



**/ 2025**

# **Disaster Resilience Program**

**Host Organization Request for Proposals**

**RFP No. DRP-25A01**

## **Application Due Date: June 30, 2025**

*Please Note: Review and selection of applications conducted on a rolling basis.*

### Overview

Equal Justice Works invites eligible organizations to submit proposals for Equal Justice Works' 2024-2025 Cohort of the Disaster Resilience Program. The Disaster Resilience Program is designed to mobilize legal aid in disaster<sup>1</sup> prone areas to ensure vital legal services are accessible, comprehensive, and responsive to the unique needs of individuals, families, and communities to stabilize lives and rebuild more resilient communities.

Two attorney Fellows and two Summer Law Students will join with the current cohort<sup>2</sup> of Fellows already serving in the program and work full-time at legal services organizations in the Midwest beginning no earlier than July 1, 2025, and ending no later than 24 months (about 2 years) after the Fellow's start date. These two Fellows will provide free, responsive civil legal aid to communities impacted by disasters.

You can find more information about the grant supporting this Request for Proposals in our press release [here](#).

### 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:

- Not present on the U.S. government 'Specialty Designated Nationals and Blocked Persons List (SDNL)'.  
• Must have a valid UEI/DUNS number.  
• Must have a valid Employer Identification Number.  
• Must apply to host at least one attorney Fellow and one Summer Law Student Fellow.  
• Must provide legal services to clients in the state of **Iowa, Kansas, Montana, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, or South Dakota.**

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<sup>1</sup> A disaster is a sudden, calamitous event that seriously disrupts the functioning of a community or society and causes human, material, and economic or environmental losses that exceed the community's or society's ability to cope using its own resources. Though often caused by nature, disasters can have human origins. (<https://www.ifrc.org/en/what-we-do/disaster-management/about-disasters/what-is-a-disaster/>)

<sup>2</sup> These two Fellows will serve alongside twelve additional Fellows currently working across the states of Arkansas, Florida, Hawaii, Tennessee and Texas who make up the 2023-2024 cohort of the Disaster Resilience Program.

- Organizations proposing to host a Fellow must focus their project plan around assisting disaster survivors.
- Must also provide a copy of a “Certificate of Good Standing” issued by the State or Territory in which they are incorporated, or other State or Territory mandated documents proving an active/valid registration and that the organization complies with the legal requirements of the certificate or proffered documents.

Equal Justice Works highly prefers that applicants maintain a current registration 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.

### Contact Information

For assistance with any requirements of the solicitation, contact Equal Justice Works at [DisasterResilienceProgram@equaljusticeworks.com](mailto:DisasterResilienceProgram@equaljusticeworks.com).

## 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.

Our issue-specific Fellowship programs enable aspiring and committed public interest lawyers to jump right in and serve communities in need of legal assistance and be part of a larger cohort and community of practice facilitated by Equal Justice Works. Our Fellowship Programs range in geography and issue areas, and address housing, disaster resilience, elder abuse, immigration, and the unmet legal needs of veterans and crime victims.

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).

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## 1. PROGRAM INFORMATION

### A. Objective

The Disaster Resilience Program creates legal Fellowships for attorneys and law students to provide free civil legal aid in disaster prone areas. The main goal of this program is to ensure that legal services are equitably accessible before, during and after a disaster.

The attorney and law student Fellows will expand the Disaster Resilience Program to the Midwest region of the United States to provide free, responsive civil legal aid to low-income communities impacted by disasters and help to build resilience against future disasters.

### B. Need

Disasters devastate lower-income communities, creating new poverty and further entrenching inequality. In the wake of any disaster, families often need assistance of a lawyer to overcome barriers to recovery. Lawyers uncover patterns of exploitation and bring litigation or advocate for policy change, helping to ensure a just recovery. But it is not enough only to respond to disasters after they occur. As the frequency and severity of disasters continues to rise, lawyers play a critical role in improving preparedness by working with community members and leaders to avoid or mitigate disaster-related legal challenges.

Most face these collateral legal consequences without the help of a qualified attorney. Information and resources on how to mitigate, prepare for, respond to, and recover from these disasters are limited, due to a shortage of legal aid attorneys knowledgeable in disaster law at legal service organizations. Civil legal aid is an essential tool for helping families recover, communities stabilize, and cities develop stronger resilience and preparedness for future disasters.

The Equal Justice Works Disaster Resilience Program addresses this problem by creating a strong pipeline of attorneys throughout legal aid organizations who can provide specialized disaster legal assistance and who share and leverage best practices and resources from each other.

### C. Program Scope

The Disaster Resilience Program was created as a standing legal cohort program, ready to help communities prepare for and respond to disasters.

The Disaster Resilience Program's 2024-2025 Cohort will increase legal assistance for disaster-survivors by mobilizing a cohort of attorney and summer law student Fellows at host organizations in the Midwest region of the United States.

This Request for Proposals (RFP) is focused on establishing two attorney Fellow and two summer law student Fellow positions in the Midwest for a two-year period with the purpose of assisting individuals and families facing unmet legal issues arising from disasters, while helping them build resilience to mitigate the impact of future disasters.

Equal Justice Works provides funding to subgrantees to support respective projects. In addition, Equal Justice Works will facilitate a nationwide network of attorneys working in the disaster legal services space, a community of practice, and increase the Fellow's subject matter

expertise and foster their long-term commitment to public service. Fellows will participate in regular networking calls with other Fellows in the cohort where they share resources and best practices, enabling them to become more effective advocates. In addition to professional networking, Fellows will also participate in specialized trainings to enhance their legal and leadership skills.

Fellows in the cohort will also connect with other Equal Justice Works Fellows across the country, the [alumni network](#) which includes many prominent public interest leaders, including those focused on improving the opioid crisis.

## D. Fellows

Equal Justice Works' Disaster Resilience Program 2024-2025 Cohort will support two attorney Fellows starting no earlier than July 1, 2025, and ending no later than 24 months from the Fellow's start date. Fellows will work as full-time employees of their host organizations and receive the salary and benefits determined by the host organization, in accordance with its policies.

Host organizations may propose to host up to two Fellows each. Fellows must be licensed attorneys (or become licensed during fellowship) and admitted to practice in the applicable jurisdiction. Please see the "Scope of Work" section below for all the activities and responsibilities associated with the fellowship.

Host organizations are responsible for recruiting and competitively selecting qualified Fellows. Fellow candidates will apply directly to host organizations of their interest. Equal Justice Works will support the recruitment by providing a sample job description template and marketing the opportunities nationwide through its networks.

## E. Law Students

Each host organization must host one summer law student Fellow per attorney Fellow in their office to participate in the Disaster Resilience Program for eight-to-ten weeks during the summer of 2025 or 2026. Each Disaster Resilience Fellow and their supervisor will supervise a Law Student Fellow over the summer. Equal Justice Works will provide each host organization with a \$7,000 stipend per summer law student Fellow to disburse to each participant in the program.

The summer law student Fellow hosted at the host organization will develop valuable skills and gain hands-on experience by: providing direct legal services such as client interviews, legal research, and writing; engaging in community outreach and education; and, building capacity at their host organization through resource development and training sessions. Each Fellow, along with their supervisor, will mentor and supervise the law student as they work on a variety of disaster law cases throughout their summer law student Fellowship.

Equal Justice Works will coordinate with each host organization on recruitment in the beginning of 2026 for summer law student Fellows. Equal Justice Works is responsible for national promotion and recruitment of law students for the summer law student Fellow positions and will advertise the positions nationwide through our extensive law school and student networks. Host organizations are responsible for interviewing and selecting the summer law student

Fellow. Furthermore, Equal Justice Works staff will provide supplemental training, resources, and networking opportunities to summer law student Fellows throughout the program.

## **F. Host Organizations**

A successful Fellowship project requires dedicated support from the host organization and a supervisor with adequate subject matter expertise committed to the success of the Fellow and the project.

Host organizations must prove how disaster law and disaster planning is an integral part of their organization and how the Fellow will contribute to the organization's long-term disaster resilience capacity. Host organizations should describe any viable mitigation, preparedness, response, and recovery strategic plans that have been drafted and/or they are currently implementing.

Host organizations must also demonstrate their capacity to provide adequate supervision, mentoring, and training for the Fellows. Adequate supervision involves regular in-person meetings with the Fellow, and ongoing oversight and support 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 trainings to build an integrated support system for Fellows, adequate reporting, and ensure an effective information flow.

Host organizations should encourage the Fellows' collaboration with Equal Justice Works and other Equal Justice Works' Fellows and coordinate their efforts with other disaster legal aid programs/organizations within the relevant jurisdiction to enhance the project and avoid duplication of efforts.

During the Fellowship period, Equal Justice Works will monitor the host organizations' capacities and Fellows' activities to fulfill its subrecipient monitoring responsibilities and to provide technical assistance as needed. 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.

## **G. Scope of Work**

Activities under this program will strive to ensure the following outcomes:

- Urgently needed comprehensive legal services and assistance are provided to underserved communities who are most in need or facing special barriers to accessing services before, during and after a disaster;
- Long-term capacity of legal aid communities (lawyers/organizations) is sustained to provide disaster legal services;
- Communities in disaster-prone areas are prepared and resilient prior to and in the wake of disaster;
- Collaboration is fostered among the disaster legal community, disaster legal services providers, and Equal Justice Works; and,
- Law students and lawyers remain in the disaster-related public interest field.

The Fellowship shall entail the core activities described below. As subrecipients of Equal Justice Works, host organizations have the primary responsibility to ensure that the Fellows employed

at their organizations 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.

The Fellows are to deliver the services listed below. Depending on the need, Fellows will split their time between direct legal services, policy and strategic advocacy work, and education/outreach, accordingly. Each Fellows' project plan should be responsive to their organizational circumstances and community needs. Their work should be focused on fortifying the legal protections that fail many during weather related and human made disasters and increasing resilience to future disasters, while advancing equity in the distribution of resources.

### **(1) Legal Services**

Fellows will provide direct legal services to communities affected by disasters through legal screening, legal advice/brief services, full-scope representation/extended service, and pro bono assistance through legal clinics and referrals.

- a. Direct legal services must have a nexus to a disaster.
- b. Direct legal services must target specific communities affected by disasters in one of the following states:
  - Iowa
  - Kansas
  - Montana
  - Minnesota
  - Missouri
  - Nebraska
  - North Dakota
  - Oklahoma
  - South Dakota
- c. This Fellowship provides the opportunity to form pro bono relationships with sponsors and their legal teams, enhancing the program's impact and capacity. These collaborations may include clinic volunteers, research assistance, legal drafting, and other services that support disaster survivors.

Fellow projects must incorporate a pro bono component, either by working with the host organization's existing pro bono unit or personnel (where available) or through proactive efforts by the Fellow and their supervisor. This may include engaging pro bono attorneys to assist with disaster survivor case referrals, staffing legal clinics, conducting know-your-rights presentations, or providing other forms of legal support that expand access to justice for disaster-affected communities.

### **(2) Policy and Strategic Advocacy**

Fellows will utilize direct legal services work to inform policy and strategic advocacy initiatives for long-term change. Fellows will learn from incoming cases and community partnerships to identify large policy and strategic advocacy gaps and identify avenues for change where applicable.

### (3) Outreach, Education and Other Deliverables

Fellows will spend the remainder of their time on outreach, partnership development and administrative tasks and the activities outlined in this section:

- a. Focus on disaster preparedness and planning including but not limited to:
  - i. Creating, fostering, and cultivating partnerships among the disaster legal community, disaster legal services providers and community social services providers.
- b. Deliver outreach and education presentations to communities and community organizations:
  - i. Including contributing to Equal Justice Works Disaster Resilience Awareness Month: In March of each year, the Fellows will conduct trainings and participate in sharing information and resources for disaster survivors and lawyers who are supporting communities affected by disasters.

### (4) Data Collection and Key Performance Indicators

To help build the evidence base to demonstrate the need and impact of civil legal services for disaster survivors and to support ongoing monitoring, host organizations are required to track and report standard data on legal service delivery.

Key performance indicators for the Fellowship are listed below. During the Fellowship period, the host organizations are required to collect and report on data responsive to the Disaster Resilience Program Performance Indicators below, and any additional data required in the programmatic report. This data will be used by Equal Justice Works to track overall progress towards the program deliverables and be shared with our funders.

Direct Legal Services	# of total individual clients served
Direct Legal Services	# of opened cases per each reporting period
Direct Legal Services	# of total cases closed
Direct Legal Services	# legal clinics conducted
Direct Legal Services	# of pro bono hours provided (by pro bono attorneys at clinics or for cases referred out)
Policy and Strategic Advocacy	# of policy/strategic advocacy research pieces written and/or published
Policy and Strategic Advocacy	# of policy/strategic advocacy meetings with elected officials, partners, government agencies, and/or non-profits
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 partner organizations collaborated with
Outreach and Education	# of referrals made to legal or social services agencies for wraparound support
Outreach and Education	# of educational interview/productions/publications with media outlets
Leadership development opportunities and support	# of public service and/or leadership development opportunities the Fellow engaged in

In addition, Equal Justice Works will partner with an independent evaluator to conduct a program evaluation. Host organizations and Fellows are expected to cooperate and share appropriate data in support of the evaluation project.

#### H. Training and Technical Assistance for Fellows

The Disaster Resilience Program provides specialized training and engagement opportunities to its Fellows to enhance their legal and leadership skills and achieve greatest impact. The TTA program includes the components described below. Fellows are required to participate in the Disaster Resilience Program TTA program and engage in peer-to-peer learning and collaboration with other Fellows in the program and at Equal Justice Works.

Equal Justice Works in-house disaster legal expert and consultants will provide and connect Fellows to specialized trainings, resources and national partners related to disaster legal assistance.

- **Kick-off Training:** During the first few months of the Fellowship, the Fellows will participate in a virtual, interactive kick-off training that will orient them to fundamentals needed to begin their Fellowship.
- **Conferences:** The Fellows will attend the annual Equal Justice Works Leadership Development Training in Fall of 2025 and 2026, to develop skills as public interest attorneys and leaders. Additionally, the Fellows may attend either the American Bar Association and NLADA’s Equal Justice Conference, or the National VOAD (Voluntary Organizations Active in Disaster) Conference – both held in Spring.
- **Disaster Law Training:** the Fellows will participate in a one to two day in-person or virtual training as a cohort (location and date to be determined) to develop additional core competencies as disaster-legal practitioners and to build professional, collaborative relationships with other Fellows.
- **Equal Justice Works Disaster Resilience Awareness Month:** In March of each year, the Fellows will conduct trainings and participate in sharing information and resources for disaster survivors and lawyers who are supporting communities affected by disasters.
- **Ongoing Assisted TTA:** The Fellows will participate in monthly calls that provide substantive legal training webinars and professional development on topics responsive

to the Fellows' interests and needs. In addition, Fellows will have access to individualized one-on-one technical assistance and case consultation by phone or email.

- Final Learning Event: Within the last three months of the Fellowship, the Fellows will participate in a virtual final learning event to solidify the experience and sustain the benefits of the program. This learning event may coincide with the Fellow's monthly call.

In addition to the TTA program described above, Equal Justice Works offers free membership to Practising Law Institute, with free access to numerous CLE programs.

## 2. SUBAWARD INFORMATION

### A. Type of Award

Equal Justice Works intends to issue individual subawards to selected host organizations for the performance of this program. 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 quarterly programmatic progress reports throughout the period of performance to Equal Justice Works.

#### (2) Financial Reports

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

#### (3) Legal Requirements

Host organizations must adhere to all the terms and conditions contained within the subaward agreement.

### C. Financial Management

Equal Justice Works adheres to the [Generally Accepted Accounting Principles \(GAAP\)](#) and expects host organizations applying to this RFP to follow the same.

### D. Budget Information

For each Fellow, a host organization will receive a Subaward Agreement detailing the two-year Fellowship period and allowable project costs. Subaward amounts are budgeted based on the direct program costs of a Fellow and include the following budget categories:

- **Fellow Support Costs:** Up to \$62,000 per Fellow/per Year (12 months) is to be used towards Fellow Support Costs which include Fellow Salaries and Fellow Fringe Benefits. Fringe Benefits 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 \$62,000 for an equivalent full-time staff attorney position, the host organization must supplement the Fellow's salary payment.
- **Other Support Costs:** the subaward includes additional support costs to cover other allowable, reasonable, and allocable direct program support costs associated with the Fellows' activities up to \$4,400 per Fellow/per Fellowship term. This 'Other Support' budget is designed to cover allowable expenses including the items listed below. The amounts listed for each item in the budget template represent a suggested allocation that can be adjusted to reflect the organizational circumstances and anticipated Fellowship activities and needs.
  - Training: Registration and travel expenses for Fellows' attendance at:
    - ABA/NLADA Equal Justice Conference, or the National VOAD Conference scheduled for Spring 2026.
    - If the total costs for either of these trainings' attendance is less than the anticipated amounts (registration fee and travel expenses pursuant to GSA travel rates), the funds may be used towards other in-person or virtual training opportunities to support the Fellow's legal services with pre-approval from Equal Justice Works.
- **Summer Law Student Fellow Stipend:** Equal Justice Works will provide each host organization a \$7,000 stipend to disburse to each summer law student Fellow participating in the program for eight-to-ten weeks during the summer of 2026.

Proposal budgets may not include the following:

- **In-person Training Travel:** Equal Justice Works directly covers Fellow travel expenses (transportation, lodging, and meals) for the purpose of attending the annual Equal Justice Works Leadership Development Training in Washington, D.C.
- **Indirect Costs:** Host Organizations' indirect costs are not included in the subaward.
- **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.

### 3. APPLICATION INFORMATION

#### A. Timeline

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

- **June 23, 2025:** Questions regarding the solicitation are due.

- **June 30, 2025:** Applications are due. *Applications will be reviewed, and selections will be made on a rolling basis.*
- **July 7, 2025:** All conditionally selected applicants will be notified.
- **July 14, 2025:** Administrative documents due from selected host organizations
- **July - August 2025:** Fellow recruitment by host organizations and Equal Justice Works.
- **July - September 1, 2025:** Fellows begin their service.

## B. Submission Method

Eligible applications must be submitted by **Monday, June 30, 2025, 11:59 p.m. Eastern Standard Time** through the online application portal available via Submittable: [Disaster Resilience Program Host Application portal](#).

If you encounter any technical difficulties or require any accommodation in the application submission method, please reach out to [DisasterResilienceProgram@equaljusticeworks.org](mailto:DisasterResilienceProgram@equaljusticeworks.org).

## C. Questions Period

Applicants with any questions regarding the requirements of the solicitation or the application process should contact Equal Justice Works at [DisasterResilienceProgram@equaljusticeworks.org](mailto:DisasterResilienceProgram@equaljusticeworks.org) by **Monday, June 23, 2025, 11:59 p.m. Eastern Standard Time**.

## D. Application Requirements

This section describes what an application should include. Incomplete or missing responses will negatively affect the evaluation of the application. Templates and forms referenced below are available via the Disaster Resilience Program [become a host organization webpage](#).

### (1) Applicant Information

This section is to be completed as part of the application on the Submittable portal and includes 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 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 (highly preferred).
- 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) Indicate which of the eligible states does your organization serve?
- 13) Provide your organization's geographic service area (list counties served)
- 14) Is your organization a member of your state/territory Volunteer Organizations Active in Disaster (VOAD)? (yes/no)
- 15) Optional comments

## (2) Program Narrative

Please refer to the program narrative template (Appendix 1) which includes the sections listed below for completion. This document should 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. Statement of the Problem and Need

- This section should include the description of problems or gaps in disaster legal aid (disaster preparedness, response, resilience) that the Fellowship project will address.

### b. 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 Disaster Resilience Program described in this solicitation.
- This section should also address the following items:
  - Goals, objectives, and primary activities that will be accomplished through this project.
  - Types of services the Fellow(s) will provide. This section should reference the scope of work including key performance indicators and clearly outlining dedication to direct legal services, plan for pro bono implementation, policy and strategic advocacy, and outreach, education and other deliverables as described in Section 1.G. Program Information—Scope of Work.
  - Anticipated project impact.
  - Plan for providing supervision, mentorship, and training to the Fellow.
  - Plan to enable Fellow's efforts to refer cases, or conduct clinics via pro bono support
  - Any sustainability plan to continue providing those services beyond the Fellowship.

**c. Organizational Capabilities and Competencies.**

- This section should include the applicant’s capacities and competencies to carry out the programmatic, administrative, and financial aspects of the Fellowship project and should address the following items:
  - Describe capacities and competencies of hosting summer law student Fellow.
  - Experience providing [disaster] legal assistance and outreach.
  - Relationships with community partners and referral networks and with relevant local coalitions and/or multidisciplinary taskforces.
  - Relevant legal and supervisory experience of the Fellow’s supervisor.

**d. Plan for collecting Data for Performance Measures**

- This section should describe the organization’s experience and capacity to track and report data for performance measures and participate in the evaluation project.

**(3) Budget Template**

Applicants must complete the budget worksheet template to document their proposed budget, using the Excel budget template (Appendix 3) and following the template instructions.

**E. Administrative Requirements**

Applicants are required to complete, acknowledge, and submit the following administrative requirements with the Proposal submission. Incomplete or missing responses will negatively affect the evaluation of the application.

**(1) Pre-award Survey**

Applicants must complete the Pre-award Survey 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. Equal Justice Works Standard Grant Award Conditions for Non-Federal Grants.

**(2) Risk Assessment Tool**

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

**(3) IRS Form 990**

Applicants must submit their most recent IRS Form 990.

## 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 Pre-award Survey, Risk Assessment Tool, Policy Certification, and Certification for Data Privacy.
- (2) Applicants must be registered in the System for Award Management (SAM) and 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) Statement of the Problem and Need (5%)

- (2) Project Design, Goals, and Implementation Plan (40%)

Applications will be evaluated based on the quality, comprehensiveness and the feasibility of their proposed project design, specificity of goals, location, focus, and the rigidity of their implementation plan. Proposed projects including time allocated to providing direct legal services, pro bono integration, policy and strategic advocacy, and outreach/preparedness as outlined in the Scope of Work section carry higher weighted percentage scores.

- (3) Capabilities and Competencies (25%)

- (4) Plan for Collecting Data for Performance Measures (5%)

- (5) Budget (20%): Applicants must submit complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities proposed) budgets.

- (6) Additional documentation and considerations (5%): Past performance, and experience assisting communities affected by disasters; state/territory Voluntary Organizations Active in Disaster (VOAD) membership

## 5. INDEX OF APPENDICES

List of Appendices required to be submitted in response to this RFP via the [Online Application Form](#) (Submittable). See application [website](#) to download Appendices.

- (1) Program Narrative Template
- (2) Budget Template-Midwest
- (3) Pre-award Survey
- (4) Risk Assessment Tool
- (5) IRS Form 990 (*no download available, requesting from applicant's records*)