



Grant Season: Summer

Grant Year: 2023

Prepared by: Erin Scott

Email: escott@fvlc.org

Contact Phone: 510-208-0220

Funding Opportunity: Law School Fellowship Grant

Project Title: Family Violence Fellowship

Program Name: Family Violence Law Center

Applicant Title: Executive Director

Address: 470 27th Street

City: Oakland

I verify the information in the Organization Profile is accurate and up to date.

I verify that I have read, and am familiar with, the 2023 Law School Fellowship Grant RFP.

Form A - Project Profile

Respond to the questions as concisely and completely as possible. All responses must be self-contained and should only refer to materials uploaded with this proposal.

1. Application Contact:

Email: escott@fvlc.org

Telephone: 510-208-0220



**2. Number of Fellows for 3
which Funding is
Requested:**

Enter the number of State Bar-funded fellows the applicant seeks to compensate with requested funding.

**3. Total Amount \$30,000
Requested:**

Request project amounts divisible evenly by \$500.

**4. Length of Proposed 12
Budget:**

Select the number of weeks for the organization's fellowship period.

**a. Fellowship actual or 05/29/2023
anticipated start date:**

Enter the actual or anticipated start date for the organization's fellowship.



**b. Fellowship actual or 08/18/2023
anticipated end date:**

Enter the actual or anticipated end date for the organization's fellowship. Must be on or before September 30, 2023.

**5. Current Summer Law \$0
Student Compensation:**

If the organization currently compensates summer law student interns/fellows, enter the average compensation for each law student.

County(ies) Served by the Fellow(s)

Alameda

7. Substantive Area(s)

- | | |
|---|--|
| <input type="checkbox"/> Conservatorship | <input type="checkbox"/> Consumer/Finance |
| <input type="checkbox"/> Disability Rights | <input checked="" type="checkbox"/> Family/Domestic Violence |
| <input type="checkbox"/> Education | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Guardianship | <input type="checkbox"/> Health and Long-term Care |
| <input checked="" type="checkbox"/> Housing | <input type="checkbox"/> Immigration |
| <input type="checkbox"/> Income Maintenance | <input type="checkbox"/> Juvenile |
| <input type="checkbox"/> Other | |

Form B - Fellowship Description

The Law School Fellowship Grants Committee has developed selection criteria for the 2023 Law School Fellowship Grants that will direct awards toward those applicants best equipped to support their fellow(s) on a compelling project, thereby maximizing the fellow(s)' access to civil justice contribution while protecting



consumers. This includes looking at the organization's ability and plan to recruit, train, mentor, guide, and supervise its fellow(s) on projects that fall within its existing experience and expertise.

Please see the RFP for selection criteria, grant parameters, and definitions.

1. QLSP or Support Center Project

Verify whether the summer law student fellow(s)' work will count towards the organization's qualified expenditures for IOLTA funding (See California [Business and Professions Code sections 6210-6228.](#))

Will this work count towards the organization's qualified expenditures for IOLTA funding?

- ☒ Yes
☐ No

2. Impact



Please describe in detail the legal work that the fellow(s) will perform over the grant period (from May 15, 2023, to September 30, 2023). (300-word limit)

The applicant should leverage the fellow(s) on a project(s) that is well within the organization's experience and expertise.

Consider:

- The type of work (e.g. intakes, clinics, case work) with which the fellow(s) will engage and the fellow(s)' role
- The areas of law with which the fellow(s) will be assisting
- The organization's experience and expertise in the fellow(s)' proposed projects

FVLC's Law School Fellowship will provide hands-on legal advocacy experience for law students interested in direct client services and gender-based violence issues. FVLC is the only domestic violence agency in Alameda County that has a team of staff attorneys who provide free legal assistance solely to domestic violence survivors, and we rely heavily on (traditionally unpaid) legal interns to support the high demand for our services. With the support of FVLC supervising and staff attorneys, Law School Fellowship interns will develop the specialized expertise needed to meet the unique legal and emotional needs of abuse survivors, especially those who are low-income and/or have limited English-speaking skills. Specifically, FVLC Law School Fellowship interns will: (1) conduct individual client appointments for survivors of domestic violence, sexual assault and/or stalking who are seeking Domestic Violence Prevention Act or Civil Harassment restraining orders; (2) prepare paperwork for civil restraining orders, family law and housing cases; (3) provide legal research and writing, including drafting Memoranda of Points and Authorities and other pleadings for court; (4) under the supervision of a staff attorney, and with State Bar Certified Law Clerk certification, represent clients in court appearances in restraining order and related family law matters; (5) offer in-person and telephone crisis counseling; and (6) provide proper and attorney case management support. All interns will have opportunities to provide direct client services from the outset to the conclusion of cases. The legal services provided by interns enable Alameda domestic violence survivors achieve safety and avoid homelessness, and the impact of these services on survivors is significant: increased safety through legal protection; reduction in threats to physical and emotional health; meaningful access to the justice system; decreased likelihood of family disintegration; and through FVLC in-house supportive services and referrals, linkage to community services to address other critical needs.

3. Supervision



Please describe in detail how the organization and its supervisors will safeguard the quality of their fellow(s)' services to clients as well as the fellow(s)' own experience at the organization. (300-word limit)

Applicant should describe its robust supervision practices and other quality assurance measures to protect the experiences of both its clients and the fellow(s).

Consider:

- The supervisor(s) who will oversee the fellow(s) and their experiences with the project(s) and supervising others
- The supervisor(s)' steps to ensure that the fellow(s) provides safe, effective, and sensitive legal services to clients

Erin Scott, Esq., Executive Director, is responsible for providing oversight of the legal department; ensuring that legal case management meetings take place on a regular basis; confirming that conflict checks are routinely performed; directing the overall evaluation of FVLC client services; and overseeing the continuing education program for legal staff to ensure that all attorneys remain in compliance with State Bar requirements. Nicole Britton-Snyder, Managing Attorney, manages the direct supervision of the legal department, overseeing senior staff attorneys, staff attorneys and volunteers. Fellows sign Confidentiality Agreements with FVLC and are covered under FVLC's malpractice insurance. All Fellows shadow legal department staff and conduct client appointments with a FVLC staff attorney present before they work with clients alone. All paperwork is reviewed by a FVLC attorney before filing. Supervision of legal staff is conducted using the following mechanisms: 1) weekly check-ins with staff attorneys; 2) annual written evaluations; 3) periodic court watch to observe FVLC attorneys in the courtroom; 4) regularly scheduled legal department meetings; and 5) an FVLC calendaring system (both electronic and paper) that assists the Managing Attorney in monitoring each attorney's workload. Cases are closed after the Managing Attorney reviews the file to determine whether everything has been completed, including a case closing letter sent to the client and a substitution of attorney filed with the court. FVLC's procedures are modeled after the American Bar Association's Standards for Providers of Civil Legal Services to the Poor.

4. Support



Please describe in detail how the organization will support and develop the fellow(s) over the course of the fellowship and in encouraging a career in legal services for indigent persons. (300-word limit)

Applicant should describe a thoughtful plan to provide onboarding, training, networking, and mentorship to the fellow(s).

Consider:

- How the fellow(s) will onboard, receive trainings, meet with their supervisor(s), network, and collaborate with other staff
- The different types of trainings and support that the organization will provide to the fellow(s) to assist them in their work

FVLC will provide training for all aspects of the Law Student Fellowship program and interns are closely supervised. FVLC has a well-developed onboarding schedule for all volunteers and interns. In their first weeks, Fellows will shadow direct service staff and will receive extensive training on the dynamics and legal components of domestic violence cases. All legal department interns and fellows are given training on domestic violence dynamics, laws pertaining to Domestic Violence Protection Act restraining orders and, as needed, relevant housing laws, and legal form completion. Fellows will attend weekly legal team meetings to discuss issues and strategies that arise in case work. Fellows will have weekly check-ins with supervising attorneys to discuss their experiences, observations and any relevant issues that come up in the course of their legal work. FVLC encourages constant feedback from staff and volunteers; in particular, during our regular evaluation process, Fellows are asked to consider and give feedback on any additional training, support, structure and/or direction they feel they need and what FVLC can do to support their performance and career goals.

5. Recruitment



Please describe how the organization recruited or will recruit, select, and confirm the fellow(s) by June 1, 2023. (300-word limit)

Applicant should list the process to select a motivated and qualified candidate(s)—even if it has already selected a qualified candidate(s)—from a strong and diverse pool of candidates.

Consider:

- How the organization plans to seek a strong and diverse pool of candidates, including outreach efforts
- How the organization will gauge the candidates' interest in pursuing a career in legal services for indigent persons
- Whether/how the organization's evaluation criteria in selecting the fellow(s) relate to the proposed project
- If the fellow(s) has already been selected, anything that makes them particularly qualified to perform the work proposed

FVLC has extensive experience recruiting legal interns and we routinely host 2-4 unpaid interns per summer with great success. FVLC regularly attends Northern California Public Interest/Public Service recruitment fair at UC San Francisco College of Law and the U.C. Berkeley Public Interest Career Fair. FVLC encourages applicants who have a demonstrated interest in gender-based violence issues and/or dedicated public service experience, as well as applicants who speak Spanish or have other language skills. FVLC actively recruits from all local law schools and engages in specific outreach to affinity associations such as the Charles Houston Bar Association and the San Francisco Bar Association's Justice and Diversity Center, in the hopes of recruiting a diverse direct service staff which is intentionally representative of the communities we serve. FVLC has a formal partnership with the Sierra Community House in North Lake Tahoe and Truckee, which is intended to expand access to justice for rural communities by creating warm referral and case acceptance policies for rural litigants. Finally, FVLC's legal interns are often so successful that they are regularly recruited for subsequent paid positions within the agency.

6. Serves Rural Populations

Applicant should articulate the fellow(s)' focus on serving rural communities.

Will the fellow(s) serve rural communities?

- ☒ Yes
☐ No



If yes, describe the extent to which the fellow(s) would serve rural communities. (300-word limit)

Although FVLC's primary geographical area of practice is Alameda County, FVLC has a formal partnership with the Sierra Community House in North Lake Tahoe and Truckee, which is intended to expand access to justice for rural communities by creating warm referral and case acceptance policies for rural litigants. Law Student Fellows may be assigned to work on cases for these rural litigants under the supervision of an FVLC Staff Attorney.

7. Serves Underserved Populations

Applicant should articulate the fellow(s)' focus on serving underserved communities.

Will the fellow(s) serve underserved communities?

☒ Yes

☐ No

If yes, describe the extent to which the fellow(s) would serve underserved communities. (300-word limit)

Family Violence Law Center's mission is to help diverse communities in Alameda County heal from domestic violence and sexual assault, advocating for justice and healthy relationships. The majority of FVLC's legal clients are low-income women of color, primarily female heads of household with limited resources to relocate or provide for basic needs in times of crisis. In FY 21-22, FVLC's legal clients had the following demographics: 89% were people of color (35% Latinx, 28% African American, 12% Asian/Pacific Islander, and 14% Mixed/Other); 27% were immigrants; 22% required the use of an interpreter; 17% were disabled; and 44% of FVLC legal clients were Female Heads of Household. In FY 21-22, FVLC served clients in Spanish, Mam, Arabic, Cantonese, Mandarin, Cambodian, Korean, Vietnamese, Urdu, Punjabi, and Portuguese. FVLC's primarily low-income client base, especially those with limited English skills, are especially vulnerable as they try to escape abuse and are in particular need of legal services to help them achieve safety. Without the aid of a program like FVLC's, which is dependent on interns and Fellows to meet the high demand for services, these victims would lack a full understanding of the legal process and are less likely to obtain necessary protections and pursue available remedies.

8. Serves Clients Regardless of Immigration or Citizenship Status



Applicant should articulate the fellow(s)' focus on serving clients regardless of immigration or citizenship status.

Will the fellow(s) serve clients regardless of immigration or citizenship status?

- ☒ Yes
☐ No

If yes, describe the extent to which the fellow(s) will serve clients regardless of immigration or citizenship status. (300-word limit)

FVLC staff, including any Fellows, will always serve clients regardless of immigration status.

Form C - Fellowship Budget

2023 Law School Fellowship Grant Budget (Funding for 3 Fellow(s) Requested)

	Budget for Each Fellowship Grant	Total Funding
1. Fellow Compensation	\$7,500	\$22,500
2. Payroll taxes, benefits and other direct or indirect costs (up to \$2,500)	\$2,500	\$7,500
TOTAL	\$10,000	\$30,000

Form D - Budget Narrative

Describe all payroll taxes, benefits and other direct or indirect costs that are part of your budget calculation. (300-word limit)

Payroll taxes include FICA, Medicare, SUI at a 20% rate for each fellow = \$1500. Direct costs for travel to file and attend court at \$250 and indirect costs at the de minimus rate of 8.1% include supervision of fellows by FVLC Staff and grant reporting by FVLC Grants & Contracts Manager = \$750 for a grand total of \$2500.

Form E - Fellow(s) Application Materials



1. Fellow(s)' cover letter and/or resume (optional)

If your organization has already selected fellow(s), use this tab to upload the fellow(s)' cover letter and/or resume.

Upload all documents in a single PDF.

Form F - Project Assurances

Upload Signed Assurances Document

Download the Fellowship Assurances document and upload a signed copy below.

PDF format required.

FVLC_2023_Law_School_Fellowship_Grant_Project_Assurances_-_signed.pdf
207.9 KB - 03/06/2023 12:26PM

Total Files: 1

Supporting Documents (Optional)

When naming optional supporting documents, please include the Organization's acronym (or short name) and a one - to - five word file description (note: any type of file may be uploaded).