Commission](#) (called different things in different states, see [this link](#) for a list of state commissions and other AmeriCorps programs in your state to further your Fellows' goals? If none, describe plans to work with AmeriCorps state commissions and other AmeriCorps programs in your state.
- E. *Willingness to participate in an Equal Justice Works AmeriCorps Evaluation* – Equal Justice Works will conduct a formal evaluation of AmeriCorps Legal Fellowships, somehow comparing clients who receive services from AmeriCorps Legal Fellows with those who do not. The evaluation may include a randomized control trial. Please describe the organization's experience and track record in participating in comparison evaluations, including randomized control trials.
- F. *Audit and Fiscal Management History*– Copy of your organization's most recent audit. Have you ever had findings an audit within the past seven years? If so, describe what the findings were and how the issues were resolved. Further, discuss if you have ever had to refund a private or public grant within the past seven years. If so, describe the reason for the refund and what steps were taking to prevent the issue from reoccurring in the future.

Budget (25 points): Please attach a proposed budget using a format similar to the sample budget found in Appendix C.

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; and
 - (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; and
- (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 Equal Justice Works AmeriCorps Legal Fellows and the volunteers whom they recruit and manage. The prohibited activities do not apply to other staff in the organization.

APPENDIX B

Theory of Change

Equal Justice Works AmeriCorps Disaster Relief Legal Fellowships program design and projected community impact is based on the theory of change, performance measures, and expected outcomes outlined below. Applicants should use this theory of change as a guide for their own project design.

Disaster Relief Legal Fellowships Theory of Change

Problem Statement: Natural disasters rip through communities unexpectedly, leaving complete devastation and victims with vast amounts of unmet legal needs. Low-income disaster victims are particularly impacted. Their immediate legal needs following a disaster, such as how to apply for FEMA assistance, appealing denied FEMA assistance, appealing denied insurance claims, and landlord/tenant matters, are made worse by the usual shortage of housing following a disaster. There are also long term effects requiring legal assistance for many years after a disaster hits: federal and state disaster program benefits appeals, insurance claim appeals, contractor fraud, divorce, and domestic violence cases are matters that need legal assistance long after the initial impact of a disaster. In particular, victims of the Joplin, Missouri tornadoes are still grappling with legal needs; the very same legal needs that victims of Hurricane Sandy will endure for years to come.

Intervention: Legal Services

Description of Intervention: Equal Justice Works will deploy up to ten (10) AmeriCorps Disaster Relief Legal Fellows, with the assistance of minimum-time law students members, who will resolve the legal problems of low-income victims of tornadoes in Joplin, Missouri and of Hurricane Sandy in New York, New Jersey and Connecticut. Fellows will direct legal assistance to these victims for needs such as access to benefits, insurance claims, increased income, housing and employment, in order to help stabilize and improve the lives of individuals and families in the aftermath of a disaster.

Members will perform the activities such as the following: 1) Conduct initial intake of the victim to identify legal issues needing resolution; 2) Assemble evidence by interviewing the victim, obtaining necessary records and gathering testimony from witnesses; 3) Review and assess the evidence collected in order to assess which cases are meritorious; 4) Prepare the case by researching prior court decisions and developing arguments to persuade a decision maker to rule in favor of the victim; and 5) Present the case to the court or tribunal.

Supporting Evidence:

- Past Performance: Delivering Legal Aid after Katrina: The Equal Justice Works Katrina Legal Initiative report showed that AmeriCorps attorney members served more than 7,000 disaster victims. Three members had positive outcomes in 90% of their cases.
- 2011-2012 program year: AmeriCorps members served 1,488 individuals affected by disaster received assistance. Disasters included BP Oil Spill and Joplin tornadoes.

Outcomes: Improving the lives of victims of disaster through one or more positive legal outcomes.

Proposed Performance Measures & Expected Outcomes

- # of victims individuals that received CNCS-supported services in disaster recovery.
- # of victims of disaster that had their rights enforced in consumer issues, including construction, repair and remodeling contracts;
- # of victims of disaster that improve their housing stability by securing housing, preventing/delaying eviction and removing barriers to housing;
- # of victims of disaster that gain access to housing;
- # of victims of disaster that increase their monthly income by obtaining FEMA or other disaster benefits;
- Dollar amount of benefits received - back award
- Dollar amount of benefits received - from time or receipt forward for one year
- # of FEMA benefits appeals filed for victims of disaster
- # of FEMA benefits appeals cases won for victims of disaster
- # of victims of disaster that had their rights enforced in consumer issues, including construction, repair and remodeling
- # of adults and children that will be protected from violence through civil protection orders or dissolution of marriage.
- # of victims of disaster that obtained employment as a result of legal services; and
- # of victims of disaster that had positive outcome as a result of legal services.

Key Terms

A **theory of change** defines a cause-and-effect relationship between a specific intervention, or service activity, and an intended outcome.

A **community problem** is the specific **need** in the community you have chosen to address through your program/project.

Data documenting the need are statistics that demonstrate the extent and severity of the community problem or need your program/project will address. The best data come from reputable primary sources, (such as government agencies, institutes, foundations, university research, FEMA reports, etc.), are as current (up to date) as possible, and are as locally relevant, as possible. News reports are NOT primary sources. Data from multiple sources increase reliability.

An **intervention** is a set of activities that you have chosen as a means to address the need, based on evidence that a similar approach has worked in the past or elsewhere.

Evidence is information from performance measurement results or evaluation/research findings that inform your understand of why the intervention you have selected will result in the change indentified as the outcome.

Outcome is the change in attitude, knowledge, behavior, or conditions that the intervention generates.

APPENDIX C

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 allowances and the administrative and indirect costs. Under AmeriCorps rules, a sub-grantee can only receive 5% of the total federal funds provided for administrative and indirect costs. Therefore, a Host Site must only budget for a maximum of \$1,210 per Fellow in regards to administrative and indirect costs.

Expense Type	CNCS Amount (from Equal Justice Works)	Grantee Amount (Host Site Match)	Explanation
1. Program Operating Costs			
A. Travel	\$0.00	\$1,000.00	<i>Estimate work-related local and statewide travel costs for Fellows, including travel to non-Equal Justice Works sponsored training.</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	\$1000.00	<i>Estimate costs associated with orienting and sending Fellows to (non-Equal Justice Works sponsored) trainings and conferences.</i>
F. Evaluation	\$0.00	\$0.00	
G. Other	\$0.00	\$0.00	
Subtotal for 1. Program Operating Costs	\$0.00	\$2000.00	
2. Member Costs			
A. Living Allowance	\$48,400.00	\$0.00	<i>The maximum Fellow living allowance is \$24,200 per Fellow.</i>
B. Member Support Costs Subtotal	\$0.00	\$0.00	
i. FICA for Members	\$0.00	\$5,539.00	<i>FICA rate of (.0765) * living allowance + supplemental benefits. This must be paid outside of match.</i>

ii. Workers' Compensation (if applicable)	\$0.00	\$0.00	
iii. Health Care	\$0.00	\$14,000.00	<i>Fellows are required to receive health insurance.</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	\$25,000.00	<i>e.g. Housing and loan repayment. (Subject to OMB A-122 and audit)</i>
Subtotal for 2. Member Costs	\$48,400.00	\$46,539.00	
3. Administrative and Indirect Costs	\$2,400.00	\$0.00	<i>Administrative/indirect costs from the grant multiplied by number of Fellows.</i>
Grand Total	<u>\$50,800.00</u>	<u>\$48,539.00</u>	<i>Host site must match at least 100% of CNCS funds.</i>