

2018-2019 CLCPP Grants Application

Instructions

2018-2019 CIVIL LEGAL COUNSEL PROJECTS PROGRAM GRANTS APPLICATION

The application is due by 3:00 pm on Monday, April 2, 2018.

INSTRUCTIONS: Before beginning the application, please read the program guidelines, application instructions, and award process information on [this document](#). For technical assistance, please refer to [this page](#) on our website. If you have questions, please contact Director of Programs Imoni Washington via email washington@dcbfoundation.org or phone (202) 853-9023.

REQUIRED SECTIONS: There are three sections, all required, for the 2018-2019 Civil Legal Counsel Projects Program (CLCPP) application:

- PART ONE: ORGANIZATION DATA** describes the overall civil legal aid organization that is applying for DCBF funding. If you are applying for more than one grant, this information should be the same for all applications since it is about your organization, rather than about your proposal, which you will describe in Part Two. There are two options: (1) you can submit one application before starting the second, and the information entered in Part One will auto-fill into Part One of your second application, if the second application is created under the same account with which the first was submitted; or (2) you can download this [Word document](#) with the Part One questions, prepare your answers on this document, and then copy and paste into Part One for each application.
- PART TWO: PROPOSAL** describes the project for which CLCPP funding is requested. You must submit a different Part Two for each proposal submitted.
- PART THREE: PROPOSAL ATTACHMENTS** includes required signatures, the Data Packet (the project budget*, staffing, and funding), client eligibility guidelines, data and information requirements, client story, letters of support, memoranda of understanding, resumes, staff training, and any supplemental documents.

*NOTE: For the **project budget** in the Data Packet, Tabs A and B are for the six-month project budget and proposed staffing for the amount requested for July 1, 2018 to Dec. 31, 2018, and Tabs C and D are for the 12-month project budget and proposed staffing for the amount requested for January 1, 2019 to December 31, 2019. However, you only need to provide a project budget for the period(s) for which you are seeking funds. The same is true for performance measures: provide performance measures for the period(s) for which you are seeking funding. For example, if you are not seeking funding for July 1, 2018 to Dec. 31, 2018, but you are seeking funding for Jan. 1, 2019 to Dec. 31, 2019, you do not need to complete the six-month budget or staffing tab (Tabs A and B), only complete the 12-month budget and staffing tabs (Tabs C and D). For performance measures, only provide data on the period for which you are requesting funding, which would be Jan. 1, 2019 to Dec. 31, 2019 for this example.

OPTIONAL SECTION: The final section gathers feedback on the number of hours and individuals required to complete this grant application, plus an open-ended feedback question regarding the application.

Applicant Information Session

A joint information session for organizations interested in submitting proposals for the ATJ Housing Grants Program and/or the Civil Legal Counsel Projects Program will be held on **Thursday, March 8 from 3:00 to 5:00 pm**. RSVPs are required. Please email the names, organization, titles, and email addresses of those attending to grants@dcbfoundation.org by Tuesday, March 6 to register.

Part One: Organization Data

PART ONE: ORGANIZATION DATA

Applicant: Please describe here your overall civil legal aid organization or program. If your civil legal aid program is part of a larger entity that provides services other than civil legal aid (for example, it is a general human services agency), describe **ONLY** the division or department that provides legal services to low-income DC residents.

A. Organization's Contact Information

1. Organization Name

2. Website URL

3. Physical Address

Street Address (incl. suite number)

City State

Postal Code

4. Mailing Address

If different from Physical Address, please provide your mailing address below. Include street address, suite number, city, state and postal code.

5. Contact Person for this Application

First Name Last Name

Job Title

Email Address Office Phone
Format: XXX-XXX-XXXX

Extension
Format: XXX

6. Executive Director Information

If the Executive Director/Chief Executive Officer differs from Contact Person provided above, please provide ED/CEO's information below.

First Name

Last Name

Email Address

Phone Number
Include extension, if applicable.

B. Organization's Budget and Legal Staff**1. Fiscal Year Start & End**

Example: October 1 to September 30

2. Organization's Total Budget (Current Fiscal Year)

No commas or dollar signs. EX: 1500000

3. Total Budget for Legal Services Department (Current Fiscal Year)

If your organization's sole activity is providing legal services to low-income people, your legal services department budget will be the same as the amount you provided in Question #2 Organization's Total Budget. No commas or dollar signs. Example: 500000

4. Current Legal Services Department Staffing

Count part-time employees as 1, rather than 0.5.

a. Number of Staff Attorneys:

b. Number of Legal Supervisors, Legal Directors and Executive Director (if they carry a caseload):

c. Total Number of Casehandling Attorneys Employed by your Organization:

Sum the amount for Question #4a and #4b.

C. Organization's Mission and Legal Services**1. What is your organization's mission statement?**

75 words maximum.

2. Briefly describe a recent success in increasing access to justice for low-income DC residents that you believe best exemplifies the work of your organization.

75 words maximum.

3. ISSUE AREA(S) related to the legal services addressed by your organization.

Select all that apply.

4. POPULATION(S) served by your organization through legal services work.

Select all that apply.

D. Organization's Systems for Promoting Quality, Efficiency, and Effectiveness in the Delivery of Civil Legal Aid

Directions: Please read the standard and criteria below, and answer the following questions regarding **your organization's** delivery of civil legal aid. Answers must not exceed 200 words each.

Standard: Funding will be provided to civil legal aid organizations that have systems in place that align with widely accepted industry standards for promoting quality, efficiency, and effectiveness in the delivery of civil legal aid, including methods for self-assessment to provide feedback regarding the extent to which those systems are achieving their desired purpose.

Criteria: A strong proposal will demonstrate that the organization:

1. Seeks to identify and respond to the most pressing civil legal needs of the low-income people it serves;
2. Has systems in place to ensure appropriate supervision, training, and development of its staff, and applies feedback obtained from stakeholders and clients to evaluate and improve organization effectiveness and quality;
3. Integrates pro bono attorneys and others to supplement and increase the effectiveness of its representation and other services;
4. Provides other services designed to increase accessibility of legal services for low-income DC residents, such as assistance with self-help strategies, legal information through its website or other channels, and community legal education; and,
5. Engages with other important stakeholders working on behalf of or serving its targeted client population, such as the judiciary, government agencies, and social services agencies.

1. Identifying and responding to the most pressing civil legal needs of the target population. How does the organization periodically assess the legal needs of the population it serves and apply that information to ensure its resources are focused on the needs that are most pressing?

2. Providing effective, high-quality legal services. How does the organization ensure legal representation and other legal services are effective and of high quality?

3. Integrating pro bono attorneys and other volunteers in service delivery. How does the organization engage pro bono attorneys and other volunteers to expand client services or otherwise assist the organization?

4. Providing other legal services. How does the organization achieve its goals and objectives through the provision of services OTHER than legal representation to its client population by staff or pro bono attorneys – for example, telephone intake and legal advice, pro se assistance, community legal education, etc.?

5. Engaging other stakeholders. How does the organization collaborate with and influence other stakeholders involved with its client population? Please give one or two examples of your most significant collaborations and describe how they have benefited your client population.

E. Certificate of Compliance

By typing in your name ("Signature") and the date ("Date") below, you certify that you have read all the information on this tab and that your organization is able to comply with the following requirements.

1. **Civil Rights Requirements:** A grantee must agree to comply with all applicable federal civil rights laws under 28 C.F.R. 42.206. Grantees should be able to provide accessible programming to individuals with limited English proficiency.
2. **Equal Employment Opportunity, Diversity and Language Access Program:** Grantees will be required to successfully complete the DC Office of Human Rights Equal Employment Opportunity, Diversity & Language Access Program. Plus, grantees must post and display the District of Columbia Equal Employment Opportunity poster in a conspicuous area accessible to employees. Finally, grantees must establish a process for addressing civil rights complaints within the organization and must appoint an Equal Opportunity Coordinator within the organization who will provide support and oversight to staff and service beneficiaries.
3. **Non-discrimination in hiring and/or delivery of services and discrimination reporting:** In accordance with the applicable federal statutes listed below, as well as District non-discrimination requirements, grantees agree to not discriminate in their hiring practices and/or provision of services against any and all protected populations. In addition, grantees agree to notify DCBF within 48 hours of any and all employee or beneficiary formal complaints of discrimination against their organization and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes.

Applicable statutes may include the Omnibus Crime Control and Safe Streets Act of 1968, as amended, and 42 USC 3789d; the Victims of Crime Act (42 USC 10604(e)); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701; Title II of the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §§ 12111 et seq; Title IX of the Education Amendments of 1972, 20 U.S.C. Sections 1681 through 1688; the Age Discrimination Act of 1975, 42 U.S.C. Sections 6101-6107; 28 CFR pt. 38- Equal Treatment for Faith-Based Organizations; the Department of Justice Nondiscrimination Regulations 28 CFR pt.42, subpts. C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR pt. 35.

Signature Date

Part One: Organization Data (Attachments)**PART ONE: ORGANIZATION DATA (continued)**

Please continue with the final section - Attachments - for Part One: Organization Data below.

F. Organization Attachments

If you submitted financials as part of the 2018 application, whether for the Access to Justice Grants Program or the Private Grants Program, that was due September 28, 2017, you **DO NOT** need to submit these financials for this application. Skip this section. If you did not apply fall 2017, then you do need to submit these financials. Follow the instructions below.

If you are applying for more than one grant for this application period, you only need to submit these attachments **ONCE**. For example, if you are submitting one application for the ATJ Housing Grants Program and one for the Civil Legal Counsel Projects Program, please select one of the two applications on which to include these documents; do not include these documents with both applications.

All attachments must be submitted as PDFs. To attach a file, click "Browse," select the file you want to upload from your computer's finder window, and then click "Upload" located below "Browse." The maximum size for all attachments combined - in entire application - is 50 MB. If your attachments exceed 50 MB combined, please email grants@dcbfoundation.org.

Attachment 1A: Nonprofit Status

Required. The organization's Internal Revenue Service ruling letter regarding applicant's tax-exempt status. Upload as a PDF.

FINANCIAL INFORMATION: Two examples are provided below to offer some guidance on this section, but it is highly advised that you consult your financial staff to ensure that the complete and accurate documents are uploaded.

Example 1: your fiscal year is October 1 to September 30, you are currently in FY18, and your FY17 audit is final:

- Attachment 1D will be your complete/approved FY17 audit.
- Skip Attachment 1E.
- Attachment 1F will be your FY18 partial fiscal year statements (October 1, 2017 through the most recent financial statements), including each month's Profit & Loss Statement, Balance Sheet, and Statement of Cash Flow.

Example 2: your fiscal year is January 1 to December 31, you are currently in FY18, and your FY17 audit is in draft form or has not yet been started:

- Attachment 1D will be your complete/approved FY16 audit.
- Attachment 1E will be your draft FY17 audit or unaudited FY17 Financial Statements (January 1, 2017 to December 31, 2017), including each month's Profit & Loss Statement, Balance Sheet, and Statement of Cash Flow.
- Attachment 1F will be your FY18 partial fiscal year statements (January 1, 2018 through the most recent financial statements), including each month's Profit & Loss Statement, Balance Sheet, and Statement of Cash Flow.

Attachment 1B: Organizational Budget

Required. The organization's current annual organizational budget, including breakout of expenditures specifically for civil legal services to low-income people. Upload as a PDF.

Attachment 1C: Form 990

Required, if it is available. The organization's most recent Form 990 and schedules. Upload as a PDF.

Attachment 1D: Audited Financial Statements

Required, if it is available. Provide the organization's most recent audited financial statements. Include the auditor's notes and management letter. Upload as a PDF.

Attachment 1E: Full Fiscal Year Financial Statements

If not already supplied in "Attachment 1D: Audited Financial Statements," provide the organization's most recent full fiscal year (12 months) statements. Include the Statement of Financial Position (a.k.a. Profit & Loss), Statement of Activities (a.k.a. Balance Sheet) and Statement of Cash Flows. Upload as a PDF.

Attachment 1F: Partial Fiscal Year Financial Statements

If necessary, provide the Statement of Financial Position (a.k.a. Profit & Loss), Statement of Activities (a.k.a. Balance Sheet) and Statement of Cash Flows from the close of the organization's fiscal year to the most recent closed accounting period. (These statements will be for less than a 12-month period.) Upload as a PDF.

Part Two: Proposal**PART TWO: PROPOSAL**

In Part Two Proposal, please describe the activities for which you are seeking DCBF funding. If you are applying for a joint project, please read the section that contains explicit details located in [Program Overview and Application Instructions](#).

A. Executive Summary

1. Project Name

2. Grant Category

The CLCPP funds are for eviction defense projects only.

3. **Applicant Interviews:** All applicants must complete [this form](#), indicating their availability for an in-person interview. Representatives of projects/organizations will be required to participate in an interview that will take 45 minutes and take place between April 17 and April 20. There will be two slots in the morning, and two or three slots in the afternoon, depending on the number of applications we receive. DCBF staff will contact the organization's executive director the week of April 2 to schedule the interview. You must submit one form per proposal. If you are applying for a joint project, please consult with your partner organization before providing your availability, since you will interview together.

4. **Past Funding:** Please provide below the amount of funding this project has received from DCBF in the first round of funding for this program (January 1, 2018 - December 31, 2018). If you did not receive funding during the first round, please enter "0." Enter whole numbers, and do not use commas or dollar signs (example: 50000).

FY18 Grant Amount

Grant period: Jan. 1, 2018 to Dec. 31, 2018

5. Are you applying for a joint project?

Please refer to the Program Overview and Application Instructions document for explicit instructions on how to apply for a joint project using the online application system. If you answer "No," please skip to Question #7. If you answer "Yes," please answer Question #6.

6. Please list below the organization(s) with which you are submitting a joint application.

Please provide the organization's full name, not the abbreviation.

7. ISSUE AREA that will be addressed by this request.

Please certify by checking the box below that the requested funds will be spent only for the purpose specified in the Expanding Access to Justice Amendment Act of 2017.

8. POPULATION(S) served by this project for which you are seeking funding.

Select all that apply.

If you selected "other" above, please specify below.

100 words maximum.

B. Organization's Alignment with Requirements of the Civil Legal Counsel Projects Program

The DC Bar Foundation shall only award CLCPP grants to "designated legal service providers." Designated legal service providers:

The definition of designated legal service provider is located in Section 3054 of the Expanding Access to Justice Amendment Act of 2017.

1. Are headquartered in the District of Columbia.

Is the headquarters of your legal services division located in the District of Columbia?

2. Maintain a practice of furnishing free legal services to individuals who cannot afford the services of a licensed legal professional.

What is your organization's experience in providing free legal services to low-income DC residents? 100 words maximum.

3. Have expertise in housing law, landlord-tenant law, or related experience in representing low-income individuals or groups in eviction proceedings.

What are the most significant qualifications of the advocates who comprise the organization's eviction defense practice? 100 words maximum.

4. Have demonstrated expertise in recognizing and responding to the multiple legal issues facing low-income residents of the District of Columbia.

What are the most significant collateral legal issues faced by low-income people who are threatened with eviction? What expertise does your organization have in responding to these issues? 100 words maximum.

C. Funding Requested, Budget and Staffing

Fill out requested budget information below. Please *also* complete the budget and staffing breakdowns requested in Attachment 2B: Data Packet provided on the [CLCPP Grants page](#).

1. Funding Requested

a. Total Funding Requested (July 1, 2018 to December 31, 2019)
 This amount should equal the sum of #1b and #1c. No commas or dollar signs. Whole numbers only. Example: 50000

b. Funding Requested for July 1, 2018 to December 31, 2018
 No commas or dollar signs. Whole numbers only. Example: 50000

c. Funding Requested for January 1, 2019 to December 31, 2019
 No commas or dollar signs. Whole numbers only. Example: 50000

2. Total Project Budget (July 1, 2018 to December 31, 2019)
 No commas or dollar signs. Example: 100000

3. Percent of Project Requested to be Funded by the 2018-2019 Civil Legal Counsel Projects Program
 Divide the amount in Question #1a by the amount in Question #2. Do not include percentage symbol, and round to nearest whole number. Example: 30

4. Total number of attorney full-time equivalents (FTEs) to be covered by the requested DCBF funds indicated in Question #1a.
 Include the number of **attorney** FTEs (those carrying a caseload) who will be funded ONLY by the requested DCBF funds. Example: 1.15

5. Total number of attorney FTEs that are or will be working on this particular project under the total project budget indicated in Question #2.
 Include the number of **attorney** FTEs (those carrying a caseload) who will be funded by the requested DCBF funds and by other funds. Example: 2.25

D. Description of Request

1. Please provide a brief, high-level snapshot of the activities for which your organization is seeking DCBF funding.
 200 words maximum.

E. Statement of Need and Strategy

Please provide a brief outline of the need(s) or issue(s) that will be addressed by this project, and how the project will address this need or issue.

1. Need(s) or issue(s) to be addressed:
 For example, "75% of residents in SE DC facing eviction are single parents with children." 150 words maximum.

2. How will this project address the need(s) or issue(s) indicated in Question #1? State the goals you will seek to achieve, with specific activities you will undertake to achieve these goals, with this funding.
 Provide activities and goals that apply to this grant period ONLY. For example, if the issue to be addressed is the high percentage of tenants facing eviction who are single parents, you may state, "To focus our resources on addressing this need [the goal], we will (1) provide same-day representation at DC Landlord-Tenant Court to all eligible applicants who are single parents of children; (2) use the proposed funding to staff the Landlord-Tenant Resource Center on all days when the Court is in session [the activities]". 250 words maximum.

F. Impact of this Funding

Please provide a brief outline about the **estimated** impact this funding will have on low-income DC residents. Only provide numbers for services performed with funding from this program.

1. Number of low-income DC residents who will benefit from this funding:
 Include those receiving direct legal assistance/information, and training/outreach. **Do not include those who will benefit from systemic cases.** Whole numbers only and do not use commas. Example: 1500

2. Breakdown of the total in question 1 by specific demographic and service categories defined by the Expanding Access to Justice Amendment Act of 2017.
 Please estimate the **percentages** requested below to the best of your ability. Ensure that the percentages in each category (a-f) add up to 100%. Whole numbers only.

a. Gender:

Female Male Transgender Female Transgender Male Unlisted

Unknown

b. Race:

Black or African American Asian American Native Hawaiian or Other Pacific Islander American Indian/Alaska Native White

Other or Multiple Races

c. Ethnicity:

Hispanic or Latino

Non-Hispanic or Non-Latino

d. Age:

Under 18 18-35 36-59

60 and Over

e. Income:

Between 200% and 150% of [current Federal Poverty Guidelines](#) Between 149% and 100% of [current Federal Poverty Guidelines](#)

Below 100% of [current Federal Poverty Guidelines](#)

f. Representation of Opposing Parties

Opposing Party is Represented by a Lawyer Opposing Party is Self-Represented

Opposing Party is Represented in Another Way

3. Legal Outcomes of Clients. Please provide anticipated legal outcomes based on your organization's current tracking system that your project already has in place for tracking eviction related matters.

a. POSITIVE Outcomes.

Please provide your top five (5) **most** desired positive legal outcomes for eviction defense clients. 250 word maximum.

b. NEGATIVE Outcomes.

Please provide your top five (5) **least** desired negative legal outcomes for eviction defense clients. 250 word maximum.

4. In what ways will low-income DC residents immediately benefit from this funding?

Provide immediate benefits only. For example, if you are representing individuals in eviction cases, the immediate benefits could be that individuals do not become homeless, families have financial stability due to an agreeable settlement, etc. You will provide longer-term or secondary benefits in Question #5. Bullet-point format. 200 words maximum.

5. Describe the long-term impact or secondary benefits you anticipate that low-income DC residents will receive from this funding:

Following the example provided in Question #4, the long-term impact and secondary benefits could include preserving neighborhoods, increasing diversity, discouraging landlords from bringing frivolous proceedings, etc. Bullet-point format. 200 words maximum.

6. Describe the process outcomes you anticipate that the DC civil justice community will receive as a result of this funding.

Examples could include such outcomes as replicable best-practice model being made available to the community; data being collected that document the need for court reform; self-help forms and materials being created that provide for more efficient and effective eviction defense, court procedures and practices being improved; etc. 250 word maximum.

Part Two: Proposal (Performance Measures)

PART TWO: PROPOSAL (continued)

Please continue with Section G Performance Measures for Part Two Proposal below.

G. Performance Measures for Assessing Alignment of this Project with DCBF Standards

Directions: Please read the standard and criteria below, and provide estimates for each criteria for the grant period (July 1, 2018 to December 31, 2019). Only provide the performance measures that will be covered by the CLCPP funds. For example, if you request that 30% of the project be covered by CLCPP funds and 70% of it will be covered by other funds, 30% of the project's work would be covered by CLCPP funds, and 70% of the work would be supported by other funds. If you plan to accept 100 cases for brief advice, 30 of those cases would be funded through CLCPP, and you would use this number for #1d of your performance measures. The remaining 70 cases would be covered by other funds, and you would not include these on this proposal. If your proposal is approved, these will become your performance measures for the grant period, and you will report progress on these goals to DCBF semiannually. Definitions for many of these terms are included in the section on performance measures in the [Program Overview and Application Instructions](#).

Standard: Funding will be provided only to projects that measure and report to DCBF their performance against stated goals with respect to legal services to be delivered, outreach and training, pro bono development, and any other activities to be funded under the requested grant.

Criteria: A strong proposal will demonstrate that the project:

1. **Has ambitious yet realistic goals for delivering significant amounts of eviction defense legal services**, as measured by the volume and type of legal services to be provided, the number of DC residents to be assisted, the number of cases to be accepted, the DC wards from which the majority of clients are anticipated, and other measures.
2. **Seeks to increase access to eviction defense legal services to residents in underserved areas of the District**, as measured by the percentage of the total proposed legal services that will be provided in areas containing the greatest concentrations of low-income residents.
3. **Has high goals for providing significant amounts of pre-court intervention and collaboration**, as measured by the number of outreach efforts and/or trainings directed to low-income tenants particularly vulnerable to eviction, the number of individuals to whom outreach will be conducted, the number of trainings to be held, the number of DC residents who will attend, the volume of materials distributed (literature, website accesses, etc.), and other relevant measures.
4. **Seeks to increase engagement of pro bono attorneys and law firms in the provision of legal services to low-income DC residents**, as measured by the number of pro bono attorneys recruited, the number of attorneys trained, growth in the total number of attorneys and firms participating, and other relevant measures.
5. **Has adequate capacity for delivering the services that are proposed**, while at the same time **maintaining high service quality**, as indicated by experience in providing services similar to those being proposed, related current work that will be supported or enhanced by the proposed services, and other factors.
6. **Has a high likelihood of sustainability**, taking into account such factors as potential funding sources beyond DCBF, a track record of successful fundraising, a longer-term service delivery strategy, and other factors.

1. Performance Measures for LEGAL SERVICES Provided to Low-Income DC Residents

Low-income DC Residents Served

Estimate the number of **DC residents** (NOT cases) this funding will serve during the grant period (July 1, 2018 to Dec. 31, 2019).

- a. Total number of low-income DC residents whose cases will be accepted for legal assistance (includes advice, brief service, extended representation) through this funding.
- b. Total number of low-income DC residents that this funding will serve through direct legal assistance (the amount provided in Question #1a above), PLUS pre-court intervention (outreach and training), legal information, co-counseled cases, etc. Do **not** include those who may benefit from systemic cases.

DC Cases Accepted

Estimate the number of **DC cases** (NOT individuals) that will be accepted for assistance, by type of service, with this funding during the grant period (July 1, 2018 to Dec. 31, 2019). Do not include cases placed or co-counseled with pro bono attorneys; those figures will be collected in Question #4d and Question #4e, respectively. Enter "0" if you do not plan on providing that particular type of service during the grant period. If needed, provide a short description (maximum of 50 words) of the cases. For example, "Advice-only cases will be handled in the areas of eviction defense, housing conditions, and utility termination." Definitions of these types of legal services are available in the [Program Overview and Application Instructions](#).

- c. Number of DC cases that will be accepted for **advice, legal counsel, or limited scope representation** only:

Short description of advice or legal counsel cases that may be accepted.

- d. Number of DC cases that will be accepted for **brief service** only:

Short description of brief service cases that may be accepted.

- e. Number of DC cases that will be accepted for **extended representation** only:

Short description of extended representation cases that may be accepted.

f. Number of DC cases that will be accepted for **other kinds of assistance**:

I.e. any case that does not fall into the advice/legal counsel, brief service, or extended representation categories.

Short description of the DC cases that will be accepted for other kinds of assistance.

g. Provide the total number of DC cases that will be accepted for assistance during the grant period.

Sum c through f above.

2. Performance Measures for INCREASING ACCESSIBILITY to Legal Services

Using the total provided in Question #1b, estimate the **percentage** of low-income DC residents that will receive services from each ward. The cells (a-i) should sum to 100%. If you do not expect to serve anyone from a particular ward, enter "0." Do not enter percentage symbols, and enter only whole numbers. Space to explain the percentages is provided in Question #2j.

a. Ward 1 b. Ward 2 c. Ward 3 d. Ward 4 e. Ward 5 f. Ward 6 g. Ward 7 h. Ward 8

i. Homeless or No Ward

j. Explanation of percentages, if needed.

Example: "We plan to open a new intake center in Ward 7." 100 words maximum.

3. Performance Measures for PRE-COURT INTERVENTION and COLLABORATION

Provide an estimate for each of the performance measures relating to pre-court intervention below. Enter "0" if you do not plan on incorporating that type of outreach or training with this funding into your project during the grant period. If needed, provide a short description of the activities (a description is required for a, b, & d). For example, "Conduct at least 10 Know Your Rights trainings to inform over 500 residents in Wards 7 and 8 about the availability of legal counsel to tenants in jeopardy of eviction." Definitions are available in the [Program Overview and Application Instructions](#).

a. DC Residents who Receive Legal Information through Outreach Materials:

Provide the number of DC residents who will receive legal information through the distribution of literature, by accessing website/online materials, or other ways of distributing information to the public.

Short description of the outreach that will be conducted.

List the types of outreach you will conduct in bullet/list format. Type "N/A" if you do not plan on conducting any outreach.

b. Number of Community Legal Education Events to be Held:

Number of educational events to be held, including Know Your Rights trainings, for low-income DC residents.

Short description of the community legal education events to be held.

Include approximate dates/frequency and location for each training in bullet/list format. Type "N/A" if you do not plan on holding any community legal education events.

c. Number of DC residents Attending Community Legal Education Events:

Estimate the number of DC residents who will receive legal education through the events listed in Question #3b.

Short description of the number of DC residents attending community legal education events.

d. Number of stakeholders that your organization will collaborate with on this project.

Estimate the number of collaborators you will work. For example, other legal service providers, social service providers, community organizers, the DC Superior Court, the DC government, etc.

Short description of who you will be collaborating with and how. For example, collaborating on providing outreach or know your rights trainings.

Type N/A if you do not plan on collaborating with others on this project. 150 word maximum.

4. Performance Measures for PRO BONO DEVELOPMENT

Provide an estimate for each of the performance measures relating to pro bono development below. Enter "0" if you do not plan on incorporating particular pro bono performance measures with this funding into your project during the grant period. If needed, provide a short description (maximum of 100

words) of the activities (a description for f and g is required). For example, "We will offer training three times throughout the grant period to DC attorneys in handling cases and roles assigned to them in this project." Definitions are available in the [Program Overview and Application Instructions](#).

a. Recruitment of Pro Bono Attorneys:

Estimate the number of pro bono attorneys you plan to recruit during the grant period.

Short description of the number of pro bono attorneys recruited.

b. Participation of Pro Bono Attorneys:

Estimate the number of pro bono attorneys who will participate (e.g. co-counsel, be trained, etc.) by the end of the grant period.

Short description of the number of pro bono attorneys who will participate.

c. Training of Pro Bono Attorneys:

Estimate the number of pro bono attorneys this project will train during the grant period.

Short description of the trainings to be held for pro bono attorneys.

Provide approximate dates/frequency, location and the number of attorneys who will attend in bullet/list format.

d. Placement of Cases with Pro Bono Attorneys:

Estimate the number of cases that will be placed with pro bono attorneys.

Short description of the cases to be placed with pro bono attorneys.

e. Co-Counseling Cases with Pro Bono Attorneys:

Estimate the number of cases that will be co-counseled with pro bono attorneys.

Short description of the cases to be co-counseled with pro bono attorneys.

f. Current Partnerships with Firms:

Number of firms with which you currently partner for pro bono legal assistance for this project. "Partner" includes firms for which you have trained their attorneys or with which you have placed or co-counseled cases.

Short description of the firms with which you currently partner for pro bono legal assistance for this project.

Provide the name of the firm(s) with which you currently partner. Type "N/A" if you do not currently partner with any firms.

g. Future Partners:

Estimate the number of firms with which you plan to build a pro bono partnership this grant year for this project.

Short description of the firms with which you plan to partner for pro bono legal assistance for this project.

Provide the name of the firm(s) with which you plan to partner. Type "N/A" if you do not plan on forming any new pro bono partnerships this grant period.

5. Capacity for Delivering the Services that are Proposed

a. Organization's experience:

(1) Please summarize, in a few bullet points, the highlights of your organization's level of experience in delivering effective eviction-related legal services similar to what is proposed in this application.

For example, summarize your program's experience in the District of Columbia Courts - Landlord & Tenant Branch, providing eviction defense services. 200 words maximum.

(2) Please provide examples below that illustrate your organization's capacity to respond to multiple legal issues faced by the population segments to be served by the proposed project.

For example, describe the collateral issues that can place clients in jeopardy of eviction such as domestic violence, job loss, late child support payments, landlord practices, etc., and how your organization addresses these multiple issues. 200 words maximum.

b. Related current work that will be supported or enhanced by the proposed project: How does this project leverage the existing capacity of your organization to offer more and better legal services for low-income DC residents?

200 words maximum.

c. Changes in staffing or leadership in the past year: Have any changes occurred that will significantly affect your organization's capacity to carry out this proposal, and if so, how will you address the challenges or opportunities presented?

200 words maximum.

d. **Technology and infrastructure:** Summarize, in a few bullet points, any technology or other infrastructure assets that your organization will utilize for advancing the goals of this proposal. Also, explain any shortcomings in technology or infrastructure that may inhibit your ability to reach any goals during the grant period.
200 words maximum.

6. Likelihood of Sustainability

a. **Potential other funding sources:** In addition to DCBF funding, list the other funding sources, in a few bullet points, you plan to approach or already have secured as funders for this project.
100 words maximum.

b. **Fundraising capacity and track record:** Highlight below, in a few bullet points, the capacity of your organization for raising funds to support this project beyond the term of this grant, and indicate some recent successes you have had in generating resources for your organization's programs and projects.
100 words maximum.

c. **Longer-term service delivery strategy:** Indicate below, in a few bullet points, the ways in which the proposed project will support the longer-term strategic approach of your organization for addressing the legal needs of DC residents.
100 words maximum.

Part Two: Proposal (Funding Priorities)

PART TWO: PROPOSAL (continued)

Please continue with the final section - DCBF Funding Priorities - of Part Two Proposal below.

G. Performance Criteria for Assessing Alignment with DCBF Funding Priorities

Directions: Please read the standard and criteria below, and then explain how your project aligns with the funding priorities of the Foundation. Address only the priorities that are applicable to your proposed project, in a maximum of 200 words each. For criteria not applicable to your project, please explain why it is not applicable.

Standard: In allocating available funding, the Foundation will give priority to projects that seek to address the most pressing legal needs of the District's low-income residents and make legal services accessible to this population.

Criteria: A strong proposal will demonstrate that the project or program:

- **Addresses the most critical legal needs** of low-income DC residents facing eviction.
- **Is likely to expand the number of DC residents** who are provided with effective legal assistance in eviction matters.
- **Seeks to avoid duplication of services** being provided in the same areas of the District or to the same special population segments as those being proposed.
- **Is likely to make effective legal assistance aimed at preventing eviction more accessible** to DC residents.
- **Is likely to expand pro bono participation** by private lawyers and law firms in efforts to prevent eviction of low-income DC residents.
- **Is likely to leverage DCBF resources** by applying them strategically to expand efforts by other service providers and/or to provide services that could NOT potentially be supported by other funding sources.
- **Will test innovative approaches** for achieving the above priorities.

1. Addressing the most critical needs for legal representation of low-income DC residents threatened with eviction.

For example: applying recommendations from the Community Listening Project or other studies of legal needs in the District to ensure that the proposed project targets the needs of the most vulnerable residents and/or the most critical causes of eviction and displacement. Please cite the evidence used for identifying the "most critical legal needs" addressed by the proposed project. Bullet point format. 200 words maximum.

2. Expanding the number of DC residents who are provided with effective legal assistance in eviction matters.

For example, describe triage measures in the intake system for ensuring each client is provided with the most effective and efficient level of service (brief services versus long-term representation) that is possible with available resources. Bullet point format. 200 words maximum.

3. Avoiding duplication of services.

For example, describe specific provisions that are proposed for collaboration and coordination with other providers serving the same areas of the District or serving the same special population segments. Bullet point format. 200 words maximum.

4. Making effective eviction defense legal assistance more accessible to DC residents.

Examples: engaging tenant organizations as outreach partners; deploying specific relevant technology; conducting outreach in District of Columbia Courts - Landlord & Tenant Branch; combining intake with other providers to provide multiple entry points of access, etc. Bullet point format. 200 words maximum.

5. Expanding pro bono participation.

Examples: expanding the range of opportunities offered to private attorneys, such as serving as "Lawyer for the Day" in District of Columbia Courts - Landlord & Tenant Branch, co-counseling on high-profile cases, etc. Bullet Point format. 200 words maximum.

6. Leveraging DCBF resources.

For example, collaborating with coalitions and community organizing partners in a holistic model for reducing the incidence of eviction in some client populations. Bullet point format. 200 words maximum.

7. Testing innovative approaches for aligning with the above priorities.

For example, applying best-practices or avoiding red flags from previous eviction defense pilot projects in DC. Bullet point format. 200 words maximum.

Part Three: Proposal Attachments**PART THREE: PROPOSAL ATTACHMENTS**

Attachments 2A, 2B and 2D can be found on our [CLCPP Grants page](#). To attach a file, click "Browse," select the file you want to upload from your computer's finder window, and then click "Upload" located below "Browse." The maximum size for all attachments combined - in entire application - is 50 MB. If your attachments exceed 50 MB combined, please email grants@dcbfoundation.org.

Attachment 2A: Required Signatures

Download Attachment 2A: Required Signatures form [here](#). Convert to a PDF and upload.

Attachment 2B: Data Packet

Download Attachment 2B: Data Packet [here](#). Complete all tabs. Upload as an Excel document.

Attachment 2C: Client Eligibility Guidelines (Residency and Income)

A description of the reasonable inquiry the organization makes into the clients' **residency** and **income** to determine client eligibility for services under the grant. Please note that this application shall not prohibit grantees from having eligibility guidelines that provide service to other eligible clients. If your organization does not have income guidelines, you must describe the income guidelines for this project and how you will ensure that these guidelines will be enforced. Upload as a PDF.

Attachment 2D: Data and Information Collection Requirements

The required data collection by each recipient of a CLCPP grant according to the Expanding Access to Justice Amendment Act of 2017. Each CLCPP grantee will be required to collect and report this data semiannually to DCBF. Data and Information Requirements form [here](#). Please sign this form acknowledging notice of this requirement, convert to a PDF and upload.

Attachment 2E: Client Story

A brief client story highlighting some aspect of the organization's ability to implement the proposed project. At the top of the page, include the organization's name, project title, and the issue area, the time period, and a brief background of the case. Word limit is 500. Upload as a PDF.

Attachment 2F: Letters of Support

Recent letters of support (including name, address, telephone number, and e-mail address) from persons/organizations who are, or have been, users of the organization's services, or are familiar with the organization's work or work in a related area. Please make sure the letter is either addressed or copied to Ms. Imoni Washington, DC Bar Foundation, Director of Programs. Combine all letters of support into one PDF and upload.

Attachment 2G: Memoranda of Understanding

Current Memoranda of Understanding (MOU) between organizations proposing a joint project AND/OR if your organization has a formal relationship with another organization under this project. Applicants that have received funding for this project last year or at any time in the past should provide an updated MOU, as well as MOUs for any new collaboration proposed for the next year of funding. Combine all MOUs into one PDF and upload.

Attachment 2H: Resumes

Current resumes of all staff and supervisory personnel who will be involved in the activity for which funding is sought. If any positions are currently vacant, include the positions' job descriptions. Combine all resumes and job descriptions into one PDF and upload.

Attachment 2I: Staff Training

To the extent training is to be provided under the grant agreement to the organization's staff attorneys, describe how you propose to deliver and document such training. This attachment is required if you propose hiring a new staff member using these funds. Upload as a PDF.

Attachment 2J: Supplemental Documents

Use this space to upload any supplemental materials necessary. For example, if you are applying for a joint project, you may need to attach documents in addition to the MOU. Combine all documents and upload as a PDF.

Optional: Strategic Plan Data**Optional: Strategic Plan Data**

The DC Bar Foundation is in the midst of a three-year strategic plan, and one of our goals is to streamline our application and reporting processes. Although the three questions below are optional, the information collected here will help us achieve our goals. We thank you for your assistance!

1. Hours Spent Completing Application

Approximately how many hours did you and fellow contributors spend completing this application?

2. Number of Individuals Working on Application

Approximately how many individuals contributed to the application in some way? This includes anyone who entered information on the online application form, provided information (via email, phone, in-person) for the application, and/or provided any financial information.

3. General Feedback

Please provide feedback on the application to help us assess its strengths and weaknesses and, if you have applied for funding in the past, how it compares to our former application.