



Grant Season: Summer

Grant Year: 2023

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Funding Opportunity: Law School Fellowship Grant

Project Title: Summer 2023 Fellowship Program

Program Name: Legal Aid of Sonoma County

Applicant Title: Business Manager

Address: 144 South E Street Suite 100

City: Santa Rosa

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: rrubinoff@legalaidsc.com

Telephone: 7075426664



**2. Number of Fellows for 4
which Funding is
Requested:**

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

**3. Total Amount \$40,000
Requested:**

Request project amounts divisible evenly by \$500.

**4. Length of Proposed 10
Budget:**

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

**a. Fellowship actual or 06/01/2023
anticipated start date:**

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



**b. Fellowship actual or 08/11/2023
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)

Sonoma

7. Substantive Area(s)

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

Fellows will be assigned to our Housing Program, SAFE Program and Veterans Benefits Program. LASC has a robust Housing Program that provides eviction defense and tenant protection legal services to low-income tenants. LASC has provided housing services for over 15 years, but since 2021, has expanded significantly with a pilot grant aimed at following a right to counsel model. With experienced supervisors, staff and support staff, LASC has expanded services, created and enhanced resources, and increased litigation capacity.

LASC's SAFE Program serves survivors of domestic violence. The SAFE Program assists with protective orders and connecting survivors to resources necessary for safety planning. In addition to serving walk-ins, LASC also reduces barriers by participating in Sonoma County's Family Justice Center collaborative where survivors can directly connect to legal services as well as supportive services in one location. LASC's Veterans Benefits Program has operated for over three years as the only veterans' legal services provider north of San Francisco. The program advocates for veterans to receive their appropriate service-connected rating so that they can access life changing compensation, health care and other benefits. Program staff have extensive expertise in veterans' benefits law as well as a unique understanding of military culture and the stigma associated with seeking help, as veterans or veteran family members themselves.

Fellows will be assigned to one of these programs, where they will engage with clients, assist with intake and case assessment, and support case work. Case work will include conducting client interviews, providing legal research and analysis, assisting with drafting advocacy letters in pre-litigation matters as well as legal documents for administrative proceedings and/or litigation, observing administrative and/or court proceedings, all under the supervision of a staff attorney or supervising attorney.

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

The fellows will be provided administrative supervision by a supervising attorney and/or intern coordinator. LASC's Intern Coordinator has been with the organization for 15 years, assisting with recruitment, training and oversight of interns and clinical students. LASC has two supervising attorneys, both with extensive experience practicing law, litigating matters and supervising interns and staff. Administrative supervision will entail at least: (1) a meeting to introduce the fellow to the program, set expectations, review training opportunities, establish any long-term projects, and answer questions; (2) a check-in mid fellowship to discuss the progress of the fellowship, review any ongoing projects, address any issues that have arisen, and answer any questions; and (3) a meeting towards the close of the fellowship to review their experience, discuss the projects they have contributed to, plan for any matters that need to be transitioned to other staff, invite feedback on the program, ensure the fellow has contact information needed for future references, and answer any questions. The supervisor and/or intern coordinator will remain available to the fellows throughout the summer with any support as needed, but will be less engaged in their day-to-day work.

The fellows will also be provided legal supervision by one to two assigned staff attorneys who will provide the fellows assignments, ensure they have sufficient work, review their work, provide necessary instruction, support and resources, and provide opportunities to observe and experience varied cases. Legal supervisors will be attorneys with deep knowledge of the program's substantive areas of law and at least one year of practice experience.

The fellows will also join the programs' regularly scheduled weekly or biweekly meetings where they will benefit from any programmatic issues discussed and/or cases troubleshoot, including having the opportunity to raise any such issues themselves.

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

LASC is developing an onboarding plan for the fellows, which will ensure administrative onboarding is thorough and complete, as well as a training plan, which will include internal trainings scheduled throughout the summer that will be offered by different departments so that the fellows will have opportunities to learn about other practice areas that might be of interest to them. LASC will also create a directory of summer trainings offered by other providers, which it will share with the fellows and encourage them to participate in.

As for the substantive area of law they will be working on during the summer, the fellows will receive introductory training and resources by their administrative or legal supervisor, and additional drilled down, hands on training by their legal supervisor as they are assigned work.

If a fellow expresses interest in learning more about a department different from their assignment, LASC will endeavor to create opportunities for collaboration or, at minimum, an opportunity to observe their work.

As for training on trauma-informed care and client communication, early in the summer, the fellows will view the PLI training, "Lawyering From a Traum-Informed Perspective: Best Practices for Nonprofit and Pro Bono Legal Service Providers," and engage thereafter in a guided discussion. Additionally, "micro" supervisors will provide hands on training on client interviewing and case management, allowing fellows to shadow client work before taking on more responsibility.

LASC will also host monthly brown bag lunches with the fellows to create informal opportunities to network with staff, learn about their careers, and ask questions.

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

LASC recruited three qualified law students for this coming summer through 2023 NorCal PIPS Day (PIPS). After taking time off from PIPS, LASC made participation this year a priority, with the goal of reaching a broader group, including a more diverse candidate pool and students with a demonstrated commitment to service and social justice. To select candidates for formal interviews, LASC used a dual screening method, prioritizing candidates who had a connection to this region and/or our target client communities, candidates with a demonstrated commitment to social justice or service (such as veterans), and candidates uniquely equipped to serve our target client communities (such as veterans and bilingual students). Formal interviews were conducted by four staff members and table talks were staffed by three staff members to capture a diversity of perspectives. Additionally, formal interviews were conducted using preset questions to ensure a more inclusive screening process. After PIPS, participating staff debriefed and recommended candidates for hire. Of these candidates, two were offered and accepted positions. From table talks, a strong candidate applied after PIPS and was offered and accepted a position.

We additionally hope to recruit a fourth intern from Empire Law School. Empire is local to this County and Santa Rosa and is a four-year program that accommodates students who are not financially able to attend law school without employment. Thus, this fellowship would be particularly meaningful to this student population. LASC works closely with Empire, hosting interns and offering clinics throughout the year. In order to attract a strong, public interest minded candidate, we participated in a public interest panel at the school on February 28, 2023, wherein we invited students to apply for a summer fellowship. We are also engaged with the Dean of the school to publicize this opportunity and strategize on how to recruit.

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)

We provide services to rural and underserved communities in MSSAs 269, 272, 275 & 277, representing the Western part of the County. We do this in a number of ways. First, we do this by making our agency accessible to all members of the County, including those in rural and underserved communities. We make ourselves accessible by operating a dedicated housing hotline 5 days a week and by taking walk-ins at our physical office four days a week. Additionally, our agency's contact information is shared with every defendant served in an Unlawful Detainer case filed in the county. Also, one third of our staff are bilingual Spanish speaker, including our intake/administrative support staff and attorney staff, and thus available to assist our monolingual Spanish speaking and/or LEP clients.

Second, we do this by engaging with local community partners, including but not limited to: (1) North Bay Organizing Project, which works with a vast coalition in the farmworker community, (2) Third Street Houses, which operates a community health clinic in Guerneville, (3) Corazon Healdsburg, which seeks to empower the Latinx and immigrant community in and around Healdsburg, (4) La Luz, which provide serves the immigrant and Latinx community and in around the city of Sonoma, and (4) La Familia Sana, which seeks to serve the Latinx and immigrant community in and around Cloverdale. We provide ongoing education and training to their staff, take direct referrals from these organizations and participate in their outreach/community engagement events.

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)

Reiterating what is provided above in (6), LASC serves the underserved by engaging in outreach in Sonoma County's most marginalized communities. LASC also does this by providing services centered around the goals of providing housing stability, income maintenance and personal safety to these individuals. Consequently, most of LASC's clients are low-income and many of LASC's clients are seniors, people living with a disability, immigrants, those with Limited English Proficiency, people of color, and/or survivors of domestic violence or victims of crimes. As the "largest door" for direct civil legal services in the county, we aim to provide access to justice as expansively as possible.

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)

LASC is not restricted to serving those with legal status. As such, LASC proudly provides services to clients regardless of immigration status and, in fact, targets these communities as some of our County's most vulnerable members. We do this in a number of ways, some of which is already described in (6) above. First, a client's immigration status is not asked as part of our screening process. Thus, those without status are less deterred from seeking services from us because we do not require that they report their status to us. Second, as stated above, we do this by offering bilingual staff to provide both language capacity and cultural competency to the immigrant community. Third, we do this by having a youth immigration program, offering limited immigration legal services to youth without status, through which clients can be referred to other LASC departments. Fourth, as stated above, we do this by working with a number of community partners, many of whom are supportive services providers or resource centers particularly for the immigrant community in this County. Finally, we do this by engaging in community outreach in as many locations across the county as possible to reach as many community members as possible.



Form C - Fellowship Budget

2023 Law School Fellowship Grant Budget (Funding for 4 Fellow(s) Requested)

	Budget for Each Fellowship Grant	Total Funding
1. Fellow Compensation	\$7,500	\$30,000
2. Payroll taxes, benefits and other direct or indirect costs (up to \$2,500)	\$2,500	\$10,000
TOTAL	\$10,000	\$40,000

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)

Each Fellow will provide a W-9 to LASC and they will receive a stipend totaling \$7,500.00 for the fellowship period. Fellows will not be added to the payroll as employees, due to the short term nature of the fellowship. The additional \$2,500 per Fellow will be spent on both direct non-personnel and overhead costs, and on indirect administrative costs required for the Fellowship Program.

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_E_-_Fellow(s)_Application_Materials_Attachment.pdf
306.9 KB - 03/07/2023 7:26PM

Total Files: 1

Form F - Project Assurances



Upload Signed Assurances Document

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

PDF format required.

LASC_Signed_2023_Law_School_Fellowship_Grant_Project_Assurances.pdf
461.2 KB - 03/07/2023 2:14PM

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).