PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Children's Law Center

Mailing Address: 215 W. Short St., Suite 205

Street Address: Lexington, Ky 40507

Phone: (859) 253 - 3353

Is your Agency registered with the IRS as a 501(c)3 organization? ☑ Yes ☐ No

*Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.*

Does your agency have a current profile with Blue Grass Community Foundation's GoodGiving.net? ☑ Yes ☐ No

*Note: Agencies **must** have profiles with GoodGiving.net to be eligible for ESR funding.*

Website Address: www.childrenslawky.org

Agency Representative *(typically the Executive Director - Name, Title, Phone, Email)*:

Acena Beck, Executive Director, 859-431-3311, abeck@childrenslawky.org

Person Completing Application *(Name, Title, Phone, Email):*

Amanda Bear, Managing Attorney, 859-253-3353, abear@childrenslawky.org

Program Information

Name of program for which funds are being requested: **Holistic Education Law Program (HELP)**

Total Funding Amount Requested: $ **33,329.00**

RFP #12-2019 PROPOSAL SUBMITTAL FORM

- **Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**
- **LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS**
- **REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.**

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement **15 Points**

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

In Kentucky, all children have a fundamental right to a public education. HELP will provide holistic legal representation and community outreach on education matters in Fayette County, while targeting youth experiencing poverty, lacking legal status, living with a disability, or re-entering their communities after placement with the State. According to the 2016 American Community Survey, 25% percent of Kentucky children live in poverty making Kentucky the state with the 4th highest level of childhood poverty. In Fayette, that number is estimated to be about 23% (2016). Economic well-being affects every aspect of a child's life including academic achievement and future employment prospects. The recent passage of HB 378 recognized the issues facing youth experiencing homelessness by putting in place policies to make accessing an education easier. Children experiencing poverty are much more likely to have mental health problems, learning disabilities, and emotional behavioral disabilities which make school more difficult. They are also more likely to be involved in the child welfare and juvenile justice systems. For children transitioning from state placements, they face obstacles with school enrollment, credit recovery, and loss of special education instruction time. Undocumented children also face significant challenges with education, such as not speaking English as a native language or fearing retaliation if they advocate for themselves. CLC attorneys aim to make the promise of a quality, public education a reality for the most vulnerable children in our community. CLC is one of only two non-profit organizations in the state providing legal services on education issues.

5.1.2 Service Delivery Model **15 Points**

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

HELP will serve youth in schools, homeless shelters, juvenile detention centers, community centers, and elsewhere in Fayette County to ensure they have positive experiences with school and to know how to be self advocates. Education law can be complicated and often an attorney is necessary to navigate federal and state laws that govern the right to education. HELP will have two main prongs: 1) Direct Legal Service and 2) Community Legal Education.

Through Direct Legal Service, we will represent clients on education matters, which includes assisting youth and their parents with enrollment, credit transfer, the special education process, and school discipline hearings—all obstacles youth face as discussed in the Needs Statement. Staff attorneys will provide representation based on the client's needs with the goal of improving educational supports and outcomes. While immediate needs can often be met within the first 30 days of representation, education cases often remain open for a year or more to monitor progress and assist with on-going issues.

As part of Community Legal Education, CLC will host monthly "HELP Clinics" at libraries, churches, detention centers, Arbor Youth and Salvation Army, that consist of a presentation on education related matters. Following the presentation, participants will be given a questionnaire to help the attorney identify legal issues of which the individual may not be aware. Each person will have the opportunity for a one on one consultation with an attorney to discuss possible legal issues and remedies.

5.1.3 Client Eligibility and Requirements **5 Points**

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay $30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

For service provided by the Children's Law Center (CLC) through HELP funding, clients must be younger than 18 years of age and currently reside in Fayette County. CLC does not charge any fees to clients to receive legal services. Our young clients are expected to actively participate in the resolution of their case by working towards goals identified in the case plan with the assistance of their attorney. Through HELP, we will target youth experiencing poverty, lacking legal status, living with a disability, or re-entering their communities after placement with the State.

5.1.4 Evidence-Based/Best Practice **10 Points**

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are doing is best-practice.

For general legal representation, Children's Law Center (CLC) attorneys are guided by the organizational standards of representation, consistent with the American Bar Association and Kentucky ethics and professional responsibility standards.

More specifically, the delivery of legal services to youth who are returning from juvenile institutions to assist with legal and social barriers to re-entry has only recently been addressed in some jurisdictions, and then only on a limited basis. CLC has been on the forefront of developing this model and has worked with the National Juvenile Defender Center on developing and implementing best practices for delivering civil legal services to reentering youth. Research shows that several factors should be incorporated into any re-entry or transition service delivery model. At a minimum, reentry and transition services should be: 1) located in the community where the youth will return to live; 2) be individualized to assist with developmental deficits; 3) concentrate on school re-enrollment, attendance and success; 4) focus on permanent family/guardianship connections; 5) facilitate access to mental health and substance abuse treatment; 6) recognize the diverse needs of the youth returning; 7) include housing support and assistance; and 8) include a structured workforce preparation and employment component ("Back on Track: Supporting Youth Re-Entry from Out-of-Home Placement to the Community," Prepared by the Youth Reentry Task Force of the Juvenile Justice and Delinquency Prevention Coalition (Fall 2009). While HELP will focus on education, our holistic approach often encompasses many of these components.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes **10 Points**

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define "successful" completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

Celebrating its 30th year anniversary, Children's Law Center (CLC) has a significant history of providing quality legal representation and education advocacy to at-risk and systems-involved children and youth. CLC was founded on the need for increased, holistic legal representation for youth. We take an individual approach with each client to determine what legal services would best promote educational success. "Holistic representation" is very much a systems level approach that involves providing seamless access to services that meet clients' legal and social support needs; interdisciplinary communication and collaboration; and a robust understanding of, and connection to, the community served.
Success for our clients is based on the subjective experience of each client, rather than objective criteria for traditional wins and losses common in the legal community. Based on our holistic model of services, (CLC) defines and measures "success" using a legal case management system that tracks positive outcomes including: improved educational and/or employment supports; participation in decisions about future; youth is self-advocate; youth involved in the community; multiple supportive relationships; sense of physical/emotional safety; minimized state involvement; receiving treatment or services; one or more legal issues resolved; change in opposing party's position; and significant change in policy or practice. Per CLC's 2018 Annual Report (to be published in July 2019), 81% clients experienced one or more of these positive legal outcomes through CLC's involvement. A case is closed once all of the client's objectives have been achieved or all available avenues to achieve those objectives have been exhausted.

5.2.2 Client Empowerment & Community Impact **10 Points**

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

A number of organizations provides services to at-risk youth and families in need in the form of direct support through shelter, food, clothing, transportation and counseling. HELP fills a missing link in our community by ensuring children and youth have access to legal services, when they would not otherwise be entitled to an appointed attorney or have the financial means to hire a private attorney. The value to the Fayette County community is best described by case examples.

Recently, a CLC attorney in Lexington represented a gay, African American boy being raised by a single working mother living in subsidized housing. He had been struggling in school academically and socially for years. He had just started middle school and he was unable to focus on any of his school work. The other kids were bullying him for being 'slow' and acting 'different.' He had a 504 Plan but none of the accommodations were helping or addressing his ADHD. His mom contacted CLC for help through the often complex referral and evaluation process with special education. Through the attorney's advocacy, the student was able to receive an individualized education plan that provides him with educational supports he needs to succeed. Furthermore, the attorney worked with the school to create a safety plan to protect him from certain students who were making the learning environment unsafe for him.

This, and other instances, are aided by the skill and advocacy of an attorney around the child's legal rights.

5.2.3 Data Assessment & Quality Improvement **10 Points**

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

Children's Law Center will provide services to a minimum of 60 Fayette County youth.

For each youth receiving direct representation, program staff will:
1. Access the child's legal needs
2. Determine client's objectives
3. Develop and implement a plan to address obstacles to education needs and improved educational supports
4. Track for a minimum of 6 months to ensure the youth remains stable and successful in school through monthly check-ins.

For Community Legal Education, CLC will track the number of participants, the number of brief services, and the number of individuals who receive direct representation as a result of the clinic.

Based on data collected by CLC, through our intervention 80% of children show improvement in one or more of the following areas: education, stable and supportive living situations, safety and well-being, and self advocacy. At the close of each case, project staff will determine whether the child achieved any of those outcomes discussed in Section 5.2.1 above, and enter those in our case management system. Tracking positive outcomes will help us develop more realistic and successful case plans for future clients. We will be able to ascertain what types of interventions are most effective in a particular type of case.

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience **5 Points**

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

HELP will be lead by our only two attorneys in our Lexington CLC office.
1. Amanda Bear, Managing Attorney: Amanda is the Managing Attorney of Children's Law Center (CLC) in Lexington, Kentucky, and the Co-Director of the Central Juvenile Defender Center. Prior to joining CLC, she spent over ten years as a Public Defender, where she was a Juvenile Specialist, and the Directing Attorney at two different trial offices. A life-long Kentucky resident, she received her JD from Chase College of Law. Since December 2014, Amanda has managed the Lexington CLC office, which includes not only direct representation but community outreach. She will be the Project Supervisor, responsible for grant reporting, as well as ensuring grant requirements are met.
2. Alana Meyer, Barrett Social Justice Fellow: Alana will the attorney providing the majority of direct representation and leading the HELP Clinics. Born in South Florida to Jamaican parents, Alana is now a proud resident of Kentucky. She attended undergrad at Cornell University where she studied sociology and policy analysis & management, and interned at Lawyers for Children in New York City. She attended law school at Vanderbilt where she was the Garrison Social Justice Scholar for her class. As part of her fellowship, which is scheduled to end in September 2019, Alana has been working on an Education Rights Program for youth committed to juvenile detention centers, or those transitioning back into their home communities after commitment. HELP will be an extension of these efforts.

5.3.2 Partnership & Resource Leverage **5 Points**

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

Through holistic legal representation for children on education, or education-related matters, Children's Law Center (CLC) has a history of filling gaps for services in our community. As the legal advocate, the CLC attorney will provide direct legal services while ensuring that the child and family are linked to other needed services. Navigating these multiple and interconnected systems is often overwhelming and counter-productive. For example, while the Maxwell Street Legal Clinic can provide free representation to children on immigration matters, they are not able to provide representation on education matters. CLC acts as a desperately needed referral source to assist the child with accompanying issues related to their education, mental health needs, or physical disabilities. We routinely coordinate with the FCPS Homeless Liaisons, Youth Service Centers, Court Designated Workers, FCPS Special Education Directors, Community Action Council, Arbor Youth Services, Salvation Army, as well as local churches and government agencies who provide services to our clients. Through this on-going collaboration, we are able to provide holistic, wrap around services to a population of children most in need.

CLC's Board of Directors sets policies, provides direction, and reviews program goals and objectives annually to ensure they align with the mission. Currently, CLC has no secured funding for our educational legal advocacy in Fayette after September 2019. We submitted a grant request to United Way of the Bluegrass in the amount of $5,000 but have not received notification of the results.

5.3.3 Outreach & Inclusion Strategy **15 Points**

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community?

Through this funding, Children's Law Center (CLC) will develop outreach materials for children, youth, and families in Fayette County to educate them about needed legal services. When possible, we will have the forms made available in Spanish. CLC will host monthly "HELP Clinics" at libraries, churches, detention centers, Arbor Youth and Salvation Army as detailed in the Service Delivery Model Section above.

Pursuant to CLC's equal employment opportunity policy, the organization extends equal employment opportunities for advancement to all qualified persons at all organizational levels without regard to race, color, religion, sex, age, ethnic or national origin, disability, or military status. CLC also ensures non-discrimination in the availability and delivery of services. While a majority of our services are provided during regular business hours, and our physical office is the primary location for our services, our lawyers routinely make accommodations to meet with clients at a location and time most convenient for them.

6.0 Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. *(Including total amount of ESR grant request.)*

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

This section provides a summary of the total proposed Program Budget for FY 2020. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2020 program expenditures.

Total Program Budget

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. (A=B+C)

ESR Grant Funding Request

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

Non-LFUCG Program Funding

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget (A-B = C).

This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

Staff Salaries – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

Consultant Services – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

Scholarships/Stipends – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

Operating Expenses – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

Other – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

PROGRAM BUDGET SUMMARY

Agency Name **Children's Law Center**

Program Name **Holistic Education Law Program (HELP)**

FY 2020 (July 1, 2019-June 30, 2020) Total Program Budget

	# of Employees:	Column A Total Program Budget [= B+C]	Column B ESR Grant Funding Request	Column C Non-ESR Program Funding [A-B]
1. Staff Salaries for Program				
Full-Time (FTE)	2	49,738	**24,869**	24,869
Part-Time		0		
Total Salaries		49,738	**24,869**	24,869
3. Consultant Services	$	0		
list details				
4. Space/Facilities	$	10,000	**5,000**	5,000
list details				
5. Operating Expenses	$	6,920	**3,460**	3,460
list details				
6. Scholarships / Stipends	$	0		
list details - numbers & amounts				
7. Other	$	0		
list details				
8. TOTAL PROGRAM BUDGET	$	66,658	**33,329**	33,329

Cost per Program Participant: $ **555**

I understand that this document in its entirety is incorporated into my grant Agreement with the Lexington-Fayette Urban County Government.

Authorized Representative *(typed name)*: Acena Beck

Title: Executive Director **Date**: 4/19/19