



Grant Season: Summer

Grant Year: 2023

Prepared by: Skip Koenig

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Contact Phone: 818-834-7572

Funding Opportunity: Law School Fellowship Grant

Project Title: Law School Fellowship Grant

Program Name: Neighborhood Legal Services

Applicant Title: Director of Pro Bono

Address: 1102 East Chevy Chase Drive

City: Glendale

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: skipkoenig@nlsia.org

Telephone: 8188347572



**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 10
Budget:**

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

**a. Fellowship actual or 05/30/2023
anticipated start date:**

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



**b. Fellowship actual or 08/04/2023
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 \$8,000
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)

Los Angeles

7. Substantive Area(s)

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

a. Explain "Other": Disaster Assistance, Clean Slate and Self Help

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

Each of our fellows will have direct client contact, which will include intake, interviews and assisting our attorneys in the preparation of substantive pleadings, applications and other documents. The range of work will vary depending on the program the fellow is working with. While all of our fellows will be doing substantive work, some will be engaged in litigation, such as our housing fellows, while others more in administrative matters, such as those fellows working with our Public Benefits, Immigration and Workers Rights Programs. We have been running our summer internship program for over 15 years and put a substantial amount of work into it. Each of our supervisors prepares a work plan for the interns and each intern is assigned a mentor who meets with the intern weekly and is available to the intern 5 days a week, 8 hours a day. Because we often hire staff attorneys from our summer interns or look to our summer interns as post graduate fellows, it is important to the program that each intern has a rewarding experience and gets a clear understanding of what it means to do legal aid, and the value it provides to the communities we serve.

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

Each of our fellows works directly with the supervisor of their program. Each of our programs gets one fellow, with the exception of our housing team, which gets 4 (and has 4 supervisors) and self help which gets 2. The supervisor is typically an attorney who has been practiced law for 8 or more years in that particular area. Each supervisor prepares a work plan for the entire summer for their fellow. The supervisor meets with the fellow at the outset of the program and then throughout the summer. The fellows also participate in 2 days of orientation before the program begins. During orientation, the fellows receive extensive training on how to work with clients, specifically those experiencing trauma, confidentiality, and their obligations as an advocate. In addition to a supervisor, each fellow has a mentor. That is a one on one relationship. The mentor is an attorney who has been practicing law for 2-5 years. The mentor meets with the fellow at least once a week and is available to the fellow 5 days a week, 8 hours a day, or more depending on the arrangements they make with the fellow. The Director of Pro Bono, who is responsible for overseeing the summer program, also meets with each fellow once or twice over the course of the summer and is available to each of the fellows on an as needed basis.

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

As explained above, each of our fellows/interns participate in 2 days of orientation at the outset of our program. In advance of the orientation, they are sent 4-6 hours of on line trainings to acquaint them with the organization and the LSC restrictions and requirements. During orientation they are introduced to all of the supervisors within the program and provided with a series of trainings that include trauma informed lawyering, language access and cultural diversity, an overview of LSC, and technology. The technology overview includes a review of how to preserve client documents and confidential information. Over the course of the summer, each intern participates in the weekly case reviews that each of our programs conduct. The case reviews gives the interns exposure to all of the attorneys, paralegals and other staff working in their program. They also get to participate in more broad case reviews that include 2 or more of our programs. We also conduct a brown bag series over the summer. Typically there are 7-8 brown bag events which include topics such as the Bar experience, post graduate fellowships, impact litigation and community lawyering. We also bring in outside speakers such as Judges, public officials, like the Cal Secretary of Labor or a member of the local School Board, as well as law school professors to present on skills such as how to interview a client. We also hold 2-3 social events and an organization wide picnic so that the interns get an opportunity to meet as many of our staff as possible.

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

NLSLA participates in both the Southern California and Northern California Public Interest Law Fairs. Those were held the first and second Saturday in February. We also participate in on campus interviews held by the local schools, including UCLA, USC, Loyola, Southwestern, Pepperdine and UCI. We also have meet with, and hired, 2 law students from Harvard, one from Northeastern and one from Lewis & Clark. We also interview students that reach out to us directly, many of whom are referred by their classmates who have previously interned or volunteered with us. In evaluating the students we interview, we look at several things, including their work and volunteer history, their areas of study and concentration. While we look for students with a strong history of volunteerism, we are also aware of the fact that some students don't always have the ability to volunteer because they need to work to support themselves and sometimes their family. In addition to taking into consideration a students work and volunteer history, we also look at their language skills, whether they are the first in their family to go to college or law school and what community they come from. Because our offices are located in the communities we serve, it is important for us to hire attorneys who can relate to the communities we serve, and because we like to hire from our summer intern class as much as possible, we want to be sure our summer interns can work well within these communities. This is because of the amount of client contact they will have over the summer as well as the fact that we look to develop a long term relationship with our interns.

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)

This is specifically true for three of our programs, Clean Slate, Education and Self Help. Our Clean Slate and Education programs serve communities in the Antelope Valley, which is located in the northern part of LA County. One of the Courthouses that our Self Help team works in is located in the Courthouse in Lancaster. Our Housing Team also provides services to residents of the Antelope Valley, as does our Family Law and Immigration Teams. The Antelope Valley is more than 70 miles from downtown LA and is the most underserved, when it comes to free legal services, in all of LA County. NLSLA is the primary and largest legal service provider to the Antelope Valley. Those interns working with our Clean Slate and Education Teams will be working exclusively with the rural populations in the Antelope Valley. Those with our Housing, Family Law and Immigration Teams will have the opportunity to assist that population as well, as will the intern assigned to the Lancaster Courthouse.

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)

Because of our funding restrictions, all of the services that NLSLA provides are to those individuals and families with income at or below 80% of AMI

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)

Because of restrictions imposed by LSC, many of the services that NLSLA provides exclude the undocumented. That said, there are a number of exceptions to this rule. As an example, if a member of the household had documentation, NLSLA can provide services. If the client is the victim of domestic violence, we can assist. We can also provide Self Help services regardless of the client's 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)

\$7,500 Law Student salary per student

\$2,500 Benefits & Taxes per student 33% (taxes, workers comp, unemployment insurance, etc.)

\$10,000 per student

x 3

\$30,000 personnel

Payroll taxes include the employer portion of Medicare and Social Security taxes, as well as, workers' compensation and unemployment insurance. \$2,500 will cover administrative / indirect costs to administer the grant and project coordination with the students.



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.

JotNot_02-28-2023.pdf
2.4 MB - 02/28/2023 4:25PM

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.

2023_Law_School_Fellowship_Grant_Project_Assurances_(3).pdf
307.3 KB - 03/01/2023 6:19PM

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).