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## 2024 LEGAL AID LEADERS FELLOWSHIP GRANTS REQUEST FOR PROPOSALS

This document provides information for organizations interested in submitting proposals for the 2024 Legal Aid Leaders Fellowship Grants (formerly called Law School Fellowship Grants.) Organizations should review this document for information about eligibility, selection criteria, and the scoring rubric for this competitive grant. Organizations should ensure that their proposals clearly address the principal concerns of the funding authorities.

The 2024 Legal Aid Leaders Fellowship Grants are competitive and discretionary. Proposals must be submitted on SmartSimple by **5:00 p.m. PDT on Tuesday, October 10, 2023.**

If you have any questions, please contact Lauren McGary at [lauren.mcgary@calbar.ca.gov](mailto:lauren.mcgary@calbar.ca.gov).

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### BACKGROUND

On September 18, 2022, Governor Gavin Newsom signed Assembly Bill 2958 (AB 2958).<sup>1</sup> AB 2958 amends section 6140.03 of the Business and Professions Code to increase by five dollars the voluntary opt-out contribution collected as part of the attorneys' annual license fee to support Interest on Lawyers' Trust Accounts (IOLTA) funded organizations. According to the amended statute, the additional five dollars "shall be allocated to qualified legal services projects [QLSPs] or qualified support centers... to fund law student summer fellowships for the purpose of supporting law students interested in pursuing a career in legal services for indigent persons."<sup>2</sup>

Business and Professions Code section 6140.03 specifies that grants for law student summer fellowships shall be allocated pursuant to a competitive grant process administered by the Legal Services Trust Fund Commission (LSTFC). The State Bar must use the IOLTA funding formula to reallocate to QLSPs and support centers any funds that remain as of January 1, 2025.<sup>3</sup> The following is the text of the amended statute:

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<sup>1</sup> See AB 2958, [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202120220AB2958](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2958)

<sup>2</sup> Business and Professions Code section 6140.03(b)(1).

<sup>3</sup> Business and Professions Code section 6140.03(b)(4). The IOLTA funding formula is in Business and Professions Code section 6216.

Business and Professions Code section 6140.03:

(a) The board shall increase each of the annual license fees fixed by Sections 6140 and 6141 by an additional forty-five dollars (\$45), to be allocated only for the purposes established pursuant to Section 6033 and subdivision (b), except to the extent that a licensee elects not to support those activities.

(b) (1) Five dollars (\$5) of the forty-five-dollar (\$45) fee shall be allocated to qualified legal services projects or qualified support centers, as defined in Section 6213, to fund law student summer fellowships for the purpose of supporting law students interested in pursuing a career in legal services for indigent persons. The State Bar shall not make any deductions from the five dollars (\$5) for any reason, including, but not limited to, administrative fees, costs, or expenses of the State Bar.

(2) Except as provided in paragraphs (4) and (5), funds shall be allocated pursuant to a competitive grant process administered by the Legal Services Trust Fund Commission and not through the formula set forth in Section 6216.

(3) In awarding these grants, preference shall be given to fund proposals for fellowships serving rural or underserved communities and that serve clients regardless of immigration or citizenship status.

(4) Any funds under paragraph (1) not allocated as of January 1, 2025, shall be distributed to qualified legal services projects and support centers pursuant to the formula set forth in Section 6216.

(5) The allocation described in this subdivision shall remain in effect until December 31, 2024, and after that date, the entire forty-five dollars (\$45) shall be allocated only for the purposes established pursuant to Section 6033.

(c) The invoice provided to licensees for payment of the annual license fee shall provide each licensee the option of deducting forty-five dollars (\$45) from the annual license fee if the licensee elects not to have this amount allocated for the purposes established pursuant to Section 6033.

(d) This section shall become operative on January 1, 2023.

## **AWARD INFORMATION**

Business and Professions Code section 6140.03 authorizes funding for law student summer fellowships from January 1, 2023, through December 31, 2024. The first funding opportunity had a grant period of May 15, 2023, to September 30, 2023. The second funding opportunity will have a grant period of May 1, 2024, to September 16, 2024.

The number of awards depends on the amount the State Bar collects from the \$5 increase in contributions during the 2023 and 2024 attorney licensing fee cycles, which depends on how many State Bar licensees opt out of that contribution. During a similar \$5 increase for the Provisionally Licensed Lawyers (PLL) Grant, the State Bar received approximately \$768,000 for

2021 and \$792,000 for 2022. For the first year of the Legal Aid Leaders Fellowship Grants, the State Bar received approximately \$759,000 from the 2023 fee cycle; the State Bar projects similar figures for 2024. There will be one grant disbursement during the grant period and State Bar staff will monitor grant expenditures in the final financial report. Due to the timing of when revenue for this grant fund is collected, applicants will be notified of tentative grant awards in December 2023 and of finalized grant awards in April 2024.

For the 2024 Legal Aid Leaders Fellowship Grants, applicants may apply to fund multiple fellows. Each fellow may be funded for up to \$10,000, with \$7,500 to be used solely for the compensation of one summer law student fellow and up to \$2,500 to cover payroll taxes, benefits and other direct or indirect costs associated with the fellow.

Successful grantees are required to select fellow(s) by May 1, 2024. If a grantee has not recruited fellow(s) by that date, it will be required to return its award so that the State Bar can reallocate the funding to another applicant. Grantees are required to return any unused portion of their award at the end of the grant term, and no later than October 16, 2024. Extensions will be unavailable. Funds returned to the State Bar after the 2024 grant term will be redistributed as IOLTA funds unless the statute is renewed.

## **SUPPORT AND RESOURCES FOR PARTICIPATING FELLOWS**

The State Bar is partnering with [California ChangeLawyers](#) (ChangeLawyers) to provide additional support and resources to fellows funded by this grant. Fellows will join ChangeLawyers' cohort of fellows and be able to participate in workshops, training, and networking opportunities to support their professional and career development.

## **ELIGIBILITY REQUIREMENTS**

Business and Professions Code section 6140.03 allows QLSPs and support centers, as defined in Business and Professions Code section 6213, to apply for and receive this competitive grant, which must be used to fund law student summer fellows providing services to indigent Californians, as defined by California Business and Professions Code section 6213(d).

## **SELECTION CRITERIA**

Unlike other discretionary awards that the State Bar administers, Business and Professions Code section 6140.03 does not limit Legal Aid Leaders Fellowship grants to averting or redressing specific legal harms. The Legal Aid Leaders Fellowship Grants Committee has therefore set selection criteria 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 clients. 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.

Applicants that serve rural or underserved communities and that serve clients regardless of immigration or citizenship status shall receive preference, as required by Business and Professions Code section 6140.03.

## 2023 LAW SCHOOL FELLOWSHIP GRANTS SCORING RUBRIC

In an effort to provide transparency and equity in the review process, the Legal Aid Leaders Fellowship Grants Committee will use a scoring rubric as a tool to help guide review of all eligible proposals. The rubric is comprised of two sections—Selection Criteria and Funding Preferences. The Legal Aid Leaders Fellowship Grants Committee maintains discretion when determining funding recommendations even where that means funding an application(s) that scored lower on the rubric and not funding an application(s) that scored higher. The committee will use their best efforts to distribute grants statewide. Award decisions are final and without appeal. Award recipients are required to notify the State Bar once the fellow(s) has been selected.

SELECTION CRITERIA (70 PTS)				
Checkmark the appropriate ranking for each category, and then multiply by the number below.				
CATEGORY & DESCRIPTION	Exceeds Expectations	Meets Expectations	Below Expectations	Not Addressed
<b><u>Impact:</u></b> Applicant describes utilizing the fellow(s) in appropriate legal work aligned with the organization's expertise.				
<b><u>Organizational Benefit:</u></b> Applicant describes the larger impact this funding will have on the organization.				
<b><u>Supervision:</u></b> Applicant describes its robust supervision practices and other quality assurance measures to protect the experiences of both its clients and the fellow(s).				
<b><u>Support:</u></b> Applicant describes a thoughtful plan to provide onboarding, training, networking, and mentorship to the fellow(s).				
<b><u>Recruitment:</u></b> Applicant describes 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.				
<b>Number of check marks</b>	<b>X14=</b>	<b>X10=</b>	<b>X6=</b>	<b>X0=</b>
<b>Subtotal A</b>				

FUNDING PREFERENCES (30 PTS)
Checkmark the appropriate ranking for each category, and then multiply by the number below.

CATEGORY & DESCRIPTION	Exceeds Expectations	Meets Expectations	Below Expectations	Not Addressed
<b>Serves rural populations:</b> Applicant articulates the fellow(s)' focus on serving rural communities and identifies the MSSA tracts where fellow(s) will provide services.				
<b>Serves underserved populations:</b> Applicant articulates the fellow(s)' focus on serving underserved communities.				
<b>Serves clients regardless of immigration or citizenship status:</b> Applicant articulates the fellow(s)' focus on serving clients regardless of immigration or citizenship status.				
<b>Number of check marks</b>	<b>X10=</b>	<b>X7=</b>	<b>X4=</b>	<b>X0=</b>
<b>Subtotal B</b>				
<b>Total (Subtotal A + Subtotal B)</b>				

DEFINITIONS	
<b>Exceeds Expectations</b>	A proposal that scores "exceeds expectations" in a category/criterion satisfies the standard for "meets expectations" while standing out as particularly compelling or impressive. An application might be especially compelling, for instance, because it provides a unique opportunity for the law student to engage in special trainings or mentorship and/or to participate in an unusually impactful case or project. Or the proposal might be exceptionally detailed, thorough, evidence-driven, or otherwise well-conceived and convincing.
<b>Meets Expectations</b>	A proposal that scores "meets expectations" in a category/criterion is competitive and persuasive with respect to that row of the rubric. To be competitive, the proposal will be sufficiently ambitious and/or compelling to merit the use of competitive funds. To be persuasive, the proposal will describe circumstances sufficiently probative of the applicant's intention and ability to accomplish its stated objectives in that criterion.
<b>Below Expectations</b>	A proposal that scores "below expectations" in a category/criterion addresses that criterion but is insufficiently competitive or persuasive to justify a score of "meets expectations." The proposal might aspire to do too little, for instance, such as only occasionally serving rural clients for the "serves rural populations" criterion. Or the proposal might lack sufficient detail, explanation, or basis in fact to demonstrate its contours or likelihood of success. Since such a proposal might still articulate a feasible fellowship, this score confers some points.
<b>Not Addressed</b>	A proposal that scores "not addressed" in a category/criterion fails to satisfy that criterion in a meaningful way or lacks the relevant nexus. A proposal might fail to satisfy a criterion in a meaningful way if it articulates only a vague intention to do so. A response might lack the relevant nexus to "serves rural populations," for instance, if it would serve only in an urban community.

## Selection Criteria (70 points)

Based on responses provided in the proposal, the committee will score each sub-section as “Exceeds Expectations,” “Meets Expectations,” “Below Expectations,” or “Not Addressed” with corresponding multipliers for a maximum of 70 points. The sub-sections for the Selection Criteria are:

- **Impact:** Applicants should describe in detail the legal work that the fellow(s) will perform over the grant period (from May 1, 2024, to September 16, 2024). In the response, they should describe the type of work (e.g. intakes, clinics, case work) with which the fellow(s) will engage and the fellow(s)’ role and the areas of law with which the fellow(s) will be assisting. In addition, applicants should describe their organization’s experience and expertise in the fellow(s)’ proposed projects—the interventions themselves (e.g. clinics vs. litigation), the areas of law, and the communities they serve.
- **Organizational Benefit:** Applicants should describe the larger impact this grant will have on the organization, including how the fellow(s)’ contributions will impact the organization’s programs and/or overall success. Specifically, the applicant should consider the impact of hosting law fellow(s) on its work, including its ability to serve clients or streamline workflows. The applicant may also include the grant’s impact on its ability to recruit law student candidates for the summer and/or for future staff positions. The response should be specific, and it may reference previous benefits the organization experienced as a result of the 2023 Legal Aid Leaders Fellowship program or other previous experience hosting law students.
- **Supervision:** Applicants should describe in detail how they will safeguard the quality of their fellow(s)’ services to clients as well as the fellow(s)’ own experience at the organization. In the response, they should identify the supervisor(s) and their experience with the project and supervising others. In addition, applicants should explain the steps that the supervisor(s) will take to ensure that the fellow(s) provides safe, effective, and sensitive legal services to clients; this includes the frequency with which the fellow(s) will meet with the supervisor(s) and the process for the review of their legal work.
- **Support:** Applicants should describe in detail how they will support and develop the fellow(s) over the course of the fellowship and in encouraging a career in legal services for indigent persons. They should explain how the fellow(s) will onboard, receive trainings participate in mentorship, network, and collaborate with other staff. Applicants should describe with specificity the substantive law, legal skills, other (e.g., diversity, equity, and inclusion; trauma-informed care; and cultural humility) trainings, and other supports (e.g., access to legal templates and commercial research databases

networking opportunities, etc.) that will be provided to the fellow(s) to support their professional development.

- **Recruitment:** Applicants should describe how they recruited or will recruit, select, and confirm their fellow(s) by May 1, 2024. They should explain the plan to seek a strong and diverse pool of candidates, including outreach efforts, and to gauge the candidates' interest in pursuing a career in legal services for indigent persons. Applicants should note whether/how their evaluation criteria in selecting the fellow(s) relate to the proposed work of the fellow. If the fellow(s) has already been selected, applicants should note if anything makes them particularly qualified to perform the work proposed.

### Funding Preferences (30 points)

Based on responses provided in the proposal, the committee will score each sub-section as "Exceeds Expectations," "Meets Expectations," "Below Expectations," or "Not Addressed" with corresponding multipliers for a maximum of 30 points. The sub-sections for the Funding Preferences are:

- **Serves rural populations:** Applicants should describe the extent to which the fellow(s) would serve rural communities.

The State Bar relies on the California Access to Justice Commission's (CalAtJ) definition of rural. CalAtJ recommends defining "rural" as areas that meet the medical service study area (MSSA) standard for "rural" or "frontier." The California Office of Statewide Health Planning and Development identifies MSSAs using sub-county clusters of census tracts. CalAtJ argues that MSSA categories of rural and frontier—as opposed to urban—are better suited than counties to classify rural areas. Rural MSSAs have 50,000 or fewer residents and population densities below 250 people per square mile. "Frontier" MSSAs have population densities of fewer than 11 people per square mile. Applicants must identify the MSSA tract(s) where the fellow(s) will provide services. MSSA data is available on the [California State Geoportal](#).<sup>4</sup>

- **Serves underserved populations:** Applicants should describe the extent to which the fellow(s) would serve underserved communities.

These funds are limited to serving those who are statutorily indigent. Therefore, applicants should explain how the targeted underserved population faces even higher barriers to accessing civil justice than do indigent people generally. Since "serves rural populations" is a separate criterion, "serves underserved populations" refers to serving

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<sup>4</sup> The portal is a searchable database and filters for "Rural" and "Frontier" may be used to help applicants identify MSSA tracts within their service area.

other populations that are underserved relative to the indigent population generally. Such populations may be defined with respect to categories including but not limited to race, ethnicity, age, limited English proficiency, disability status, and veteran status.

- **Serves clients regardless of immigration or citizenship status:** Applicants should describe the extent to which the fellow(s) will serve clients regardless of immigration or citizenship status. They should elaborate on the applicant's policies and practices, including outreach efforts, to serve clients regardless of immigration or citizenship status.



## APPLICATION COMPONENTS

A complete 2024 Legal Aid Leaders Fellowship Grant application will include the components below. Please see the application instructions for detailed guidance.

**1. Form A: Project Profile**

The project profile would include high-level information about the project such as its award request, length of fellowship, and project areas.

**2. Form B: Fellowship Description**

The project description would include detailed information about the fellowship. This includes responses to the impact, organizational benefit, supervision, support, recruitment, and funding preference rubric categories. Applicants should provide detailed narratives about the applicant's qualifications and resources for the project.

**3. Form C: Fellowship Budget**

The fellowship budget will collect information on the State Bar-funded fellow(s)' compensation, and the amounts for the benefits, payroll taxes, and other indirect costs. Applicants may include expenses between May 1, 2024, and September 16, 2024.

**4. Form D: Budget Narrative**

The budget narrative would include descriptions of payroll taxes, benefits, and other direct or indirect costs associated with the fellowship(s), if applicable.

**5. Form E: Fellow(s) Application Materials**

If already selected, applicants should upload the cover letter(s) and/or resume(s) of the fellow(s).

**6. Form F: Project Assurances**

Applicants are required to assure compliance with the following:

- A. Applicant agrees that it will use funds it receives from the 2024 Legal Aid Leaders Fellowship Grant only for purposes stated in its application.
- B. Applicant will immediately notify the State Bar of California (State Bar) if the grant-funded fellow leaves the organization before it has finished spending down its award.
- C. Applicant will return its grant award if they have not selected and confirmed State Bar-funded fellow(s) by May 1, 2024, unless the State Bar, in its sole discretion, makes an exception.
- D. Applicant will return any unused 2024 Legal Aid Leaders Fellowship Grant funds within one month of the end of the award period (by October 16, 2024).

- E. Applicant will not discriminate based on race, color, national origin, religion, gender, disability, age, marital or domestic partnership status, medical condition, or sexual orientation.
- F. Applicant will comply with fiscal management and quality control procedures adopted by the State Bar.
- G. Applicant will permit reasonable site visits and will present additional information deemed reasonably necessary to determine compliance with the terms of the grant.
- H. Applicant will comply with all applicable federal, state, and local employment laws as well as all other applicable laws and regulations.
- I. Applicant will make available to the fellow(s) resources that are similar to those it provides to its other summer law students such as a space to work, computer hardware, computer software, furniture, supplies, telecommunications, online services, etc.
- J. Applicant will facilitate and encourage fellow(s) to complete required fellowship surveys and participate in Legal Aid Leaders Fellowship programming, including in-person and remote events hosted by California ChangeLawyers.
- K. Applicant will file program and financial reports, as may be required by the State Bar, and cooperate with other data collection requests by the State Bar for this grant.
- L. Applicant understands that any proposal submitted for a 2024 Legal Aid Leaders Fellowship Grant, and all documents submitted pursuant to issuance of this funding, are public documents, and may be disclosed to any person.
- M. Applicant understands that the State Bar is permitted, in its sole discretion, to adjust Applicant's award at any time to reflect the actual amount of funding available for 2024 Legal Aid Leaders Fellowship Grants. Consequently, grantees shall not be guaranteed any specific dollar amount in grant funds, or any grant funds at all, if funds received are insufficient or unavailable to the State Bar.

## **REPORTING REQUIREMENTS**

Demonstrating effective use of these funds is critical to supporting future funds. Grantees must, therefore, file a final financial report and program evaluation, which includes a description of the types of cases or matters on which the fellow(s) worked.

## **FINANCIAL REPORTING**

Organizations that receive a 2024 Legal Aid Leaders Fellowship Grant are required to submit a final financial report documenting grant expenditures, including payments to fellows. To ensure

compliance with the authorizing statute, the State Bar reserves the right to require proof, at any time, of the amount, timing, and nature of payments towards fellow salaries, payroll taxes, and benefits. Proof might include paystubs, third-party payroll processor reports, benefits invoices, etc. that show the organization's payments for its fellow(s)' work during the grant period.

## EVALUATION

At the end of the grant period, organizations must submit a report describing the contributions of its grant-funded fellow(s) to the organization's services. The report will seek information about the following topics, among others:

- Changes, if any, in the grantee's approaches to supervision, training, support, and/or recruitment or selection processes as described in the application;
- Processes for the fellow(s) to provide feedback;
- Lessons learned and changes implemented in response to the feedback;
- Areas of law where fellow(s) provided support;
- Counties and target populations served by the fellow(s);
- Languages in which the fellow(s) provided support;
- Opportunities extended for the fellow(s) to continue with the organization beyond the grant period;
- The scope of work that the fellow(s) performed during the grant period, including the fellow(s)' greatest accomplishments; and
- The effect that the fellow(s)' work had on the organization's services to QLSPs or low-income Californians, especially notable case outcomes.

In addition, grant-funded fellows must complete two surveys to share their expectations and experiences during the fellowship. The questions will seek information about the following topics, among others:

- Fellow's experiences and learnings at the organization and as a part of the California ChangeLawyers cohort;
- Fellow's future career plans; and
- Fellow's demographic information.



**Grant Year:** 2024

**Due Date:** 10/10/2023

**Prepared by:** Jennifer Medina

**Email:** [jmedina@casacornelia.org](mailto:jmedina@casacornelia.org)

**Contact Phone:** 619-231-7788

**Funding Opportunity:** Legal Aid Leaders Fellowship Grant

**Project Title:** 2024 Summer Fellowships

**Program Name:** Casa Cornelia Law Center

**Applicant Title:** Grants Manager

**Address:** 2760 Fifth Avenue Suite 200

**City:** San Diego

I verify that I have read, and am familiar with, the 2024 Legal Aid Leaders Fellowship Grant RFP.

☒ There is limited funding for LALF Grants. California ChangeLawyers may be able to fund additional law students for summer 2024. Please check this box if you agree to allow the State Bar to share your application with California ChangeLawyers to be considered for additional law student fellowship funding.

## Reminder

In order to submit this application, you must first click "Save & Finish Later."

## Form A - Project Profile

**1. Application Contact:** Jennifer Medina

**Job Title:** Grants Manager



Email: JMedina@CasaCornelia.org

Telephone: 6192317788

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

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

**3. Total Amount \$18,000  
Requested:**

Request project amounts divisible evenly by \$500.

**4. Length of Proposed 16  
Budget:**

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

**a. Fellowship actual or 05/01/2023  
anticipated start date:**

Enter the actual or anticipated start date for the organization's fellowship. Must be on or after May 1, 2024.



**b. Fellowship actual or 09/15/2023  
anticipated end date:**

Enter the actual or anticipated end date for the organization's fellowship. Must be on or before September 16, 2024.

**5. Current Summer Law \$20.00  
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)**

San Diego

**7. Substantive Area(s)**

- |   |  |
|---|--|
| <input type="checkbox"/> Conservatorship    | <input type="checkbox"/> Consumer/Finance          |
| <input type="checkbox"/> Disability Rights  | <input 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 type="checkbox"/> Housing            | <input checked="" type="checkbox"/> Immigration    |
| <input type="checkbox"/> Income Maintenance | <input type="checkbox"/> Juvenile                  |
| <input type="checkbox"/> Other              |  |

**Form B - Fellowship Description**

The Legal Aid Leaders Fellowship Grants Committee has developed selection criteria for the 2024 Legal Aid Leaders Fellowship Grant 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 clients. 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. All responses must be self-contained and should only refer to materials uploaded with this proposal.

## 1. QLSP or Support Center Project

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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

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**Please describe in detail the legal work that the fellow(s) will perform over the grant period (from May 1, 2024 to September 16, 2024). (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

Casa Cornelia Law Center's (Casa Cornelia) attorneys provide legal information and/or representation to a significant number of individuals each year. The legal programs pivot in the direction of the emerging needs of the noncitizen community while focusing on victims of civil and human rights violations. Through research and writing, the legal aid fellows arm staff and volunteer attorneys with the most up to date factual legal information necessary for client representation.

Depending on their interests and the workload of their supervising attorney, the legal aid fellows may assist in the representation of affirmative applications at the Asylum Office, defensive applications before Immigration Court, and in the representation of clients seeking Violence Against Women Act (VAWA) protections, U Visas, T Visas and Special Immigration Juvenile Status (SIJS).

The legal aid fellows may also assist in the Adjustment of Status (AOS) petitions for Afghan evacuees and their families who have already secured asylum and arriving Afghan nationals presenting themselves at the U.S. border and requesting asylum. Casa Cornelia continues to deliver legal services to this population since the U.S. began resettling them in late 2021.

### 3. Organizational Benefit

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**Please describe in detail the larger impact the grant will have on the organization. (300-word limit)**

Applicant should describe how the fellow(s)' contributions will impact the organization's programs and/or overall success.

Consider:

- The impact of hosting law fellow(s) on the applicant's work, including the applicant's ability to serve clients or streamline workflows
- The applicant's ability to recruit law student candidates for the summer and/or for future staff positions

Programmatically, the legal aid fellowship maximizes the reach of Casa Cornelia's attorneys within the immigrant community. The organization responds to approximately 2,500 individuals each year. Through research and writing, the legal aid fellows ensures that staff and volunteer attorneys have the most up to date legal information necessary for client representation. By absorbing research and writing tasks, the legal fellows allow the attorneys to concentrate on other aspects of client representation.

The legal aid fellowship grant will also give Casa Cornelia the ability to continue to pursue Diversity, Equity and Inclusion (DEI) efforts within its hiring practices. Historically, as at most non-profits, law student interns did not receive any direct compensation from Casa Cornelia. In developing DEI initiatives through the strategic planning process, Casa Cornelia's Board of Directors and Executive Leadership recognized that the lack of funding for law student interns meant that those students who had the means to accept unpaid internships have an advantage when entering public service over those students that must seek compensated positions. Accordingly, the organization made the proactive decision to compensate student interns for their time (unless they receive class credit). This is a significant opportunity for those students experiencing economic hardship who cannot accept an unpaid substantive internship in the legal field. Casa Cornelia has been paying student interns for several semesters. Funding for these costs ensures that Casa Cornelia can continue promoting inclusion. The organization is committed to this model as a best practice of DEI policy. A grant will directly support Casa Cornelia's commitment to DEI.

Many interns later become staff members and/or volunteers. This makes equity and inclusion for student interns an important component of future staffing for the firm.

#### 4. Supervision

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**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, including the frequency with which the fellow(s) will meet with the supervisor(s) and the process for the review of their legal work

Casa Cornelia will supervise the legal aid fellows within its existing management structure. The organization's policy is to carefully and strictly supervise non-attorneys including law students. Except for clinical law students authorized to practice under federal regulations, law students do not engage in the practice of law; they assist Casa Cornelia's attorneys in doing so.

A senior attorney on staff who has experience supervising licensed staff attorneys and mentoring volunteer attorneys supervises law students and legal aid fellows. The supervisor will give the fellow tasks appropriate for their skillset, training, and experience. The work completed by the fellow will be used by the supervisor or other attorneys within the organization in support of the representation of clients after careful review.

Specifically, legal aid fellows will not provide legal services to clients. All work done by legal aid fellows will be carefully supervised and will occur in a controlled environment. If legal aid fellows ever meet with a client in person, it will be with staff present during the meeting or readily available at Casa Cornelia's office or at a location in the community. If legal aid fellows communicate with clients, communication will occur through Casa Cornelia's telecommunication platforms. If assigned to communicate directly with clients, legal aid fellows are given a specific task and are not permitted to give legal advice of any sort. While legal aid fellows may be asked to convey specific information to clients, they only do so at the direct and specific instruction of an experienced, licensed attorney. The legal aid fellows may be present when an attorney interviews a client so that they may learn techniques for trauma-informed lawyering, but they will not conduct the interview absent careful and substantial training. They may have the opportunity to attend formal trainings on trauma-informed lawyering.

## 5. 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, network, and collaborate with other staff
- The substantive law, legal skills, other (e.g., diversity, equity, and inclusion; trauma-informed care; and cultural humility) trainings, and other supports (e.g., access to legal templates and commercial research databases, networking opportunities, etc.) that will be provided to the fellow(s) to support their professional development

Casa Cornelia will support and develop the legal aid fellows and encourage a career in legal services for the indigent through a thoughtful onboarding and training process as well as through exposure to engaging tasks and its robust network of volunteer professionals. During the onboarding phase, the legal fellows will receive an overview of the organization's mission and values. They will receive training in substantive and procedural law as well as policy in the following areas: (1) Asylum, (2) U Visa for victims of serious crimes, (3) the Violence Against Women Act for domestic violence victims married to a U.S. Citizen or legal permanent residents, (4) Special Immigrant Juvenile Status for abused, abandoned or neglected children, and (5) T Visa for victims of human trafficking, depending on their assignment. The legal aid fellows will also have an opportunity to learn about all aspects of legal service delivery under the tutelage of a staff attorney. They may be able to observe and support Know Your Rights (KYR) presentations. They will assist in the preparation pre-trial documents and applications.

Casa Cornelia has the capacity to introduce the legal aid fellows to a robust group of volunteer professionals, who are recruited from the private bar. Some of these volunteer professionals belong the most prestigious law firms in San Diego, CA. The legal aid fellows will have several opportunities to meet some of these professionals.

Casa Cornelia has decades of experience introducing law students to humanitarian immigration law. Many law student interns go on to dedicate themselves to careers within humanitarian immigration law: it is common for non-profit immigration attorneys working at San Diego-based agencies to have done an internship at Casa Cornelia while they were in law school. Other former interns have gone on to do substantial pro bono work during their careers.

## 6. Recruitment

---



**Please describe how the organization recruited or will recruit, select, and confirm the fellow(s) by May 1, 2024. (300-word limit)**

Applicant should describe 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 applicant plans to seek a strong and diverse pool of candidates, including outreach efforts
- How the applicant will gauge the candidates' interest in pursuing a career in legal services for indigent persons
- Whether/how the applicant'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

In order to secure two legal aid fellows by May 1, 2024, Casa Cornelia will post the open positions at local law schools and tap into the organization's existing network of current and previous interns and volunteer legal professionals. Then, the Pro Bono Managing Attorney will review all applications received and schedule in-person interviews for leading candidates. Casa Cornelia is also open to interviewing candidates remotely should they not be available for in-person during the interviewing process.

Once the top two candidates have been selected, the firm leadership will extend formal written offers. Once the candidates accept, Casa Cornelia will inform the fellowship officials that the positions have been filled and will forward all contact and pertinent information.

## 7. Serves Rural Populations

**Will the fellow(s) serve rural communities?:**

- ☐ Yes  
☒ No

## 8. Serves Underserved Populations

**Will the fellow(s) serve underserved communities?**

- ☒ Yes  
☐ No



**If yes, describe the extent to which the fellow(s) would serve underserved communities. (This criterion refers to serving other populations that are underserved relative to the indigent population generally.) (300-word limit)**

The legal aid fellows selected to intern at Casa Cornelia will receive a significant opportunity to help underserved communities. All of Casa Cornelia's clients are especially underserved given they are indigent members of the immigrant community and would likely be unable to secure legal relief if not for Casa Cornelia's pro bono legal services.

Casa Cornelia serves undocumented victims of domestic violence and other serious crimes. Their immigration status compounds their inherent vulnerability because their abusers use their fear of deportation as a means of coercive control. They may be living in shelters and still in the process of escaping their abusers. Casa Cornelia also assists asylum seekers who are fleeing persecution and torture in their home countries who seek refuge in the US. Many of them have traveled through different countries just to find a safe haven. Finally, the organization also responds to the needs of undocumented unaccompanied minors and other noncitizen minors and youth seeking humanitarian immigration relief. These include children fleeing violent conditions in Central America and southern Mexico as well as children from all over the world. Legal relief options available for children include Special Immigrant Juvenile Status (SIJS) for neglected, abandoned and/or abused children, asylum for children who have fled persecution, the U Visa for victims of serious crime in the U.S. or the T Visa for victims of human trafficking. Casa Cornelia remains the sole permanent provider of legal services for detained and locally released unaccompanied noncitizen children in San Diego County.

## 9. Serves 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 )**

Casa Cornelia will give the legal aid fellows an opportunity to serve clients who are seeking asylum, undocumented unaccompanied minors and undocumented victims of serious crimes. All of the legal work they perform will serve individuals without citizenship status. In some instances, the legal fellows will assist clients who are no longer vulnerable to deportation with an adjustment of status (AOS), but these services are not provided frequently.



## Form C - Fellowship Budget

### 2024 Law School Fellowship Grant Budget

	Budget for Each Fellowship Grant	Total Funding
1. Fellow Compensation	\$7,500	\$15,000
2. Payroll taxes, benefits and other direct or indirect costs (up to \$2,500)	\$1,500	\$3,000
TOTAL	\$9,000	\$18,000

## Form D - Budget Narrative

**If applicable, describe all payroll taxes, benefits, and other direct or indirect costs that are part of your budget calculation in Form C. (300-word limit)**

The indirect costs associated with each fellow have been calculated by multiplying the total cost of each expense by 0.013%, which corresponds to the ratio of each fellows salary costs when compared to the organization's total salary costs.

Employee benefits have not been included.

Payroll Taxes (\$479.80), calculated at 7% of the base salary, per fellow.

Teleworking Allowance (\$120.00), \$30.00 per month per fellow for 16 weeks.

Accounting (\$100.33) for each fellow

Books & Publications (\$15.66) for each fellow

Computer Expenses (Computer & Internet) (\$93.64) for each fellow

Equipment Repair and Maintenance (\$0.68) for each fellow

Insurance (\$75.08) for each fellow

Miscellaneous (\$4.78) for each fellow

Postage & Mailing (\$21.84) for each fellow

Professional Development (Memberships) (\$40.95) for each fellow

Rent (\$577.55) for each fellow

Supplies (\$20.48) for each fellow

Telephone (\$24.57) for each fellow

Travel and Auto (\$13.65) for each fellow

Copying and Printing (\$27.30) for each fellow

The total indirect costs add up to \$1,616.29 per fellow. We will round up to \$1,500.00 per fellow.



## Form E - Fellow(s) Application Materials

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

Successful applicants must select and confirm fellow(s) by May 1, 2024.

If the organization has already selected fellow(s), it may use this tab to upload the fellow(s)' cover letter and/or resume as part of its application.

Upload all documents in a single pdf.

## Form F - Project Assurances

---

### Upload Signed Assurances Document

1. Download the Project Assurances document.
2. Obtain the signatures of the Executive Director and Board Chair or another authorized board representative. Digital and/or e-signatures are permitted.
3. Re-upload the signed document as a PDF on SmartSimple.

**Complete\_with\_DocuSign\_2024\_Legal\_Aid\_Leader.pdf**  
279.3 KB - 10/10/2023 4:06PM

Total Files: 1

## 2024 LEGAL AID LEADERS FELLOWSHIP GRANT PROJECT ASSURANCES

**Organization:** \_\_\_\_\_

Applicant assures compliance with the following:

1. Applicant agrees that it will use funds it receives from the 2024 Legal Aid Leaders Fellowship Grant only for purposes stated in its application.
2. Applicant will immediately notify the State Bar of California (State Bar) if the grant-funded fellow leaves the organization before it has finished spending down its award.
3. Applicant will return its grant award if they have not selected and confirmed State Bar-funded fellow(s) by May 1, 2024, unless the State Bar, in its sole discretion, makes an exception.
4. Applicant will return any unused 2024 Legal Aid Leaders Fellowship grant funds within one month of the end of the award period (by October 16, 2024).
5. Applicant will not discriminate based on race, color, national origin, religion, gender, disability, age, marital or domestic partnership status, medical condition, or sexual orientation.
6. Applicant will comply with fiscal management and quality control procedures adopted by the State Bar.
7. Applicant will permit reasonable site visits and will present additional information deemed reasonably necessary to determine compliance with the terms of the grant.
8. Applicant will comply with all applicable federal, state, and local employment laws as well as all other applicable laws and regulations.
9. Applicant will make available to the fellow(s) resources that are similar to those it provides to its other summer law students such as a space to work, computer hardware, computer software, furniture, supplies, telecommunications, online services, etc.
10. Applicant will facilitate and encourage fellow(s) to complete required fellowship surveys and participate in Legal Aid Leaders Fellowship programing, including in-person and remote events hosted by California ChangeLawyers.
11. Applicant will file program and financial reports, as may be required by the State Bar, and cooperate with other data collection requests by the State Bar for this grant.
12. Applicant understands that any proposal submitted for a Legal Aid Leaders Fellowship grant, and all documents submitted pursuant to issuance of this funding, are public documents, and may be disclosed to any person.
13. Applicant understands that the State Bar is permitted, in its sole discretion, to adjust Applicant's award at any time to reflect the actual amount of funding available for Legal Aid Leaders Fellowship grants. Consequently, grantees shall not be guaranteed any specific dollar amount in grant funds, or any grant funds at all, if funds received are insufficient or unavailable to the State Bar.

Signed:

DocuSigned by:

*Carmen M. Chavez*

420471F156C1409...

Executive Director

Applicant Organization

DocuSigned by:

*Gloria E. Bader*

625A12443950440...

Chair (or other officer), Board of Directors

Applicant Organization



Carmen M. Chavez

Print Name

10/5/2023 | 9:10 PM EDT

Date

Gloria E. Bader, Board Chair

Print Name and Title

10/6/2023 | 10:16 AM PDT

Date



**Grant Year:** 2024

**Due Date:** 10/10/2023

**Prepared by:** Ashley La Franchi

**Email:** [alafranchi@impactfund.org](mailto:alafranchi@impactfund.org)

**Contact Phone:** 510-845-3473

**Funding Opportunity:** Legal Aid Leaders Fellowship Grant

**Project Title:** 2024 Summer Law Intern

**Program Name:** Impact Fund

**Applicant Title:** Development Manager

**Address:** 2080 Addison Street Ste 5

**City:** Berkeley

I verify that I have read, and am familiar with, the 2024 Legal Aid Leaders Fellowship Grant RFP.

☒ There is limited funding for LALF Grants. California ChangeLawyers may be able to fund additional law students for summer 2024. Please check this box if you agree to allow the State Bar to share your application with California ChangeLawyers to be considered for additional law student fellowship funding.

## Reminder

In order to submit this application, you must first click "Save & Finish Later."

## Form A - Project Profile

**1. Application Contact:** Ashley LaFranchi

**Job Title:** Development Manager



Email: alafranchi@impactfund.org

Telephone: 5108453473

**2. Number of Fellows for 1  
which Funding is  
Requested:**

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

**3. Total Amount \$10,000  
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 06/03/2024  
anticipated start date:**

Enter the actual or anticipated start date for the organization's fellowship. Must be on or after May 1, 2024.



**b. Fellowship actual or 08/09/2024  
anticipated end date:**

Enter the actual or anticipated end date for the organization's fellowship. Must be on or before September 16, 2024.

**5. Current Summer Law \$7,500.00  
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

Alpine

Amador

Butte

Calaveras

Colusa

Contra Costa

Del Norte

El Dorado

Fresno

Glenn

Humboldt

Imperial



Inyo  
Kern  
Kings  
Lake  
Lassen  
Los Angeles  
Madera  
Marin  
Mariposa  
Mendocino  
Merced  
Modoc  
Mono  
Monterey  
Napa  
Nevada  
Orange  
Placer  
Plumas  
Riverside  
Sacramento  
San Benito  
San Bernardino  
San Diego  
San Francisco  
San Joaquin  
San Luis Obispo  
San Mateo  
Santa Barbara  
Santa Clara



Santa Cruz

Shasta

Sierra

Siskiyou

Solano

Sonoma

Stanislaus

Sutter

Tehama

Trinity

Tulare

Tuolumne

Ventura

Yolo

Yuba

## 7. Substantive Area(s)

- |   |  |
|---|--|
| <input type="checkbox"/> Conservatorship              | <input checked="" type="checkbox"/> Consumer/Finance |
| <input checked="" type="checkbox"/> Disability Rights | <input type="checkbox"/> Family/Domestic Violence    |
| <input type="checkbox"/> Education                    | <input checked="" 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 checked="" type="checkbox"/> Other             |  |

## Form B - Fellowship Description

The Legal Aid Leaders Fellowship Grants Committee has developed selection criteria for the 2024 Legal Aid Leaders Fellowship Grant 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 clients. 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. All responses must be self-



contained and should only refer to materials uploaded with this proposal.

## 1. QLSP or Support Center Project

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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 1, 2024 to September 16, 2024). (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

The Summer Law Intern will work on our ongoing litigation and amicus efforts, as well as other case work related to improving access to justice, civil rights, and social justice issues that have the potential to be addressed through impact litigation. The Law Intern's responsibilities will include conducting legal research, writing memoranda, investigating factual issues, attending coalition meetings, and other activities as they emerge. The internship is full-time (40 hours per week) and requires a 10-week commitment.

The Impact Fund has particular expertise in the areas of complex litigation, class actions, attorneys' fees and, other procedural issues. Our staff also has substantive expertise in employment discrimination and benefits issues. Impact Fund serves as lead counsel, co-counsel, and amicus counsel in select class action and impact litigation. We pursue a diverse docket of civil rights cases, including LGBTQ+ and gender discrimination and access to essential public benefits. We also provide strategic leadership, training, and expertise on issues that arise in impact litigation. Finally, we provide grants in support of impact litigation in the areas of civil rights, human rights, environmental justice, and poverty law.

### 3. Organizational Benefit

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**Please describe in detail the larger impact the grant will have on the organization. (300-word limit)**

Applicant should describe how the fellow(s)' contributions will impact the organization's programs and/or overall success.

Consider:

- The impact of hosting law fellow(s) on the applicant's work, including the applicant's ability to serve clients or streamline workflows
- The applicant's ability to recruit law student candidates for the summer and/or for future staff positions

Adding a summer law intern to our team provides an extra set of hands in an environment that is already stretched for resources. This means more resources available for client services, allowing staff attorneys to focus on complex legal issues and case strategy. The summer law intern provides valuable assistance by conducting research and drafting memos and brief sections, which enhances the quality and speed of the legal services that we provide.

Hiring a legal intern also allows our attorneys to take on mentorship roles. This nurturing environment benefits the intern, while also providing our legal staff with the opportunity to refine their leadership and mentoring skills.

Our summer law interns often serve as a bridge between our organization and their academic communities, including professors, classmates, and clinics. They help to increase awareness of our organization and the services we provide. Our law interns often go on to recommend our organization to their peers and return to our trainings and events after their internship has concluded. We frequently receive applications from law students who heard about us from past summer interns.

## 4. Supervision

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**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, including the frequency with which the fellow(s) will meet with the supervisor(s) and the process for the review of their legal work

The Summer Law Intern will report to the Director of Litigation and will work closely with the entire legal team. The Director of Litigation will assign and review work and provide feedback on work product and client interactions. The Law Fellow, a second-year attorney, is also available for daily support, providing additional resources and feedback on work assignments. The Law Fellow is also available to answer questions about the bar exam and entering law practice more generally. The Director of Litigation will meet with the Summer Law Intern multiple times each week to review their legal work. The organization also conducts an exit interview with each intern to receive feedback on the intern experience.

The Impact Fund's current Executive Director, Jocelyn Larkin, will be stepping down in spring 2024. The incoming Executive Director is the organization's current Director of Litigation and Training, Lindsay Nako. Lindsay has more than 18 years of litigation and supervision experience. She has led the Impact Fund's legal program for nearly 8 years and has supervised numerous summer interns during her career. She was selected as a Harvard Wasserstein Fellow to mentor public interest students at Harvard Law School during the 2022-23 academic year. She previously taught as an adjunct professor at Berkeley Law and is currently a court-appointed mediator for the Northern District of California. As Executive Director, Lindsay will continue to participate in the organization's legal work and will contribute to supervision of the Summer Law Intern. The organization has yet to hire a new Director of Litigation, but they will have years of litigation and supervision experience. They will report directly to the Executive Director and communicate with her on a regular basis about legal work product, strategic decisions, professional ethics, and work assignments, including those of the Summer Law Intern.

## 5. 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, network, and collaborate with other staff
- The substantive law, legal skills, other (e.g., diversity, equity, and inclusion; trauma-informed care; and cultural humility) trainings, and other supports (e.g., access to legal templates and commercial research databases, networking opportunities, etc.) that will be provided to the fellow(s) to support their professional development

Upon arrival, the Summer Law Intern will receive formal onboarding on office procedures and expectations and ongoing case work. They will then join legal team and co-counsel meetings and receive relevant and interesting work assignments that support our ongoing litigation. Our small legal team ensures daily interaction with key decisionmakers, significant responsibility, and meaningful litigation experience. By joining most co-counsel meetings and discussions, interns learn legal research and writing skills and also how to develop litigation strategies in high-impact civil rights cases. The Law Intern will receive supportive instruction on their projects, access to the resources they need, and detailed feedback on their work.

In addition, the Law Intern will attend our Effective Legal Writing and Litigation 101 trainings and have access to our library of recorded webinars as well as the live trainings we present throughout the summer. They will be added to our Listserve network of roughly 900 plaintiff-side attorneys and have access to Law360, WestLaw, and PACER accounts.

In addition to regular check-ins and a weekly legal team meeting, the Law Intern will participate in weekly staff meetings to hear about the work of other programs and staff. Our meetings frequently include anti-oppression discussions. The Impact Fund recognizes that an organization-wide challenge to oppression and racism requires the continued process of learning, unlearning, and working together to implement the principles and values of the Impact Fund. The Impact Fund is dedicating staff and board time and other resources to this process. The goal of these efforts is to provide an environment for our Summer Law Intern and other staff, clients, constituents, and grantees that is committed to anti-oppression/anti-racism.

## 6. Recruitment

---



**Please describe how the organization recruited or will recruit, select, and confirm the fellow(s) by May 1, 2024. (300-word limit)**

Applicant should describe 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 applicant plans to seek a strong and diverse pool of candidates, including outreach efforts
- How the applicant will gauge the candidates' interest in pursuing a career in legal services for indigent persons
- Whether/how the applicant'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

The Impact Fund posts its Summer Law Intern opening on PSJD and the job boards of multiple local law schools, including Berkeley Law, UC Law San Francisco, USF School of Law, Golden Gate Law School, and others. The Impact Fund strongly encourages applicants from diverse backgrounds to apply and will make reasonable accommodations for candidates. We gauge candidates' interest in pursuing a career in legal services for indigent persons by requesting a resume and a cover letter detailing their commitment to social justice work and relevant experience. We also require candidates to submit a legal writing sample and contact information for three professional references. We prefer to hire students in their second year of law school, but we will consider applications from first-year students with the requisite experience and skills. We do not request transcripts as part of our application process. A salary range is provided with every job listing, reflective of the change we wish to see in maximizing the potential for equal pay for equal work and reducing the potential for implicit bias in the hiring process. During interviews, we use the same interview questions and scoring rubrics for all candidates.

## 7. Serves Rural Populations

**Will the fellow(s) serve rural communities?:**

☒ Yes

☐ No



**If yes, describe the extent to which the fellow(s) would serve rural communities and identify the MSSA tract(s) where fellow(s) will provide services. MSSA data is available on the California State Geoportal. (300-word limit )**

The Law Intern will work on our existing litigation, which includes a class action lawsuit on behalf of Section 8 tenants being charged illegal excess rent across the state of California, as well as amicus briefs that address issues of state-wide concern. Our active litigation and amicus work includes residents of rural communities across the state, including northeastern counties near the Oregon border and the Central Valley.

## 8. Serves Underserved Populations

**Will the fellow(s) serve underserved communities?**

- ☒ Yes  
☐ No

**If yes, describe the extent to which the fellow(s) would serve underserved communities. (This criterion refers to serving other populations that are underserved relative to the indigent population generally.) (300-word limit)**

The Law Intern will work on our existing litigation, which includes a class action lawsuit on behalf of Section 8 tenants being charged illegal excess rent across the state of California. The class members are low-income renters who receive vouchers under the Section 8 Housing Choice Voucher Program. The Law Intern will assist in all aspects of the case, which is actively being litigated in the Eastern District of California. The Law Intern will also contribute to ongoing investigations into potentially actionable claims on behalf of underserved communities and amicus briefs regarding the rights of underserved communities to public services and access to the court system. Historically, underserved communities have included indigent people with disabilities, unhoused individuals, and communities affected by systemic racism.

## 9. Serves 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 )**

The Law Intern will contribute to ongoing investigations into potential class action lawsuits and amicus briefs that will serve clients and others similarly situated regardless of immigration or citizenship status. The Law Intern will contribute legal research and writing to both ongoing investigations and amicus briefs.

## Form C - Fellowship Budget

### 2024 Law School Fellowship Grant Budget

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

## Form D - Budget Narrative

**If applicable, describe all payroll taxes, benefits, and other direct or indirect costs that are part of your budget calculation in Form C. (300-word limit)**

Payroll taxes on Fellow Compensation = \$570

1% of Executive Director Salary and payroll taxes for the 10-week period = \$340

5% of Director of Litigation Salary and payroll taxes for the 10-week period = \$1590

These calculations are based on costs associated with our 2023 Summer Law Intern.

## Form E - Fellow(s) Application Materials



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

Successful applicants must select and confirm fellow(s) by May 1, 2024.

If the organization has already selected fellow(s), it may use this tab to upload the fellow(s)' cover letter and/or resume as part of its application.

Upload all documents in a single pdf.

## Form F - Project Assurances

### Upload Signed Assurances Document

1. Download the Project Assurances document.
2. Obtain the signatures of the Executive Director and Board Chair or another authorized board representative. Digital and/or e-signatures are permitted.
3. Re-upload the signed document as a PDF on SmartSimple.

**2024\_Legal\_Aid\_Leaders\_Fellowship\_Grant\_Project\_Assurances.pdf**  
252.2 KB - 10/10/2023 10:44AM

Total Files: 1

## 2024 LEGAL AID LEADERS FELLOWSHIP GRANT PROJECT ASSURANCES


**Organization:** Impact Fund

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Applicant assures compliance with the following:

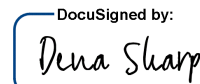
1. Applicant agrees that it will use funds it receives from the 2024 Legal Aid Leaders Fellowship Grant only for purposes stated in its application.
2. Applicant will immediately notify the State Bar of California (State Bar) if the grant-funded fellow leaves the organization before it has finished spending down its award.
3. Applicant will return its grant award if they have not selected and confirmed State Bar-funded fellow(s) by May 1, 2024, unless the State Bar, in its sole discretion, makes an exception.
4. Applicant will return any unused 2024 Legal Aid Leaders Fellowship grant funds within one month of the end of the award period (by October 16, 2024).
5. Applicant will not discriminate based on race, color, national origin, religion, gender, disability, age, marital or domestic partnership status, medical condition, or sexual orientation.
6. Applicant will comply with fiscal management and quality control procedures adopted by the State Bar.
7. Applicant will permit reasonable site visits and will present additional information deemed reasonably necessary to determine compliance with the terms of the grant.
8. Applicant will comply with all applicable federal, state, and local employment laws as well as all other applicable laws and regulations.
9. Applicant will make available to the fellow(s) resources that are similar to those it provides to its other summer law students such as a space to work, computer hardware, computer software, furniture, supplies, telecommunications, online services, etc.
10. Applicant will facilitate and encourage fellow(s) to complete required fellowship surveys and participate in Legal Aid Leaders Fellowship programing, including in-person and remote events hosted by California ChangeLawyers.
11. Applicant will file program and financial reports, as may be required by the State Bar, and cooperate with other data collection requests by the State Bar for this grant.
12. Applicant understands that any proposal submitted for a Legal Aid Leaders Fellowship grant, and all documents submitted pursuant to issuance of this funding, are public documents, and may be disclosed to any person.
13. Applicant understands that the State Bar is permitted, in its sole discretion, to adjust Applicant's award at any time to reflect the actual amount of funding available for Legal Aid Leaders Fellowship grants. Consequently, grantees shall not be guaranteed any specific dollar amount in grant funds, or any grant funds at all, if funds received are insufficient or unavailable to the State Bar.

Signed:

DocuSigned by:  


---

Executive Director  
Applicant Organization

DocuSigned by:  


---

Chair (or other officer), Board of Directors  
Applicant Organization



Jocelyn Larkin

---

Print Name

10/4/2023

---

Date

Dena Sharp      Board Chair

---

Print Name and Title

10/8/2023

---

Date



**Grant Year:** 2024

**Due Date:** 10/10/2023

**Prepared by:** Lana Martin

**Email:** [lmartin@lafla.org](mailto:lmartin@lafla.org)

**Contact Phone:** 323-801-7915

**Funding Opportunity:** Legal Aid Leaders Fellowship Grant

**Project Title:** Supporting Law Student Training in Language Justice and Medical Legal Partnership  
**Black Health Initiative**

**Program Name:** Legal Aid Foundation of Los Angeles

**Applicant Title:** Grant and Contracts Manager

**Address:** 1550 W. 8th Street

**City:** Los Angeles

I verify that I have read, and am familiar with, the 2024 Legal Aid Leaders Fellowship Grant RFP.

☒ There is limited funding for LALF Grants. California ChangeLawyers may be able to fund additional law students for summer 2024. Please check this box if you agree to allow the State Bar to share your application with California ChangeLawyers to be considered for additional law student fellowship funding.

## Reminder

In order to submit this application, you must first click "Save & Finish Later."

## Form A - Project Profile

**1. Application Contact:** Lana Martin

**Job Title:** Grants and Contracts Manager



Email: [lmartin@lafla.org](mailto:lmartin@lafla.org)

Telephone: 323-801-7915

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

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

**3. Total Amount \$20,000  
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 05/20/2024  
anticipated start date:**

Enter the actual or anticipated start date for the organization's fellowship. Must be on or after May 1, 2024.



**b. Fellowship actual or 07/26/2024  
anticipated end date:**

Enter the actual or anticipated end date for the organization's fellowship. Must be on or before September 16, 2024.

**5. Current Summer Law \$8,750.00  
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 checked="" type="checkbox"/> Disability Rights  | <input checked="" type="checkbox"/> Family/Domestic Violence  |
| <input 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              |   |

**Form B - Fellowship Description**

The Legal Aid Leaders Fellowship Grants Committee has developed selection criteria for the 2024 Legal Aid Leaders Fellowship Grant 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 clients. 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. All responses must be self-contained and should only refer to materials uploaded with this proposal.

## 1. QLSP or Support Center Project

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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

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**Please describe in detail the legal work that the fellow(s) will perform over the grant period (from May 1, 2024 to September 16, 2024). (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

LAFLA proposes hosting two law students from low-income backgrounds, who will engage in training and mentorship in language justice and medical-legal partnerships.

LAFLA's Language Justice Project (LJP) advances equity and inclusion for people who use non-dominant spoken and signed languages, including the diverse immigrant and Deaf communities across Greater Los Angeles. The LJP Fellow will work with LAFLA staff to provide culturally and linguistically appropriate services for clients with limited English proficiency who are survivors of domestic violence, sexual assault, human trafficking, and other crimes and persecution, with a focus on family and immigration law. This Fellow will also conduct language rights advocacy on behalf of clients trying to access government services, programs, and benefits, such as from the courts, LA County Department of Public Social Services, and U.S Citizenship and Immigration Services. Special Counsel on Language Justice Joann Lee will supervise and mentor this Fellow. Joann has 23 years of experience supervising students and attorneys and leading nation- and state-wide language justice advocacy projects.

LAFLA's Black Health Initiative Medical-Legal Partnership (BHI MLP) improves Black maternal health by providing free legal services and connecting BIPOC patients to resources and programs. The BHI MLP Fellow will work with healthcare professionals and LAFLA staff to identify and help patients reach their optimal health by advocating on behalf of patients in substantive legal areas that impact the social determinants of health such as housing, family law, immigration, public benefits, and re-entry. This Fellow will conduct client intake, fact gathering, case assessment, counsel and advice, and help draft letters, legal memos and declarations; and refer clients to other organizations for additional support. Ronnette Ramos, Managing Attorney of BHI MLP, will supervise and mentor this Fellow. Ronnette has 24 years of experience supervising students and attorneys, and her team of 5 attorneys and 3 paralegals.

### 3. Organizational Benefit

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**Please describe in detail the larger impact the grant will have on the organization. (300-word limit)**

Applicant should describe how the fellow(s)' contributions will impact the organization's programs and/or overall success.

Consider:

- The impact of hosting law fellow(s) on the applicant's work, including the applicant's ability to serve clients or streamline workflows
- The applicant's ability to recruit law student candidates for the summer and/or for future staff positions

The impact that this proposed Fellowship will have three major impacts on LAFLA.

First, our organization will improve outreach efforts by hiring for the summer two law students whose backgrounds reflect the traditionally underserved communities we serve. LAFLA has extensive experience supervising law students, but students from low-income backgrounds specifically benefit BHI MLP's and LJP's efforts to reach traditionally underserved individuals in Los Angeles County. We have found that financial incentives are necessary to help recruit diverse fellows who can speak more directly about relevant cultural issues.

Second, the two Fellow positions will allow LAFLA to offer much needed additional assistance for our growing Language Justice Project and at our relatively new Black Health Initiative Medical-Legal Partnership site in Inglewood. As we have not yet secured funds for these summer positions, the proposed Fellowship would ensure these additional roles. With both the BHI MLP Fellow and LJP Fellow receiving specialized training in MLPs and language justice, the Fellowship will expand the pipelines for both areas of public interest law—which are growing sectors in need of recruitment, training, and visibility.

Third, LAFLA encourages past law student fellows and volunteers to continue on at LAFLA. Many of our summer law student fellows return to volunteer or become future fellows, staff members, or pro bono partners. After our third year of hosting fellows in the LAFLA Equity and Inclusion Fellowship (LEIF) Program, 5 out of 30 participants have returned to take fellowships, jobs, and other roles at LAFLA. Indeed, all of LAFLA's former Skadden and Equal Justice Works fellows were offered staff positions at LAFLA after completion of their fellowships, and LAFLA has an excellent retention history as many current LAFLA staff members were past volunteers or fellows. LAFLA also has many external partners that continue to support LAFLA's mission.

## 4. Supervision

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**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, including the frequency with which the fellow(s) will meet with the supervisor(s) and the process for the review of their legal work

LAFLA's Law Student Recruitment Committee (LSRC) has developed supervisor materials, a system of entrance and exit interviews, and internal resources and reference guides for law students, supervisors, and committee members. LAFLA also administers surveys to fellows and volunteers to obtain feedback on whether participants are satisfied with their training, development, and overall experiences while at LAFLA. Each year, LSRC incorporates feedback to improve our summer programming and supervision.

MLP Managing Attorney Ronnette Ramos will directly supervise the BHI MLP Fellow, and Special Counsel on Language Justice Joann Lee will supervise the LJP Fellow. Each Fellow will work in the same office with their supervisor, who will serve as their subject matter supervisor. In addition to participating in LAFLA's robust onboarding and trainings, both Fellows will have daily support from Ronnette, Joann, and their teams of attorneys. Throughout, Ronnette and Joann will assess the Fellows' progress toward meeting the following goals and objectives: (1) Case management: clients are tracked through LegalServer to ensure that cases are resolved in a professional, timely manner. (2) Statistical reporting: data are compiled to determine if the targeted number of clients is served. (3) Case review: case statuses are discussed in workgroup meetings to assess quality issues in case handling.

Case reviews meetings provide an opportunity for the Fellows to identify problems as they arise and to workshop with experienced legal staff the most effective service delivery methods for targeted clients. The Fellow will meet daily with Ronnette and Joann for the first week of the Fellowship; after which, the Fellows will meet with their supervisors once per week. The Fellows will self-evaluate and be evaluated by their supervisors in accordance with LAFLA's internal annual performance review process. Key assessment areas include skills, development, and effectiveness; client relations and professionalism; and compliance with procedures and policies.





## 5. Support

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**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, network, and collaborate with other staff
- The substantive law, legal skills, other (e.g., diversity, equity, and inclusion; trauma-informed care; and cultural humility) trainings, and other supports (e.g., access to legal templates and commercial research databases, networking opportunities, etc.) that will be provided to the fellow(s) to support their professional development

As part of the LAFLA summer law student program, the BHI MLP and LJP Fellows will join a cohort of approximately 30 law student fellows and participate in a robust onboarding program. Fellows will attend extensive trainings and brown bag events throughout the summer designed to orient students to LAFLA's mission of providing client-centered services through a racial justice lens. These trainings encompass substantive law, practical legal skills, and professional development to help students prepare for their careers as lawyers. LAFLA's summer programming includes events and opportunities that engage and empower law students, including those who are historically underrepresented in the legal profession, to encourage them to participate in future public interest legal careers.

LAFLA's summer program structure requires participation from both summer law students and their respective supervisors, through entrance and exit interviews, assessments, and check-ins, to ensure that summer students receive the support and guidance that they need for their development at LAFLA. Under guidance of their supervisors, the BHI MLP and LJP Fellows will have opportunities to develop research and writing skills, learn trauma-informed approaches, practice interviewing techniques, shadow attorneys at court, make appearances in court (if certified), and assist with a full range of litigation and administrative-focused legal services.

The BHI MLP Fellow will be embedded in LAFLA's Medical-Legal Partnership workgroup, and the LJP Fellow in LAFLA's Language Justice Project and Asian and Pacific Islander Community Outreach Project workgroups. Both Fellows will interact with all LAFLA's substantive areas of law and will collaborate with relevant workgroups to connect their clients with specialized assistance in specific areas of law (e.g., family, government benefits, housing). Both Fellows will help facilitate outreach events for low-income communities throughout Los Angeles County, learn to screen clients for non-legal needs, and provide referrals to appropriate community-based organizations that provide relevant social services.



## 6. Recruitment

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**Please describe how the organization recruited or will recruit, select, and confirm the fellow(s) by May 1, 2024. (300-word limit)**

Applicant should describe 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 applicant plans to seek a strong and diverse pool of candidates, including outreach efforts
- How the applicant will gauge the candidates' interest in pursuing a career in legal services for indigent persons
- Whether/how the applicant'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

LAFLA acknowledges the existence of racial inequity in the educational system and the lack of diversity in the legal community and strives to recruit student fellows to better represent our client community. LAFLA's Law Student Recruitment Committee (LSRC) assists with year-round law student recruitment and focuses on outreach to schools with strong public interest programs, a demonstrated commitment to expanding access to justice for diverse students, and HBCUs. Each year, LAFLA connects with over 60 law schools and virtual career fairs nationwide and participates in hundreds of interviews to ensure a diverse pool of candidates to represent LAFLA in serving the community.

LSRC provides racial justice interviewing training for its committee members to ensure that our hiring methods are culturally and racially appropriate. LAFLA generally engages students who have experience in community service and/or identify as members from the communities that we serve. To ensure that students from these communities could afford to serve at LAFLA, we created the LAFLA Equity and Inclusion Fellowship (LEIF) Program to provide additional financial support to those who have financial needs and identify as BIPOC. These efforts have resulted in an exceptionally diverse class for the 2021-2023 summers.

LAFLA seeks to employ two Fellows who identify as BIPOC, have fluency in a relevant language, and/or come from the communities served by BHI MLP and LJP. Both will gain exposure to common poverty law issues; the BHI MLP Fellow specifically to the impact inequities have on health and wellness, and the LJP Fellow to the impact linguistic isolation has on individuals' access to benefits and legal rights. Understanding these connections and the ability to provide legal services in LAFLA's core legal areas with a race- and language-conscious lens are extremely important to help address and challenge existing structures of poverty and unequal power.



## 7. Serves Rural Populations

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Will the fellow(s) serve rural communities?:

- ☐ Yes  
☒ No

## 8. Serves Underserved Populations

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Will the fellow(s) serve underserved communities?

- ☒ Yes  
☐ No



**If yes, describe the extent to which the fellow(s) would serve underserved communities. (This criterion refers to serving other populations that are underserved relative to the indigent population generally.) (300-word limit)**

The proposed fellowship will serve two underserved communities.

First, LAFLA's research found that (1) Black women in Los Angeles County are four times more likely to die because of pregnancy-related complications than women of other races, despite preventable causes; (2) Poor maternal health outcomes are a leading cause of death of Black women; and (3) Racism, and the lack of access to and knowledge of resources, plays a huge role in contributing to persistent health care inequities. LAFLA's BHI MLP combats these statistics by providing services to clients where they live, work, and play. While providing legal services in LAFLA's core areas, the BHI MLP Fellow will become familiar with common poverty law issues and the impact that inequities have on underserved individuals. The BHI MLP service model uses a race-conscious lens in its delivery of services; the Fellow will gain critical experience using this approach to address and challenge existing structures of poverty and unequal power.

Second, one third of Los Angeles County's population of 10 million are immigrants, and 55% speak a language other than English at home. Often the most isolated and vulnerable, individuals with limited English proficiency (LEP) in a non-dominant language face challenges in accessing basic amenities, legal remedies, and supportive services. LAFLA has for decades championed language rights and developed trust with local, particularly AAPI, communities. While providing legal services, the LJP Fellow will become familiar with advocacy efforts to enhance and expand language rights for these hard-to-reach populations. LAFLA's LJP ensures that our organization is a model for linguistic equity and inclusion in everything we do—from day-to-day client services to broader systemic advocacy; the Fellow will gain critical experience in working with interpreters, translators, and other advocates to ensure LEP clients have access to the same high-quality services that benefit English speakers.

## 9. Serves Clients Regardless of Immigration or Citizenship Status

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

☐ Yes

☒ No

## Form C - Fellowship Budget



## 2024 Law School Fellowship Grant Budget

	Budget for Each Fellowship Grant	Total Funding
1. Fellow Compensation	\$7,500	\$15,000
2. Payroll taxes, benefits and other direct or indirect costs (up to \$2,500)	\$2,500	\$5,000
TOTAL	\$10,000	\$20,000

## Form D - Budget Narrative

**If applicable, describe all payroll taxes, benefits, and other direct or indirect costs that are part of your budget calculation in Form C. (300-word limit)**

The proposed BHI MLP Fellow and LJP Fellow will both participate in this fellowship as a part of the LAFLA Summer Law Student Program. Specifically, as part of the LAFLA Equity and Inclusion Fellowship (LEIF) Program, LAFLA will provide for each Fellow \$10,000 in school tuition and school loan reimbursement for participating in a 10-week program. For the two Fellows, LAFLA requests \$7500 each for compensation. The \$2500 Other Direct costs will be issued to each SBC-funded Fellow in order to match the \$10,000 stipend that is awarded to other LAFLA fellows in this program.

## Form E - Fellow(s) Application Materials

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

Successful applicants must select and confirm fellow(s) by May 1, 2024.

If the organization has already selected fellow(s), it may use this tab to upload the fellow(s)' cover letter and/or resume as part of its application.

Upload all documents in a single pdf.

## Form F - Project Assurances



## Upload Signed Assurances Document

1. Download the Project Assurances document.
2. Obtain the signatures of the Executive Director and Board Chair or another authorized board representative. Digital and/or e-signatures are permitted.
3. Re-upload the signed document as a PDF on SmartSimple.

**2024\_Legal\_Aid\_Leaders\_Fellowship\_Grant\_Project\_Assurances\_(signed).pdf**  
240.7 KB - 10/04/2023 3:16PM

**do\_not\_use\_(unsigned).pdf**  
209.2 KB - 10/04/2023 3:15PM

Total Files: 2



## 2024 LEGAL AID LEADERS FELLOWSHIP GRANT PROJECT ASSURANCES


**Organization:** Legal Aid Foundation of Los Angeles

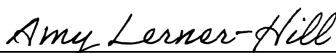
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Applicant assures compliance with the following:

1. Applicant agrees that it will use funds it receives from the 2024 Legal Aid Leaders Fellowship Grant only for purposes stated in its application.
2. Applicant will immediately notify the State Bar of California (State Bar) if the grant-funded fellow leaves the organization before it has finished spending down its award.
3. Applicant will return its grant award if they have not selected and confirmed State Bar-funded fellow(s) by May 1, 2024, unless the State Bar, in its sole discretion, makes an exception.
4. Applicant will return any unused 2024 Legal Aid Leaders Fellowship grant funds within one month of the end of the award period (by October 16, 2024).
5. Applicant will not discriminate based on race, color, national origin, religion, gender, disability, age, marital or domestic partnership status, medical condition, or sexual orientation.
6. Applicant will comply with fiscal management and quality control procedures adopted by the State Bar.
7. Applicant will permit reasonable site visits and will present additional information deemed reasonably necessary to determine compliance with the terms of the grant.
8. Applicant will comply with all applicable federal, state, and local employment laws as well as all other applicable laws and regulations.
9. Applicant will make available to the fellow(s) resources that are similar to those it provides to its other summer law students such as a space to work, computer hardware, computer software, furniture, supplies, telecommunications, online services, etc.
10. Applicant will facilitate and encourage fellow(s) to complete required fellowship surveys and participate in Legal Aid Leaders Fellowship programming, including in-person and remote events hosted by California ChangeLawyers.
11. Applicant will file program and financial reports, as may be required by the State Bar, and cooperate with other data collection requests by the State Bar for this grant.
12. Applicant understands that any proposal submitted for a Legal Aid Leaders Fellowship grant, and all documents submitted pursuant to issuance of this funding, are public documents, and may be disclosed to any person.
13. Applicant understands that the State Bar is permitted, in its sole discretion, to adjust Applicant's award at any time to reflect the actual amount of funding available for Legal Aid Leaders Fellowship grants. Consequently, grantees shall not be guaranteed any specific dollar amount in grant funds, or any grant funds at all, if funds received are insufficient or unavailable to the State Bar.

Signed:

  
\_\_\_\_\_  
Executive Director  
Applicant Organization

  
\_\_\_\_\_  
Chair (or other officer), Board of Directors  
Applicant Organization

Silvia Argueta

Print Name

09/20/2023

Date

Amy Lerner-Hill, President of the Board of Directors

Print Name and Title

09/20/2023

Date