



## Washington State Office of Civil Legal Aid

1206 Quince St. SE  
Olympia, WA 98504  
MS 41183  
360-704-4135

James A. Bamberger, Director  
jim.bamberger@ocla.wa.gov

### **NOTICE OF FUNDS AVAILABILITY STATEWIDE REENTRY LEGAL AID PROJECT**

On request of the [Statewide Reentry Council](#), the Washington State Legislature recently appropriated \$492,000 for FY 2021 to establish and operate a statewide reentry legal aid project. Pursuant to section 115(12) of [the supplemental operating budget bill](#), the [Office of Civil Legal Aid](#) is to identify an appropriate nonprofit entity to establish and operate the statewide reentry legal aid project, establish initial priority areas of focus, and determine client service objectives, benchmarks, and intended outcomes.

By this Notice of Funds Availability, the Office of Civil Legal Aid seeks proposals from qualified non-profit law firms to establish and operate a Statewide Legal Aid Reentry Project.

#### **I. Project Requirements**

Any qualifying Statewide Reentry Legal Aid Project must, among other things:

- Develop and serve as a statewide resource for information, self-help materials, and video content relating to civil legal problems experienced by individuals reentering civil society from incarceration.
- Design, support, and sponsor seminars, webinars, courthouse-based projects and other programs that offer widespread opportunity for legal intervention and relief for individuals with reentry-related civil legal problems.
- Develop and deliver training, technical assistance, and support to help community-based legal aid staff attorneys and pro bono lawyers provide legal advice, brief services, and representation for formerly incarcerated individuals on reentry-related civil legal problems.
- In consultation with the Statewide Reentry Council and other relevant stakeholders, establish initial priority areas of focus and determine client service objectives, benchmarks, and intended outcomes.
- Develop a Strategic Operations Plan that is consistent with and furthers the five goals of the 2018-2022 Access to Justice Board [State Plan for the Delivery of Civil Legal Aid](#).
- Establish a system to receive and respond to requests for legal information and assistance, identify appropriate referral resources, and establish referral protocols for individuals in need of reentry-related civil legal assistance.
- Provide direct legal assistance to individuals with legal problems that reflect systemic problems and offer the opportunity through such direct assistance to make significant changes in both the lives of individual clients and similarly situated individuals.

- On written request and consistent with the requirements of RCW 2.53.030(5)(a), provide information, policy advice, and guidance to elected officials and policy members on matters relevant to removing barriers to effective and successful reentry.

## **II. Minimum Organizational Criteria**

Minimum organizational criteria for any entity proposing a Statewide Reentry Legal Aid Project include:

- Must be a non-profit law firm with attorneys licensed to practice in the state of Washington.
- Must establish an Advisory Board, the majority of whom are formerly incarcerated persons.
- Must be eligible to contract with the State of Washington.
- Must not have been debarred from contracting with the federal government in the past five years.
- Must have an independent annual financial audit.
- Must be capable of providing reentry related legal aid services and support on a statewide basis.

## **III. Components of Response to Notice of Funding Availability**

Applications submitted in response to this Notice of Funding Availability shall be organized as follows:

1. Introduction and Statement of Organizational Purpose.
2. List of members of the organization's Board of Directors.
3. List of the organization's staff leadership and staff members who will be involved in the project.
4. List of formerly incarcerated individuals engaged in the project either as staff or in an advisory capacity.
5. Project narrative, including how the project will address each of the components outlined in Section I of this Notice, and strategies for consistent engagement of formerly incarcerated persons in program design, operations, and accountability.
6. A project budget using the attached budget form.

## **IV. Deadline for Submission of Proposals and Project Start Date**

To be considered, proposals must be submitted on or before May 15, 2020. The approved project shall commence July 1, 2020.

Proposals shall be submitted electronically to:

Office of Civil Legal Aid  
[ocla@ocla.wa.gov](mailto:ocla@ocla.wa.gov)

Questions related to this Notice of Funds Availability (NOFA) may be sent to: [ocla@ocla.wa.gov](mailto:ocla@ocla.wa.gov).

OCLA reserves the prerogative to withdraw or revise this NOFA, or decline to issue an award and reissue a new NOFA in the event that it, in its exclusive judgment, determines that insufficiently responsive applications were submitted.

**OFFICE OF CIVIL LEGAL AID  
STATEWIDE REENTRY LEGAL AID**

<b>DESCRIPTION</b>	<b>FY 2021</b>
Salaries	
Benefits	
Goods and Services	
Travel	
Training	
Contract Services	
Equipment	
Other	
<b>Total</b>	