



/ 2020

# Elder Justice Program

Host Organization Request for Proposal

RFP No. EJP-20A01

**Solicitation Release Date: January 15, 2020**

**Application Deadline: February 14, 2020, 11:59 p.m. EST**

## Overview

Equal Justice Works invites eligible organizations to competitively apply to participate in the Equal Justice Works Elder Justice Program, a two-year fellowship program for attorneys. The Elder Justice Program is designed to increase access to legal assistance for older victims of crime by mobilizing twenty-two attorneys as Fellows to provide direct legal services, outreach and education, working with victims of elder abuse and exploitation to enforce their rights and address wide-ranging civil legal issues, such as financial exploitation, housing, protection orders, guardianship, and public benefits. The twenty-two attorney Fellows will work full-time for two years at legal services organizations throughout the country, with an emphasis on serving rural communities. Equal Justice Works, as the nation's largest facilitator of opportunities in public interest law, will support the national cohort and collaborate with the host organizations throughout the implementation of the program.

The Elder Justice Program is funded by the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC), Award Number 2020-V3-GX-K033 and authorized under 34 U.S.C. §20103(c)(1)(A). This federal funding is supplemented by funds from private donors.

## Eligibility

All organizations must meet the following criteria to be considered an eligible applicant:

1. An established organizational status as defined and described in section 501(c) of Title 26 of the U.S. Internal Revenue Code and exempt from taxation under 501(a) of that title, including tribal nonprofit organizations and institutions of higher education (including tribal institutions of higher education).
2. Currently registered in the U.S. Federal government System for Award Management (SAM.gov) with no restrictions and be in good standing with applicable state statutes for the organization's business registration and classification.
3. Excluded from the U.S. government 'Specialty Designated Nationals and Blocked Persons List (SDNL)'.

## Contact Information

For assistance with any requirements of the solicitation, contact Equal Justice Works at [ejp@equaljusticeworks.org](mailto:ejp@equaljusticeworks.org). You may also review the program information and any updates at <https://www.equaljusticeworks.org/become-a-host-organization/elder-justice-program>.

## About Equal Justice Works

Equal Justice Works is the nation's largest facilitator of opportunities in public interest law. We bring together an extensive network of law students, lawyers, legal services organizations, and supporters to promote a lifelong commitment to public service and equal justice. Following their Fellowships, more than 85% of our Fellows remain in public service positions, continuing to pursue equal justice for underserved communities across the country.

Our issue-specific Fellowship programs enable aspiring and committed public interest lawyers to jump right in and serve communities in need of legal assistance, and be part of a larger cohort and community of practice facilitated by Equal Justice Works. Our Fellowship Programs range in geography and issue areas, and address housing, disaster recovery, elder abuse, immigration, and the unmet legal needs of veterans and crime victims.

For more information, please visit [www.equaljusticeworks.org](http://www.equaljusticeworks.org).

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## 1. PROGRAM INFORMATION

### A. Objective

The Elder Justice Program will create a legal fellowship for qualified attorneys to provide free civil legal aid to lower-income, older victims of crime in order to help address the growing crisis of elder abuse and exploitation in our country. It will increase the pool of trained attorneys and legal services organizations, expand the knowledge base on elder abuse among professionals working with older adults, and help close the gap in legal services for older victims of crime.

### B. Need

The crisis of elder abuse in our country is acute, and threatens a growing population. Individuals over the age of 60 are especially susceptible to victimization because of social isolation and dependency on others, caused by factors including poverty, mental and physical health challenges. More than 10 percent of older adults, or approximately five million people, are victims of caregiver neglect, financial fraud and exploitation, and/or psychological, physical and sexual abuse every year. With legal intervention, elder Americans' susceptibility to these crimes can be reduced, and remedies for deleterious effects of fraud, neglect, and abuse, when they do occur, can be pursued. Civil legal aid is an effective intervention in the fight against elder abuse, but there is a profound shortage of legal aid attorneys nationwide, and few are trained to provide effective representation to older crime victims. Older victims in rural communities face a greater challenge in accessing legal assistance due to their geographic isolation and limited transportation options.

### C. Program Scope

The Elder Justice Program will increase legal assistance for older victims of crime by mobilizing a cohort of twenty-two Fellows in legal aid organizations or "host organizations" throughout the country, with priority given to those serving rural communities.<sup>1</sup> The Fellows will provide direct legal services, outreach and education, and increase coordinated, multidisciplinary responses to the victimization of older adults.

Host organizations will receive subawards from Equal Justice Works that include Fellows' salary and other support cost. Fellows will receive from Equal Justice Works and its partners customized legal and professional development trainings and other specialized resources designed to support their Fellowship activities.

### D. Fellows

Equal Justice Works will support a cohort of twenty-two Fellows to serve a two-year term beginning June 1, 2020. All Fellowship activities must end by July 31, 2022. This end date allows for a limited number of Fellows to start later than June 1, 2020. Fellows will work as full-time

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<sup>1</sup> The reference to rural communities in this solicitation is inclusive of rural tribal communities.

employees of their host organizations and receive the salary and benefits determined by the host organization in accordance with its policies.

Fellows must be attorneys licensed and admitted to practice in the applicable jurisdiction. A host organization may propose to host more than one Fellow.

Host organizations are responsible for recruiting and competitively selecting qualified Fellows. Fellow candidates will apply directly to host organizations of their interest. Equal Justice Works will support the recruitment by providing a sample position description template (Appendix 10) and marketing the opportunities nationwide through its networks. Before hiring a Fellow, the host organization must submit the application materials including a resume to Equal Justice Works for a desk review and obtain its approval.

## E. Host Organizations

Recognizing the particular challenge to access legal assistance by older victims in rural communities, the Fellowship program intends to serve wide geographic areas and gives priority to organizations that serve rural communities through their offices and/or use of innovation to facilitate remote access.

A successful Fellowship project requires dedicated support from the host organization and a supervisor with adequate subject matter expertise committed to the success of the Fellow and the project. Host organizations must demonstrate experience and expertise in providing legal services to older victims of crime, and capacity to provide adequate supervision, mentoring, and training for the Fellows. Adequate supervision would involve regular in-person meetings with the Fellow, and ongoing oversight and support for legal cases as well as outreach and education activities. Supervisors are expected to participate in a limited number of calls with Equal Justice Works and training events to build an integrated support system for Fellows and ensure an effective information flow.

Host organizations should encourage the Fellows' collaboration with Equal Justice Works and other Fellows, and coordinate their efforts with other similar OVC-funded programs within the relevant jurisdiction in order to enhance the project and avoid duplication of efforts.

During the Fellowship period, Equal Justice Works will monitor the host organizations' capacities and Fellows' activities in order to fulfill its subrecipient monitoring responsibilities under the Uniform Guidance and to provide technical assistance as needed.

Equal Justice Works will host a virtual orientation for selected host organizations and their designated key personnel, which will cover programmatic, financial, and administrative requirements for this program.

## F. Scope of Work

The Fellowship shall entail the core activities described below. As subrecipients of Equal Justice Works, host organizations have the primary responsibility to ensure that the Fellows employed at their organizations perform the applicable legal service activities under adequate supervision, participate in the training and technical assistance programs, and fulfill the data collection and reporting requirements.

Applicants shall identify performance goals in the application's program narrative and logic model, which incorporate the key performance indicators listed in below and are consistent with the Fellowship program goals and program elements described in this solicitation. Host organizations will report on their progress towards meeting those goals throughout the project period.

### (1) Legal Services

The Fellows are to deliver services listed below. Each project plan should be tailored to be responsive to their organizational circumstances and community needs.

- 1) Provide victim-centered direct legal services to older victims of crime through legal screening, legal advice/brief service, full-scope representation/extended service, and referrals to address civil legal issues that arise from the victimization. The legal service may target certain issues or geographic areas, and should include protecting and enforcing crime victims' rights for older victims, where applicable.<sup>2</sup>
- 2) Conduct trainings on elder abuse to their organization's staff, attorneys, and allied professionals.
- 3) Collaborate with and contribute to the activities of multidisciplinary teams or coalitions to increase their capacities for coordinated, multidisciplinary community responses to elder abuse.
- 4) Engage in outreach and education activities to help identify older victims of crime and build referral sources.

The program's federal funding source under 34 U.S.C. § 20103(c)(1)(A) (Crime Victims Fund) impacts the types of legal services Fellows may provide. The legal assistance service should be reasonable and the need for such services should arise as a direct result of the victimization. 28 CFR § 94.119(f). The Fellows are prohibited from engaging in criminal defense and tort lawsuits (28 CFR § 94.119) as well as lobbying and fundraising activities (28 CFR § 94.122).

### (2) Key Performance Indicators

Each host organization will propose Fellows' legal service performance goals based on their organizational circumstances and community needs. Key performance indicators for the Fellowship are listed below. During the Fellowship period, the host organizations will be

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<sup>2</sup> For additional information about crime victims' rights enforcement, see <https://www.ovc.gov/rights/enforcement.html> and [https://law.lclark.edu/centers/national\\_crime\\_victim\\_law\\_institute/professional\\_resources/ncvli\\_library/](https://law.lclark.edu/centers/national_crime_victim_law_institute/professional_resources/ncvli_library/). When the case does not involve a criminal investigation or prosecution, or the client does not wish to pursue or participate in criminal proceedings, Fellows may fulfill this requirement through services such as explaining their rights as a crime victim, and helping to file a report or a consumer complaint with FTC.

required to collect and report on data responsive to the applicable sections of the Office for Victims of Crime Performance Measures Tool,<sup>3</sup> and any additional data required by the programmatic report.

- Direct legal services
  - # of older victims screened for legal issues
  - # of older victims receiving direct legal services (legal advice/brief service, full-scope representation/extended service)
  - # of older victims receiving appropriate referrals
- Outreach and Education
  - # of trainings conducted
  - # of individuals trained
  - # of multidisciplinary teams or coalition meetings/activities in which the Fellow participated or contributed
  - # of outreach/education activities conducted

### (3) Participation in TTA Program and Fellow Collaboration

Fellows are required to participate in the Elder Justice Program training and technical assistance (TTA) program and engage in peer-to-peer learning and collaboration with other Fellows.

## G. Training and Technical Assistance for Fellows

Elder Justice Program provides specialized training to its Fellows to enhance their legal and leadership skills and achieve greatest impact. The TTA program includes the components described below. For specialized trainings on legal services to older victims, Equal Justice Works will partner with a national nonprofit organization that specializes in fighting elder abuse and senior poverty.

- Kick-off Training: During the first month of the Fellowship, the Fellows will participate in a virtual, interactive kick-off training that will orient them to fundamentals needed to represent older victims effectively.
- First Year In-person Training: The Fellows will participate in a one-day, in-person training as a cohort within the first six months of the Fellowship to develop additional core competencies as legal practitioners and to build professional, collaborative relationships with other Fellows.
- Other In-person Trainings/Conferences: The Fellows will attend the annual Equal Justice Works Leadership Development Training in fall of 2020 and 2021 in Washington, D.C., to develop skills as public interest attorneys and leaders. Additionally, the

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<sup>3</sup> A sample OVC Performance Measurement Tool questionnaire is available at [https://ovcpmt.ojp.gov/documents/TVS%20Questionnaire\\_Subgrantee%20Only%20Fillable%20PDF.pdf](https://ovcpmt.ojp.gov/documents/TVS%20Questionnaire_Subgrantee%20Only%20Fillable%20PDF.pdf).

Fellows will attend one national conference that directly supports their elder justice practice.

- Ongoing Technology Assisted TTA: The Fellows will participate in monthly calls that alternate between (1) substantive legal training webinars related to elder abuse and (2) professional development and participatory Fellows' calls on topics responsive to the Fellows' interests and needs. In addition, Fellows will have access to individualized one-on-one technical assistance and case consultation by phone or email.
- Final Learning Event: Within the last three months of the Fellowship, the Fellows will participate in a virtual final learning event to solidify the experience and sustain the benefits of the program.

In addition to the TTA program described above, Equal Justice Works offers free membership to Practicing Law Institute with free access to numerous CLE programs and Headspace, an online meditation program to support Fellows' well-being and self-care practices.

## H. Data Collection and Evaluation

To help build the evidence base to demonstrate the need and impact of civil legal services for victims and to support ongoing monitoring, host organizations will be required to track and report standard data on legal service delivery. Equal Justice Works will also collect from host organizations program reflection data, such as lessons learned and anonymized client stories to show impact.

In addition, Equal Justice Works will partner with an independent evaluator to conduct a program evaluation. Host organizations and Fellows are expected to cooperate and share appropriate data in support of the evaluation project.

### I. Eligibility

For applicant eligibility as a host organization, see the title page.

For Fellow eligibility, see Section 1.D. Program Information - Fellows.

## 2. SUBAWARD INFORMATION

### A. Type of Award

Equal Justice Works intends to issue individual subawards totaling approximately \$2.6 million to selected host organizations for the performance of this program, subject to the terms and conditions of the cooperative agreement between Equal Justice Works and OVC. Selected host organizations will be subrecipients of Equal Justice Works.

### B. Conditions of Subaward

Host organizations will be required to comply with the following conditions in addition to performing the scope of work.

### (1) Programmatic Reports

Host organizations will be required to submit quarterly programmatic progress reports throughout the period of performance and a final report at the end. This final report will document all relevant project activities during the entire period of the subaward.

### (2) Financial Reports

Host organizations will be required to submit monthly financial reports and supporting documentations to Equal Justice Works.

### (3) Legal Requirements

Host organizations must adhere to all federal statutes and regulations contained within the subaward, as well as the Equal Justice Works Standard Grant Provisions for Federal Award and (Appendix 8) the applicable sections of the special conditions of the cooperative agreement between Equal Justice Works and OVC contained in Subaward Special Conditions from Office for Victims of Crime (Appendix 9).

## C. Financial Management

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice in 2 C.F.R. Part 2800, apply to the subawards.

## D. Budget Information

Subaward amounts are budgeted based on the direct program costs of a Fellow and include the following budget categories:

- **Salary:** the subaward includes the salary contribution payment of up to \$50,000 per Fellow/per Year (12 months) with 3% point increase effective beginning of the 13<sup>th</sup> month of the Fellow's term. The host organization must comply with its internal salary scale. Where the host organization's salary scale provides for an annual salary greater than \$50,000 for an equivalent full-time staff attorney position, the host organization must supplement the Fellow's salary payment.
- **Benefits:** the subaward includes up to \$4,015 per Fellow/per year (12 months), towards benefits expenses that include FICA, workers' comp, healthcare, retirement benefits, or other host organization approved benefits (please specify in the budget template).
- **Other Support:** the subaward includes additional support costs to cover other allowable, reasonable and allocable direct program support costs associated with the Fellows' activities up to \$7,700 per Fellow/ per two-year (24 months) Fellowship term. This 'Other Support' budget is designed to cover allowable expenses including the items listed below. The amounts listed for each item in the budget template represent a suggested allocation that can be adjusted to reflect the organizational circumstances and anticipated fellowship activities and needs.
  - Domestic Travel: Legal service-related local travel by Fellow or client

- Language Service: Legal service-related language services (interpreters and translation)
- Training: Registration and travel expenses for Fellow's attendance at a national training event, such as the ABA's National Aging and Law Conference or the ABA NLADA Equal Justice Conference that is directly relevant to the Fellow's legal work (anticipated at \$1,700). If the total costs for this training attendance is less than \$1,700 (registration fee and travel expenses pursuant to GSA travel rates), the funds may be used towards other training opportunities to support the Fellow's legal service with pre-approval from Equal Justice Works.

All applicants must provide an estimate on the number of hours per month anticipated for the fellows to work on administrative and international training activities. Host organizations can use their staff attorneys' time as basis when estimating Fellows' time on such activities. All applicants must also indicate their organization's payroll cycle or pay frequency. The information can be entered in the budget template (Appendix 3).

The subaward budget does not include the following.

- In-person Training Travel: Travel expenses (transportation, lodging, and meals) for Elder Justice Program in-person training (First Year in-person training and Equal Justice Works Leadership Development Trainings) will be paid directly by Equal Justice Works and will not be part of the subawards.
- Indirect Costs: Indirect costs are not included in the subaward. As and when program implementation costs to the host organization are not fully covered under the subaward, the host organization is required to make up any difference using separate resources.
- Pre-award Costs: Equal Justice Works shall not be obligated to pay any cost incurred by the applicant in the preparation and submission of an application in response to this solicitation.

### 3. APPLICATION INFORMATION

#### A. Timeline

The timeline listed below represents the current projection and is subject to slight modifications.

- **January 15, 2020**: Solicitation released.
- **January 24, 2020**: Notice of Intent to Apply due.
- **February 7, 2020**: The questions period ends at February 7, 2020, 5:00 p.m. EST.
- **February 14, 2020**: Applications are due.
- **March 31, 2020**: Selected applicants are notified.

- **April/May 2020** Fellow recruitment by host organizations.
- **June 1, 2020:** Fellows begin their two-year service.

## B. Submission Method

Applications must be submitted by Friday, February 14, 2020 by 11:59 p.m. EST through the online application portal available at the Elder Justice Program website <https://www.equaljusticeworks.org/become-a-host-organization/elder-justice-program>. Applicants may be asked to submit additional information. Please email [ejp@equaljusticeworks.org](mailto:ejp@equaljusticeworks.org) or call this solicitation's point of contact Seb Nazary at 202-466-3686 if you encounter any technical difficulties or require any accommodation in the application submission method.

## C. Notice of Intent to Apply

Interested applicants are requested to submit a non-binding **Notice of Intent to Apply** by January 24, 2020 using the link on the program website <https://www.equaljusticeworks.org/become-a-host-organization/elder-justice-program>. This notice should include the proposed number of Fellows and geographic service areas. Such notices will assist Equal Justice Works in ensuring timely and thorough review of all applications. The submission of this Notice is encouraged but not required.

## D. Questions Period

Applicants with any questions regarding the requirements of the solicitation or the application process should contact Equal Justice Works at [ejp@equaljusticeworks.org](mailto:ejp@equaljusticeworks.org) by **February 7, 2020, 5:00 p.m. Eastern Standard Time**. Responses to questions relevant to all applicants received by February 7, 2020 will be posted by February 11, 2020 on the program website, <https://www.equaljusticeworks.org/become-a-host-organization/elder-justice-program>.

## E. Application Requirements

This section describes what an application should include. Incomplete or missing responses will negatively affect the evaluation of the application.

A complete application must include the following:

- (1) Applicant Information
- (2) Abstract
- (3) Program Narrative
- (4) Logic Model
- (5) Budget Worksheet
- (6) Preaward Survey
- (7) Risk Assessment Tool
- (8) Certifications - Policy Certification & Certification for Data Privacy
- (9) Financial Statements and IRS Form

When uploading a document file, applicants should use descriptive file names (e.g., "Program Narrative\_Organization Name" or "Logic Model\_Organization Name") for all files.

### (1) Applicant Information

This section is to be completed using a form available at <https://www.equaljusticeworks.org/become-a-host-organization/elder-justice-program>.

The following information is required:

- 1) Organization Name - please list the organization's legal name that should be used for the subaward. If the organization's legal name is different from what is listed in the SAM registration and/or DUNS registration, please provide a brief explanation in the "Additional Information" section.
- 2) DUNS number
- 3) Employer Identification Number
- 4) SAM Registration - yes/ no; current registration expiration date
- 5) Organization Address - if there are multiple locations, you may list the administrative headquarters address.
- 6) Executive Director (name, phone, email)
- 7) Project Director (name, phone, email) - point of contact for programmatic matters
- 8) Fiscal Manager (name, phone, email) - point of contact for financial matters
- 9) Fellow Supervisor (name, phone, email) - Fellow's direct supervisor
- 10) Fellow Office Address, if different from the organization's address listed above
- 11) Total Subaward Budget Requested (\$)
- 12) Number of Fellows Proposed
- 13) Legal Service to Rural Communities - yes/no - please mark yes or no based on your project plan described in the program narrative. See 1.E Program Information - Host Organization.
- 14) Additional Information (optional)

### (2) Abstract

The abstract should summarize the proposed project in 400 words or less. Abstracts should be uploaded as a PDF with "Abstract" as part of its file name, single-spaced, using the 12-point font.

### (3) Program Narrative

The program narrative should include the sections listed below and be uploaded as a PDF with "Program Narrative" as part of its file name, not exceeding eight single-spaced pages using the 12-point font.

#### a. Statement of the Problem and Need

This section should include the description of particular problems or gaps in legal service in particular geographic areas that the Fellowship project will address.

#### b. Project Design and Implementation Plan

- This section should include a coherent, concise, and complete plan for the implementation of the Fellowship project at the host organization that addresses the requirements and goals of the Elder Justice Program described in this

solicitation and reference the scope of work including key performance indicators in Section 1.F. Program Information—Scope of Work.

- This section should also address the following items:
  - Goals, objectives, and primary activities that will be accomplished through this project
  - Types of legal services the Fellow will provide and the target client population and geographic service areas
  - Anticipated project impact
  - Plan for providing supervision, mentorship, and training to the Fellow
  - Any sustainability plan to continue providing those services beyond the two-year Fellowship
- In order for priority to be given for serving rural communities, the applicant should state how and what types of services its Fellow would provide to serve certain rural communities with adequate details.

c. Organizational Capabilities and Competencies

- This section should include the applicant's capacities and competencies to carry out the programmatic, administrative, and financial aspects of the program and should address the following items:
  - Experience providing victim-centered, trauma-informed, language accessible legal assistance to older victims of crime
  - Experience providing crime victims' rights protection and enforcement
  - Relationships with community partners and referral networks in serving older victims and with relevant local coalitions and/or multidisciplinary taskforces
  - Relevant legal and supervisory experience of the Fellow's supervisor
  - Experience with managing federal grants and/or federally funded programs and past performance

d. Plan for Collecting Data for Performance Measures

- This section should describe the organization's experience and capacity to track and report data for performance measures and participate in the evaluation project.

#### (4) Logic Model

Applicants must submit a logic model, which includes program activities, outputs, and impact, using the logic model template (Appendix 2) and following the template instructions available on the application website.

#### (5) Budget Worksheet

Applicants must complete the budget worksheet template to document their proposed budget, using the budget template (Appendix 3) and following the template instructions available on the application website.

#### (6) Preward Survey

Applicants must complete the Preward Survey (Appendix 4) available at the application website. The purpose of this survey is to assess whether the applicant's accounting system is acceptable under the financial management requirements, as a subrecipient of Equal Justice Works under the cooperative agreement with OVC.

#### (7) Risk Assessment Tool

Applicants must complete the Risk Assessment Tool (Appendix 5) available at the application website. This information will be used for preaward risk assessment.

#### (8) Certifications - Policy Certification & Certification for Data Privacy

Applicants must complete the certification forms ((Appendices 6 and 7) available at the application website. This information will be used to determine the applicant's eligibility for the subaward.

#### (9) Financial Statements and IRS Form

Applicants must submit item 1 and may elect either item 2 or 3 if organization taxes have not been filed for the year preceding the date of proposal application.

| Item   | Action                                    | Status               |
|--|---|----------------------|
| 1. IRS Form 990: Return of Organization Exempt From Income Tax. (Non-profits, et al)<br><br>OR<br><br>1. IRS Tax Form (as appropriate for the specific for-profit legal entity). | Mandatory                                 | N/A                  |
| 2. Sub-recipient's individual financial statements (interim or annual)   | FOR interim reports<br>FOR annual reports | Unaudited<br>Audited |

|   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Balance sheet or the statement of financial position</li> <li>• Income statement or profit and loss statement</li> <li>• Statement of cash flows</li> <li>• Statement of retained earnings/changes in equity <i>(for commercial enterprises only)</i>.</li> <li>• Notes to financial statements</li> </ul> | <p>IF organization expends more than \$750,000 of federal funds within a fiscal year</p> | <p>Audited <i>(must be current in the Federal Audit Clearinghouse-FAC)</i></p> |
| <p>3. Annual Report</p>   | <p>May be submitted in lieu of full Financial Statements</p>                             | <p>Audited</p>   |

#### 4. APPLICATION REVIEW INFORMATION

Applications that meet the eligibility requirements and the prerequisites listed below will be evaluated using the criteria set forth in this section.

##### A. Prerequisites

- (1) Applicants must complete and meet the minimum requirements of the Preaward Survey, Risk Assessment Tool, Policy Certification, and Certification for Data Privacy.
- (2) Applicants must be registered in the System for Award Management (SAM) and is not identified in SAM as excluded from receiving federal awards, and be in good standing with state statutes for the organization’s business classification.

##### B. Evaluation Criteria

- (1) Statement of the Problem and Need (5%)
- (2) Project Design, Goals, and Implementation Plan (35%)
- (3) Capabilities and Competencies (25%)
- (4) Plan for Collecting Data for Performance Measures (5%)
- (5) Budget (20%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities proposed). Budget narratives showing that the proposed expenditures should consistent with market rates (for example, hourly rate for professional interpreters) and comport with the DOJ Grants Financial Guide Post Award Requirements regarding procurement and consultant rates, as applicable.
- (6) Additional documentations and considerations (10%): logic model, past performance, and geographic service locations.

## 5. INDEX OF APPENDICES

- (1) Applicant Information Form
- (2) Logic Model Template
- (3) Budget Template
- (4) Preaward Survey
- (5) Risk Assessment Tool
- (6) Policy Certification
- (7) Certification for Data Privacy
- (8) Equal Justice Works Standard Grant Provisions for Federal Award
- (9) Subaward Special Conditions from Office for Victims of Crime
- (10) Sample Fellow Position Description