



**FY19 Immigrant Justice Legal Services Grant  
REQUEST FOR APPLICATIONS (RFA)**

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| <b>Release Date of RFA:</b>      | Monday, July 16, 2018   |
| <b>Pre-Bidders' Conferences:</b> | Thursday, July 26, 2018 (12 pm – 1:30 pm)<br>John A. Wilson Building - Press Room G9<br>1350 Pennsylvania Ave. NW<br>Washington, DC 20004<br><br>Tuesday, July 31st, 2018 (4:30 pm – 6:00 pm)<br>John A. Wilson Building - Press Room G9<br>1350 Pennsylvania Ave. NW<br>Washington, DC 20004   |
| <b>Submission Deadline:</b>      | Mon, August 13, 2018 at 5:00pm EST<br>Incomplete or late applications will not be accepted  |
| <b>Submission Details:</b>       | Online submissions only. Please submit complete application through ZoomGrants: <a href="https://zoomgrants.com/gprop.asp?donorid=2233&amp;limited=1868">https://zoomgrants.com/gprop.asp?donorid=2233&amp;limited=1868</a>   |
| <b>Point of Contact:</b>         | Dory Peters<br><a href="mailto:Dory.Peters@dc.gov">Dory.Peters@dc.gov</a> (202) 727-3120<br>Phuong Nguyen<br><a href="mailto:Phuong.nguyen2@dc.gov">Phuong.nguyen2@dc.gov</a> (202) 727-3120<br><br>Inquiry Period Starts: July 23 - Aug 3, 2018  |
| <b>Availability of RFA:</b>      | The RFA will be posted on these websites:<br>Mayor's Office on Asian & Pacific Islander Affairs ( <a href="http://apia.dc.gov/">http://apia.dc.gov/</a> ); Mayor's Office on Latino Affairs ( <a href="http://www.ola.dc.gov/">www.ola.dc.gov</a> ); Mayor's Office on African Affairs ( <a href="http://oaa.dc.gov/">http://oaa.dc.gov/</a> ); Office of Documents and Administrative Issuance ( <a href="http://os.dc.gov/">http://os.dc.gov/</a> ); District's Grant Clearinghouse ( <a href="https://opgs.dc.gov/page/opgs-district-grants-clearinghouse">https://opgs.dc.gov/page/opgs-district-grants-clearinghouse</a> ) |

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## SECTION I - BACKGROUND

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### A. Introduction

The Executive Office of the Mayor (EOM) is soliciting grant applications from qualified private organizations and Community-Based Organizations (CBOs) serving District of Columbia residents for its *FY 2019 Immigrant Justice Legal Services Grant Program (IJLS)*. The grant is intended to fund programs that provide targeted services and resources to the DC immigrant population. The *FY 2019 Immigrant Justice Legal Services Grant Program* offers one-time grants of up to \$150,000 to CBOs with a current and valid 501(c)(3) status, as well as private organizations, associations and law firms that plan to mobilize pro bono talent or skilled immigration attorneys and legal professionals in order to provide immigrant justice legal services.

### B. Funding Areas

This grant will fund the following activities:

1. Conduct Know Your Rights briefings and workshops;
2. Screen persons for possible legal relief; make appropriate referrals to pro bono or paid counsel; and provide brief legal consultations;
3. Legal Representation, on matters such as helping DC residents apply for green cards, converting green cards to citizenship, and making other affirmative USCIS filings; renewing DACA (Deferred Action for Childhood Arrivals) or TPS (Temporary Protective Status) applications and work permits for DC residents, and executing legal strategies for persons whose DACA or TPS status is expiring; helping prepare affirmative and defensive asylum applications and providing legal representation at asylum interviews and/or hearings for DC residents; representing DC residents who are in removal proceedings, including by filing petitions of cancellation of removal, but who are not detained at the time representation begins; filing applications for S, T, U, Special Immigrant Juvenile visas and Violence Against Women Act (VAWA) petitions for DC residents or family members of DC residents.
4. Such briefings, screenings and representation in Activities 1-3 can also include legal preparedness and support for immigrant families and families supporting immigrants including protecting financial assets and custody for DC children in the face of potential deportation of parents or guardians; and providing legal help for family reunification efforts for families with at least one DC resident;
5. Capacity Building: Build non-profit organization capacity to provide continuing legal representation to Washington, DC immigrants, including by filing for “accredited representative” status and training and mentor pro bono attorneys to perform any of the activities funded by this grant.
6. Other permissible grant activities include: Help DC families provide foster homes, adopt or sponsor refugees and children from war- torn or crime-plagued countries;
7. Help immigrants conduct affairs through ITIN numbers, appeal licensing board denials based on international qualifications, and access health insurance and other public benefits for which they are eligible;
8. Structural litigation: File any lawsuits that may become necessary to challenge the use of DACA applications for finding or deporting undocumented persons; or lawsuits challenging other aspects of immigration law and practice that harm the interest of Washington, DC resident immigrants;

Note that the grant will not fund legal support for persons who are in detention.

### C. Target Population

The target population for these funds is immigrants of all ages who reside in the District of Columbia; and families of mixed immigration status with at least one family member in the District of Columbia.

### D. Eligible Organizations

Applicants shall meet the following conditions:

- be a Community-Based Organization with a with a Federal 501(c)(3) tax-exempt status or evidence of fiscal agent relationship with a 501 (c)(3) organization; *or* be a private entity that is partnering with a 501 (c)(3) organization; *or* be a private entity that is mobilizing pro bono legal services or other professional legal help for immigrants;
- serve the DC immigrant population;
- be currently registered in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue; and
- conduct the program activities in Washington, DC.

*\*Private organizations, associations and law firms that plan to mobilize pro bono or affordably-priced legal talent may apply. Partnerships between immigrant-facing CBOs and organizations with expertise delivering legal services are highly encouraged, as are partnerships between private entities – such as law firms -- and 501(c)(3) CBOs..*

Preference will be given to applicants who can demonstrate a proven track record in the following areas:

- Success in meeting deliverables under previous IJLS grants
- Legal services delivery;
- Success for clients;
- Immigration law expertise; and
- Connections to and trust among DC immigrant populations.

### E. Number of Awards, Amounts and Duration of Grant

Up to 20 grants in amounts of up to \$150,000 are expected. Only one application per organization as lead applicant will be accepted, though CBOs and law firms may be subgrantees for more than one application or provide legal support to more than one applicant. Be advised that the grants competition is intense and that grant resources are limited. EOM is likely to be unable to support all of the many worthwhile activities for which applications are received.

The grant award will be for a period not to exceed 12 months, with an earliest starting date of October 1, 2018 and a closing date of September 30, 2019.

### F. Key Performance Indicators

This year, we are asking for uniform reporting of certain key performance indicators, plus any additional metrics that the applicants wish to provide so that we may better assess the performance of the grantees. As described below, Attachment F will ask you to provide the following with your application:

1. Know Your Rights Presentations
  - a. Number
  - b. Attendance
2. Number of individual screenings, brief legal consultations or limited scope legal representations for DC residents
3. Number of full legal representations for DC residents

- a. By staff
- b. By lawyer paid through IJLS
- c. By pro bono counsel
4. # of successful resolutions for individual DC clients
  - a. Matter initiated under prior IJLS grant
  - b. Matter initiated prior to or separate from IJLS funding, but supported through IJLS
  - c. Matter initiated under this grant
5. Capacity Building
  - a. Staff who file for or obtain BIA accredited rep status
  - b. Paralegal or legal staff hired through or paid by grant
  - c. Training or Mentoring sessions for pro bono counsel
    - i. Individual
    - ii. Group sessions
  - d. Partnerships formed or built by community organizations and legal service providers, or among providers who cross-refer matters
6. Other key performance indicators related to immigrant justice important to the organization

## **G. Application Review & Awards**

The applications will be reviewed by at least three review panels:

- First, applications will be reviewed by an external independent review panel that will submit funding recommendations to EOM. The review panel will be comprised of qualified individuals selected for their experience in legal services, grant administration, project management, criminal justice, immigration and education. Panelists will be expected to review approximately 3-4 applications.
- Second, an internal review panel comprised of the Directors from the Mayor's Office on Asian & Pacific Islander Affairs, the Mayor's Office on Latino Affairs and the Mayor's Office on African Affairs will prepare an assessment of each application that will be submitted to the Grant Advisory Review Board (GARB) and the Director of the Office of Victim Services and Justice Grants (OVSJG), after taking under consideration the external independent review panel's recommendations and any reports submitted by prior IJLS grantees on their prior work funded through IJLS as well as reports of site visits to grantees conducted by EOM.
- Third, based on the external and internal review panel recommendations, the Mayor's budget priorities, the resources available, and to achieve a balance as to communities served and the goals of the program, GARB and OVSJG will make the final funding decision. The GARB is comprised of the Mayor's General Counsel, the Director of the Mayor's Office on Community Affairs and the Director of the Office of Partnerships and Grant Services (OPGS). The final funding decisions cannot be contested.

## H. Award Notification

Award notifications will be released on or before **September 21, 2018** through email using the grant application program, ZoomGrants. For successful applicants, the Letter of Agreement will contain funding restrictions; programmatic, administrative, and national policy requirements; reporting documents, including total budget; the amount of grant funding for the program; and payment. This agreement may be modified depending on specific project needs.

## I. Submission Guidelines

The **ONLY** method to submit an application is the online web portal **ZoomGrants**.

**Applications are due no later than Friday, August 13, 2018 at 5:00 p.m. EST.** All applicants will receive notification from ZoomGrants when their applications are complete. Applications received after Friday, **August 13, 2018** are automatically disqualified and will not be forwarded to the Review Panel for funding consideration. Any additions or deletions to an application, unless requested by the Grantor Agency, will not be accepted after **Friday, August 13, 2018 at 5:00 p.m. Eastern Time.** If you have questions about using ZoomGrants, please see the following resources:

- Welcome Packet for Applicants/Reviewers: <http://www.zoomgrants.com/welcome/WelcomePacket.pdf>
- Demo: <https://www.zoomgrants.com/request-a-demo/>
- Overview of ZoomGrants Video: <https://www.youtube.com/watch?v=FWc82KoWQNk>
- Applicants Tutorial: <https://www.zoomgrants.com/welcome/applicantslideshow.pdf>

If you are unable to submit using ZoomGrants, please contact Dory Peters ([Dory.Peters@dc.gov](mailto:Dory.Peters@dc.gov)) and Phuong Nguyen ([Phuong.nguyen2@dc.gov](mailto:Phuong.nguyen2@dc.gov)) for alternative instructions

## J. Pre-Bidders' Meetings

Applicants who have questions regarding the RFA are encouraged to attend one of the pre-bidders' meetings. Pre-bidders' meetings will be held on:

Thursday, July 26, 2018 (12 pm – 1:30 pm)  
John A. Wilson Building - Press Room G9  
1350 Pennsylvania Ave. NW  
Washington, DC 20004

Tuesday, July 21st, 2018 (4:30 pm – 6:00 pm)  
John A. Wilson Building - Press Room G9  
1350 Pennsylvania Ave. NW  
Washington, DC 20004

**If you are unable to attend a pre-bidders' meeting, we encourage you to email your questions before Friday, Aug 3, 2018 at 5:00pm EST** to Phuong Nguyen ([Phuong.nguyen2@dc.gov](mailto:Phuong.nguyen2@dc.gov)) Outside the pre-bidders' meetings, EOM will **only** receive or answer questions related to this grant competition **if they are in writing via e-mail**. Due to the volume of inquiries and other administrative tasks, questions submitted after this date **may not** receive a response.

Questions and answers from the pre-bidders' meetings will be posted online.

## K. Terms and Conditions

- Funding for this award was included in the budget for FY 19 submitted by the Mayor and enacted by the Council of the District of Columbia and passed by the Council as part of two separate line items. Still, funding for those “awarded” grants under this program is contingent on continued funding from the grantor. The RFA does not commit EOM to make an award and the Anti-Deficiency Act precludes the government from making a binding financial commitment until FY 19 begins October 1, 2018.
- EOM reserves the right to accept or deny any or all applications if EOM determines it is in the best interest of the Agency to do so. EOM shall notify the applicant if it rejects that applicant’s proposal. EOM reserves the right to suspend or terminate an outstanding RFA.
- EOM reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- EOM shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant’s sole responsibility.
- EOM may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant’s facilities are appropriate for the services intended.
- EOM may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant’s proposal that may result from negotiations.
- EOM shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR 50; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.
- The Executive Office of the Mayor and its constituent agencies may seek supplemental funding for this program from foundations and philanthropists. Applicants may agree or refuse to consent to their proposal being shown to any such philanthropist for possible consideration.
- Should a philanthropic donor place additional restrictions on any grant, the applicant will have an opportunity to agree or reject any such terms (possibly at the expense of not receiving the grant).

## SECTION II – PROPOSAL FORMAT

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All applications must follow the instructions in the ZoomGrants Portal.

### A. Proposal Summary

This section of the application should provide the reader with:

- A brief overview of your organization (history, mission and current programs), as well as of each of the partners in your collaboration, including a discussion of any programs you or your proposed partner(s) have conducted with IJLS funds in FY 17 or FY 18, the key performance metrics you proposed from any such grant and whether you hit those metrics; and any modifications you are proposing to make to your ongoing immigrant justice program particular to this grant;
- The goal(s) of the proposed program;
- A summary of the program objectives and expected outcomes; and
- The estimated cost of the program for which you are seeking funding.

### B. Program Narrative

This section should answer the following questions using the format provided below. In your submission, please include both the question and your response. If a question or section does not apply to your proposal, you do not have to include the question or section.

1. What is the name/title of your program(s)?
2. Using the list of purposes that were identified in Part I, Part B, what are the funding area(s) for which you are applying? (If you are applying for multiple areas, please in one or two sentences indicate how the project will address those areas.)
3. What is the target population(s) that this project will serve? Does your organization have the language capacity in house to serve this population effectively, and if not, how will you ensure language access?
4. What is the service/program proposed?
5. If your organization or collaborative was an IJLS grantee in FY 17 or FY 18, discuss the key performance metrics you from any such grant and whether the applicant and its partners fell short of, met, or exceeded those metrics, with a brief discussion of whether your success drivers continue to be in place, or if metrics were not hit, what has changed that will enable you to meet goals this year.
6. In narrative form, explain the proposed impact of your service/program.
7. Why is your organization or collaboration well positioned to implement this service/program? Please note your capacity, including human and financial resources, to implement the services/program and any experience in providing similar services.
8. If a collaboration is being proposed, describe your work together previously, if any, and what skills and connections each organization brings to the partnership.
9. In addition, please answer the following short questions:
  - a. Does your organization/ collaboration commit to finishing any legal matters or applications that are initiated with IJLS grant funds, even after the grant funding is gone?
  - b. Consistent with protecting client confidences, do you commit to provide EOM updated information about any successes that were achieved through this grant, even past the term of the grant? This could include citizenship, asylum, visas and green cards obtained; families reunified; etc.
  - c. Do you commit to making best efforts to come to periodic grantee meetings and to sharing information for the good of the immigrant justice community and the organizations and lawyers serving Washington, DC immigrants?
  - d. Could the Mayor or one of her delegates participate in an event(s) with your organization, if you receive support from this grant?



### C. Budget (Attachment D)

A standard budget form and budget narrative form is provided within the application. The budget for this proposal shall contain detailed itemized cost information that shows personnel and other direct and indirect costs. There is no specific cap on indirect costs, which may include: general administrative costs such as legal, accounting, liability insurance, audits and the like. Program costs may include application or biometric fees

your organization pays on behalf of clients being served by the grant or fees paid to physicians or consulting psychiatrists or counselors in support of a legal application for immigration relief.

Program funds **cannot** be used:

- For food expenditures
- For lobbying
- To cover any expenses made prior to the grant award (however, cases may have been initiated prior to this grant)
- To supplant (replace) funds from other grant sources

#### **Attachment D1 – Budget Narrative/Justification:**

This section describes the proposed expenditures, including the purpose or reason for the expenditure (personnel and non-personnel) and calculation of costs. If applying as a joint collaboration, please include the appropriate division of budget between the two or more organizations that are applying and include the justification for the allocation. Please also include the value of any pro bono legal services that you anticipate being donated to your program. **Also, please specify how your project would be affected if total funding awarded were less than the amount requested. State whether your project could be completed with a smaller amount, and how your projected outcomes would be affected by any funding reduction. Please be as specific as possible – if your project is scalable, so state, and if there are notches where funding must be made in certain increments to fund particular positions, please let us know.**

### D. Staffing Plan (Attachment E)

This section should contain the staff assigned or to be hired for the program, staff positions, and percentage (%) of time spent on the program. If the position is not filled, a projected start date as to when the position will be filled should be supplied. If applying as a collaboration, please note the organizational affiliation of each staff member, pro bono counsel, if a particular firm or limited set of firms is expected to be providing most of the services, or paid counsel.

### E. Performance Plan (Attachment F)

Using Attachment F, list the program objectives and related activities, timeline for implementation and completion, and responsible staff, using as a starting point the key areas set forth in KPI performance plan KPI chart.

#### **Attachment F1 – Performance Plan KPIs**

Please set forth your performance plan giving projected numbers for the key metrics specified.

1. Know Your Rights Presentations
  - a. Number
  - b. Attendance
2. Number of individual screenings, brief legal consultations, limited scope representations, or unmentored referrals for DC residents
3. Number of full legal representations for DC residents
  - a. By staff
  - b. By lawyer paid through IJLS
  - c. By mentored pro bono counsel

4. # of successful resolutions for individual DC clients
  - a. Matter initiated under prior IJLS grant
  - b. Matter initiated prior to or separate from IJLS funding, but supported through IJLS
  - c. Matter initiated under this grant
5. Capacity Building
  - a. Staff who file for or obtain BIA accredited rep status
  - b. Paralegal or legal staff hired through or paid by grant
  - c. Training or Mentoring sessions for pro bono counsel
    - i. Individual
    - ii. Group sessions
  - d. Partnerships formed or built by community organizations and legal service providers, or among providers who cross-refer matters
6. Other key performance indicators related to immigrant justice important to the organization

**Note: EOM reserves the right to work with applicants, once grantees have been selected, to devise additional or alternative KPIs that are mutually acceptable to EOM and the grantee organization. This may be necessary if funding awards are less than those sought.**

## F. Other

Following the list (“Appendices”) in the Application Checklist, please provide technical materials and supporting documentation; however, it is not intended to be a continuation of the program narrative. Such items that shall be included with the proposal submission are listed below:

- Audited financial statements and/or most recent 990 and/or cash-flow statements for 2017 and year-to-date
- Program staff job description
- Relevant program staff resumes
- Current IRS tax-exempt determination letter (for nonprofit organizations)
- Organizational and program charts
- Current list of board members with names, affiliation, and contact information (if applicable)
- DC Clean Hands Certificate / Certificate of Good Standing
- Copy of current organizational budget
- Current Basic Business License (except for churches) for DC-based entities or Incorporation Documentation for none DC based entities
- Signed Partnership Certification (if applicable)
- Collaborative Partner Materials (if relevant)
- List of DC Government funding received in FY 2018 and expected in FY 2019. Include the name of the DC Government agency, the amount of funding and the program funded (if applicable). This includes not only IJLS funding, but any funding from any DC agency.
- If you have been a IJLS grantee organization, provide a summary of the final reports from FY17 and Quarter 1 and Quarter 2 from FY18.
- Program Monitoring or Evaluation Tools, if applicable (can simply name the legal case management software tool and show a screenshot or sample of what fields are captured).

## **SECTION III – SCORING OF APPLICATIONS**

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### Scoring Criteria

Applicant’s proposal submissions will be objectively reviewed against the following criteria:

- A: Results of Past and Ongoing IJLS Grants** **Plus to Minus 10 Points**
- Current and 2017 grantees, subgrantees, and partners of grantees may be awarded up to ten additional points for exceptional performance; grantees or subgrantees of any project that has not made good use of funds provided by be deducted up to ten points.
- B. Soundness of the Proposal** **20 points**
- The applicant’s program will result in the accomplishment of the program goals, objectives and outcomes.
  - The description of the program implementation, including the work plan, is realistic based on the proposed time requirements.
- C. Program Goals, Objectives and Services** **30 points**
- Program goals and supporting objectives and activities advance progress towards the goals established by the Immigrant Justice Legal Service Grant as embodied in the main key performance indicators.
  - Other proposed outcomes are clearly defined, measurable, time specific, and important to the District’s immigrant population.
  - Applicant demonstrates clearly the effectiveness of their services/activities in accomplishing the program goals and objectives.
  - The impact of the applicant’s work through IJLS will be lasting.
  - The applicant is building capacity to provide more legal services for immigrants in the future – by capacity building within its own organization; through formation of lasting partnerships; training of pro bono attorneys etc.
- D: Program Tracking and Evaluation** **5 points**
- Applicant demonstrates a clear process to keep track of its progress towards goals and evaluate its program.
- E: Organizational Capability and Relevant Experience** **30 points**
- Applicant demonstrates that its legal services for immigrants are easy to access.
  - Applicant demonstrates its qualifications and past experiences to provide services applied for and in serving DC immigrant population.
  - If Applicant’s organization works with District of Columbia immigrants providing other services, identify how legal services fit into the applicant’s more holistic or comprehensive plan for serving clients and customers.
  - Information on prior program evaluations outside IJLS, findings, and changes made as a result should be referenced.
  - Applicant demonstrates sufficient and appropriate staffing for proposed services. Staff roles and responsibilities are clearly defined. Resumes and/or position descriptions for key project staff should be included as an attachment.
  - Applicant demonstrates an established organizational structure and its ability to administer the proposed program and, as proposed, function as Lead Agency through the submission of operational programmatic staff names and their key positions.
- F: Sound Fiscal Management and Budget** **15 points**
- Applicant demonstrates sound fiscal management (i.e., fiscal monitoring protocols and systems), disbursement of grant funds to partners (if relevant), and the submission of the Lead Agency’s annual audits (2 years) and/or financial statements, and/or cash flow documents (2015 and year-to-date).
- Applicant’s budget with budget justification is reasonable and realistic to achieve stated goals and objectives.

Note that when final determinations about grant awards are made, some lower scoring applications may receive grants over higher-scoring applicants, as the program, taken as a whole, needs to reach the diverse elements of the District’s immigrant population and their varying legal needs.

**NOTES: Final awards may not strictly follow scores on these criteria as the grant funds will seek to reach the broadest possible swathe of Washington, DC’s immigrant community and to make an impact in each of the areas identified above. Consistent with the District’s policies favoring open and accountable government, winning proposals may be made public, redacted only for private information. We noted in FY 2017 that many organizations proposed Know Your Rights programs – while these are important, they are best used to find clients for more personal legal consultations and assistance.**

#### **SECTION IV – ADMINISTRATIVE REQUIREMENTS**

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##### **Certifications and Assurances**

The agency shall complete and return the Certifications and Assurances listed in Attachments A and B with the application submission

#### **SECTION V – ATTACHMENTS**

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See the following pages 13-23.



**Attachment A – Certifications GOVERNMENT OF THE  
DISTRICT OF COLUMBIA OFFICE OF THE CHIEF  
FINANCIAL OFFICER**

**Certification Regarding Drug-Free Workplace Requirement**

All grantees must certify that they maintain a Drug-Free Workplace.

**Certification Regarding Insurance Coverage Requirement**

The Grantee, at its expense, shall obtain the minimum insurance coverage set forth below prior to award of the grant and keep such insurance in force throughout the grant period.

- A. The Grantee if a legal services organization shall carry legal liability insurance, or if it is in a partnership with a legal services organization shall verify that its subgrantee carries such insurance.
- B. The Grantee shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000), and shall verify that its insurance covers any claims of sexual molestation.
- C. The Grantee shall carry bodily injury liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars (\$500,000).
- D. The Grantee shall carry Workers' Compensation Insurance covering all of its employees employed upon the premises and in connection with its other operations pertaining to this grant, and shall comply at all times with the provisions of the Workers' Compensation laws of the District or another state if any grant work is performed outside the District of Columbia.
- E. All insurance provided by the Grantee as required by this section, except Workman's Compensation Insurance, shall set forth the District as an additional insured. All insurance shall be written with responsible companies licensed by the District with a duplicate copy of the relevant pages to be uploaded to ZoomGrants within 30 days of grant award. The policies of insurance shall provide for at least thirty (30) days written notice to the District prior to their termination or material alteration.

### Attachment B – Assurances

This program is run through locally raised and appropriated funds of the District of Columbia. The Applicant (or Partnership) assures and certifies that:

1. It possesses legal authority to apply for the grant; if required, that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. The Grantee shall ensure that all funds awarded pursuant this grant award shall be expended for the purpose(s) and activities set forth in the in the program work plan and budget approved by EOM.
3. The Grantee shall make available, pursuant to the Freedom of Information Act including its exemptions and subject to all privileges including but not limited to attorney-client and attorney work product, documents, correspondence, and other materials relating to the IJLS-funded project.
4. The Grantee will have on file current Equal Employment Opportunity Compliance requirements (EEOC) in accordance with the District of Columbia Mayor's Order 85-85, effective June 10, 1985, and the rules implementing Mayor's Order 85-85, 33 DCMR 4952.
5. The Grantee, in conformance with DC Code 47-138, shall not use of any of these grant funds to furnish materials or services to promote or further any demonstration in the District of Columbia undertaken for the purpose of influencing legislation or other governmental actions of the United States government or the government of the District of Columbia.
6. It will comply with the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act, if applicable, and District of Columbia wage and other labor laws.
7. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
8. It will give the District of Columbia government, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
9. It will comply with all requirements imposed by the sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
10. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities, and it will notify EOM of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

11. In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code Section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. The Grantee shall also abide by this policy and shall be held accountable by EOM to any actions in violation thereof.
12. The Grantee agrees to abide by all state and federal laws in the execution of the activities funded by IJLS.
13. It will comply with District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 *et seq.*)
14. If grant funding terminates while a legal case or service is in process, the organization or counsel engaged by it will complete work on the case, as is required by the norms of legal ethics. The organization has sufficient funding to ensure that such continuance is possible.
15. The Grantee indemnifies and holds the District of Columbia government harmless from any claims or causes of action, including attorney’s fees, arising from the performance of this grant agreement by the Grantee or the Grantee’s agents or employees.
16. At any time before final payment and three (3) years thereafter, the District may have the grantee’s expenditure statements and source documentation audited.
17. The Grantee certifies that it is a Drug-Free Workplace.

---

 Signature

---

 Date

---

 Signature of Partner Organization  
 (if applicable)

---

 Date



**Attachement C – Applicant Profile  
FY2019 Immigrant Justice Legal Services Grant Program**

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

Address: \_\_\_\_\_

Website: \_\_\_\_\_

**If applying as a Partnership, Partner Organization Name:**

Address: \_\_\_\_\_

Website: \_\_\_\_\_

**Contact Information:**

**Authorizing Officer**

Name and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Director**

Name and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Financial Officer**

Name and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Name of Proposed Program:**

\_\_\_\_\_  
\_\_\_\_\_

**Funding Area(s) (#1-#11):** \_\_\_\_\_

**Funding Amount Requested:** \_\_\_\_\_



**Total Project Budget:** \_\_\_\_\_

**EIN Number:** \_\_\_\_\_

*As duly authorized representative of the application, I hereby certify that, if awarded, the applicant will comply with all conditions set forth by the Executive Office of the Mayor.*

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date



**Attachment D – Budget Summary  
FY2019 Immigrant Justice Legal Services Grant Program**

Organization's name: \_\_\_\_\_

Created by: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

|   | <b>Salary/Hourly Rate<br/>(note if pro bono)</b> | <b>% of Time</b>  | <b>Total</b> |
|---|--|-------------------|--------------|
| <b>Personnel</b>  |  |                   |              |
| <b>Fringe Benefits</b>  |  |                   |              |
| <b>Personnel Total:</b>   |  |                   |              |
| <b>Non-Personnel</b>  | <b>Unit Costs</b>                                | <b># of Units</b> | <b>Total</b> |
| <b>Travel</b>   |  |                   |              |
| <b>Supplies</b>   |  |                   |              |
| <b>Equipment</b>  |  |                   |              |
| <b>Consultants/Experts/Exams</b>  |  |                   |              |
| <b>Communication</b>  |  |                   |              |
| <b>Printing/Copying<br/>(including transcripts)</b>                         |  |                   |              |
| <b>Training</b>   |  |                   |              |
| <b>Operating Expenses</b>   |  |                   |              |
| <b>Other Expenses (including<br/>any application or<br/>biometric fees)</b> |  |                   |              |
| <b>Non-Personnel Total:</b>   |  |                   |              |
| <b>Program Total:</b>   |  |                   |              |



**Attachment D1– Budget Description  
Narrative  
FY2019 Immigrant Justice Legal Services Grant Program**

Organization's name: \_\_\_\_\_

Created by: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

|                           |  |
|---------------------------|--|
| <b>Personnel</b>          |  |
| <b>Fringe Benefits</b>    |  |
| <b>Travel</b>             |  |
| <b>Supplies</b>           |  |
| <b>Equipment</b>          |  |
| <b>Consultants</b>        |  |
| <b>Communication</b>      |  |
| <b>Printing/Copying</b>   |  |
| <b>Training</b>           |  |
| <b>Operating Expenses</b> |  |
| <b>Other Expenses</b>     |  |





**Attachment F – Performance Plan  
FY2019 Immigrant Justice Legal Services Grant Program**

How will you achieve your goals? Please outline activities

| Activities/Goal   | Time Frame | Description | Outreach Plan/Partners/venue? | Key Staff | Other |
|---|------------|-------------|-------------------------------|-----------|-------|
| KYR   |            |             |                               |           |       |
| Screenings, Brief Legal Consults, Limited Scope Representations; Unmentored Referrals |            |             |                               |           |       |
| Full Legal Representations  |            |             |                               |           |       |
| Capacity Building for Justice for Immigrants  |            |             |                               |           |       |
| Other goals (describe)  |            |             |                               |           |       |
|   |            |             |                               |           |       |
|   |            |             |                               |           |       |



### Attachment F1 – Performance Plan KPIs

Organization's name: \_\_\_\_\_

Created by: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

| KPI   | Q1 | Q2 | Q3 | Q4 | Total |
|---|----|----|----|----|-------|
| <b>#1 Know Your Rights Presentations</b>  |    |    |    |    |       |
| Number  |    |    |    |    |       |
| Attendance  |    |    |    |    |       |
| <b>#2 Individual Screenings, Brief Legal Consults, Limited Scope Representations, Referrals</b>                                 |    |    |    |    |       |
| <b>#3 Full Legal Representation</b>   |    |    |    |    |       |
| By Staff  |    |    |    |    |       |
| By lawyer paid through IJLS   |    |    |    |    |       |
| By mentored pro bono counsel  |    |    |    |    |       |
| <b>#4 Successful Resolutions for Individual DC Clients</b>  |    |    |    |    |       |
| Matter initiated under prior IJLS grant   |    |    |    |    |       |
| Matter supported through IJLS   |    |    |    |    |       |
| Matter initiated under this grant   |    |    |    |    |       |
| <b>#5 Capacity Building</b>   |    |    |    |    |       |
| Staff who file for or obtain BIA accredited rep status  |    |    |    |    |       |
| Paralegal or legal staff hired through or paid in significant part by grant   |    |    |    |    |       |
| Training or Mentoring sessions for pro bono counsel (Individual/Group)  |    |    |    |    |       |
| Partnerships formed or built by community organizations and legal service providers, or among providers who cross-refer matters |    |    |    |    |       |
| <b>KPI #6</b> (describe)  |    |    |    |    |       |
| <b>KPI #7</b> (describe)  |    |    |    |    |       |

**Note:** We are aware that legal matters may take a long time for successful resolution so we do not expect the numbers on #4 to be high. We will look for strong numbers of full legal representation, as full legal representation is likely to lead to successful resolutions over time.

**For full legal representation, grantees commit to seeing matters through for their clients or having a plan for transfer of matters, consistent with professional ethical standards.**

## APPLICATION CHECKLIST & REQUIRED APPENDICES

Applicants are required to follow the content requirements and submission instructions that are described below. Please submit your proposal in the sequence that is listed here, including clearly titled sections and sub-sections.

**\*\*\*Applications will be considered incomplete if any sections or part of any section is missing.\*\*\***

- Proposal Narrative:**
  - Proposal Summary
  - Program/Project Narrative
  - Collaboration Description (if applicable)
  - Program Goals and Objectives
  - Organizational Capabilities
  - Fundraising Plan
  
- Other required Application Materials:**
  - Certifications (Attachment A) [please sign and scan entire document for submission]
  - Assurances (Attachment B) [please sign and scan entire document for submission]
  - Agency Profile (Attachment C) [please type or write in eligible handwriting]
  - Budget (Attachment D)
    - Staffing Plan (Attachment E)
  - Performance Plan (Attachment F)

**Please note that all attachments are included in this RFA. Please do not substitute forms. You are required to fill out, scan, and return all pages of the attachments.**

### **Appendices (in order):**

- Audited financial statements and/or most recent 990 and/or cash-flow statements for 2017 and year-to-date
- Program staff job description
- Relevant program staff resumes
- Current IRS tax-exempt determination letter (for nonprofit organizations)
- Organizational and program charts
- Current list of board members with names, affiliation, and contact information (if applicable)
- DC Clean Hands Certificate / Certificate of Good Standing
- Copy of current organizational budget
- Current Basic Business License (except for churches) for DC-based entities or Incorporation Documentation for none DC based entities
- Signed Partnership Certification (if applicable)
- Collaborative partner materials (if relevant)
- List of DC Government funding received in FY 2018 and expected in FY 2019. Include the name of the DC Government agency, the amount of funding and the program funded (if applicable).
- Program monitoring and evaluation tools, if applicable