



## Request for Grant Proposals

<b>Issue Date:</b>	<b>November 14, 2019</b>
<b>Issue Title:</b>	<b>Universal Representation Pilot Grant</b>
<b>Issuing Agency:</b>	<b>Office of Human Rights City of Alexandria, Virginia</b>
<b>Available Funding:</b>	<b>Up to \$100,000</b>
<b>Anticipated Contract Period:</b>	<b>January 1 through June 30, 2020</b> Renewal is contingent upon satisfactory performance and availability of funding
<b>Submission Deadline:</b>	<b>December 16, 2019</b>

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### **Purpose**

The Alexandria City Council approved funding in the Fiscal Year 2020 budget to fund through a competitive process a legal representation program to support Alexandria residents facing deportation and increase their chances of success in Federal Court and remaining the United States legally. The purpose of this request is to solicit proposals from nonprofit legal service providers interested in partnering with City Alexandria to ensure due process rights of immigrant community members and provide legal consultation and representation related to immigration proceedings.

### **Background**

The City of Alexandria, Virginia, is medium-sized city of about 151,000 residents and has a large non-native born population of about 44,000 persons or about 28% of the City population, including residents from countries worldwide who face the threat of deportation, most of whom are likely natives of Central America, South America and the Caribbean. Extrapolating Pew Research Center data on the Washington DC area foreign born population, as many as 29% or 13,000 of these 44,000 foreign-born Alexandrians may be undocumented. This number includes a sizable Temporary Protected Status population. These persons are of all ages, including

Deferred Action for Children Arrivals youth and young adults who have spent most of their lives living in the United States. As an example of the diversity in our community, the number of languages spoken in households of our students who attend Alexandria City Public Schools exceeds 119.

The City of Alexandria prides itself as a community of diversity and inclusiveness and, through our human services, human rights and other City programs, the City has sought to embrace all who live in our community. The City has also been a leader in the human rights arena, at times adopting policies ahead of peer jurisdictions in Virginia, and significantly ahead of the state government itself.

### **Submission Guidelines:**

Proposals should submit in the format listed below:

#### 1. Cover Page

- Organization's name, address and website
- Name, telephone number, and e-mail address of Executive Director
- Name, telephone number, and e-mail address of primary point of contact for the proposal submission
- Signed and dated statement attesting to the authorization to the submit the proposal (scanned ink signature is acceptable)

#### 2. Organizational History, Structure and Capacity

- Organization's mission
- Brief history of the Organization's history and experience in providing legal services to Alexandria residents
- Staff capabilities
- Organization's annual budget
- List of the Board of Directors

#### 3. Proposed Program

- Description of the proposed program approach
- Proposed number of Alexandria residents to be served
- Implementation steps and timeline
- Staffing needed
- Anticipated outcomes

#### 4. Proposed Budget

- An estimated line-item budget clearly describing all program costs including the administrative cost and percentage of the total grant request
- A brief narrative describing the use of the requested funding, other funding and resources that may be leveraged including pro bono services

## 5. Other Required Attachments

- Relevant job descriptions (**Attachment 1**)
- CV and bar # of the attorney(s) contributing to the program (**Attachment 2**)
- Most Recent Audited Financial Statement (**Attachment 3**)
- Evidence of Non-Profit Status (**Attachment 4**)
- Completed IRS form W9 (**Attachment 5**)

## Questions

Interested parties may email questions to: Jean Kelleher, Director, City of Alexandria Office of Human Rights at [Jean.Kelleher@alexandriava.gov](mailto:Jean.Kelleher@alexandriava.gov).

## Evaluation

An Evaluation Committee appointed by the City Manager will review proposals and provide a funding recommendation to the City Manager for City Council approval. Proposals will be evaluated based on the following:

- Organizational capacity;
- Quality of the proposal and ability to meet the needs of the target population;
- Prior experience providing the same and similar services to the immigrant community in the City of Alexandria and/or the National Capital Region;
- Ability to provide support to immigrant and refugee populations in their native language;
- Ability to provide services as outlined in the proposal within 30 days of executed grant agreement; and
- Ability or commitment to leverage private resources to supplement the funding beyond that will be awarded by the City of Alexandria, and to continue services beyond the grant term.

**Proposals and required attachments shall be submitted in a PDF by electronic mail to Jean Kelleher, Director, City of Alexandria Office of Human Rights at [Jean.Kelleher@alexandriava.gov](mailto:Jean.Kelleher@alexandriava.gov) by December 16, 2019, 12 noon EST. Late submissions will not be accepted.**

**The intent to award notice will be issued by December 30, 2019. The successful proposal will be subject to negotiation as condition of the award. Areas of negotiation may include adjustment to the proposed budget and levels of service. The successful organization shall work with the City Manager's authorized representative to verify the terms and conditions of the grant award which shall be confirmed by the execution of a grant agreement.**

