



**/ 2023**

# **Crime Victims Advocacy Program Host Organization Request for Proposal**

**RFP No. CVAP-20A01**

**Solicitation Release Date: January 31, 2023**

**Application Deadline: March 8, 2023, 11:59 p.m. EST**

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## 1. PROGRAM INFORMATION

### A. About Equal Justice Works

Equal Justice Works is the nation's largest facilitator of opportunities in public interest law. We bring together an extensive network of law students, lawyers, legal services organizations, and supporters to promote a lifelong commitment to public service and equal justice. Following their Fellowships, more than 85% of our Fellows remain in public service positions, continuing to pursue equal justice for underserved communities across the country.

Equal Justice Works is committed to building a community of staff, board members, Fellows, law students, and public service community whose behaviors align with our mission regarding diversity, inclusion, equity, and justice. We believe that harnessing the power of our differences and breaking down barriers to opportunities are critical in ensuring that these values remain at the forefront of our work. We strongly believe that we must lead from within. Equal Justice Works creates an environment where staff at all levels are heard, respected, and valued.

For more information, please visit [www.equaljusticeworks.org](http://www.equaljusticeworks.org).

### B. Program Overview

Despite the significant expansion of victim assistance services and resources in recent years, access to high-quality civil legal services and victims' rights enforcement remains limited, especially for Black, Indigenous and other People of Color (BIPOC) and other underserved individuals. The Crime Victims Advocacy Program will increase legal assistance to crime victims in BIPOC communities by mobilizing and training a network of committed attorney and law student Fellows.

The Crime Victims Advocacy Program will:

- support a national cohort of 21 attorney Fellows and 21 summer law student Fellows working at selected host organizations across the country,
- expand the capacity of participating host organizations to provide legal assistance to victims of crime in underserved, BIPOC communities, including civil legal assistance and legal assistance on victims' rights enforcement.

Selected host organizations will receive subawards of approximately \$136,800 or more to host attorney Fellow(s) and summer law student Fellow(s) and collaborate with Equal Justice Works and training partner, the [National Crime Victim Law Institute \(NCVLI\)](#). Priority will be given to culturally specific organizations as described below.

The Crime Victims Advocacy Program (CVAP) is funded by the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC), Award Number 15POVC-22-GK-01116-NONF and authorized under 34 U.S.C. §20103(c)(1)(A) and (c)(3)(E).

### C. Eligibility

Equal Justice Works welcomes applications from all eligible organizations. To be eligible, the applicant must be a nonprofit organization established under 26 U.S.C. § 501(c) and exempt

from taxation under 26 U.S.C. §501(a), including tribal nonprofit organizations and institutions of higher education (including tribal institutions of higher education).<sup>1</sup>

In addition, the applicant must be:

- 1) Registered in the U.S. Federal government System for Award Management (SAM.gov) with no restrictions and be in good standing with applicable state statutes for the organization's business registration and classification.<sup>2</sup>
- 2) Not on the U.S. government 'Specially Designated Nationals and Blocked Persons List'.<sup>3</sup>
- 3) Be interested in and able to host (employ and supervise) an attorney Fellow and a summer law student.
- 4) Provide direct civil legal services.
- 5) Have demonstrated experience developing and/or implementing culturally specific services for underserved, BIPOC victims of crime.

## D. Fellows

### Attorney Fellows

A cohort of 21 attorney [Fellows](#) will serve a two-year term beginning on or about August 1, 2023. Fellows will work as full-time employees of their host organizations and receive salary and benefits in accordance with the host organization pay scale. A host organization may propose to host more than one Fellow. The attorney Fellows will provide civil legal assistance and legal assistance with rights enforcement for victims in underserved, BIPOC communities and increase the capacity for services available to those victims.

Host organizations are responsible for recruiting and competitively selecting qualified Fellows with support from Equal Justice Works. Fellow candidates will apply directly to host organizations of their interest (May to July 2023). Before hiring a Fellow, the host organization must submit the application materials including a resume to Equal Justice Works for a desk review and obtain its approval.

### Law Student Fellows

A cohort of 21 summer law student Fellows will join the program for the summer of 2024 (between June and August), each providing 300 service hours over approximately 10 weeks. The law student Fellows may be in their first or second year of law school. Host organizations will interview and select their student Fellows based on the best fit for the program with support from Equal Justice Works.

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<sup>1</sup> An organization can apply under a fiscal sponsor or a fiscal agent, however the sponsor/agent must also meet the eligibility requirements listed.

<sup>2</sup> If not currently registered, the applicant can register with SAM prior to submitting its application through [www.sam.gov](http://www.sam.gov).

<sup>3</sup> The list is available here: <https://home.treasury.gov/policy-issues/financial-sanctions/specially-designated-nationals-and-blocked-persons-list-sdn-human-readable-lists>

## E. Host Organizations

A successful Fellowship requires dedicated support from the host organization and a supervisor with adequate subject matter expertise and legal experience committed to the success of the Fellow and the work. Host organizations must demonstrate experience in providing legal services to victims of crime, especially in underserved, BIPOC communities, and capacity to provide adequate supervision and mentoring for the Fellows. Adequate supervision would involve regular meetings with the Fellow, and ongoing oversight and support primarily for legal cases as well as outreach and education activities.

Supervisors are expected to participate in a limited number of calls with Equal Justice Works and/or its training and technical assistance partner(s) (e.g. NCVLI) and training events to build an integrated support system for Fellows and ensure an effective information flow. Equal Justice Works will host a virtual orientation for selected host organizations and their designated key personnel, which will cover programmatic, financial, and administrative requirements for this program.

Host organizations should encourage the Fellows' collaboration with Equal Justice Works and other Fellows.

## F. Scope of Work

Host organizations are responsible for ensuring that their Fellows perform the applicable legal service activities under adequate supervision, participate in the training and technical assistance programs, and fulfill the data collection and reporting requirements.

Applicants shall identify performance goals in the application's program narrative, which incorporate the key performance indicators listed in below and are consistent with the Fellowship program goals and program elements described in this solicitation.

### (1) Direct legal services, outreach, education, and partnership-building activities

The attorney Fellows will primarily provide civil legal assistance and legal assistance with rights enforcement for victims in underserved, BIPOC communities and increase the capacity for services available to those victims through direct legal services, and when appropriate, outreach, education, and partnership-building activities.

**Direct legal services for victims' rights enforcement** include giving advice on their rights and the processes involved in a criminal investigation and prosecution, helping to file a police report, working with victims during investigation and prosecution is undertaken, and representing the victim in a criminal case to protect privacy and enforce their participatory

rights.<sup>4</sup> **Civil legal assistance** to be provided is permissible before things that arise from and or collateral to the victimization and may include housing, consumer finance, protective orders, domestic violence and sexual assault, fraud/identity theft, financial exploitation, and family law matters, amongst others. While immigration related services can be rendered under this program, immigration law should not be the primary or exclusive practice area for the Fellows. Although the number of clients and cases handled by each attorney Fellow will vary based on case type, complexity, and location, we anticipate that collectively the 21 attorney Fellows will provide direct legal services to at least 2,000 victims during the two-year Fellowship term.

In addition to primarily delivering civil legal assistance, we anticipate that Fellows will provide legal information, community outreach, education and training to raise awareness of crime victims' legal rights and help increase access to legal services for more than 6,000 individuals inclusive of crime victims, community members, volunteers, and allied professionals (legal, social service, and others). The Fellows are expected to work in close collaboration with community-based, culturally specific organizations and BIPOC communities through regular legal clinics, a formalized referral system, etc., if their host organization is not a community-based, culturally specific organization.

The program's federal funding source under 34 U.S.C. §20103(c)(1)(A) and (c)(3)(E) (Crime Victims Fund) impacts the types of legal services Fellows may provide. The legal assistance service provided should arise as a direct result of the victimization. 28 CFR § 94.119(f). The Fellows are prohibited from engaging in criminal defense and tort lawsuits (28 CFR § 94.119) as well as lobbying and fundraising activities (28 CFR § 94.122).

## (2) Key Performance Indicators and Data Collection

Each host organization will propose Fellows' legal service performance goals based on their organizational circumstances and community needs.<sup>5</sup> Key performance indicators for the Fellowship are listed below. During the Fellowship period, the host organizations and the Fellows will be required to collect and report on data responsive to the applicable sections of the Office for Victims of Crime Performance Measures Tool,<sup>6</sup> and any additional data required by the programmatic report. Equal Justice Works will also collect from host organizations program reflection data, such as lessons learned and anonymized client stories to show impact.

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<sup>4</sup> For additional information about crime victims' rights enforcement, see <https://www.ovc.gov/rights/enforcement.html> and [https://law.lclark.edu/centers/national\\_crime\\_victim\\_law\\_institute/professional\\_resources/ncvli\\_library/](https://law.lclark.edu/centers/national_crime_victim_law_institute/professional_resources/ncvli_library/). When the case does not involve a criminal investigation or prosecution, or the client does not wish to pursue or participate in criminal proceedings, Fellows may fulfill this requirement through advising their rights as a crime victim and other victim-centered services.

<sup>5</sup> In setting performance goals, we urge applicants to make realistic projections based on their experiences and do not assume that higher numbers are viewed more favorably when evaluating applications.

<sup>6</sup> A sample OVC Performance Measurement Tool questionnaire is available at [https://ovcpmt.ojp.gov/documents/TVS%20Questionnaire\\_Subgrantee%20Only%20Fillable%20PDF.pdf](https://ovcpmt.ojp.gov/documents/TVS%20Questionnaire_Subgrantee%20Only%20Fillable%20PDF.pdf).

Direct Legal Services	# of total individuals served and their demographics (BIPOC/underserved)
Direct Legal Services	# of opened cases per each reporting period (subset # for BIPOC/underserved client cases)
Direct Legal Services	# of total cases closed (# for BIPOC/underserved client cases)
Direct Legal Services	Order for economic recovery, actual economic recovery, and other case outcome
Outreach and Education	# of outreach/educational presentations/ trainings conducted
Outreach and Education	# of total participants in outreach/educational presentations/trainings
Outreach and Education	# of community organizations collaborated with
Client Impact	% of clients reporting increased understanding of their rights as a result of the representation
Leadership development opportunities and support	# of public service and/or leadership development opportunities the Fellow engaged in

**(3) Participation in TTA Program and Fellow Collaboration**

Fellows are required to participate in the Crime Victims Advocacy Program training and technical assistance (TTA) program and engage in peer-to-peer learning and collaboration with other Fellows in the Program and at Equal Justice Works and NCVLI.

**(4) Summer Law Students**

Under attorney Fellow supervision, summer law students will work on direct legal services, community outreach, legal research and writing, and other needs at the organization. Equal Justice Works will provide supplemental training, resources, and networking opportunities to student Fellows throughout the program.

**G. Definitions**

**“Culturally specific organizations”** are defined for purposes of this RFP as private nonprofit or tribal organizations whose primary purpose is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

**“Underserved communities”** refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanic and Latino/a/e people, Native

American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders. See [Executive Order 13985](#).

## 2. SUBAWARD INFORMATION

### A. Type of Award

Equal Justice Works intends to issue subawards totaling approximately \$2.8 million to selected host organizations for the performance of this program, subject to the terms and conditions of the cooperative agreement between Equal Justice Works and OVC. Selected host organizations will be subrecipients of Equal Justice Works.

### B. Conditions of Subaward

Host organizations will be required to comply with the following conditions in addition to performing the scope of work.

#### (1) Programmatic Reports

Host organizations will be required to submit semi-annual programmatic progress reports throughout the period of performance.

#### (2) Financial Reports

Host organizations will be required to submit monthly financial reports and supporting documentations to Equal Justice Works.

#### (3) Legal Requirements

Host organizations must adhere to all federal statutes and regulations contained within the subaward, as well as the Equal Justice Works Standard Grant Provisions for Federal Award and (Appendix 7) the applicable sections of the award conditions of the cooperative agreement between Equal Justice Works and OVC contained in Subaward Special Conditions from Office for Victims of Crime (Appendix 8).

### C. Financial Management

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice in 2 C.F.R. Part 2800, apply to the subawards.

### D. Budget Information

Subaward amounts are budgeted based on the direct program costs of a Fellow and include the following budget categories:

- **Fellow Compensation Cost:** the subaward includes contribution payment of up to \$60,000 per Fellow/per Year (12 months) with a 3% point increase effective beginning of the 13<sup>th</sup> month of the Fellow's term. This fund will be used towards Fellow Salaries, Fellow Fringe Benefits, or both. Benefits expenses that include FICA, workers' comp,

healthcare, retirement benefits, or other host organization approved benefits (please specify in the budget template).

The host organization must comply with its internal salary scale. Where the host organization's salary scale provides for an annual salary greater than \$60,000 for an equivalent full-time staff attorney position, the host organization must supplement the Fellow's salary payment.

- **Summer Law Student Stipends:** \$6,000 stipends will be offered to each law student serving full-time for 10 weeks during the summer of 2024.
- **Other Support Cost:** the subaward includes additional support costs to cover other allowable, reasonable, and allocable direct program support costs associated with the Fellows' activities up to \$9,000 per Fellow/ per two-year (24 months) Fellowship term. This 'Other Support Cost' will be allocated per Host Organization to make funding available for local travel, language access, direct assistance to clients, and Fellow professional development and incentives.

In the budget template (appendix 2), all applicants must provide an estimate on the number of hours per month anticipated for the Fellows to work on administrative and internal training activities. Host organizations can use their current employee's time as basis for estimation.

The subaward budget does not include the following.

- **Indirect Costs:** Indirect costs are not included in the subaward. As and when program implementation costs to the host organization are not fully covered under the subaward, the host organization is required to make up any difference using separate resources.
- **Pre-award Costs:** Equal Justice Works shall not be obligated to pay any cost incurred by the applicant in the preparation and submission of an application in response to this solicitation.
- **In-person Training Travel:** Travel expenses (transportation, lodging, and meals) for Crime Victims Advocacy Program in-person training (Equal Justice Works Leadership Development Trainings) will be paid directly by Equal Justice Works and will not be part of the subawards.

### 3. APPLICATION INFORMATION

#### A. Timeline

The timeline listed below represents the current projection and is subject to slight modifications.

- **January 31, 2023:** Solicitation released.
- **February 10, 2023:** Notice of [Intent to Apply](#) due (optional and non-binding).
- **February 24, 2023:** The questions period ends at 5:00 p.m. EST.

- **February 28, 2023:** Responses to questions will be posted by February 28, 2023 on the program website.
- **March 8, 2023:** Applications are due at 11:59 p.m. ET via email to [victimadvocacy@equaljusticeworks.org](mailto:victimadvocacy@equaljusticeworks.org).
- **April 30, 2023:** Selected applicants are notified.
- **May-July 2023:** Fellow recruitment by host organizations and Equal Justice Works.
- **August 1, 2023:** Fellows begin their two-year service.

## B. Submission Method

Applications must be **submitted by Wednesday March 8, 2023** by 11:59 p.m. EST through the online application portal available at [the Crime Victims Advocacy Program website](#). Applicants may be asked to submit additional information. Please email [victimadvocacy@equaljusticeworks.org](mailto:victimadvocacy@equaljusticeworks.org) or call this solicitation's point of contact Seb Nazary at 202-466-3686 if you encounter any technical difficulties or require any accommodation in the application submission method.

## C. Notice of Intent to Apply

Interested applicants are requested to submit a non-binding **Notice of Intent to Apply** by **February 10, 2023** using the link on [the Crime Victims Advocacy Program website](#). This notice should include the proposed number of Fellows and geographic service areas. Such notices will assist Equal Justice Works in ensuring timely and thorough review of all applications. The submission of this Notice is encouraged but not required.

## D. Questions Period

Applicants with any **questions** regarding the requirements of the solicitation or the application process should contact Equal Justice Works at [victimadvocacy@equaljusticeworks.org](mailto:victimadvocacy@equaljusticeworks.org) by **February 24, 2023, 5:00 p.m. Eastern Standard Time**. Responses to questions relevant to all applicants received by February 24, 2023 will be posted by February 28, 2023 on [the Crime Victims Advocacy Program website](#).

## E. Contact and Accommodations

For assistance with any requirements of the solicitation, contact Equal Justice Works at [victimadvocacy@equaljusticeworks.org](mailto:victimadvocacy@equaljusticeworks.org). You may also review the program information and any updates at [the Crime Victims Advocacy Program website](#).

Please contact Equal Justice Works if any accommodations are needed to complete an application. For instance, applicants may prefer to submit a proposal in the language of their service community. Our staff will work with you on what we can accommodate.

## F. Application Requirements

This section describes what an application should include. Incomplete or missing responses will negatively affect the evaluation of the application.

A complete application must include the following:

- (1) Applicant Information
- (2) Program Narrative
- (3) Budget Template
- (4) Preaward Survey
- (5) Risk Assessment Tool
- (6) Policy Certification & Certification for Data Privacy
- (7) Financial Statements and IRS Form

When uploading a document file, please use descriptive file names (e.g., “Program Narrative\_Organization Name”) for all files.

### (1) Applicant Information

This section is to be completed using a form available at [the Crime Victims Advocacy Program website](#) and include the following information.

- 1) Organization Name - please list the organization’s legal name that should be used for the subaward. If the organization’s legal name is different from what is listed in the SAM registration and/or UEI/DUNS registration, please provide a brief explanation in the “Additional Information” section.
- 2) UEI/DUNS number
- 3) Employer Identification Number
- 4) SAM Registration - yes/ no; current registration expiration date
- 5) Organization Address - if there are multiple locations, you may list the administrative headquarters address.
- 6) Executive Director (name, phone, email)
- 7) Project Director (name, phone, email) - point of contact for programmatic matters
- 8) Fiscal Manager (name, phone, email) - point of contact for financial matters
- 9) Fellow Supervisor (name, phone, email) - Fellow’s direct supervisor
- 10) Fellow Office Address, if different from the organization’s address listed above
- 11) Total Subaward Budget Requested (\$)
- 12) Number of Fellows Proposed
- 13) Target client demographics
- 14) Culturally specific organization status - yes/no

### (2) Program Narrative

The program narrative should include the sections listed below and be uploaded as a PDF with “Program Narrative” as part of its file name, not exceeding five single-spaced pages using the 12-point font.

- a. Project Design and Implementation Plan

- Please include a coherent, concise, and complete plan for the implementation of the Fellowship project at the host organization that addresses the requirements and goals of the Crime Victims Advocacy Program described in this solicitation.
- This section should also address the following items:
  - Statement of the problem or gaps in legal service in particular geographic areas or demographics that the Fellowship will address
  - Goals, objectives, primary activities, and deliverables that will be accomplished through the Fellowship
  - Types of services the Fellow(s) will provide and the target client population and geographic service areas, plans for partnership with community-based, culturally specific organizations if the host organization is not a community-based, culturally specific organizations
  - Anticipated impact
  - Plan for providing supervision and mentorship to the Fellow
  - Any sustainability plan to continue providing services beyond the two-year Fellowship

b. About the Applicant and Organizational Capabilities

- Please include the applicant’s background information and capacities to carry out Fellowship project and address the following items:
  - The organizational background, which may include mission and value statements and the history of service to the organization’s community
  - History of working with victims in underserved, BIPOC communities
  - If requesting priority consideration as a culturally specific organization, describe how being a culturally specific organization will enhance their ability to reach BIPOC, culturally specific populations that are underserved, and which culturally specific population(s) are intended to be served.
  - Experience providing victim-centered, trauma-informed, language accessible legal assistance
  - Experience providing crime victims’ rights protection and enforcement
  - Relationships with community partners in serving underserved, BIPOC victims
  - Relevant legal and supervisory experience of the Fellow’s supervisor
  - Experience with managing federal grants and/or federally funded programs, if any, and past performance
  - Plan to the track and report data for performance measures

### (3) Budget Template

Applicants must complete the budget worksheet template to document their proposed budget, using the budget template (Appendix 2) and following the template instructions available on the application website.

### (4) Preaward Survey

Applicants must complete the Preaward Survey (Appendix 3) available at the application website. The purpose of this survey is to assess whether the applicant's accounting system is acceptable under the financial management requirements, as a subrecipient of Equal Justice Works under the cooperative agreement with OVC.

### (5) Risk Assessment Tool

Applicants must complete the Risk Assessment Tool (Appendix 4) available at the application website. This information will be used for preaward risk assessment.

### (6) Certifications - Policy Certification & Certification for Data Privacy

Applicants must complete the certification forms (Appendices 6 and 7) available at the application website. This information will be used to determine the applicant's eligibility for the subaward.

### (7) Financial Statements and IRS Form

Applicants must submit item 1 and may elect either item 2 or 3 if organization taxes have not been filed for the year preceding the date of proposal application.

Item	Action	Status
1. IRS Form 990: Return of Organization Exempt From Income Tax. (Non-profits, et al)  <b>OR</b>  1. IRS Tax Form (as appropriate for the specific for-profit legal entity).	Mandatory	N/A
2. Sub-recipient's individual financial statements (interim or annual) <ul style="list-style-type: none"><li>Balance sheet or the statement of financial position</li><li>Income statement or profit and loss statement</li><li>Statement of cash flows</li></ul>	FOR interim reports  FOR annual reports  IF organization expends more than \$750,000 of federal funds within a fiscal year	Unaudited  Audited  Audited ( <i>must be current in the Federal Audit Clearinghouse-FAC</i> )

<ul style="list-style-type: none"> <li>• Statement of retained earnings/changes in equity (for commercial enterprises only).</li> <li>• Notes to financial statements</li> </ul>		
3. Annual Report	May be submitted in lieu of full Financial Statements	Audited

## 4. APPLICATION REVIEW INFORMATION

Applications that meet the eligibility requirements and the prerequisites listed below will be evaluated using the criteria set forth in this section.

### A. Prerequisites

- (1) Applicants must complete and meet the minimum requirements of the Preaward Survey, Risk Assessment Tool, Policy Certification, and Certification for Data Privacy.
- (2) Applicants must be registered in the System for Award Management (SAM) and is not identified in SAM as excluded from receiving federal awards, and be in good standing with state statutes for the organization’s business classification.

### B. Evaluation Criteria

- (1) Project Design, Goals, and Implementation Plan (35%)
- (2) Capabilities and Competencies (35%)
- (3) Budget (10%): it should be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities proposed). Budget narratives should show that the proposed expenditures are consistent with market rates and comport with the DOJ Grants Financial Guide Post Award Requirements.
- (4) Priority for **Culturally Specific Organizations** (20): Priority consideration is given to applicants that can demonstrate that their capabilities and competencies for implementing the Fellowship are enhanced because the applicant identifies as a **culturally specific organization**. To receive this additional priority consideration, applicants must describe how being a culturally specific organization will enhance their ability to reach culturally specific populations that are underserved, and which culturally specific population(s) are intended to be served.

## 5. INDEX OF APPENDICES

- (1) Applicant Information Form
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- (7) Equal Justice Works Standard Grant Provisions for Federal Award
- (8) Subaward Conditions from Office for Victims of Crime
- (9) Sample Fellow Position Description