



**FY18 Immigrant Justice Legal Services Grant  
REQUEST FOR APPLICATIONS (RFA)**

**Release Date of RFA:** Friday, August 4, 2017

**Pre-Bidders' Conferences:**

**Tuesday, August 8, 2017 (5:30 pm – 7 pm)**

One Judiciary Square  
441 4<sup>th</sup> St NW, Room 1117  
Washington, DC 20001

**RSVP:** <https://ijlsfy18prebidders8-8-17.eventbrite.com>

**Wednesday, August 9 (4:30 pm – 6 pm)**

John A. Wilson Building  
1350 Pennsylvania Ave NW, Room G9  
Washington, DC 20004

**RSVP:** <https://ijlsfy18prebidders8-9-17.eventbrite.com>

**Thursday, August 10, 2017 (10:30 am – 12 pm)**

Frank D. Reeves Center  
2000 14<sup>th</sup> St NW, Room 200  
Washington, DC 20009

**RSVP:** <https://ijlsfy18prebidders8-10-17.eventbrite.com>

**Submission Deadline:** Tuesday, August 29, 2017 at 5:00pm EST

*Incomplete or late applications will not be accepted.*

**Submission Details:** Online submissions only. Please submit complete application through the online portal: **ZoomGrants**. (Resources for using ZoomGrants are included.)

**Point of Contact:** THEA SEBASTIAN  
Thea.Sebastian@dc.gov  
(202) 727-2292  
**Inquiry Period:** August 4 – August 29, 2017

**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](#)

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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 2018 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 2018 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 in order to provide immigrant justice legal services.

### B. Funding Areas

- Public Safety
- Civic Engagement

This grant will fund the following activities:

1. Help DC residents apply for green cards, convert green cards to citizenship, and make other affirmative USCIS filings;
2. Renew DACA (Deferred Action for Childhood Arrivals) applications and work permits for DC residents;
3. Conduct Know Your Rights briefings and workshops;
4. Help prepare asylum applications and provide legal representation at asylum interviews and/or hearings for DC residents;
5. Represent youth who are in removal proceedings, but are not currently detained;
6. Protect financial assets and custody for DC children in the face of potential deportation of parents or guardians;
7. Help people and businesses 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. File any lawsuits that may become necessary to challenging the use of DACA applications for finding or deporting undocumented persons;
9. Help file 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;
10. Provide legal help for family reunification efforts for families with at least one DC resident; and
11. Help DC families provide foster homes, adopt or sponsor refugees and children from war-torn countries.
12. Training and mentoring pro bono attorneys to perform any of the tasks 1-11.

Note that the grant will not fund legal support for persons who are in detention or who were put in deportation proceedings after they turned 18.

### C. Target Population

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

\*Private organizations, associations and law firms that plan to mobilize pro bono talent may apply. ***Partnerships between private entities and 501(c)(3) CBOs are highly encouraged.***

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

- Legal services delivery;
- Success for clients;
- Immigration law expertise; and
- Connections to DC immigrant populations.

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

Up to 20 grants in amounts of up to \$150,000 to successful applicants are expected. Only one application per organization will be accepted. 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, 2017 and a closing date of September 30, 2018.

## 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 education.
- 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 that will be submitted to the Grant Advisory Review Board (GARB), after taking under consideration the external independent review panel's recommendations.
- 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 will make the final funding decision. The GARB is the Grant Advisory Review Board (GARB), which 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). GARB's final funding decisions cannot be contested.

## G. Award Notification

Award notifications will be released between the dates of September 18, 2017 and September 22, 2017 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.

## H. Submission Guidelines

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

**Applications are due no later than Tuesday, August 29, 2017 at 5:00 p.m. EST.** All applicants will receive notification from ZoomGrants when their applications are complete. Applications received after **Tuesday, August 29, 2017** 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 **Tuesday, August 29, 2017 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 Thea Sebastian ([Thea.Sebastian@dc.gov](mailto:Thea.Sebastian@dc.gov)) for alternative instructions.

## I. 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:

**Tuesday, August 8, 2017 (5:30 pm – 7 pm)**

One Judiciary Square  
441 4<sup>th</sup> St NW, Room 1117  
Washington, DC 20001

**RSVP:** <https://ijlsfy18prebidders8-8-17.eventbrite.com>

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2000 14<sup>th</sup> St NW, Room 200  
Washington, DC 20009

**RSVP:** <https://ijlsfy18prebidders8-10-17.eventbrite.com>

**If you are unable to attend a pre-bidders' meeting, we encourage you to email your questions before Friday, August 18, 2017 at 5:00pm EST** to Thea Sebastian ([thea.sebastian@dc.gov](mailto:thea.sebastian@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.

All 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 18 submitted by the Mayor and enacted 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 18 begins October 1, 2017.
- 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;
- 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?
- 4. What is the service/program proposed?
- 5. In narrative form, explain the proposed impact of your service/program. This may include how your program will address community needs, contribute to the economic vitality and/or financial security of DC families, improve public safety, or improve public safety.
- 6. 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, will all the government funds go to a 501(c)(3) organization?
- 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 MOAPIA 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. 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. The budget request for this proposal shall not exceed the grant amount allotted to the agency under which the applicant is seeking funding. Up to 15% of the funds can be used for indirect costs. (Indirect costs 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.

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 D – 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 who 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.**

#### **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 start date as to when the position will be filled should be supplied. If applying as a joint collaboration, please note the organizational affiliation of each staff member or pro bono counsel.

#### **E. Performance Plan (Attachment F)**

Using Attachment F, list the program objectives and related activities, timeline for implementation and completion, and responsible staff.

#### **Attachment F – Performance Plan**

The goals that are set in the Performance Plan should follow a format similar to the S.M.A.R.T. measures. S.M.A.R.T. measures means they should be **Specific, Measurable, Attainable, Realistic, and Time-defined**. These may include the number of applications for citizenship, visas, asylum, work permits; clients served, number of trainings and persons educated and how you plan to gather information on these Key Performance Indicators (KPIs), as well as any partnerships formed between community based organizations and lawyers that will continue to benefit Washington, D.C.'s immigrant community in the future.

**Note: EOM reserves the right to work with applicants, once grantees have been selected, to devise additional KPIs that are mutually acceptable to EOM and the grantee organization.**

#### **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 2016 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 2017 and expected in FY 2018. 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.
- Program Evaluation Tools, if applicable

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

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### **Scoring Criteria**

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

- Criterion A: Soundness of the Proposal** **20 points**
- The program results in the accomplishment of the program goals, objectives and outcomes consistent with the program.
  - The description of the program implementation, including the work plan, is realistic based on the proposed time requirements.
- Criterion B: Program Goals, Objectives and Services** **15 points**
- Program goals and supporting objectives and activities are clearly defined, measurable, and time specific.
  - Applicant demonstrates clearly the effectiveness of their services/activities in accomplishing the program goals and objectives.
- Criterion C: Program Evaluation** **15 points**
- Applicant demonstrates a clear process to measure/evaluate its program.
- Criterion D: Organizational Capability and Relevant Experience** **35 points**
- Applicant demonstrates qualifications and past experiences to provide services applied for and in serving DC immigrant population.
  - Information on prior program evaluations, findings, and changes made as a result should be referenced.
  - Applicant clearly details objectives and related activities, program outputs/outcomes, estimated timeline, milestones, and staff responsible.
  - 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.
- Criterion E: 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.

**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 11-23.



**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 shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000).
- 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 the 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 to be sent to the District 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 alternation.

At its option, the Grantee may maintain the above stated minimum levels of insurance through a self-insurance plan. Should this option be exercised, the Grantee is relived of responsibility to comply with paragraph F of the Article; however, the Grantee shall certify in writing to EOM that coverage is maintained through a self-insurance plan.



### 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, documents, correspondence, and other materials relating to the 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.

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 Signature

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 Date

---

 Signature of Partner Organization  
(if applicable)

---

 Date



**Attachment C – Applicant Profile  
 FY2018 Immigrant Justice Legal Services Grant Program  
 Applicant Profile**

**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  
FY2018 Immigrant Justice Legal Services Grant Program**

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

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

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

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

<b>Personnel</b>	<b>Salary/Hourly Rate (note if pro bono)</b>	<b>% of Time</b>	<b>Total</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/Medical examinations</b>			
<b>Communication</b>			
<b>Printing/Copying (including transcripts)</b>			
<b>Training</b>			
<b>Operating Expenses</b>			
<b>Other Expenses (including any application or biometric fees)</b>			
<b>Non-Personnel Total:</b>			
<b>Program Total:</b>			





**Attachment D – Budget Description Narrative  
FY2018 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>Operating Expenses</b>	
<b>Other Expenses</b>	







## 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)
  - 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 2016 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 2017 and expected in FY 2018. Include the name of the DC Government agency, the amount of funding and the program funded (if applicable).
- Program evaluation tools, if applicable