

# **The District of Columbia Bar Foundation**

## **REQUEST FOR PROPOSALS**

### **CREATING AND MAINTAINING A SHARED LEGAL INTERPRETER BANK**

The District of Columbia City Council appropriated for FY2008 a total of \$3.2 million to be granted to the DC Bar Foundation to make grants to legal services providers in the District of Columbia to meet specific needs, and to support the DC Poverty Lawyer Loan Assistance Repayment Program. These moneys are referred to as “public funding” in this RFP.

In FY 2007 the Foundation made a grant to fund the creation of a shared legal interpreter bank. Grants will be available under this RFP to fund the expansion and maintenance of a shared legal interpreter bank. This request seeks proposals from interested parties. Proposals are due on February 11, 2008.

### **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 individuals within DC are eligible to receive funding. 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 may apply for renewal funding. Applications from successful programs seeking funding for the second year of a project funding will receive priority.

### **Scope of Proposals**

The Foundation anticipates that the establishment and 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 will be granted for the maintenance of a shared legal interpreter bank. Funding for FY 2009 and beyond is contingent on subsequent appropriations. Accordingly, proposals should clearly outline the steps involved in FY 2008 and 2009. 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 assessed and the means that will be employed to assure the quality of the interpretive 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), grantees 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 \$11.75 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 grantee 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. Grantees 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. Grantees 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. Grantees 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.dcbarfoundation.org](http://www.dcbarfoundation.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 Grantees**

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

- Allow grantees 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 grantees 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 first 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

### **Funding Process**

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

- Proposals due February 11, 2008.
- DCBF will review proposals.
- DCBF will meet with applicants as appropriate.
- Applicants will be notified of results on or about March 30, 2008.
- Grant contracts will be signed by April 30, 2008.
- Funding will be distributed by April 30, 2008.
- Public will be notified by May 1, 2008.
- Orientation session for funded project organizations to be held in May, 2008.
- First quarterly reports due August 15, 2008.

For more information contact: Claudia A. Withers, Director of Programs, DC Bar Foundation, [withers@dcbfoundation.org](mailto:withers@dcbfoundation.org).

DISTRICT OF COLUMBIA BAR FOUNDATION

APPLICATION FOR PUBLIC FUNDING

***Applications must be received no later than  
5:00 p.m. February 11, 2008***

**The DC Bar Foundation will be making grants to nonprofit legal services providers in the District of Columbia** to fund legal services in (a) underserved areas of the District of Columbia, and (b) housing-related matters, and to support a shared legal services interpreter bank. Applications may be submitted for new projects and renewal of previously funded projects. The D.C. Bar Foundation will give priority to applicants from successful programs seeking funding for the second year of public funding.

**“Underserved areas”** includes areas that are defined geographically as well as communities that are linked by common language, culture, ethnicity, religion, life situation, or other such factor. The term, **“housing-related matters,”** will be interpreted to include projects to address a broad range of issues associated with shelter, including tenancies, home ownership, homelessness, housing affordability and housing conditions.

**This application form should be used for grant requests in any of the areas identified above.** An electronic copy delivered to [grants@dcbarfoundation.org](mailto:grants@dcbarfoundation.org), is required, including scanned copies in PDF format of any documents that are only available in hard copy. If you are unable to submit an electronic copy, please contact Claudia Withers, DCBF Director of Programs, at [withers@dcbarfoundation.org](mailto:withers@dcbarfoundation.org).

**Grant applications must be received no later than 5:00 p.m., February 11, 2008.**

**I. Executive summary**

**All applicants should provide the following summary information on one page using the following headings:**

A. The name and address of organization seeking funding. If more than one organization is collaborating on the proposed project, please provide the name and address of each organization involved.

B. Contact person(s), including title, telephone and fax numbers and e-mail

address.

- C. A brief statement of the need or issue that will be addressed by the project for which funding is sought and a brief description of the activities that will be undertaken to respond to the need or issue. This statement should indicate whether the application is for a new project or for second year funding.
- D. The amount of funds applied for in this application.
- E. The total budget for the proposed Project and the percentage which would be DCBF funds.
- F. The total organizational budget for the current fiscal year.
- G. The signatures of the Executive Director and Board Chair or President for the organization applying (and with which the DC Bar Foundation would be contracting, if the application is for a collaborative project).

## **II. Proposal narrative**

The narrative must not exceed 10 double spaced, single-sided pages, using 12 point font with a one inch margin.

\* **First time applicants** should fully address Sections A-E in their narrative.

\* **Applicants for second year funding** should also address A-E in their narrative, but in the context of describing an ongoing project. Thus, applicants should for **Section A** address any changes that may have occurred in their organizational mission and purpose, and for **Section B** should include (a) the needs that were identified for the first year of funding, (b) the outcomes that have been achieved thus far, (c) any changes in the needs to be served, and (d) how the project will be conducted during the second year of funding. **Section C** should be addressed directly, and **Sections D and E** regarding capacity and sustainability should be addressed from the perspective of challenges and changes needed to maintain a successful ongoing project.

### **A. Organizational background (Renewal applicants see above)**

1. Describe the overall mission and purpose of the organization applying and of any organization involved in a collaborative project.
2. Briefly describe the current programs and activities of the applying

organization and any collaborative partners.

3. State how the proposed project relates to the overall mission and purpose of the applying organization and any collaborative partners.

**B. Project description (Renewal applicants see above)**

1. PURPOSE: Describe the need or issue that will be addressed by the project for which funding is sought. Include, as appropriate, current statistical data that illustrates the need or issue.
2. OBJECTIVE: Describe the intended results or outcomes that this project will accomplish. (State specific, measurable results that you will seek to accomplish that respond to the identified need or issue, including as appropriate short term, intermediate and long-term outcomes.)
3. INTENDED BENEFICIARIES: Describe the geographic area and/or target community that will benefit from this proposal.
4. ACTIVITIES: Describe how the project will operate, including the activities that will be undertaken during the project year and the services that will be provided to accomplish the project's intended objectives.

**a. Housing and Neighborhood Grants**

The description should include:

- i. A summary of the qualifications and responsibilities of the staff and volunteers who will be working on the project.
- ii. A hiring plan describing how new staff will be integrated into the organization, including training and supervision.
- iii. The approximate total number of people who will be served by the project in the year for which funding is sought.
- iv. How the services will be coordinated with existing legal services programs.
- v. Whether and how pro bono lawyers will be used in carrying out the project.
- vi. If relevant, how technology, including case management software, will be used to support the project and provide services, if relevant.

**b. Shared Legal Interpreter Bank Grant:**

- i. Development and/or identification of a cadre of interpreters qualified to assist individuals in their interactions with legal services providers.
- ii. 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.
- iii. Determination of the level and nature of translation services needed and proposed mechanisms for meeting those needs, including software and other translation tools.
- iv. Identification of languages in which services would be offered, with an explanation of the basis for selecting the identified languages.
- v. 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.

**C. Project assessment**

1. SELF ASSESSMENT: Describe how success in accomplishing the project's objectives will be assessed, including the specific measures that will be used, and how the results of the assessment will be used to maximize the success of this project.

2. QUALITY ASSURANCE: Describe the means that are being employed or will be employed (first time applicants) to assure the quality and effectiveness of the activities being undertaken, including supervision and performance evaluations of staff.

**D. Organizational Capacity (Renewal applicants see above)**

1. Describe how the applying organization and any collaborating partners are positioned to carry out the project, including, as appropriate, currently funded activities. Applications should include information on:

- a. Experience in providing services similar to those proposed.



- b. How this proposal relates to the current work of the applying organization and any collaborative partners.
- c. The history of any collaborative partners working together.

2. State any anticipated needs for technical assistance.

**E. Sustainability (Renewal applicants see above)**

- 1. Describe how the proposed project fits into a longer-term service delivery strategy for the applying organization and other organizations providing related services.
- 2. Describe potential funding sources for future sustainability beyond the Bar Foundation, including past and current efforts to pursue such sources.

**III. FINANCES**

**Project budget**

Use the attached form, unless the DC Bar Foundation has given permission to use a different form. If the application is for a collaborative project, include project budget for each organization, as appropriate.

**IV. ATTACHMENTS**

If the application is for a collaborative project, include information for each organization, as appropriate.

A. Project Budget.

B. Applicants for first time funding should provide Internal Revenue Service ruling letter regarding applicant's tax-exempt status.

- C. Applicant's most recent annual organizational budget(s).
- D. Applicant's most recent annual report(s).
- E. Applicant's most recent audited financial statement(s) (Include auditor's letter and notes.)
- F. Applicant's most recent Form 990(s), pp. 1-6.
- G. Copies of most recent evaluations done by any internal or external evaluator of applicant, if available.
- H. Copies of relevant reports, statistics and data to support the proposal, or links to same.
- I. Resumes of all staff and supervisory personnel who will be involved in the activity for which funding is sought, including job descriptions for positions not yet filled.
- J. Memoranda of Understanding between organizations proposing a collaborative project. Applicants for renewal funding should provide updated Memoranda of Understanding, as well as MOU's for any new\_collaborations entered into for the second year of funding.
- K. Letters of support (including name, address, telephone number and e-mail address) from persons/organizations who are, or have been, users of the applicant(s) services, or are familiar with applicant(s)' work or work in a related area.

**DC Bar Foundation  
Proposed Budget  
for 2008 Grant Year**

**Project Name** \_\_\_\_\_

**Applicant organization** \_\_\_\_\_

**1. Expenditures, By Line Item**

Cost Category	Cost		Total
	DCBF Funds	Non-DCBF Funds	
<b>A. Personnel Costs:</b>			
			<b>Number of Staff (FTE)</b>
1. Lawyers			
2. Paralegal			
3. Other Staff			
4. <b>Subtotal</b>			
5. Employee Benefits			
6. <b>Total Personnel Costs</b>			
<b>B. Non-Personnel Costs:</b>			
1. Consultants/professional services.			
2. Travel			
3. Equipment Rental/ Maintenance			
4. Supplies			
5. Printing & copying			
6. Telephone and fax			
7. Postage and delivery			
8. Rent and utilities			
9. Technology / Total <sup>1</sup>			
a. Hardware/software			
b. Technology maintenance			
c. Technology training			
10. Self assessment			
11. Training			
12. Other			
13. <b>Total Non-Personnel Costs</b>			
<b>C. Grand Total</b>			

<sup>1</sup> This item ("Technology / total") should be the total of the next three items: 9(a) hardware/software, 9(b) Technology maintenance and 9(c) Technology training.

## 2. Sources of Revenue

### Funding Source

- A. DC Bar Foundation
- B. Governmental funding
- C. Other foundations
- D. Corporations
- E. In-kind support
- F. Other (list in decreasing order by funding amount.)
  - 1
  - 2.
  - 3
  - 4. All Other
- Total\***

*\* Amounts in this line should equal corresponding amounts in line 1.C. above.*