

 GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
**MURIEL BOWSER, MAYOR**

**FY2020 Immigrant Justice Legal Services Grant**  
**REQUEST FOR APPLICATIONS (RFA)**

- Release Date of RFA:** Friday, July 12, 2019
- Pre-Bidders' Conferences:** Monday, July 22, 2019  
4:00 p.m. – 5:30 p.m.  
John A. Wilson Building - Press Briefing Room (G9)  
1350 Pennsylvania Avenue, NW  
Washington, DC 20004
- Wednesday, July 24, 2019  
12:00 p.m. – 1:30 p.m.  
John A. Wilson Building - Press Briefing Room (G9)  
1350 Pennsylvania Avenue, NW  
Washington, DC 20004
- Submission Deadline:** Friday, August 16, 2019 at 5:00 p.m. EST  
Incomplete or late applications will not be accepted.
- Submission Details:** Online submissions only. Please submit complete application through the online portal: ZoomGrants <https://zoomgrants.com/gprop.asp?donorid=2233&limited=2422>  
(Resources for using ZoomGrants are included.)
- Point of Contact:** Eduardo Perdomo  
[eduardo.perdomo@dc.gov](mailto:eduardo.perdomo@dc.gov); [Grants.ola@dc.gov](mailto:Grants.ola@dc.gov)  
(202) 671-2825
- Inquiry Period: Monday, July 22 – Friday, August 9
- Availability of RFA:** The RFA will be posted on these websites:  
Mayor's Office on Asian & Pacific Islander Affairs (<http://apia.dc.gov/>); Mayor's Office on Latino Affairs ([www.ola.dc.gov](http://www.ola.dc.gov/)); Mayor's Office on African Affairs (<http://oaa.dc.gov/>); Office of Documents and Administrative Issuance (<http://os.dc.gov/>); District's Grant Clearinghouse (<https://opgs.dc.gov/page/opgs-district-grants-clearinghouse>) by July 12, 2019.

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## **SECTION I – GENERAL INFORMATION**

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### **Introduction**

The Executive Office of the Mayor (EOM) is soliciting grant applications from qualified Community-Based Organizations (CBOs) and private organizations serving District of Columbia residents for its *FY 2020 Immigrant Justice Legal Services Grant Program (IJLS)*. The \$2.5 million IJLS grant program will support the provision of legal services to the DC immigrant population, as well as language access services to other grantees to effectuate the legal services provided. The *FY 2020 IJLS Grant Program* offers one-time grants of up to \$400,000 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.

### **A. Funding Areas**

This grant will fund the following activities:

1. Conduct **Know Your Rights** briefings and workshops;
2. **Brief legal representations**, referrals, and consultations, including screening individual persons for possible legal relief; making appropriate referrals to pro bono or paid counsel with little ongoing oversight; and providing brief legal consultations or limited scope representations such as review of N-400 citizenship applications or filing renewal applications and assisting with legal preparedness should a family member be detained or deported;
3. **Full legal representation**, including by pro bono counsel supervised by or in conjunction with the applicant, on the array of immigration representation including helping DC residents apply for green cards, making affirmative and defensive USCIS filings such as filing applications for S, T, U, Special Immigrant Juvenile visas and Violence Against Women Act (VAWA) petitions, or other petitions for DC residents or family members of DC residents; Providing legal help for family reunification efforts for families with at least one DC resident such as through spousal visas, or adult children sponsoring their parents; resolving legal issues as part of preparation for green card or citizenship applications; preparing 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, where such applications have a reasonable likelihood of success (e.g., for persons who are not detained for a serious criminal offense involving moral turpitude at the time representation begins). Depending on the level of help offered, full legal representation may include protecting the financial assets and custody for DC children in the face of potential deportation of parents or guardians and helping DC families provide foster homes, adopt or sponsor refugees and children from war-torn countries;
4. Organizing and conducting full legal campaigns to **protect TPS holders** in Washington, DC, including using communications, organizing, possible structural litigation, as well as individual legal representation.
5. **Other structural litigation**: Filing any lawsuits that may become necessary to challenge federal practices or interpretations of immigration law that violate the rights of immigrants, with plaintiffs who are DC resident immigrants.
6. **Capacity Building**: Building non-profit organization capacity to provide continuing legal representation to Washington, DC immigrants, and/or training and mentoring pro bono attorneys to perform any of the above tasks, and otherwise building long-lasting capacity to provide legal services for DC's immigrant population.
7. Provide culturally-competent **language access services to other IJLS grantees** on an unlimited and as needed basis (to the greatest feasible extent) for other grantees to fulfill their grant obligations, supplementing, if necessary, a language access program funded with other dollars. Services shall be delivered by persons trained in providing interpretation of legal documents and on legal matters, across a broad range of languages spoken by immigrants in Washington, DC. Proposals for this component can be no higher than \$140,000 and may be coupled with requests for funds in the other categories above.

## B. Target Population

Except for the final category of services targeted to other IJLS grantees, the target population for these funds is immigrants of all ages who reside in the District of Columbia and immigrant families or families of mixed immigration status with at least one family member in the District of Columbia. Although we do not require organizational applicants to inquire as to the income of their clients, the expectation is that legal services will be delivered through this grant on a free or low-cost, affordable basis to persons who could not afford full-priced paid legal representation.

## C. Eligible Organizations

Applicants shall meet the following conditions:

- Be a Community-Based Organization 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, such as a coalition or association, that is partnering with at least one or more 501 (c)(3) organizations.
- 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.

\*Preference will be given to applicant organizations that can demonstrate a proven track record and could innovate or excel in the following areas:

- Success in meeting or exceeding proposed deliverables under previous IJLS grants
- Legal services delivery;
- Success for clients;
- Immigration law expertise; Connections to and trust among DC immigrant populations; and
- Organizations poised to lead strategic and tactical legal efforts on behalf of TPS beneficiaries, including organizing efforts directed at effective legal change and protections, as part of its proposal.

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

Up to 30 grants in amounts of up to \$400,000 are expected. Historically and typically, IJLS grants have been in the range of \$25,000-\$85,000 but with more funds available, project scope and size and grant awards may increase. Only one application per organization as lead applicant will be accepted for immigration legal services, though CBOs, pro bono counsel, and law firms may be sub-grantees for more than one application or provide legal support to more than one applicant. An applicant for the language access dollars (category 7, above) may also submit an application to provide legal services as described in 1-6. Be advised that the grants competition is intense and that grant resources are limited. EOM is unlikely to be able to support all of the many worthwhile applications anticipated. Although funding for IJLS has increased for FY20 to \$2.5 million, past rounds of funding have generated proposals seeking over \$2 million in funding. The grant award will be for a period not to exceed 12 months, with an earliest starting date of October 1, 2019 and a closing date of September 30, 2020.

## E. Key Performance Indicators

Again 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, limited scope representations for DC residents
  - a. Conducted for Limited English Proficiency (LEP/NEP) individuals by language spoken
  - b. Conducted for English speakers individuals
  - c. Supported by persons trained in providing interpretation of legal documents and on legal matters
3. Number of full legal representations for DC residents
  - a. By staff
  - b. By lawyer paid through IJLS
  - c. By mentored pro bono counsel
  - d. Time devoted under this grant by lawyer
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
  - d. Time devoted to legal matter under this grant by lawyer
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
  - e. Partnerships formed or built by community organizations and legal service providers for organizing and conducting full legal campaigns to **protect TPS holders** in Washington, DC
6. Language access services provided to other IJLS grantees
  - a. Number of language
  - b. Live interpretation
  - c. Documents translated by persons trained in providing interpretation of legal documents and on legal matters
  - d. Capacity/Ability to meet colleague organizations' demand for projects funded by IJLS (Full/partial – likely percentage), including through other funding sources.
  - e. Funds expected/obtained through other sources to fill rest of demand.
7. Other key performance indicators related to immigrant justice important to the organization

## F. 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/or 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 (or their designees) will prepare an assessment of each application that will be submitted to the final review panel, after taking under consideration the external independent review panel's recommendations, any reports submitted by prior IJLS grantees on their prior work funded through IJLS, reports of site visits to grantees conducted by EOM, and their experience, if any, with the applicants; with an eye towards making sure the final array of funded proposals meets the legal needs of Washington, DC's immigrant community as a whole
- 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, the final decisions will be made by a panel comprised of the Mayor's General Counsel, the Director of the Mayor's Office on Community Affairs and the Director of the Mayor's Office on Volunteerism and such other persons as may be designated.
- The final funding decisions cannot be contested, and the notes and scores provided by all reviewers are deliberative and will not be released, so as to ensure that candid, informed remarks are provided. Winning bidders' amended proposals and Letters of Agreement are public documents, subject to redaction to protect privacy and other redactions consistent with the District's Freedom of Information Act and other laws. Executive Branch officials may or may not provide feedback to applicants upon request about how their application might be improved in a subsequent year, depending on officials' time availability.

## G. Award Notification

Award notifications will be released on or before Monday, **September 16, 2019** through email using the grant application program, ZoomGrants. Awards may be for less money than proposed, in which case the grantee and EOM shall negotiate any modifications necessary in the grant proposal and its deliverables. 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 terms. This agreement may be modified depending on specific project needs.

## H. Submission Guidelines

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

**Applications are due no later than Friday, August 16, 2019 at 5:00 p.m. EST.** Applications must be complete by the deadline. The Executive Office of the Mayor (EOM) may, but is not required to, alert an early applicant of an obvious defect in its application, and may, but is not required to, allow an early applicant to amend its application. All applicants will receive notification from ZoomGrants when their applications are received. Applications received after the deadline on **Friday, August 16, 2019** will not be forwarded to the Review Panel for funding consideration. Applicants are encouraged to submit applications in advance of the deadline to limit any technical problems that may occur when too many persons attempt to access a site simultaneously. Any additions or deletions to an application, unless requested by the Grantor Agency, will not be accepted after **Friday, August 16, 2019 at 5:00 p.m. EST.**

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:

Eduardo Perdomo, Grants Management Specialist

[Eduardo.perdomo@dc.gov](mailto:Eduardo.perdomo@dc.gov)

## I. Pre-Bidders' Meetings

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

**Monday, July 22nd, 2019 (4:00 pm – 5:30 pm)**  
**John A. Wilson Building - Press Room**  
**G9 1350 Pennsylvania Ave. NW**  
**Washington, DC 20004**

**Wednesday,, July 24, 2019 (12:00 pm – 1:30 pm)**  
**John A. Wilson Building - Press Room G9**  
**1350 Pennsylvania Ave. NW**  
**Washington, DC 20004**

**If a representative from your organization is unable to attend a pre-bidders' meeting, we encourage you to email your questions no later than Friday, Aug 9, 2019 at 5:00pm EST to [grants.ola@dc.gov](mailto:grants.ola@dc.gov) with the subject line "IJLS- Question"** Outside of 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.

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

## J. Terms and Conditions

- Funding for this award was included in the budget for FY20 submitted by the Mayor and voted favorably on by the Council of the District of Columbia. 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 20 begins October 1, 2019.
- 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 their proposal has been rejected. 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; applicable federal and District regulations; 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**

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, FY 18 or FY19 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 response.

1. What is the name/title of your program(s)?
2. Using the list of purposes that were identified in Section I, Part B, what are the funding area(s) for which you are applying? (If you are applying for multiple areas, please indicate how the project will address those areas in one or two sentences.)
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, will you rely on the grantee(s) of the language services component of this grant?
4. What is the service/program proposed?
5. If your organization or collaborative was an IJLS grantee in FY 17, FY 18 or FY19, discuss the key performance metrics 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. If past metrics were not achieved, 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 unified; 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, but the gist of this program shall be legal services delivery, not payment of application fees.

Program funds **cannot** be used:

- For food expenditures
- For lobbying
- To cover any expenses made prior to the grant award (however, cases funded through this grant may have been initiated prior to this grant and may have been initiated through previous IJLS funding)
- To supplant (replace) funds from other grant sources
- To provide legal services to persons who are not resident in D.C., except family members as discussed above, or persons detained outside D.C., who were residents of the District prior to their detention.

### 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. If your organization does work regionally please provide us with information to reassure us that the IJLS funds will not simply enable you to shift current, non-District monies to operations and clients outside the District but rather will allow you to expand your work on behalf of District residents. **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 chunks 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 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. Note that grantees in the past have sometimes had trouble hiring legal staff at very low wages; your application will not be penalized for proposing that staff be paid commensurate with their specialized talents and experience in delivering immigrant legal services.

## 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 the KPI performance plan 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
  - d. Conducted for Limited English Proficiency (LEP/NEP) individuals by language spoken
  - e. Conducted for English speakers individuals
  - f. Supported by persons trained in providing interpretation of legal documents and on legal matters
3. Number of full legal representations for DC residents
  - a. By staff
  - b. By lawyer paid through IJLS
  - c. By mentored pro bono counsel
  - d. Time devoted under this grant by lawyers
4. Number 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
  - d. Time devoted to legal matter under this grant by lawyers
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
  - e. Partnerships formed or built by community organizations and legal service providers for organizing and conducting full legal campaigns to **protect TPS holders** in Washington, DC
6. Language access services provided to other IJLS grantees
  - f. Number of language
  - g. Live interpretation
  - h. Documents translated by persons trained in providing interpretation of legal documents and on legal matters
  - i. Capacity/Ability to meet colleague organizations' demand for projects funded by IJLS (Full/partial – likely percentage), including through other funding sources.
  - j. Funds expected/obtained through other sources to fill rest of demand.
7. 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 2018 and year-to-date
- Program staff job description for those who will work on the grant
- 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 non- DC based entities
- Signed Partnership Certification (if applicable)
- Collaborative Partner Materials (if relevant)
- List of DC Government funding received in FY 2019 and expected in FY 2020. 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 FY 17, FY18 and Quarters 1, 2 and 3 from FY19.
- 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 reviewed against the following criteria:

#### **A: Results of Past and Ongoing IJLS Grants**

**10 Points**

- Current and 2017 or 2018 IJLS 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 (2017 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. 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 2019 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 that will yield enduring legal security for clients.

## **SECTION VI – 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. The templates are illustrative and the application will be entirely in Zoom Grants.

## **SECTION V – ATTACHMENTS**

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

#### **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 sub-grantee 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.
- B. 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).
- C. 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.
- D. 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. The Grantee shall make available to EOM documents, correspondence, budgets, invoices, payroll records, sign in sheets, redacted client lists showing District addresses but deleting names, and other materials relating to the IJLS-funded project, excepting such material that is protected by the attorney-client or attorney work product privileges or other applicable privileges. The District has the right to inspect such materials and to ask that they be provided if provision is necessary to verify performance and the accuracy of submissions.
3. 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.
4. 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, except if EOM determines necessary for the preservation of the health, safety, or welfare of any person within the District of Columbia and insofar as the activity complies with District and federal law.
5. 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.
6. 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 other, particularly those with whom they have family, business, or other ties.
7. It will comply with all requirements imposed by the District government concerning special requirements of law, program requirements, and other administrative requirements.
8. 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.
9. 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.

10. The Grantee agrees to abide by all state and federal laws in the execution of the activities funded by IJLS.
11. It will comply with District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)
12. 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.
13. 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.
14. At any time before final payment and three (3) years thereafter, the District may have the grantee’s expenditure statements and source documentation audited.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Partner Organization  
(If applicable)

\_\_\_\_\_  
Date

**Attachement C – Applicant  
Profile FY2020 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  
 FY2020 Immigrant Justice Legal Services Grant Program**

**Organization Name(s):** \_\_\_\_\_  
 \_\_\_\_\_

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

**Email Address:** \_\_\_\_\_

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

<b>Personnel</b>			
<b>Fringe Benefits</b>	<b>Salary/Hourly Rate (Note if pro bono)</b>	<b>% of Time</b>	<b>Total</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 (including transcripts)</b>			
<b>Training</b>			
<b>Indirect Cost</b>			
<b>Other Expenses (including any application or biometric fees)</b>			
<b>Non-Personnel Total:</b>			
<b>Program Total:</b>			

**Attachement D1– Budget Description**  
**Narrative FY2020 Immigrant Justice Legal**  
**Services Grant Program**

**Organization Name(s):** \_\_\_\_\_

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

**Email Address:** \_\_\_\_\_

**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>Indirect Cost</b>	
<b>Other</b>	<b>Expense</b>



**Attachment F – Performance Plan  
FY2020 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;					
Full Legal Representations					
Capacity Building for Justice for Immigrants					
Other goals (describe)					

**Attachment F1 – Performance Plan KPIs**

Organization's \_\_\_\_\_

name: \_\_\_\_\_ Page | 19

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>					
Conducted for LEP/NEP by language spoken					
Conducted for English speakers individuals					
Supported by persons trained in providing interpretation of legal documents and on legal matters					
<b>#3 Full Legal Representation</b>					
By Staff					
By lawyer paid through IJLS					
By mentored pro bono counsel					
Time devoted under this grant by lawyer					
<b>#4 Successful Resolutions for Individual DC Clients</b>					
Matter initiated under prior IJLS grant					

Matter supported through IJLS					
Matter initiated under this grant					
Time devoted to legal matter under this grant by lawyer					
<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 2018
- 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 2019 and expected in FY 2020. 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