# 2020 CLCPP Grants Application

## Instructions

2020 CIVIL LEGAL COUNSEL PROJECTS PROGRAM GRANTS APPLICATION

The application is due by 12:00 PM ET on Friday, September 13, 2019.

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 email [grants@dcbarfoundation.org.](mailto:grants@dcbarfoundation.org)

Additionally, please plan to join us for a remote information session on August 20, 2019 at 12PM. RSVP for this session by emailing [grants@dcbarfoundation.org.](mailto:grants@dcbarfoundation.org)

Required:

1. Organization Information 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.
2. Proposal describes the project for which CLCPP funding is requested.
3. Attachments includes required signatures, the Data Packet (the project budget, staffing, and funding), client eligibility guidelines, data and information requirements, letters of support, memoranda of understanding, resumes, staff training, and any supplemental documents.

## 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.

Organization Information

Organization Name

Website URL

Street Address

City State

- Select One -

Postal Code

Physical Address

If different from organization's address

Contact Person for this Application

First Name Last Name

Job Title

Email Address

Office Phone

Format: XXX-XXX-XXXX

Executive Director Information

First Name

Last Name

Email Address

Phone Number

Include extension, if applicable.

Organization's Budget and Legal Staff

Fiscal Year Start & End

What is your organization's mission statement?

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.

Example: October 1 to September 30

Organization's Total Budget (Current Fiscal Year)

No commas or dollar signs. EX: 1500000

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 "Organization's Total Budget". No commas or dollar signs. Example: 500000

Current Legal Services Department Staffing

Number of Casehandling Staff and Senior Attorneys

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

Number of Casehandling Legal Supervisors, Legal Directors and Executive Director:

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

Total Number of Casehandling Attorneys Employed by your Organization:

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

Organization's Mission and Legal Services

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

In the past year, how did your organization use client feedback to improve its legal services?

How does your organization ensure that its legal representation and other legal services are effective?

Other than legal services, what legal assistance does your organization provide?

For example - telephone intake and legal advice, pro se assistance, community legal education, etc.?

Other than legal services, what non-legal assistance does your organization provide?

For example - counseling services, access to social workers, etc.?

In the last year, how did your organization collaborate with and influence other stakeholders (including non-legal stakeholders) involved with its client population? Please give one or two examples of your most significant recent collaborations.

# Executive Summary

## Proposal

Project Name

2. Grant Category

The CLCPP funds are for eviction defense projects only.

Applicant Interviews: To be considered for CLCPP funding, all applicants to this program must schedule in-person interviews. Complete this form, indicating your Executive Director's availability. The interview will last approximately 45 minutes, and DCBF staff will contact the organization's Executive Director to confirm the interview.

In one or two sentences, please provide a short description of this project.

For example, "This project will provide eviction defense services for returning citizens."

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.

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

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

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.

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.

|  |
| --- |
| 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." The definition of this term is located in D.C. Code § 4-1801. Designated legal service providers: |
| Are headquartered in the District of Columbia;  Is the headquarters of your legal services division located in the District of Columbia?  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?  Possess 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 legal team who comprise the organization’s eviction defense practice?  Demonstrate 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?  Possess adequate infrastructure and expertise to provide consistent high-quality oversight, training, evaluation, and strategic responses to emerging or changing needs in the client communities served.  What oversight, training, and evaluation does your organization currently perform? How often is it assessed?  Additionally, the data collection requirements of the Civil Legal Counsel Projects Program are significant and evolving, as they involve both statutorily required data and comprehensive programmatic data for the purpose of our ongoing evaluation. Please review the current data collection requirements here. As noted in the Data and Information Collection Requirements Attachment, participants in this program commit to providing all requested data, including some data points that may not yet be established.  Describe your organization's intake process and plan to manage and collect the data required of the CLCPP. What is your organization's current capacity to collect data and what staffing and technology resources do you intend to commit to this effort? |

Total Funding Request:

January 1, 2020 to December 31, 2020

Total Project Budget:

January 1, 2020 to December 31, 2020

Percent of Project Requested to be Funded by DCBF:

Do not include percentage symbol, and round to the nearest whole number

Total number of attorney full-time equivalents (FTEs) to be covered by the requested DCBF funds:

Total number of attorney FTEs that are or will be working on this particular project under the total project budget:

Funding Requested, Budget and Staffing

Statement of Need and Strategy

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.

Please provide a brief description of the biggest need(s) or issue(s) your organization has observed with eviction in the District of Columbia.

If awarded, how would this grant change your current practice in eviction defense?

What is your vision of a client-centered experience for an individual going through the eviction process?

Are there any emerging civil legal needs coming out of eviction services of which DCBF should be made aware?

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

Breakdown of the total number of low-income DC residents who will benefit from this funding by specific demographic and service categories, as 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.

Gender:

Female Male Transgender Female Transgender Male Unlisted

Unknown

Race:

Black or African American Asian American Native Hawaiian or Other Pacific Islander

American Indian/Alaska Native White

Other or Multiple Races

Ethnicity:

Hispanic or Latino

Non-Hispanic or Non-Latino

Age:

Under 18 18-35 36-59

60 and Over

Income:

Between 200% and 150% of current Federal Poverty Guidelines

(right-click to open webpage in new tab).

Between 149% and 100% of current Federal Poverty Guidelines

(right-click to open webpage in new tab).

Below 100% of current Federal Poverty Guidelines

(right-click to open webpage in new tab).

Representation of Opposing Parties

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

Opposing Party is Represented in Another Way

How does your proposal leverage the existing capacity of your organization to offer more and/or better legal services for low-income DC residents facing eviction?

How does your project make legal assistance more accessible for DC residents facing eviction?

What is your outreach plan to reach low-income DC residents facing eviction who would benefit from your services?

How does your project leverage DCBF resources to foster collaboration among legal aid and related agencies serving low-income DC residents facing eviction?

How does your project avoid duplication of services by having formal coordination systems with other providers serving residents facing eviction?

Summarize any technology assets that your organization will utilize for advancing the goals of your proposal. How do you plan to add new or expanded technology or infrastructure that would help you reach your goals during the grant year?

How does your project test innovative approaches for meeting the goals of the Civil Legal Counsel Projects Program?

What technical assistance do you need to help you achieve your goals for this proposal?

What is your fundraising plan to support this project beyond the limits of this grant?

## Proposed Performance Measures

Directions: Please read the standard and criteria below, and provide estimates for each criteria for the grant period (January 1, 2020 to December 31, 2020). 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, and 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 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.

Performance Measures for Assessing Alignment of this Project with DCBF Standards

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 (January 1, 2020 to December 31, 2020).

Total number of low-income DC residents whose cases will be accepted for legal assistance (includes advice, brief service, extended representation) through this funding:

Total number of low-income DC residents that this funding will serve through direct legal assistance 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 (January 1 to December 31, 2020). Do not include cases placed or co-counseled with pro bono attorneys. Enter "0" if you do not plan on providing that

particular type of service during the grant period. If needed, provide a short description 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.

Number of DC cases that will be accepted for advice and legal counsel only:

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

Number of DC cases that will be accepted for brief service only:

Short description of brief service cases that may be accepted:

Number of DC cases that will be accepted for limited scope representation only:

Short description of limited scope representation cases that may be accepted:

Number of DC cases that will be accepted for full representation only:

Short description of full representation cases that may be accepted:

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:

Total number of DC cases that will be accepted for assistance during the grant period:

Performance Measures for Increasing Accessibility to Legal Services

Estimate the percentage of low-income DC residents that will receive services from each ward. The cells 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.

Ward 1 Ward 2 Ward 3 Ward 4 Ward 5 Ward 6 Ward 7 Ward 8

Homeless or No Ward

Explanation of percentages, if needed.

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

# 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. Definitions are available in the Program Overview and Application Instructions.

Number of 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.

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.

Number of DC residents attending community legal education events:

Estimate the number of DC residents who will receive legal education through the community legal education events:

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

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.

# 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 of the activities. 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.

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:

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:

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.

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:

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:

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.

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:

Capacity for Delivering the Services that are Proposed

## Attachments

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.

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?

Organization Attachments

To upload an attachment, click "Choose file," select the document from your finder window. When that window closes, click "Upload" back on the browser window.

Nonprofit Status

The organization’s Internal Revenue Service ruling letter regarding applicant’s tax-exempt status.

Organizational Budget

The organization’s current annual organizational budget, including breakout of expenditures specifically for civil legal services to low-

income people.

Form 990

The organization's most recent Form 990.

Audited Financial Statements

Provide the organization's most recent audited financial statements, including the auditor's notes and management letter. .

# Proposal Attachments

Required Signatures

Download Attachment 2A: Required Signatures form here.

Data Packet

Download Attachment 2B: Data Packet here. Complete all tabs.

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.

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 to DCBF. Data and Information Requirements form here. Please sign this form acknowledging notice of this requirement.

Letters of Support (optional)

Provide 1-3 current 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.

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.

Memoranda of Understanding (optional)

List your current Memoranda of Understanding (MOUs) 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.

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.

Supplemental Documents (optional)

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.