

## **COLUMBUS FAMILIES TOGETHER FUND LEGAL SERVICES GRANT REQUEST FOR PROPOSALS (RFP)**

Release Date of RFP: Wednesday April 7, 2021

Pre-Bidders' Conferences: Wednesday April 14, 2021, 3 pm to 4:30 pm  
WebEx  
**RSVP:** [aaliban@columbus.gov](mailto:aaliban@columbus.gov)

Submission Deadline: **Wednesday, April 28, 2021, at 5:00 pm EDT**  
***Late submissions will not be accepted.***

Submission Details: Proposals may be submitted by e-mail to [aaliban@columbus.gov](mailto:aaliban@columbus.gov) & [tyharden@columbus.gov](mailto:tyharden@columbus.gov) or by hard copy via mail to:  
Columbus Families Together Legal Services Grant  
Councilmember Shayla Favor  
Columbus City Council  
90 West Broad Street, Room 231  
Columbus, OH 43215

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Availability of RFP: The RFP will be posted on the Columbus City Council website:  
<https://www.columbus.gov/council/ColumbusFamiliesTogetherFund>

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## SECTION I – BACKGROUND

### A. Introduction

Columbus prides itself on being a diverse city that welcomes all people. Ten percent of the city's residents are foreign-born; our Somali population is the second-largest in the nation; and nearly half of all refugees settled in Ohio are settled here in Franklin County. Immigrant and refugee communities are critical economic contributors to Columbus. They pay \$345 million each year in state and local income taxes, \$638 million in federal taxes, and spend \$2.8 billion in the local economy. In fact, immigrants contribute slightly more than their share in taxes relative to their income. It is in the city's clear economic and public safety interest to protect its immigrant and refugee families.

Yet Columbus' immigrant and refugee communities face unique threats. They are especially vulnerable as victims of crime and financial scams because the fear of a loved one's deportation prevents them – undocumented or not – from reporting crimes. This makes the city less safe for everyone. Aggressive deportation tactics tear deported parents from their children, inducing permanent financial strains on families, placing children into the foster care system, and unnecessarily burdening state and local resources for the long run.

According to Secure Communities data, among counties with more than 1,000 removals between 2010 and February 2015, Franklin County removed the nation's highest percentage of low-priority immigrants at 52 percent. In recent years, immigrants in Columbus have reported higher rates of fear of deportation and a higher presence of ICE within their communities, as well as heightened fear that applications for immigration benefits will result in being targeted by ICE for deportation.

Many immigrants who do not have lawful immigration status nonetheless have meritorious claims to remain in the United States, including asylum, Deferred Action for Childhood Arrivals, cancellation of removal, waivers of unlawful presence, or other legal forms of relief that could prevent deportations and the resulting harms to family members and the Columbus community.

The missing link is access to competent legal services. Legal representation is the most decisive factor in the outcome of immigration cases, yet it is woefully out of reach for low-income immigrants in particular.

Consequently, Columbus City Council established the Columbus Families Together Fund (CFTF) in 2017, to protect immigrant and refugee families in Central Ohio from the financial and emotional devastation that results from aggressive immigration enforcement. The CFTF has a \$375,000 total budget over three years for organizations that meet specified legal services needs within the immigrant community, with all funding allocated by the City of Columbus.

The CFTF continues to be a critical need in Central Ohio. The wellbeing of our immigrant communities is intertwined with the city's overall wellbeing. Ultimately, Columbus is a safer, more just, and more economically vibrant city for everyone when we address the needs of all our residents.

### B. Funding Areas

## 1. Legal Orientation Program & Direct Legal Representation Grant

Columbus City Council is soliciting proposals from nonprofit legal service providers (LSPs) in the Central Ohio area to provide a Legal Orientation Program (LOP) to educate detained persons on their rights under immigration law and to provide direct legal representation to detained immigrants in removal proceedings in the Cleveland Immigration Court in Cleveland, Ohio, for those persons who meet the program's eligibility criteria. Currently, persons from Central Ohio who are detained by ICE are detained in the Butler County Jail in Hamilton, Ohio, while their cases are pending in the Cleveland Immigration Court.

### a. The Legal Orientation Program (LOP)

The LOP will be available to any person detained in the Butler County Jail by ICE. It will provide general information about immigration law, the rights of those detained and subject to removal, and the processes and procedures in U.S. Immigration Courts. The LOP will not provide specific legal advice to any person, will be conducted consistent with the Ohio Rules of Professional Conduct, and will not constitute the unauthorized practice of law. LOP programs and any materials distributed must be provided in the native languages that are spoken by the majority of persons detained in that facility or through qualified interpreters. Initially, the LOP will be offered weekly, and may be offered on other regularly scheduled intervals depending upon the need and the response. Considerations for the ongoing global pandemic will be considered in the execution of the LOP. The LOP must be conducted by licensed attorneys, paralegals, or other trained professionals who have experience in immigration law, and the persons conducting the LOP may be paid or pro bono. The detained persons who participate in the LOP will be informed of the availability of legal representation for qualified individuals and will be given information about eligibility and screening.

### b. Screenings for Eligibility for Legal Representation

In accordance with existing Butler County Jail practice, the LSP will request attorney visits with interested individuals in order to complete the screening, and the visits will take place in the jail's existing attorney visitation rooms. The LSP may utilize licensed attorneys employed by the LSP, licensed attorneys contracting with the LSP, or volunteer licensed attorneys to conduct the screenings. However, the LSP must require that any volunteer attorneys conducting screenings will not represent for private gain any individual with whom they came into contact while volunteering for the screening unless the client becomes ineligible for CFTF funds due to a change in income or other reasons. Family members of the detained individuals may also request that their family member be screened for eligibility for representation by contacting the LSP.

c. Eligibility Requirements for Legal Representation

Detained persons who meet the eligibility requirements will be provided with legal representation by licensed attorneys in the Cleveland Immigration Court. To be eligible for representation using CFTF monies, a person must:

1. Be detained by ICE in the Butler County Jail and subject to removal proceedings;
2. Either be a resident of Columbus or Franklin County, Ohio, or have resident dependents;
3. Live at or below 200 percent of the federal poverty line; and
4. May not have a documented conviction of a violent crime.

d. Anticipated Number of Cases

On average, Butler County Jail holds 10 to 15 bond hearings each week via televideo for individuals detained by ICE. Based on estimations by the local legal community and data from the jail, of the 10 to 15 bond hearings each week, approximately six detained individuals per week (or approximately 312 per year) would meet the eligibility requirements of CFTF. Over a one-year period, CFTF expects to be able to provide legal representation for all eligible individuals for their bond redetermination hearings. Of those cases, we estimate that a maximum of 25 CFTF-eligible individuals per year would need representation for their detained individual hearings if they were denied bond and qualified for an application for relief from removal. This is due to the fact that the Cleveland Immigration Court is among the most backlogged in the country.

e. Other Requirements

- The LSP receiving this CFTF grant must submit a proposal to provide **both** the LOP in the Butler County Jail and direct legal representation for detained persons facing removal proceedings in the Cleveland Immigration Court.
- To allow more persons to obtain representation through the fund, the LSP proposal that is awarded the CFTF grant must include hiring an attorney full-time or part-time on a salary basis to handle the legal representation, rather than billing on a per case or billable hour basis.
- The LSP that is awarded this grant must be able to begin providing the legal services described in this RFP **no later than June 30, 2021**.
- The LSP that is awarded the grant for the LOP & Direct Legal Representation must agree to continue representing the individuals represented through the CFTF grant through the life of the case, and they only may withdraw from the representation consistent with the Ohio Rules of Professional Conduct.
- The LSP awarded the grant must agree to participate in training organized by the CFTF and Vera.
- The LSP awarded the grant must submit monthly, quarterly, and annual reports related to the LOP and representation as requested by CFTF.

- The LSP awarded the grant must agree to cooperate with CFTF regarding data collection related to the legal services provided, consistent with protecting client confidences and the Ohio Code of Professional Conduct.
- The LSP awarded the grant must agree to participate in public information and awareness activities related to the CFTF grant.

## 2. Additional Legal Assistance Grant(s)

Because an intact family is one determining factor in economic self-sufficiency and long-term child success, the CFTF will allocate \$75,000 towards additional legal services that help keep families together in the Central Ohio immigrant and refugee communities. Those services may include but are not limited to: family reunification assistance applications; applications for visas, political asylum, and U visas; Know-Your-Rights (KYR) training sessions; and other essential needs for the immigrant and refugee communities as determined by the grant applicant.

These services may leverage volunteer attorney networks. For example, KYR training sessions are a useful tool to help immigrant and refugee communities in Central Ohio gain an understanding of their legal rights in their native languages. When faced with an encounter with law enforcement or ICE officials, immigrants who know their rights can reduce their chances of detention in a lawful fashion. An organization could leverage pro bono services by matching KYR experts with volunteer attorneys in order to create a training network that will expand local expertise on immigrant rights. It could use those volunteer attorneys to staff KYRs within its own organization and other organizations where needed.

An organization may submit a proposal to provide additional legal assistance separately from or together with a proposal to provide the other services described in this RFP funded by the CFTF. A grant from the CFTF for additional legal assistance will be awarded independently from other grants from the CFTF.

- Priority will be given to grant proposals directed at serving diverse immigrant and refugee groups, rather than a single immigrant and refugee group.
- The organization(s) awarded grants for additional legal assistance must be able to begin providing those services **no later than June 30 2021**.
- The organization(s) awarded grants for additional legal assistance must agree to participate in training organized by the CFTF.
- The organization(s) awarded grants for additional legal assistance must submit monthly, quarterly, and annual reports related to the services provided under this grant as requested by CFTF.
- The organization(s) awarded grants for additional legal assistance must agree to cooperate with CFTF regarding data collection related to the services provided, consistent with protecting client confidences and the Ohio Code of Professional Conduct.

- The organization(s) awarded grants for additional legal assistance must agree to participate in public information and awareness activities related to the CTF.

#### C. Eligible Organizations

##### 1. Applicants for all CTF grant awards shall meet the following requirements:

- a. Be a nonprofit organization with a with a Federal 501(c)(3) tax-exempt status or evidence of fiscal agent relationship with a 501 (c)(3) organization; or be a private entity that is mobilizing pro bono legal services;
- b. Be currently registered to do business in Ohio and in good standing with the Ohio Secretary of State; and
- c. Have a record of successfully providing services to the Central Ohio immigrant and refugee community.

##### 2. In addition to the requirements listed above, applicants for the LOP/Direct Legal Assistance grant must also meet the following requirements:

- a. Demonstrate a successful record of providing competent legal services to immigrant and refugee communities in a manner consistent with all ethical requirements;
- b. Possess the knowledge and experience to be able to provide competent legal representation in removal defense cases in immigration courts or present a training plan that will permit a licensed attorney to be trained and prepared to handle these cases by June 30, 2021;
- c. Utilize an effective case management system for all client matters;
- d. Provide proof of professional liability insurance for all attorneys employed or contracted with to provide the legal services described in this RFP to clients; and
- e. Provide to the city a Certificate of Good Standing or similar document from the jurisdiction in which any attorney employed or contracted with to provide the legal services described in this RFP is licensed to practice law within 30 days of being employed or engaged.

#### D. Number of Grants to Be Awarded, Amounts, and Duration of Grants

##### 1. **One grant of \$300,000 from CTF to an LSP to provide the LOP & Direct Legal Representation.**

Columbus is a member of the SAFE (Safety and Fairness for Everyone) Cities Network – a diverse group of local jurisdictions from around the country committed to due process and to providing legal representation to immigrants facing removal. As a member of this network, the legal services provider awarded the CFTF grant will have access to technical assistance from the Vera Institute of Justice, including bi-monthly Network calls, regular legal training, communication support, and research & reporting.

Under the universal representation model, representation is offered to all clients who meet the eligibility requirements specified above, without conducting a preliminary assessment of the merits of the case. To receive CFTF funding, the LSP will propose a plan for client intake (for example, using the LOP to identify clients who qualify for the program, and then conducting intake for all who qualify) and offering representation under this model. If a client is released while the case is pending, the LSP will re-screen for financial eligibility. If the client is no longer financially eligible for services, or if she or he obtains a change of venue outside of the Cleveland Immigration Court, she or he will be required to seek other counsel. Withdrawal from representation is permitted in either of these circumstances, and when required for legal or ethical reasons, and consistent with the Ohio Code of Professional Conduct.

The LSP receiving CFTF funding will provide representation at all stages of immigration court proceedings, including master calendar hearings, bond proceedings, competency hearings, merits hearings, USCIS applications and proceedings related to being granted relief from removal, and BIA appeals. Additional representation services for post-conviction relief, federal habeas corpus, or post-BIA appeals are not mandated by this funding, but are encouraged when merited by the issues involved. Representation initiated under CFTF funding must be continued through the disposition of the case, including those cases that will be completed after the contract period.

## **2. \$75,000 for additional legal services – grants to multiple organizations are possible.**

There is no guarantee of any additional funding beyond the initial grant awards.

### **E. Review of Grant Applications**

All grant applications for CFTF received by the deadline of Wednesday, April 28, 2021, at 5:00 p.m. EDT will be reviewed and scored by a panel of five reviewers. The panel will consist of city officials and outside experts who are qualified based upon their experience in legal services, criminal justice, immigration law, project management, grant administration, and/or education. No member of the review panel shall have a business or fiduciary relationship with any organization that submits a grant application for CFTF funds. Grant award determinations may not be contested.

### **F. Award Notification**



Organizations that are awarded CFTF funds will be notified by e-mail and regular U.S. mail no later than Wednesday, May 19, 2021.

#### G. Submission Guidelines

Grant applications may be submitted electronically by e-mail to [aaliban@columbus.gov](mailto:aaliban@columbus.gov) and to [tyharden@columbus.gov](mailto:tyharden@columbus.gov). Grant applications may also be submitted in hard copy via mail to:

Columbus Families Together Legal Services Grant  
Councilmember Shayla Favor  
Columbus City Council  
90 West Broad Street, Room 231  
Columbus, OH 43215

#### H. Pre-Bidders' Conference

Organizations that are interested in submitting grant applications for CFTF grants are encouraged to attend the Virtual Pre-Bidders' Conference for an overview of the Request for Proposals and the opportunity to ask questions. All questions asked during the conference and the answers to the questions will be posted on the Columbus City Council website and e-mailed to all organizations and individuals who RSVP to attend within 48 hours after the conclusion of the conferences. The conference is scheduled for:

Wednesday, April 14, 2021, 3 pm to 4:30 pm  
WebEx  
**RSVP:** [aaliban@columbus.gov](mailto:aaliban@columbus.gov)

Potential bidders may also email questions prior to the conference that will be read and answered during the conference by emailing the questions to [aaliban@columbus.gov](mailto:aaliban@columbus.gov) and to [tyharden@columbus.gov](mailto:tyharden@columbus.gov).

#### I. Terms and Conditions

- Funding for this award is contingent on available funding. The RFP does not commit the city to make an award.
- The city reserves the right to accept or deny any or all applications if it determines it is in the best interest of the city to do so. The city shall notify the applicant if it rejects that applicant's proposal. The city reserves the right to suspend or terminate an outstanding RFP.
- The city reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFP, or to rescind the RFP.

- The city shall not be liable for any costs incurred in the preparation of applications in response to the RFP. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- The city may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations.

## SECTION II – PROPOSAL FORMAT

Please provide the requested information for your proposal, based upon the grant area(s) for which you are seeking funding. If a category of requested information is not applicable to your proposal, then please respond with "not applicable."

### **A. LOP & DIRECT LEGAL REPRESENTATION GRANT**

1. Overview of Organization or Organizations Submitting the Bid
  - a. Name of organization
  - b. Contact information and website
  - c. Mission of organization
  - d. Legal status of organization
  - e. Leadership team of the organization, including Board of Directors and affiliations
  - f. Key staff who will oversee the grant if awarded
  - g. Describe the organization's experience in providing services to the immigrant and refugee community in Central Ohio
  - h. Attach the most recent audited financial statements and 990 form for the organization
  - i. Explain your organization's financial management system and protocols and procedures for managing grant money
2. Program Narrative
  - a. Legal Orientation Program
    - i. Describe how you will promote the program to detained persons, their families, and the community
    - ii. Describe the information that will be provided to persons who participate
    - iii. Describe the kinds of materials that will be provided
    - iv. Explain what languages in which the materials will be provided
    - v. Explain how the program will be presented in native languages or through qualified interpreters
    - vi. Identify the staff (existing or to be hired) or volunteers who will provide the program, including their credentials and experience
    - vii. Explain any training that will be required for staff providing the LOP
    - viii. Describe the frequency of providing the program and logistics
    - ix. Explain how many persons you anticipate serving

- x. Explain your timeline for implementing the program
  - xi. Describe the data that will be collected related to participants
  - xii. Describe how activities will be conducted in light of COVID-19 safety guidelines
- b. Screenings for Eligibility
- i. Describe how you will handle requests for screenings from detained persons, their family members, or others
  - ii. Describe the logistics for providing the screenings in the Butler County Jail in consideration of COVID-19 safety practices
  - iii. Identify the staff (existing or to be hired) or volunteers who will provide the screenings, including their credentials and experience
  - iv. Explain any training that will be required for staff or volunteers providing the screenings
  - v. Describe any materials that will be provided during the screenings
  - vi. Explain how you will verify eligibility for representation for individuals from CFTF funds
  - vii. Explain how many persons you anticipate screening
  - viii. Describe the statistics you will collect related to participants consistent with the Ohio Code of Professional Conduct
  - ix. Explain your timeline for implementing the screenings
- c. Legal Representation for Eligible Persons
- i. Describe the specific legal services that you will provide for eligible participants
  - ii. Explain the logistics of representing persons detained in the Butler County Jail in the Cleveland Immigration Court
  - iii. Identify the licensed attorney or attorneys who will provide the legal representation, including their background and experience. Include resumes if the attorneys are already identified. If the position will be filled subsequently, provide a position description.
  - iv. Identify who will be supervising the work conducted by the attorney(s) and the supervisor's background and experience. Include a resume for the supervisor.
  - v. Explain your plan to cover hearings if there are scheduling conflicts or in case of illness or an emergency.
  - vi. Identify and provide an overview of your case management system for client files
  - vii. Explain your plan for providing initial and ongoing training for attorneys providing the representation
  - viii. Identify your legal malpractice insurance coverage or plan for obtaining it
  - ix. Explain your plan and timeline to provide legal services no later than the end of June 2021
  - x. Explain the number of cases that you will be able to take

- xi. Describe the statistics you will collect related to participants consistent with the Ohio Code of Professional Conduct
- d. Budget – provide a detailed budget with the following line items, amounts, and a description of what expenses are covered by the line items:
- i. Personnel
  - ii. Fringe benefits
  - iii. Travel expenses (no food expenses may be included)
  - iv. Equipment & supplies
  - v. Communications
  - vi. Printing/copying
  - vii. Transcripts
  - viii. Court costs & filing fees
  - ix. Experts & consultants
  - x. Training
  - xi. Operating expenses
  - xii. Other expenses (please identify specifically)
  - xiii. Total expenses for your proposal
- e. Goals, Objectives, & Evaluation
- i. Describe the goals and objectives of the program
  - ii. Explain how you will evaluate the program's success and outcomes
- f. Name, title, and signature of person submitting the proposal on behalf of the organization(s)

**B. OTHER LEGAL SERVICES GRANT(S)**

1. Overview of Organization or Organizations Submitting the Proposal
  - a. Name of organization(s)
  - b. Contact information and website
  - c. Mission of organization(s)
  - d. Legal status of organization(s)
  - e. Identify persons who will oversee the grant if awarded
  - f. Describe the organization's experience in providing services to the immigrant and refugee community in Central Ohio
2. Program Narrative
  - a. Provide an overview of the program(s) for which you are seeking funding
  - b. Describe the target group or groups that will be served
  - c. Describe how you will promote the program(s) to the community
  - d. Describe the kinds of materials that will be provided

- e. Explain what languages in which the materials will be provided
  - f. Explain how the program will be presented in native languages or through qualified interpreters
  - g. Identify the staff (existing or to be hired) or volunteers who will provide the program(s), including their credentials and experience. If the position(s) will be filled subsequently, provide a position description. If the program will be staffed by volunteers, describe the qualifications for the volunteers.
  - h. Explain any training that will be required for staff or volunteers providing the program(s)
  - i. Describe the frequency of providing the program(s) and logistics
  - j. Explain how the program will be executed in light of COVID-19 restrictions
  - k. Explain how many persons you anticipate serving
  - l. Explain your timeline for implementing the program(s)
  - m. Describe the data that will be collected related to participants
3. If your program(s) include providing legal services, please provide the following information in addition to the information in Section II.B.2.:
- a. Describe the specific legal services that you will provide
  - b. Explain any eligibility requirements for obtaining legal services
  - c. Identify the licensed attorney or attorneys who will provide the legal services, including their background and experience. Include resumes if the attorneys are already identified. If the position will be filled subsequently, provide a position description. If the program will be staffed by volunteers, describe the qualifications for the volunteers.
  - d. Explain whether the attorneys will be compensated and on what basis or providing legal services pro bono
  - e. Identify who will be supervising the work conducted by the attorney(s) and the supervisor's background and experience. Include a resume for the supervisor.
  - f. Explain your plan for providing any initial and ongoing training for attorneys providing legal services
  - g. Identify your legal malpractice insurance coverage or plan for obtaining it
  - h. Explain your plan and timeline to provide the program's legal services no later than the end of June 2021
  - i. Describe the statistics you will collect related to participants consistent with the Ohio Code of Professional Conduct
4. Budget – provide a detailed budget with the following line items, amounts, and a description of what expenses are covered by the line items:
- a. Personnel
  - b. Fringe benefits
  - c. Travel expenses
  - d. Equipment & supplies
  - e. Communications
  - f. Printing/copying

- g. Transcripts
  - h. Court costs & filing fees
  - i. Experts & consultants
  - j. Training
  - k. Operating expenses
  - l. Other expenses (please identify specifically)
  - m. Total expenses for your program(s)
5. Goals, Objectives, & Evaluation
- a. Describe the goals and objectives of the program(s)
  - b. Explain how you will evaluate the program's success and outcomes
6. Name, title, and signature of person submitting the proposal on behalf of the organization(s)

### SECTION III – SCORING OF GRANT APPLICATIONS

Scoring Criteria – Proposals will be evaluated objectively based upon the following criteria:

#### **A. Soundness of the Proposal – 25 Points**

- 1. The proposal will result in the accomplishment of the CFTF's goals, objectives, and outcomes.
- 2. The description of the proposal's implementation timeline is realistic based on the time requirements.
- 3. The proposal gives realistic consideration to the ongoing COVID-19 pandemic and state health and safety guidelines.

#### **B. Program Goals, Objectives & Evaluation – 15 Points**

- 1. Proposal goals and supporting objectives and activities are clearly defined, measurable, and time specific.
- 2. Applicant demonstrates a clear process to measure/evaluate its program.

#### **C. Organizational Capability & Relevant Experience – 35 Points**

- 1. Applicant demonstrates qualifications and past experiences or an appropriate training program to provide the services applied for to the Central Ohio immigrant and refugee population.
- 2. Applicant clearly details objectives and related activities, program outputs/outcomes, estimated timeline, milestones, and staff responsible.

3. Applicant demonstrates sufficient and appropriate staffing for proposed services. Staff roles and responsibilities are clearly defined. Resumes and/or position descriptions for key project staff should be included as an attachment.
4. Applicant demonstrates an established organizational structure and its ability to administer the proposed program and function as an LSP (if applicable).

**D. Sound Fiscal Management & Budget – 25 points**

1. Applicant demonstrates sound fiscal management protocols and procedures and the submission of the organization's most recent audited financial statements and 990 (if applicable).
2. Applicant's budget with budget justifications is reasonable and realistic to achieve stated goals and objectives.

**SECTION IV – ADMINISTRATIVE REQUIREMENTS**

**A. Insurance Requirements**

1. Worker's Compensation - Organizations awarded grants from CFTF shall comply with all Workers' Compensation laws of the State of Ohio. Proof of coverage shall be attached to the proposal as EXHIBIT A.
2. Liability Insurance – Organizations awarded grants from CFTF shall carry at least the minimum amounts listed below of Commercial Liability Insurance (Bodily Injury and Property Damage) naming the City as an additional insured. A copy of the Certificate of Insurance shall be attached to the proposal as EXHIBIT B:

**Bodily Injury Liability:**

Each Person	\$500,000
Each Accident	\$1,000,000

**Property Damage Liability:**

Each Accident	\$500,000
All Accidents	\$1,000,000

3. Professional Liability Insurance - Organizations awarded grants from CFTF for the provision of legal services shall carry at least the minimum coverage of \$100,000 per occurrence and \$300,000 aggregate. Proof of coverage shall be attached as EXHIBIT C.

**B. Audits**

At any time after the award of a CFTF grant and for three (3) years thereafter, the city may have the grantee's expenditure statements and source documentation audited.

**C. Equal Opportunity Clause**

Organizations awarded grants from CFTF agree to abide by all of the terms, conditions and requirements set forth in Columbus City Code Section 3906.02, Equal Opportunity Clause:

1. The contractor/vendor/bidder will not discriminate against any employee or applicant for employment because of race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status. Such action shall include, but not be limited to, the following: employment up-grading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.
2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that the contractor is an equal opportunity employer.
3. It is the policy of the City of Columbus that business concerns owned and operated by M/WBEs shall have the maximum practicable opportunity to participate in the performance of contracts awarded by the city.
4. The contractor shall permit access to any relevant and pertinent reports and documents by the ODI director for the sole purpose of verifying compliance with this Title and ODI regulations. All such materials provided to the ODI director by the contractor shall be considered confidential.
5. The contractor will not obstruct or hinder the ODI director or his/her deputies, staff and assistants in the fulfillment of the duties and responsibilities imposed by Title 39 of the Columbus City Codes.
6. The contractor and each subcontractor will include a summary of this Equal Opportunity Clause in every subcontract. The contractor will take such action with respect to any subcontractor as is necessary as a means of enforcing the provisions of the Equal Opportunity Clause.
7. The contractor agrees to refrain from subcontracting any part of this contract or contract modification thereto to a contractor not holding a valid certification number as provided for in Title 39.
8. Failure or refusal of a contractor or subcontractor to comply with the provisions of Title 39 may result in cancellation of this contract.

#### D. Campaign Contributions



Organizations awarded grants from CFTF hereby certify the following: that it is familiar with Ohio Revised Code ("O.R.C.") Section 3517.13; that it is in full compliance with Divisions (I) and (J) of that Section; that it is eligible for this contract under the law and will remain in compliance with O.R.C. Section 3517.13 for the duration of this contract and for one year thereafter.

E. City Income Taxes

Organizations awarded grants from CFTF hereby further agree to withhold and pay all city income taxes due or payable under the provisions of Chapter 362, Columbus City Codes, for wages, salaries and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold and pay any such city income taxes due under said chapter for services performed under a grant agreement. If it has been determined by the Columbus Income Tax Division that Contractor, or any of its subcontractors, owes city income taxes, the Contractor agrees that the City may withhold the amount due to the City from any amount due to the Contractor for services performed under a grant agreement.