

The District of Columbia Bar Foundation

FY2010 REQUEST FOR PROPOSALS

MAINTAINING A SHARED LEGAL INTERPRETER BANK

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 subgrants to legal services providers in the District of Columbia to meet specific needs. These moneys are referred to as “public funding” in this RFP.

In FY 2009 the Foundation made a subgrant to fund the expansion and maintenance of a shared legal interpreter bank. A subgrant will be available under this RFP to fund the continued maintenance of a shared legal interpreter bank. This request seeks proposals from interested parties. Proposals are due on February 12, 2010.

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. “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.

General Eligibility

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

With regard to the maintenance of a shared legal interpreter bank, organizations with demonstrated capacity to work effectively with language minority populations and/or to coordinate large scale trainings and/or service delivery initiatives will be preferred. Organizations currently receiving funding through the public grants must apply for renewal funding. Applications from successful programs seeking funding for continued project funding will receive priority.

Scope of Proposals

The Foundation anticipates that the maintenance of an effective shared legal interpreter bank will be a multi-year project. In FY2007 funds the Foundation granted funds for the creation of a shared legal interpreter bank. FY 2008 funds were granted for the maintenance of a shared legal interpreter bank. Funding for FY 2009 was granted for the maintenance and appropriate expansion of a shared legal interpreter bank, it is expected that FY 2010 funding will be granted for the same function. Funding for FY 2011 and beyond is contingent on subsequent appropriations. Accordingly, proposals should clearly outline the steps involved in FY 2010 and 2011. The Foundation encourages collaboration or coordination with existing interpreter banks or services. The Foundation will be interested primarily, although not exclusively, in proposals that address the scope of languages identified in the Language Access Act of 2004, as well as sign language.

Proposal Elements

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

1. Development and/or identification of a cadre of interpreters qualified to assist individuals in their interactions with legal services providers.
2. Coordination of the provision of interpreter services among the various legal services providers, and across the range of client interactions for which interpretation would be needed.

3. Determination of the level and nature of translation services needed and proposed mechanisms for meeting those needs, including software and other translation tools.
4. Identification of languages in which services would be offered, with an explanation of the basis for selecting the identified languages.
5. Provision of training necessary to develop and/or enhance the capacity of the legal services provider organizations to both use interpreter and translation services and to interact with client populations with differing language needs, such as cultural competency training.
6. Capacity of applicant and any collaborative partners to implement the project.
7. How success in accomplishing the project's objectives will be evaluated and the means that will be employed to assure the quality of the interpreter and translation services offered.
8. Description of collaborative and/or coordinated efforts to provide the services contemplated, as well as to secure funding that would ensure the sustainability of the interpreter bank.

Additional Requirements

Organizations receiving grants 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 subgrant. Subgrantee shall maintain in a current status all required permits and licenses required for the facilities, for the period(s) of operation of the subgrant.
- 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, which is also found at www.dctbarfoundation.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 subgrant 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 funding year of funding. 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 due August 17, 2010.

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