



**FY17 Immigrant Justice Legal Services Grant  
REQUEST FOR APPLICATIONS (RFA)**

**Release Date of RFA:** Wednesday, January 25, 2017

**Pre-Bidders' Conferences:**

**Monday, February 13, 2017 (10:00 am – 11:30 am)**

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

**RSVP:** [IJLSprebiddersconference213-10am.eventbrite.com](https://www.eventbrite.com/e/ijsprebiddersconference213-10am)

**Monday, February 13, 2017 (5:30 pm – 7 pm)**

One Judiciary Square  
441 4<sup>th</sup> St NW, Room 1114  
Washington, DC 20001

**RSVP:** [IJLSprebiddersconference213-530pm.eventbrite.com](https://www.eventbrite.com/e/ijsprebiddersconference213-530pm)

**Tuesday, February 14, 2017 (10:00 am – 11:30 am)**

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

**RSVP:** [IJLSprebiddersconference214-10am.eventbrite.com](https://www.eventbrite.com/e/ijsprebiddersconference214-10am)

**Submission Deadline:** Tuesday, February 21, 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:**

DORY PETERS  
[Dory.peters@dc.gov](mailto:Dory.peters@dc.gov)  
(202) 727-3120

**Inquiry Period:** February 6 – Feb 17, 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 2017 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 2017 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 DC residents in deportation proceedings;
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.

### 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 6 months, with an earliest starting date of April 1, 2017 and a closing date of September 30, 2017. However, client obligations will continue beyond the period of the award.

#### **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 April 1, 2017 and April 10, 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.

## H. Submission Guidelines

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

**Applications are due no later than Tuesday, February 21, 2017 at 5:00 p.m. EST.** All applicants will receive notification from Zoomgrants when their applications are complete. Applications received after **Tuesday, February 21, 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, February 21, 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 Dory Peters ([dory.peters@dc.gov](mailto:dory.peters@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:

- **February 13, 2017 from 10:00 am – 11:30 am** at Frank D. Reeves Center, Room 200 (2000 14<sup>th</sup> ST NW, Washington, DC 20009).
- **February 13, 2017 from 5:30 pm – 7:00 pm** at One Judiciary Square, Room 1114 (441 4<sup>th</sup> ST. NW, Washington, DC 20001)
- **February 14, 2017 from 10:00 am – 11:30 am** at John A. Wilson Building, Room G9 (1350 Pennsylvania Ave NW, Washington, DC 20001)

**If you are unable to attend a pre-bidders' meeting, we encourage you to email your questions before Friday, Feb 17, 2017 at 5:00pm EST** to Dory Peters ([dory.peters@dc.gov](mailto:dory.peters@dc.gov)). 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 on the EOM, MOAPIA, MOLA and MOAA websites.

## K. Terms and Conditions

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit EOM to make an award.
- 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 (pages are for approved printed applications only)

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 All applications must follow the instructions on the ZoomGrants Portal.

### A. Proposal Summary (1 page)

This section of the application should provide the reader with:

- A brief overview of your organization (history, mission and current programs) for 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 (8-10 pages)

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 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, not duplicating Sections F and G below, 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 funds **cannot** be used:

- For food expenditures
- For lobbying
- To cover any expenses made prior to the grant award
- 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. Appendices

This section shall be used to 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 for any nonprofit entity and/or cash flow statements for 2015 and year-to-date
- Project staff job descriptions
- Relevant project staff resumes
- Description of the qualifications of pro bono service providers in general terms (e.g. partner supervision or pro bono coordination; demonstrated ability to deliver on pro bono commitments)
- Nonprofit corporation status (copy of IRS determination letter for nonprofit applicants)
- Tax and business certification
- Organizational and program charts
- Current Board list with names, affiliation, and contact information
- Memorandum of Agreement/Understanding, if applicable to collaborative projects between lawyers and firms and CBOs
- Program related materials, if applicable
- Agency brochures or program materials, if applicable
- Evaluation tools, if available
- DC Incorporation Documentation
- DC Clean Hands Certificate / Certificate of Good Standing

## **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 range 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.**

## **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.

#### **A. Insurance**

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving the funds.

**B. Audits**

At any time before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

**C. Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving the IJLS Grant funds.

The grantee shall comply with all of the applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to:

- The Americans with Disabilities Act of 1990
- The Hatch Act, Chap. 314
- The Occupational Safety and Health Act of 1970
- Lobbying Disclosure Act
- Drug Free Workplace of 1988; and
- District of Columbia Human Rights Act of ACT 1977 and DC Language Access Act of 2004

**D. Continuation of Services**

In accordance with the norms of legal ethics, the grantee organization commits to continuing and finishing any case that is currently underway when funding runs out. Terminating a case prematurely is not an option. If applicable, legal service organizations may be asked to show financial resources such that continuation post-grant is assured.

**SECTION V – ATTACHMENTS**

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See the following pages 11-22.



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

**Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters;  
and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact.

**1. Lobbying**

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- a) No Federally appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-III, “Disclosure of Lobbying Activities,” in accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub-grants, contracts under

grants and cooperative agreements, and subcontracts and all sub-recipients shall certify and disclose accordingly.

## **2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510:

A. The applicant certifies that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1) (b) of this certification); and
- d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### **1. Drug-Free Workplace**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subgrant F for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) establishing an on-going drug-free awareness program to inform employees about-
  - (1) The dangers of drug abuse in the workplace;
  - (2) The applicant's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (2) from an employee, or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Mayor's Office on Asian and Pacific Islander Affairs, [Dory.peters@dc.gov](mailto:Dory.peters@dc.gov). Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(2) Making a good faith efforts to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

### **Drug-Free Workplace**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Section 67.615 and 67.620-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grants activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: The Mayor's Office on Asian and Pacific Islander Affairs, [Dory.peters@dc.gov](mailto:Dory.peters@dc.gov).

As duly authorized representative of the application, I hereby certify that the applicant will

comply with the above certifications.

1. Grantee Name and Address

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2. Application Number and Program Name

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3. Grantee IRS/ Vendor Number

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4. Typed Name and Title of Authorized Representative

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5. Signature

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6. Date

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### Attachment B – Assurances

This program is run through locally raised and appropriated funds of the District of Columbia. The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 66, Common Rule, that may be applicable.

Also, 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. It will comply with provisions of Federal law, which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
3. 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.
4. 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.
5. 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.
6. It will comply with all requirements imposed by the sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
7. 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 MOAPIA 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.
8. It will comply, and all its contractors and pro bono partners will comply, with Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title II, Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); ADA Accessibility Guidelines for Buildings and Facilities, Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975 as well as all District of Columbia Human Rights



laws.

13. It will comply with the Privacy Rule as modified (45 CFR Sections 160 and 164) as applicable and the corresponding implementing regulations.
14. It will comply with District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)
15. If grant funding terminates while a legal case or service is in process, the organization 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.

---

Signature

Date

---

Signature of Partner Organization  
(if applicable)

Date



**Attachment C – Applicant Profile  
 FY2017 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 Mayor's Office on Asian and Pacific Islander Affairs.*

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

\_\_\_\_\_  
Date



**Attachment D – Budget Summary  
FY2017 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</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  
FY2017 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

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
  - Copy of current IRS tax-exempt determination letter
  - 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
  - Balance sheet (if applicable)
  - Basic business license from Department of Consumer and Regulatory Affairs [Note: License period must be current at time of application.]
  - Memorandum of Agreement/Understanding (if applicable)
  - Collaborative Partner Materials (if relevant)
  - List of DC Government funding received in FY 2016 and expected in FY 2017. Include the name of the DC Government agency, the amount of funding and the program funded (if applicable).