



## Washington State Office of Civil Legal Aid

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### **NOTICE OF FUNDS AVAILABILITY PANDEMIC CIVIL LEGAL AID PROJECT**

The Washington State Legislature appropriated \$6M in funding in FY 2022 and \$5M in funding in FY 2023 to continue providing emergency legal assistance to individuals and families with civil legal problems arising from or relating to the COVID-19 emergency. Of these amounts, OCLA reserved \$2.75M for 18 months to underwrite collaborative programs that provide emergency pandemic related legal information, services, and support for communities directly and disproportionately affected by the pandemic during the emergency and in its near-term aftermath. Funding availability breaks down by fiscal year as follows:

January 1 to June 30, 2022:	\$750,000
July 1, 2022 to June 30, 2023:	\$2,000,000

There is no guarantee of continued funding beyond 6/30/23.

By this Notice of Funds Availability (NOFA), the Office of Civil Legal Aid seeks collaborative proposals from qualified non-profit law firms to establish and operate a project to address pandemic-related civil legal problems experienced by individuals, families, and communities directly and disproportionately affected by the pandemic during the emergency and in its near-term aftermath.

Projects are not limited to any geographic area. They may target services locally, regionally, or on a statewide basis. Priority will be given to projects that are responsive to the needs of un- and under-served populations and test new delivery strategies that, if proven effective, offer lessons for potential replication.

OCLA will award no more than three (3) contracts under this NOFA. Projects selected are expected to operate from January 1, 2022 through June 30, 2023.

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

Qualifying proposals must meet the following requirements:

- Provide a spectrum of services including, but not limited to (a) developing and disseminating self-advocacy resources and tools, (b) individualized legal assistance for members of the target communities, and (c) multi-forum advocacy to address systemic problems experienced commonly by members of the target communities.

- Must be guided by a Pandemic Civil Legal Aid Project Advisory Committee, at least one-half of whom are members of the communities most harmed by the pandemic.
- In consultation with the Pandemic Civil Legal Aid Project Advisory Committee and representatives of the target communities most harmed by the pandemic within the project's target areas, identify the strategic objectives, theory(ies) of change, and primary roles of each of the collaborating project participants (legal aid and community based non-legal participants).
- Establish a system to receive and respond to requests for legal information and assistance, identify appropriate referral resources, and establish referral protocols for members of the target population(s).

## **II. Minimum Organizational Criteria**

Minimum organizational criteria for the entity proposing a Pandemic Civil Legal Aid Project include:

- Must be a non-profit law firm with attorneys licensed to practice in the state of Washington.
- Must have a demonstrated history and competence in providing legal assistance in the substantive areas of project focus.
- 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.

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

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

- Introduction and Statement of Organizational Purpose.
- List of members of the organization's Board of Directors.
- List of the organization's staff leadership and staff members who will be involved in the project.
- A list of members of the Pandemic Civil Legal Aid Project Advisory Committee.
- A project narrative, including how the project will address each of the components outlined in Section I of this NOFA.
- An 18-month project budget using the attached budget form.

#### **IV. Deadline for Submission of Proposals**

To be considered, proposals must be submitted on or before November 24, 2021. 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 issue a new NOFA in the event that it, in its exclusive judgment, determines that insufficiently responsive applications were submitted.