



**/ 2022**

# **Housing Justice Program - Maryland**

**Host Organization Request for Proposal**

**RFP No. HJP-20A08**

**Solicitation Release Date: May 3, 2022**  
**Application Deadline: June 8, 2022**  
(Deadline Extended from May 27, 2022)

## OVERVIEW

Equal Justice Works invites eligible organizations to submit proposals to participate as **Host Organizations** in Equal Justice Works' 2022 [Housing Justice Program](#) in Maryland. The Housing Justice Program creates Fellowships for qualified attorneys and community organizers to provide free civil legal assistance, conduct community outreach and education, and advocate for improved tenants' protections. The main goal of this program is to disrupt the cycle of evictions and housing instability for low-income tenants by mobilizing lawyers and organizers (Fellows) to catalyze systemic change, including access to counsel for tenants facing eviction. In jurisdictions with a right to counsel for tenants facing eviction, Fellows help to pilot implementation designs and issues prior to the jurisdiction providing full government funding. Host Organizations will participate in the Housing Justice Program by hosting one or more Fellows; organizations may apply to host attorney Fellows, organizer Fellows, or a combination of both. Host Organizations are encouraged to coordinate approaches during the RFP stage and implementation of the program.

The 2022 Housing Justice Program will expand the efforts of the 2019 [Housing Justice Program](#) from Virginia to Maryland to help low-income households avoid eviction and remain stably housed.

Equal Justice Works seeks to allocate approximately **fourteen Fellows in Maryland: ten attorney Fellows and four community organizer Fellows** hosted at legal services organizations and community-based organizations beginning on or about August 1, 2022, and ending no later than 24 months after the Fellow's start date and no later than August 31, 2024. These fourteen Fellows will work cooperatively to:

- 1) Provide direct legal assistance including advice, referrals, and full representation to promote housing stability for low-income households, especially tenants in eviction proceedings;
- 2) Build collaborative partnerships with community organizations and provide referrals for wraparound services;
- 3) Engage in outreach including know-your-rights presentations and workshops, legal clinics, and intake events around housing issues; and
- 4) Identify patterns, organize tenants, engage in impact litigation to challenge structural issues, and educate key stakeholders around the causes and consequences of housing instability.
- 5) Where there is a right to counsel, identify any on-the-ground implementation problems and coordinate with other legal services providers.

Equal Justice Works, as the nation's largest facilitator of opportunities in public interest law, will support the Fellows and collaborate with the Host Organizations throughout the implementation of the program.

## HOST ORGANIZATION ELIGIBILITY

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

- 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).
- Excluded from the U.S. government ‘Specialty Designated Nationals and Blocked Persons List (SDNL)’.
- Must have a valid DUNS number.
- Must have a valid Employer Identification Number.
- Must have a physical facility in one of the following areas in Maryland:
  - Baltimore City
  - Baltimore County
  - Prince George’s County
  - Eastern Shore Counties (Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester counties)
- Must provide housing stabilization services to low-income households in Maryland.
  - Organizations proposing to host **attorney Fellow(s)** must have a demonstrated history of providing legal services to low-income households at risk of eviction or experiencing housing instability.
  - Organizations proposing to host community **organizer Fellow(s)** must have a demonstrated history of building and supporting community-led campaigns to advocate for change in the area of affordable housing and/or tenants’ rights.
- Must also provide a copy of a “Certificate of Good Standing” issued by the State in which they are incorporated, or other State mandated documents proving an active/valid registration and that the organization complies with the legal requirements of the certificate or proffered documents.

## Contact Information

For assistance with any requirements of the solicitation, contact Equal Justice Works at [housingjustice@equaljusticeworks.org](mailto:housingjustice@equaljusticeworks.org).

## 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 resilience, elder abuse, immigration, and the unmet legal needs of veterans and crime victims.

Equal Justice Works is committed to building a community of staff, board members, Fellows, law students, and public service community whose behaviors align with our mission regarding diversity, inclusion, equity, and justice. We believe that harnessing the power of our differences and breaking down barriers to opportunities are critical in ensuring that these values remain at the forefront of our work. We strongly believe that we must lead from within. Equal Justice Works creates an environment where staff at all levels are heard, respected, and valued.

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

## Contents

Overview .....	ii
Host Organization Eligibility .....	ii
1. Program information .....	1
A. Need .....	1
B. Program Scope .....	2
C. Fellows .....	2
D. Host Organizations .....	3
E. Scope of Work .....	3
F. Key Performance Indicators.....	4
G. Training and Technical Assistance for Fellows.....	4
H. Data Collection and Evaluation.....	5
I. Eligibility .....	5
2. Subaward Information .....	5
A. Type of Award.....	5
B. Conditions of Subaward.....	6
(1) Programmatic Reports.....	6
(2) Financial Reports.....	6
(3) Legal Requirements.....	6
C. Financial Management .....	6
D. Budget Information.....	6
3. Application Information .....	7
A. Timeline .....	7
B. Submission Method .....	8
C. Notice of Intent to Apply.....	8
D. Questions Period .....	8
E. Application Requirements.....	8
(1) Applicant Information (see Appendix 1).....	8
(2) Program Narrative (see Appendix 2) .....	9
(3) Budget Worksheet (see Appendix 3) .....	10
(4) Certifications - Policy Certification (see Appendix 4).....	10
(5) Certifications - Certification for Data Privacy (see Appendix 5) .....	10
F. Administrative Requirements.....	10
(8) Financial Statements and IRS Form 990 .....	11
(9) Risk Assessment Tool .....	11

4. Application Review Information.....	11
A. Prerequisites .....	12
B. Evaluation Criteria .....	12
C. Post Receipt of Conditional Approval Letter .....	12
5. Index of appendices.....	13

**List of Appendices required to be submitted in response to this RFP. See application website to download Appendices. ....** 13

**Due June 8, 2022 .....** 13

- (1) Applicant Information Form ..... 13
- (2) Proposal Narrative ..... 13
- (3) Budget Worksheet..... 13
- (4) Policy Certification ..... 13
- (5) Certification for Data Privacy ..... 13
- (6) Sample Fellow Job Description (*reference document; no submission required*) ... 13
- (7) Equal Justice Works Standard Grant Award Conditions for Non-Federal Grants (*reference document; no submission required*)..... 13

**Due June 20, 2022, following receipt of Conditional Approval Letter.....** 13

- (8) Risk Assessment Tool ..... 13
- (9) Financial Statements and IRS Form 990 ..... 13

## 1. PROGRAM INFORMATION

### A. Need

Housing is a fundamental human right, determining access to quality food, education, employment, mental and physical health, and more; but it is not a right that is easily secured and one that is often too easily lost. The loss of a home through eviction destabilizes families: creating homelessness, disrupting children’s education, and causing or exacerbating chronic health issues. According to Matthew Desmond, Princeton University Professor and Principal Investigator of the Eviction Lab, there is also a direct causative link between eviction and poverty: “Eviction is a cause, not just a consequence of poverty” (Desmond 2016). Legal assistance is key to low-income tenants in eviction cases, yet access to such assistance is severely limited. While defendants in criminal cases have a right to a lawyer, defendants in civil cases who cannot afford one generally have no right to counsel.

The [National Equity Atlas](#) identified that approximately 111,000 Maryland households are behind on rent and approximately 79 percent are people of color based on the most recent available data. Further, once a household has been evicted, the struggle to find new housing snowballs, as landlords and property managers frequently screen for past evictions when determining whether to accept new tenants. The report published by Stout Risius Ross estimated that, with a right to counsel in housing court, 92 percent of represented tenants would avoid disruptive displacement in Baltimore City (The Impact of an Eviction Right to Counsel in Baltimore City, May 2020). Buoyed by the findings of the Stout report, Baltimore City Council unanimously passed Council Bill 20-0625 in December of 2020, enacting a civil right to counsel for tenants facing eviction, making it the seventh city to provide tenants with access to attorneys. In 2021, Maryland became the second state to enact access to counsel for low-income tenants by passing HB 18. However, companion legislation to fund right to counsel through a higher surcharge on District Court filings died in the House of Delegates, leaving the promise of right to counsel without a permanent funding source. In 2022, \$11.8 million of state funds were designated for the Access to Counsel in Evictions program for FY23, and the Maryland General Assembly passed legislation allocating \$14 million in funding for FY24.

The Maryland Access to Counsel in Evictions Taskforce (Eviction Task Force) recently published their report and noted that “[o]ther jurisdictions have built a staffing pipeline by establishing fellowship programs in partnership with organizations such as Equal Justice Works” (ATC Task Force Report, January 2022). The Eviction Task Force recommends that focusing on outreach and education in partnership with trusted members of the community, building a pipeline of lawyers and paralegals, and conducting a comprehensive evaluation of the program are some of the critical elements necessary to build an effective Access to Counsel Eviction Program in Maryland (ATC Task Force Report, January 2022).

Beyond helping individuals in moments of crisis, legal intervention is also critical to disrupt the detrimental cycles that evictions trigger in communities. In addition to attorneys, community organizers play an important role in connecting community members with legal services, building partnerships between legal service organizations and community partners, and sharing valuable resources and information with community members. Housing organizers help build trust in the community and mobilize the community to support systemic change.

To confront the crisis of eviction, Equal Justice Works created the Housing Justice Program to provide immediate legal assistance to those experiencing housing instability, and advance long-term, systemic reforms to address the underlying inequities.

## B. Program Scope

In 2018, with a three-year grant from The JPB Foundation, Equal Justice Works launched the first cohort of the [Housing Justice Program](#), which mobilized lawyers and organizers (“Fellows”) at Host Organizations in the Greater Richmond Region of Virginia to provide legal services, education, and community organizing to help people in low-income communities fight evictions and champion for systems change. In two years of operation (2019-2021), Fellows successfully moved the needle on housing stability by preventing more than 4,000 tenants from being evicted and conducting education and outreach efforts for more than 40,000 people. Most critically, the legal services organizations hosting our Fellows confirmed that the Housing Justice Program helped generate momentum for tenants to have the right to be represented by counsel in eviction cases - something that seemed inconceivable in Richmond just two years earlier.

The 2022 Housing Justice Program will mobilize approximately 30 Fellows in Virginia, South Carolina, and Maryland. At least fourteen of these Fellows - ten lawyers and four organizers - will be placed at eligible Host Organizations in Maryland for 24 months. Equal Justice Works, Host Organizations, Fellows, and other partners will cooperate and identify ways to collaboratively advance the program.

Host Organizations will receive subawards from Equal Justice Works that include Fellows’ salary and fringe, and Host Organization support costs. 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.

## C. Fellows

Equal Justice Works’ 2022 Housing Justice Program will support ten Attorney Fellows and four Organizer Fellows in Maryland starting on or about August 1, 2022, and ending no later than 24 months from the Fellow’s start date, and no later than August 31, 2024. Fellows will work as full-time employees of their Host Organizations and receive the salary and benefits determined by the Host Organization in accordance with its policies and pay scale.

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 job descriptions template (Appendix 6) and marketing the opportunities nationwide through its networks.

**Attorney Fellows:** Host Organizations may propose to host up to three attorney Fellows. Attorney Fellows must be licensed and admitted to practice or awaiting bar exam results in the applicable jurisdiction. Organizations proposing to host one or more attorney Fellows must have a managing attorney as a designated supervisor of the Fellow(s).

**Organizer Fellows:** Host Organizations may propose to host up to two organizer Fellows each.

Please see the [“Scope of Work”](#) section below for all the activities and responsibilities associated with the fellowship.



## D. Host Organizations

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 prove how promoting housing stability for low-income households is an integral part of their organization and how the Fellow(s) will contribute to the organization's capacity. Host Organizations must also demonstrate their capacity to provide adequate supervision, mentoring, and training for the Fellows. Adequate supervision would involve regular in-person and virtual 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 and Fellows must work in collaboration with each other and Equal Justice Works to coordinate efforts to provide direct services, strategic partnership and coalition building, outreach and education, and to reduce systemic barriers to housing stability.

During the Fellowship period, Equal Justice Works will monitor the Host Organizations' capacities and Fellows' activities to fulfill its subrecipient monitoring responsibilities and to provide technical assistance as needed. At the start of the program, 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.

## E. Scope of Work

Housing Justice Program Fellows will engage in a range of **core services** based on the needs of the communities to be served and Host Organizations' capabilities and/or restrictions. Fellows at the same Host Organizations may focus on the same or complimentary core services. Fellows must engage in one or more of the following activities:

- 1) **Direct Legal Services:** Fellows provide direct legal assistance including advice, referrals, and full representation for tenants in eviction proceedings and on other housing-related matters. Fellows may provide holistic legal services promoting long term housing stability for low-income households. Fellows may also recruit and educate pro bono attorneys to volunteer in day-of-court programs.
- 2) **Resident Services:** Fellows build collaborative partnerships with community organizations to provide referrals for wraparound services for low-income households. Fellows will also provide referrals to their peers in the Cohort as they identify individuals with emergency housing needs.
- 3) **Outreach and Education:** Fellows engage in a wide variety of outreach and education activities including, but not limited to: conducting "know your rights" education for tenants; engaging tenants in Town Halls for a more intensive look into renter problems and desired solutions; door knocking in high-eviction communities; and providing community legal education to both tenant and landlord groups (virtually and in-person).
- 4) **Community Organizing:** Fellows will identify patterns, organize tenants, develop leaders, engage in impact litigation and education to challenge structural issues, and execute campaign strategies to build tenant power and win policy changes that advance tenant protections. Where there is a right to counsel, Fellows will work to identify any on-the-ground implementation problems and coordinate with other Fellows and service providers.

Each Fellow’s project plan should be responsive to their organizational circumstances and community needs. All Fellows are required to work cooperatively to advance the goals of the Housing Justice Program, to the extent permitted by organizational and funder policies and restrictions.<sup>1</sup>

As subrecipients of Equal Justice Works, Host Organizations have the primary responsibility to ensure that the Fellows employed at their organizations perform the applicable activities under adequate supervision, participate in the training and technical assistance programs, and fulfill the data collection and reporting requirements using the key performance indicators below.

### F. Key Performance Indicators

During the Fellowship period, the Host Organizations will be required to collect and report on data responsive to the Housing Justice Program Performance Indicators below, and any additional data required in the programmatic report or identified by the Host Organization.

Housing Stability Metrics	# of individuals receiving direct legal services
Housing Stability Metrics	# of households receiving resident services (1:1 outreach and resource referrals)
Housing Stability Metrics	# of outreach/educational presentations/ trainings conducted
Housing Stability Metrics	# of individuals attending presentations
Systems Change & Capacity Building	# of stakeholders/organizations engaged to advance shared priorities
Systems Change & Capacity Building	# of policies leveraged or influenced
Systems Change & Capacity Building	# of media hits per month
Systems Change & Capacity Building	# of impacted people engaged in policy change discussions

### G. Training and Technical Assistance for Fellows

The Housing Justice Program provides specialized training and technical assistance (TTA) and other engagement opportunities to its Fellows to enhance their legal and leadership skills and achieve greatest impact. The TTA program includes the components described below. Fellows

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<sup>1</sup> Host Organizations funded by MLSC must comply with the Maryland Code, Human Services §§ 11-503, 11-505, 11-602, and 11-603; and all other provisions of the Maryland Legal Services Corporation Act. This includes but is not limited to: using MLSC funds exclusively for clients that meet MLSC income eligibility guidelines as posted on the MLSC website and maintaining records to document determination of client eligibility for all cases.

are required to participate in the Housing Justice Program TTA program and engage in peer-to-peer learning and collaboration with other Fellows

- **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 begin their Fellowship.
- **Conferences:** The Fellows will attend the annual Equal Justice Works Leadership Development Training in fall of 2022 (virtually) and 2023, to develop skills as public interest attorneys and leaders.
- **Ongoing Assisted TTA:** The Fellows will participate in regular calls that alternate between (1) substantive legal training webinars related to housing issues and (2) professional development and participatory Fellows' calls on topics responsive to the Fellows' interests and needs.
- **Final Learning Event:** Within the last three months of the Fellowship, the Fellows will participate in a 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.

## H. Data Collection and Evaluation

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

In addition, Equal Justice Works may 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, click [here](#).

For Fellow eligibility, see [Section 1.C. Program Information - Fellows](#).

## 2. SUBAWARD INFORMATION

### A. Type of Award

Equal Justice Works intends to issue individual subawards to selected Host Organizations for the performance of this program. 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 semiannual programmatic progress reports throughout the period of performance to Equal Justice Works.

### (2) Financial Reports

Host Organizations will be required to submit quarterly financial reports and supporting documentations to Equal Justice Works.

### (3) Legal Requirements

Host Organizations must adhere to all the terms and conditions contained within the subaward agreement.

## C. Financial Management

Equal Justice Works adheres to the [Generally Accepted Accounting Principles \(GAAP\)](#) and expects Host Organizations applying to this RFP to follow the same.

## D. Budget Information

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

- **Attorney Fellows:**
  - **Salary:** the subaward includes a salary contribution payment of up to \$50,000 per Attorney Fellow/per year with a 3% increase in the 13<sup>th</sup> month of the Fellowship. 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 \$6,000 per Fellow/per year towards benefits expenses that include FICA, workers' compensation, healthcare, retirement benefits, or other host organization approved benefits (please specify in the budget template).
- **Organizer Fellows:**
  - **Salary:** the subaward includes a salary contribution payment of up to \$40,000 per Organizer Fellow/per year with a 3% increase in the 13<sup>th</sup> month of the Fellowship. The Host Organization must comply with its internal salary scale. Where the Host Organization's salary scale provides for an annual salary greater

than \$40,000 for an equivalent full-time staff position, the Host Organization must supplement the Fellow's salary payment.

- **Benefits:** the subaward includes up to \$4,000 per Organizer Fellow/per year, towards benefits expenses that include FICA, workers' compensation, healthcare, retirement benefits, or other host organization approved benefits (please specify in the budget template).
- **Host Organization Support:** the subaward includes additional support costs to cover other allowable, reasonable, and allocable direct program support costs associated with mentorship of the Fellows' activities up to \$7,000 per Host Organization per year.

The subaward budget does not include the following:

- **In-person Training Travel:** Travel expenses (transportation, lodging, and meals) for Equal Justice Works Leadership Development Trainings will be paid directly by Equal Justice Works and will not be part of the subawards.
- **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.

- **May 3, 2022:** Solicitation released.
- **May 10, 2022:** Informational webinar, 2pm EST, click to [register](#). The event will be recorded and available after this date.
- **May 13, 2022:** Host Organizations submit notice of intent to apply survey [linked here](#) (survey will take no more than 5 minutes to complete)
- **May 20, 2022:** Questions about solicitation are due to Equal Justice Works.
- **May 23, 2022:** Responses to questions sent out.
- **June 8, 2022:** Applications are due.
- **June 17, 2022:** Selected applicants receive Conditional Approval Letters; subawards are contingent on satisfactory submission of the Risk Assessment Tool and Financial Statements and IRS Form 990.
- **June 20, 2022:** Selected applicants submit Financial Statements and IRS Form 990, and the Risk Assessment Tool.

- **July 15, 2022:** Subawards are executed.
- **August 2022:** Fellows begin their service (if applicable).

## **B. Submission Method**

Eligible applications must be submitted by **Wednesday, June 8, 2022, 11:59 p.m. Eastern Standard Time** via email to [housingjustice@equaljusticeworks.org](mailto:housingjustice@equaljusticeworks.org). If you encounter any technical difficulties or require any accommodation in the application submission method, please reach out to Laura Roach at [lroach@equaljusticeworks.org](mailto:lroach@equaljusticeworks.org).

## **C. Notice of Intent to Apply**

Please fill out this brief notice of intent to apply survey linked [here](#) and specify how many Fellows (lawyers and/or organizers) you are interested in applying for.

## **D. Questions Period**

Applicants with any questions regarding the requirements of the solicitation or the application process should contact Equal Justice Works at [housingjustice@equaljusticeworks.org](mailto:housingjustice@equaljusticeworks.org) by **May 20, 2022, 11:59 p.m. Eastern Standard Time**. Responses to questions relevant to all applicants received by May 20, 2022, will be emailed to all applicants who submitted Notices of Intent to Apply by **May 23, 2022**.

## **E. Application Requirements**

This section describes what an application should include.

### **(1) Applicant Information (see Appendix 1)**

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 (highly preferred).
- 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) Working Remote
  - a. Explain Fellow remote work situation if applicable.
- 12) Total Subaward Budget Requested (\$).
- 13) Number of Fellows Requested.

- 14) Additional Information (optional).
- 15) Accounting System/Internal Control Questionnaire.

(2) Program Narrative (see Appendix 2)

Please refer to the program narrative template in Appendix 2 which includes the sections listed below for completion. This document should be saved and submitted 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 problems or gaps in services and advocacy related to housing stability for low-income and underserved communities 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 Housing Justice Program described in this solicitation. This section should reference the scope of work including key performance indicators and clearly outline dedication to direct legal and resident services and outreach, education and other deliverables as described in [Section 1.E. Program Information—Scope of Work](#).
  - Goals, objectives, and primary activities that will be accomplished through this project.
  - Types of services the Fellow will provide, the target client population, and geographic service areas (State/City/County).
  - Anticipated project impact/target performance indicators.
  - Plan for providing supervision, mentorship, and training to the Fellow.
  - Any sustainability plan to continue providing those services beyond the Fellowship.

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 legal assistance related to housing, as applicable.
  - Experience conducting community outreach and education.

- Experience organizing communities around housing justice issues, as applicable.
- Relationships with community partners and referral networks in serving low-income communities and with relevant local coalitions and/or multidisciplinary taskforces.
- Relevant legal and supervisory experience of the Fellow’s supervisor.

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.

(3) Budget Worksheet (see Appendix 3)

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

(4) Certifications - Policy Certification (see Appendix 4)

Applicants must complete the certification form available at the application website. This information will be used to determine the applicant’s eligibility for the subaward.

(5) Certifications - Certification for Data Privacy (see Appendix 5)

Applicants must complete the certification form available at the application website. This information will be used to determine the applicant’s eligibility for the subaward.

When attaching a document file to the submission email, applicants should use descriptive file names (e.g., “Program Narrative\_Organization Name” or “Budget\_Organization Name”).

## F. Administrative Requirements

The below administrative requirements/documents are **not** required to be submitted at the time of Proposal Submission. Applicants will be required to complete, acknowledge, and submit the following administrative requirements upon receiving a “Conditional Approval Letter” on June 6, 2022. Upon receiving a “Conditional Approval Letter” applicants will be required to submit the following documents by **June 20, 2022**. All applicants must acknowledge that the execution of the subaward is contingent upon submission of these documents and subsequent evaluation by Equal Justice Works.

The standard terms and conditions for subawards issued by Equal Justice Works which encompasses legal, administrative, and financial management requirements for projects awarded by Equal Justice Works.



(8) Financial Statements and IRS Form 990

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)  OR  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) <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>	FOR interim reports  FOR annual reports  IF organization expends more than \$750,000 of federal funds within a fiscal year	Unaudited  Audited  Audited ( <i>must be current in the Federal Audit Clearinghouse-FAC</i> )
3. Annual Report	May be submitted in lieu of full Financial Statements	Audited

(9) Risk Assessment Tool

Applicants must complete the Risk Assessment Tool, which will be provided to selected applicants with the “Conditional Award Letter.” This information will be used for preaward risk assessment.

**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 Application Information Sheet, Policy Certification, and Certification for Data Privacy.
- (2) Applicants must be registered in the System for Award Management (SAM) and be in good standing with state statutes for the organization's business classification.

## **B. Evaluation Criteria**

- (1) Project Design, Goals, and Implementation Plan (45%)

Applications will be evaluated based on the quality, comprehensiveness and the feasibility of their proposed project design, specificity of goals, location, focus, and the rigidity of their implementation plan. Applicants are encouraged to consider how they may work cooperatively with other potential Host Organizations and include collaboration strategies in their proposals.

- (2) Capabilities and Competencies (25%)
- (3) Budget (25%): Applicants must submit complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities proposed) budgets.
- (4) Plan for Collecting Data for Performance Measures (5%)

## **C. Post Receipt of Conditional Approval Letter**

- (1) Applicants must complete and meet the minimum requirements of the Risk Assessment Tool and Financial Statements and IRS Form 990.

## 5. INDEX OF APPENDICES

List of Appendices required to be submitted in response to this RFP. See application website to download Appendices.

### Due June 8, 2022

- (1) Applicant Information Form
- (2) Proposal Narrative
- (3) Budget Worksheet
- (4) Policy Certification
- (5) Certification for Data Privacy
- (6) Sample Fellow Job Description (*reference document; no submission required*)
- (7) Equal Justice Works Standard Grant Award Conditions for Non-Federal Grants (*reference document; no submission required*)

### Due June 20, 2022, following receipt of Conditional Approval Letter

- (8) Risk Assessment Tool
- (9) Financial Statements and IRS Form 990