

The District of Columbia Bar Foundation

FY2010 REQUEST FOR PROPOSALS

HOUSING AND NEIGHBORHOOD LAWYERS

The District of Columbia City Council appropriated for FY2010 a total of \$2,507,050 to be granted to the DC Bar Foundation to make grants to legal services providers in the District of Columbia to meet specific needs. These moneys are referred to as “public funding” in this Request for Proposal (RFP).

Grants will be available to fund direct civil legal services to low –income District residents, in (a) underserved areas of the District of Columbia, and (b) housing-related matters. For purposes of this Request for Proposal:

1. “Low-income” is defined as the federal Department of Housing and Urban Development (HUD) limit to qualify in the District of Columbia for FY 2010;
2. “District resident” is defined as any individual with a residential address in the District of Columbia. The DC Bar Foundation may accept organizations’ additional reasonable functional alternatives to this definition to the extent that DCBF determines such functional alternatives are consistent with the goal of reducing access to justice in the District for special populations, including but not limited to individuals in correctional facilities, individuals living in or fleeing from violence, and homeless individuals.
3. “Underserved ” is defined as those residents of the District of Columbia that share a common neighborhood, geographic area, language, culture, ethnicity, religion, life situation or lack of adequate and affordable access to legal services.
4. “Housing-related matters,” includes projects to address a broad range of issues associated with shelter, including tenancies, home ownership, homelessness, housing affordability and housing conditions.
5. “Direct legal services” shall include: (a) individual representation of District residents; (2) the supervision of such representation; (3) appellate advocacy on behalf of District residents; and (4) policy advocacy in the District that is associated with the representation of individual clients.

This request seeks proposals from interested parties for new projects and for continued year funding from existing public grantees. **Proposals are due on February 12, 2010.**

General Eligibility

Non-profit organizations based in the District of Columbia that provide direct civil legal services to low-income and/or underserved District residents, as defined earlier, are eligible.

In order to determine eligibility, Subgrantees are to make reasonable inquiry into clients' residency and income to determine eligibility. Nothing in this RFP shall prohibit subgrantees from having eligibility guidelines that provide for service to some, but not all of the universe of eligible clients.

Scope of Proposals

Funding requests should be targeted to reach communities and substantive areas identified above. Funding will not be available in FY2010 for planning grants. The Foundation encourages proposals involving collaborative efforts. Innovative approaches, co-location of services, leverage of expertise, and use of technology are encouraged. Grants will be for one year. The Foundation is not setting a number of grants to be awarded, nor is it setting a range for the size of the grants to be awarded. Organizations currently receiving funding through the public grants must apply for renewal funding. The Foundation will grant a preference to those previously funded projects deemed to have been successful in meeting the goals established by the grantee.

Proposal Elements

Each proposal should contain, at minimum, the following elements:

1. The need or issue that will be addressed by the project for which funding is sought.
2. The intended results or outcomes that this project will accomplish.
3. The geographic area and/or target community that will benefit from this proposal.
4. How the project will operate, including the activities that will be undertaken and the services that will be provided to accomplish the project's intended objectives.
5. How success in accomplishing the project's objectives will be evaluated and the means that will be employed to assure the quality and

effectiveness of the work undertaken

6. The capacity of the applicant and any collaborative partners to implement the project.
7. How the proposed project fits into a longer-term service delivery strategy for the applying organization and other organizations providing related services.

Proposals for renewal funding should discuss how the project has addressed the above elements in the current year of funding. See the application for further detail.

Additional Requirements

Organizations receiving subgrants pursuant to this RFP also shall be subject to the following requirements:

- A. Pursuant to the Living Wage Act of 2006, effective June 8, 2006, D.C. Law 16-118, 53 DCR 2602 (Living Wage Act), subgrantees receiving an award of at least \$50,000 shall ensure that employees working on the grant-funded program or project shall be paid a living wage of no less than \$12.10 an hour. This wage may be adjusted annually by the Department of Employment Services up to 3%. Adjustments in excess of 3% shall be approved by the Mayor.
- B. The facilities of the subgrantee used during the performance of this grant shall meet all applicable federal, state, and local regulations for their intended use throughout the duration of the grant. . Grantee shall maintain in a current status all required permits and licenses required for the facilities, for the period(s) of operation of the grant.
- C. Subgrantees shall have on file current Equal Employment Opportunity Compliance requirements in accordance with 28 CFR 42.301 *et seq.*, Mayor's Order 85-85, effective June 10, 1985, and the accompanying regulations published at 33 DCR 4952.
- D. Subgrantees are subject to and shall comply with the District of Columbia Human Rights Act of 1977, effective December 13, 1977, D.C. Law 2-38, D.C. Official Code § 2-1401.01 *et seq.* (2001), which makes it unlawful to discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.
- E. Subgrantees shall comply with all applicable federal and local statutory and regulatory requirements governing the rights of handicapped

individuals to access to facilities and services, including but not limited to the Human Rights Act, the Rehabilitation Act of 1973, approved September 26, 1973, 93 Pub. L. 112, 87 Stat. 394, and the Americans with Disabilities Act of 1990, approved July 26, 1990, 101 Pub. L. 336, 104 Stat. 327.

Proposals

Applicants for public funding must submit the attached Public Funding Grant Application, also available at www.dcbfoundation.org. Decisions on proposals will be made by the DC Bar Foundation Board in its informed discretion, using the above criteria, and based on the information included in the proposal and obtained from possible site visits and other reviews.

Technical Assistance to Subgrantees

The Foundation will hold an initial orientation session after the 2010 grant award decisions have been made. The Foundation will also hold subgrantee sessions during the year. These sessions will:

- Allow subgrantees to share their experiences, identify emerging needs, and coordinate efforts regarding the projects;
- Enable the Foundation to gather information regarding the progress of funded projects; and
- Provide a forum to identify technical assistance needs.

In addition to these sessions, the Foundation expects to work with subgrantees as appropriate to provide technical assistance on an individual basis.

Reporting to the Foundation

In addition to participation in the above meetings, successful applicants for public funding will be expected to submit quarterly reports during the grant year. The Foundation will provide a report form for these reports.

Applicants will also be expected to conduct a self assessment of the project funded by the DCBF and to submit a report of that self assessment to the Bar Foundation with the final report for the funding year.

Funding Process

The Foundation anticipates using the following timeline for receiving and reviewing proposals:

- Proposals due February 12, 2010.
- DCBF will review proposals.
- DCBF will meet with applicants as appropriate.
- Applicants will be notified of results on or about March 30, 2010.
- Subgrant contracts will be signed by April 30, 2010.
- Funding will be distributed by April 30, 2010.
- Public will be notified by May 1, 2010.
- Orientation session for funded project organizations to be held in May, 2010.
- First quarterly reports for 2010 public funding due August 17, 2010.

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