



/ 2024

Housing Justice Program

Maryland & South Carolina

Host Organization Request for Proposal

RFP No. HJP-24A09

Solicitation Release Date: July 24, 2024
Application Deadline: August 14, 2024

OVERVIEW

Equal Justice Works invites eligible organizations to submit proposals to participate as **Host Organizations** in Equal Justice Works' 2024 [Housing Justice Program](#) in Maryland and South Carolina. 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 support implementation by providing rights-based representation and helping to problem-solve with other stakeholders. 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 2024 Housing Justice Program will expand the efforts of the 2022 Housing Justice Program in Maryland and South Carolina to help low-income households avoid eviction and remain stably housed.

Equal Justice Works seeks to allocate approximately **fifteen Fellows in Maryland and South Carolina: twelve attorney Fellows (9 attorney Fellows must be in MD) and three community organizer Fellows** hosted at legal services organizations and community-based organizations beginning on or about September 1, 2024, and ending no later than 24 months after the Fellow's start date.

HOST ORGANIZATION ELIGIBILITY

Equal Justice Works welcomes applications from all eligible organizations. To be eligible, the applicant must be a nonprofit organization established under 26 U.S.C. § 501(c) and exempt from taxation under 26 U.S.C. §501(a), including tribal nonprofit organizations and institutions of higher education (including tribal institutions of higher education).

In addition, the applicant must be:

- Excluded from the U.S. government 'Specialty Designated Nationals and Blocked Persons List (SDNL)'.
- Must have a valid UEI/DUNS number.
- Must have a valid Employer Identification Number.
- Must have a physical facility in **Maryland** or **South Carolina**
- Must provide housing stabilization services to low-income households in **Maryland** and/or **South Carolina**.
 - 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.

Equal Justice Works highly prefers that applicants maintain a current registration in the U.S. 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.

Contact Information

For assistance with any requirements of the solicitation, contact Equal Justice Works at 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, opioids crises, 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.

Contents

Overview.....	ii
Host Organization Eligibility	ii
1. Program information	7
A. Need.....	7
B. Program Scope	7
C. Fellows.....	8
D. Host Organizations	8
E. Scope of Work.....	9
F. Data Collection, Evaluation, and Key Performance Indicators	10
G. Training and Technical Assistance for Fellows.....	11
2. Subaward Information.....	11
A. Type of Award	11
B. Conditions of Subaward	11
(1) Programmatic Reports	12
(2) Financial Reports	12
(3) Legal Requirements	12
C. Financial Management.....	12
D. Budget Information	12
3. Application Information.....	13
A. Timeline	13
B. Submission Method	13
C. Questions Period.....	13
D. Application Requirements.....	14
(1) Applicant Information.....	14
(2) Program Narrative (see Appendix 1)	14
(4) Budget Worksheet (see Appendix 3)	15
(5) Certifications - Policy Certification (see Appendix 4)	15
(6) Certifications - Certification for Data Privacy (see Appendix 5).....	15
E. Administrative Requirements.....	16
(7) Pre-award Survey	16
(8) EJW Standard Grant Provisions for Non-Federal Awards	16
(9) Risk Assessment Tool	16
(10) Financial Statements and IRS Form 990.....	16
4. Application Review Information	17

A. Prerequisites	17
B. Evaluation Criteria	17
5. Index of appendices	18

List of Appendices required to be submitted in response to this RFP. See application website to download Appendices. 18

Due August 14, 2024	18
(1) Proposal Narrative.....	18
(2) Proposal Workplan & Targets Template.....	18
(3) Budget Worksheet	18
(4) Policy Certification.....	18
(5) Certification for Data Privacy.....	18
(6) Pre-award Survey	18
(7) Equal Justice Works Standard Grant Award Conditions for Non-Federal Grants <i>(reference document; no submission required)</i>	18
(8) Risk Assessment Tool.....	18
(9) Sample Fellow Job Description <i>(reference document; no submission required)</i>	18
(10) ACE Data Elements <i>(reference document; no submission required)</i>	18
(11) Financial Statements and IRS Form 990	18

1. PROGRAM INFORMATION

A. Need

As pandemic-era tenant protections have expired and federal Emergency Rental Assistance has been depleted, rent prices have increased, destabilizing families. Fellows across multiple service areas report record high rent increases and record low rental vacancy rates, which have led to increased requests for legal assistance. According to a [recent needs assessment report](#) published by Equal Justice Works, 93% of respondents indicated that their organization does not have the capacity to serve all eligible individuals seeking services for housing and eviction related issues.

MARYLAND

In 2021, Maryland became the second state to enact access to counsel for low-income tenants by passing HB 18. The Access to Counsel in Evictions (“ACE”) law creates a right for all income-qualified Marylanders to access counsel in eviction proceedings. To meet the requirements of the law, Maryland Legal Services Corporation (“MLSC”) was tasked with administering and fully implementing the ACE program by October 1, 2025. MLSC has selected Equal Justice Works as a partner to help staff up the ACE program and achieve rights-based representation.

SOUTH CAROLINA

There are six key legal aid organizations in the state. Before the Housing Justice Program expanded into South Carolina, these organizations employed 66 attorneys in a state with more than 5 million residents, 14.6% of whom live in poverty. According to the [ACLU of South Carolina](#), in 2021, renters had no legal representation in 99% of eviction court proceedings in South Carolina. Local legal aid partners estimate that Equal Justice Works Fellows have nearly doubled eviction representation in South Carolina since 2022. To continue establishing housing courts across South Carolina, Equal Justice Works will sponsor Fellows across the state, especially in counties where services are sparse.

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

The Equal Justice Works Housing Justice Program mobilizes lawyers and community organizers as a cohort of Fellows to tackle the eviction crisis in a community-responsive manner. Fellows serve two years at legal services organizations, providing direct legal services, conducting education and outreach, and advocating to advance the rights of renters. The 2024 Housing Justice Program will mobilize approximately 15 fellows in Maryland and South Carolina. 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' 2024 Housing Justice Program will support fifteen fellows in Maryland and South Carolina starting on or about September 1, 2024, and ending no later than 24 months from the Fellow's start date. 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.

Once selected, Host Organizations are responsible for recruiting and competitively selecting qualified Fellows in accordance with program parameters. Fellow candidates will apply directly to Host Organizations. Equal Justice Works will support the recruitment by providing a sample job description template (Appendix 9) and marketing the opportunities nationwide through its networks.

Attorney Fellows: Host Organizations in Maryland and South Carolina may propose to host up to four 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 in Maryland and South Carolina 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 demonstrate their capacity to provide adequate supervision, mentoring, and training for the Fellows. Adequate supervision involves 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 must also demonstrate 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 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 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.

All Fellows will engage in the core services listed below. Each project plan should be responsive to the Host Organizations' capacities and restrictions as well as the needs of the community to be served and should include one or more of the below listed activities:

- 1) **Direct Legal Services:** Fellows will 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.
 - a. **Maryland:** Nine attorney Fellows will be funded by Maryland Legal Services Corporation and must:
 - comply with the Access to Counsel in Evictions statute (Md. Code, Real Property § 8-901 et seq.); Maryland Code, Human Services §§ 11-503, 11-505, 11-602, and 11-603; and all other provisions of the Maryland Legal Services Corporation Act;
 - only provide representation to covered individuals for judicial or administrative proceedings to evict or terminate the tenancy or housing subsidy; and
 - adhere to case type restrictions.
- 2) **Resident Services:** Fellows will 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 will 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).
 - a. **Maryland:** Attorney Fellows must primarily focus on representing tenants facing eviction or termination of their housing subsidy, though they may engage in community outreach and “know your rights” trainings as a secondary activity.
- 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.

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. Data Collection, Evaluation, and Key Performance Indicators

During the Fellowship period, the Host Organizations will be required to collect and report on data responsive to the key Housing Justice Program Performance Indicators below, and any additional data required in the programmatic report. Equal Justice Works will also collect program reflection data from Host Organizations, such as lessons learned and anonymized client stories to show impact. This data will be used by Equal Justice Works to track overall progress towards program deliverables and be shared with our funders.

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 placements
Systems Change & Capacity Building	# of impacted people engaged in policy change discussions

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.

***Special note to Maryland host organizations:** Organizations hosting attorney Fellows in Maryland must collect required data elements for evaluation of the Access to Counsel in Evictions program. See Appendix 10 for list of data elements.

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

Equal Justice Works will provide and connect Fellows to specialized trainings, resources and national partners related to housing stability.

- **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 2024 and 2025, to develop skills as public interest attorneys and leaders. Additionally, Equal Justice Works will cover the cost of Fellow attendance at a national housing conference to be determined.
- **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.

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 quarterly 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:** The subaward includes a salary/fringe contribution payment of up to \$62,000 per Attorney Fellow/per year with a 3% increase in the 13th 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 \$62,000 for an equivalent full-time staff attorney position, the Host Organization must supplement the Fellow's salary payment.
- **Organizer Fellows:** The subaward includes a salary/fringe contribution payment of up to \$52,000 per Organizer Fellow/per year with a 3% increase in the 13th 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 \$52,000 for an equivalent full-time staff position, the Host Organization must supplement the Fellow's salary payment.
- **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.

Proposal budgets may not include the following:

- **Indirect Costs:** Host Organizations' indirect costs are not included in the subaward.

- **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.
- **Travel Costs:** Equal Justice Works directly covers Fellow travel expenses (transportation, lodging, and meals) for the purpose of attending the annual Equal Justice Works Leadership Development Training in Washington, D.C.

3. APPLICATION INFORMATION

A. Timeline

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

- **July 24, 2024:** Solicitation released.
- **July 31, 2024:** Questions about solicitation are due to Equal Justice Works.
- **August 5, 2024:** Responses to questions posted on [Housing Justice Program website](#).
- **August 14, 2024:** Applications are due.
- **August 21, 2024:** Selected applicants are notified.
- **August - September 2024:** Fellow recruitment by host organizations with assistance from Equal Justice Works.
- **September 6, 2024:** Subawards are executed.
- **September - October 2024:** Fellows begin their service.

B. Submission Method

Eligible applications must be submitted by Wednesday, August 14, 2024, 11:59 p.m. Eastern Time through the online application portal.

If you encounter any technical difficulties or require any accommodation in the application submission method, please reach out to housingjustice@equaljusticeworks.org.

C. 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 by **July 31, 2024, 11:59 p.m. Eastern Time**. Responses to questions received by July 31, 2024, will be posted on the [Housing Justice Program website](#) by **August 5, 2024**.

D. Application Requirements

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

(1) Applicant Information

- 1) This section is to be completed using the [application available in Submittable](#) which requests the following information: 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) UEI/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) Total Subaward Budget Requested (\$).
- 12) Number of Fellows Proposed.
- 13) Additional Information (optional).

Answer the following questions:

- 14) Are you a legal services provider?
- 15) Are you a community advocacy organization?
- 16) Is your organization located in Maryland or South Carolina?

(2) Program Narrative (see Appendix 1)

Please refer to the program narrative template in Appendix 1 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 four 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 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 also address the following items:
 - Goals, objectives, and primary activities that will be accomplished through this project. Include 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](#).
 - Types of services the Fellow will provide, the target client population, and geographic service areas (State/City/County).
 - Anticipated project impact.
 - 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, as applicable:
 - Experience providing legal assistance related to housing.
 - Experience conducting community outreach and education.
 - Experience organizing communities around housing justice issues.
 - 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) Proposal Workplan and Targets

Please provide targets and key deliverables according to the “Proposal Workplan & Targets Template” (Appendix 2).

(4) 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.

(5) 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.

(6) 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 website applicants should use descriptive file names (e.g., “Proposal Narrative Organization Name” or “Budget Organization Name”) for all files.

E. Administrative Requirements

Applicants are required to complete, acknowledge, and submit the following administrative requirements with the Proposal submission. Incomplete or missing responses will negatively affect the evaluation of the application.

(7) Pre-award Survey

Applicants must complete the Pre-award Survey (Appendix 6) 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. Equal Justice Works Standard Grant Award Conditions for Non-Federal Grants.

(8) EJW Standard Grant Provisions for Non-Federal Awards

The standard terms and conditions for subawards issued by Equal Justice Works (Appendix 7), which encompasses legal, administrative, and financial management requirements for projects awarded by Equal Justice Works.

(9) Risk Assessment Tool

Applicants must complete the Risk Assessment Tool (Appendix 8), made available at the application website. This information will be used for preaward risk assessment.

(10) 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) <p style="text-align: center; color: red;">OR</p> 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"> • Balance sheet or the statement of financial position 	FOR interim reports FOR annual reports IF organization expends more than \$750,000 of	Unaudited Audited

<ul style="list-style-type: none"> • Income statement or profit and loss statement • Statement of cash flows • Statement of retained earnings/changes in equity (<i>for commercial enterprises only</i>). • Notes to financial statements 	federal funds within a fiscal year	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

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, Pre-award survey, Risk Assessment Tool, 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) Statement of the Problem and Need (5%)
- (2) Project Design, Goals, and Implementation Plan (60%)

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.

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

5. INDEX OF APPENDICES

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

Due August 14, 2024

- (1) Proposal Narrative
- (2) Proposal Workplan & Targets Template
- (3) Budget Worksheet
- (4) Policy Certification
- (5) Certification for Data Privacy
- (6) Pre-award Survey
- (7) Equal Justice Works Standard Grant Award Conditions for Non-Federal Grants
(reference document; no submission required)
- (8) Risk Assessment Tool
- (9) Sample Fellow Job Description *(reference document; no submission required)*
- (10) ACE Data Elements *(reference document; no submission required)*
- (11) Financial Statements and IRS Form 990