



**Illinois Access to Justice Grants
Notice of Funding Opportunity
Legal Services: Communities Impacted by Immigration
Western Suburbs of Chicago**

Summary Information

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|-------------------------------|---|
| 1. Grant Administration: | The Resurrection Project |
| 2. Agency Contact: | Jane Lombardi
Director of Immigrant Justice Services
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| 3. Type of Funding: | Expense Based Grant |
| 4. Funding Opportunity Title: | FY2022 Illinois Access to Justice Grants |
| 5. Source of Funding: | Illinois Department of Human Services |
| 6. Indirect Costs Allowed: | Yes |
| 7. Program Category: | Legal Services:
Communities Impacted by Immigration |
| 8. Geographic Region: | Western Suburbs of Chicago |
| 9. Performance Period: | July 1, 2021 - June 30, 2022 |
| 10. Posted Date: | 6/28/2021 |
| 11. Application Due Date: | 7/28/2021 at 11:59 pm |

All questions regarding this NOFO should be submitted to Jane Lombardi at jlombardi@resurrectionproject.org. Applicant resources, including budget and narrative templates, are located [here](#).

Proposals and supporting documents must be submitted [using this portal](#) no later than July 28, 2021 at 11:59 pm.

Table of Contents:

Summary Information	1
Program Description	3
Executive Summary	3
Background	3
Communities Impacted by Incarceration	3
Grant Program Overview	5
Funding Information	6
Guiding Principles	6
General	6
Disbursement of funds	6
Reimbursement Payments:	6
Advance Payments:	6
Use of Funds	6
Unallowable costs	6
Allowable Costs	7
Eligible Organizations	8
Timeline	10
Review and Selection Process	11
Advisory Committee	11
Evaluation Criteria	11
Reporting Requirements	13
Fiscal Reports and Vouchers	13
Programmatic Reports	13
Funding Categories	14
Community Navigators, Communities Impacted by Incarceration	14
Purpose	14
Eligibility Requirements for Community Navigators Program Category	15
Use of Funds	15
Performance Measurements	16
Proposal Requirements	16

1. Program Description

1.1. Executive Summary

Illinois Access to Justice (ILA2J) is a statewide program that seeks to mitigate the devastating consequences of incarceration and family separation on vulnerable communities by: expanding effective and holistic community-based legal services, providing opportunities for authentic local leadership of affected individuals, sharing experience and best practices between partner organizations to increase capacity, and engaging in public discourse about the consequences of incarceration and deportation. This will be achieved through mass education provided through Community Navigators and the provision of legal services.

This Notice of Funding Opportunity (NOFO) pertains to expected availability of funding for the ILA2J program. Funding for ILA2J is provided by the State of Illinois to support services delivered in FY2022. **This anticipated funding opportunity is subject to approval for the ILA2J program administrators to finalize a grant agreement with the Illinois Department of Human Services and is subject to withdrawal or cancellation at any time.**

Under this NOFO, ILA2J will support organizations providing services in the Chicago Western Suburbs, in the Legal Services: Communities Impacted by Immigration program. **Performance period under this funding opportunity will start on July 1, 2021 and end on June 30, 2022.**

1.2. Background

The twin scourges of mass incarceration and mass deportation, combined with the systemic criminalization of people of color, have left communities of color in this nation reeling. Yet, these communities have amazing resilience and talent.

According to the Legal Services Corporation, while 71% of low-income households experienced at least one civil legal problem in 2017, 86% of those reported legal problems received inadequate or no legal help.¹ In Illinois, this number represents over a million residents in need of legal aid.

The Illinois Access to Justice Program (ILA2J) expands and improves access to legal representation and system navigation for vulnerable communities, including the undocumented and returning citizens throughout Illinois. ILA2J grants support community-based organizations by providing holistic services to promote stability and safety and remove barriers to family-sustaining employment.

¹ Legal Services Corporation. 2017. The Justice Gap: Measuring the Unmet Civil Legal Needs of Low-income Americans. Prepared by NORC at the University of Chicago for Legal Services Corporation. Washington, DC.

1.2.1. Communities Impacted by Immigration Policies

The effects of deportation and its looming threats are felt by families and communities throughout Illinois. There has been an increase in deportations in the past three decades.² Immigration policies have moved away from the long-term goal of family unification, and as a result are harming families in the short-term and long-term.³ The incessant fear of deportation or immigration raids, regardless of first-hand experience, negatively impacts the broader community, leading families to mistrust public institutions and to withdrawal from community life. Finally, immigrant adults and children suffer from the psychological stress associated with the threat of deportation.⁴ ILA2J works to prioritize access to the immigration legal system, regardless of immigration status, and access to relief that promotes family unification, community building, supportive networks, and health/healing.

Illinois has the sixth largest population of foreign-born residents in the United States and according to the American Immigration Council, 24% of Illinois immigrants are undocumented. Estimates of the Illinois undocumented population range anywhere from 400,000 (Pew Research)⁵, to 487,000 (Migration Policy Institute)⁶, and even up to 511,000 (Rob Paral). Undocumented immigrants live across the state, and according to a study in 2014 by Rob Paral and the Illinois Coalition for Immigrant and Refugee Rights,⁷ of the estimated 511,000 undocumented Illinois residents, 183,000 (36%) live in the city of Chicago, 125,000 (24%) in Suburban Cook County, 151,000 (30%) in the collar counties, and 53,000 (10%) live outside the Chicago Metro area. ILA2J seeks to serve Illinois residents who are undocumented and/or individuals seeking asylum. Funding will be provided in proportion to the number of undocumented residents within particular locations in Illinois where the state's undocumented residents reside.

1.3. Grant Program Overview

Under this NOFO, the ILA2J program will solicit proposals from organizations to support and expand Legal Service programs for communities impacted by immigration policies in the Chicago Western Suburbs Region.

Subgrantees selected under this NOFO will benefit from technical assistance to help build their capacity to provide legal services to immigrant communities in Illinois.

All subgrantees will be required to participate in the evaluation of the ILA2J program.

² See US Department of Homeland Security (2017), "2017 Yearbook of Immigration Statistics," Washington DC: US Department of Homeland Security, Office of Immigration Statistics.

³ See The Effects of Deportation, American Journal of Psychology, July 31, 2018, A Policy Statement by the Society for Community Research and Action: Division 27 of the American Psychological Association:
<https://onlinelibrary.wiley.com/doi/abs/10.1002/ajcp.12256>.

⁴ See *Id.*

⁵ See U.S. unauthorized immigrant population estimates by state, 2016 Pew Research Center Hispanic Trends Project, Pew Research Center, 5 Feb. 2019,
<https://www.pewresearch.org/hispanic/interactives/u-s-unauthorized-immigrants-by-state/>

⁶ See Profile of the Undocumented Population: Illinois, 2017 Migration Policy Institute,
<https://www.migrationpolicy.org/data/unauthorized-immigrant-population/state/IL>

⁷ See "Illinois' Undocumented Immigrant Population: A Summary of Recent Research by Rob Paral and Associates." 2014
<https://robparal.com/wp-content/uploads/Illinois Undocumented Immigrant Population.pdf>

2. Funding Information

2.1. Guiding Principles

ILA2J will support organizations with strong track records in providing effective services to address legal needs of the affected communities. The program is designed to expand existing services as well as to support new efforts from community-based organizations with the goal of expanding access to legal representation and legal literacy through community navigator programs. Special consideration will be made to support community led organizations, in particular those working in historically marginalized communities and those demonstrating capacity to implement effective legal services. Funding will be distributed equitably across the state based on service needs.

2.2. General

This NOFO is considered a competitive application for funding. It is not a guarantee of funding. Selection is based on criteria established in Section 5 of the NOFO.

2.3. Disbursement of funds

2.3.1. Reimbursement Payments:

- Payments will be disbursed based on actual costs incurred as reflected in the monthly financial invoice submitted for the respective month.
- Subgrantees must submit a monthly financial invoice demonstrating all actual incurred costs for the preceding month. The monthly financial invoice must be delineated according to the most recently approved Program budget.
- Subgrantees must submit documentation to support incurred costs on a monthly basis. The supporting documentation requirements will be on a judgmental basis as determined by the program administrators after the monthly financial invoice has been received and reviewed.

2.3.2. Advance Payments:

- Subgrantees may request advance payments for implementation of ILA2J program. The process for requesting advance payments will be provided by ILA2J administrators.
- Approved initial payments will be disbursed in an amount of up to the first month cash flow requirements, and *as funds allow*. Submitting a request does not guarantee an advance payment.
- Subsequent monthly payments will be based on periodic financial invoices submitted to the ILA2J respective administrators, as described above, adjusted up or down, to reconcile payments previously advanced with respective monthly financial invoices.

2.4. Use of Funds

All applicants are subject to the funding restrictions relating to allowable and unallowable costs as set forth in 2 CFR 200, Subpart E-Cost Principles.

2.4.1. Unallowable costs

Unallowable costs include but are not limited to the following:

- Bad debts
- Contingencies or provision for unforeseen events
- Contributions and donations
- Entertainment, food and beverages, gratuities
- Fines and penalties
- Certain interest and financial costs
- Legislative and lobbying expenses
- Real property payments or purchases
- Supporting a political campaign, election activities or any other political activities that are considered inconsistent with the organization's 501(c)(3) status
- Supporting or encouraging labor or anti-labor activities, boycotts, picketing, strikes or demonstrations
- Engaging in any activities not permissible with 501(c)(3) status
- Supporting a sectarian purpose
- Contracts with private attorneys to provide legal services to agency's clients
- Subawards, applicants are advised to consult [this checklist](#) to determine the nature of the relationship
- Filing fees to immigration agencies

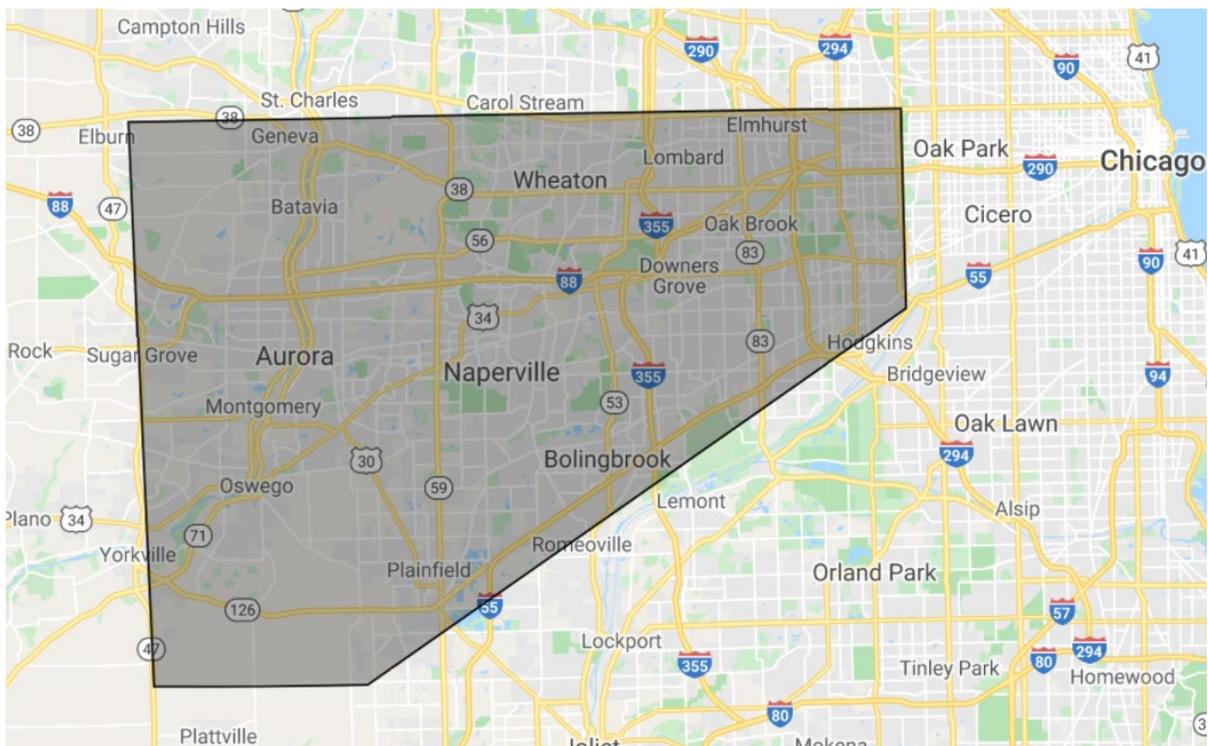
2.4.2. Allowable Costs

Allowable costs are those that are necessary, and reasonable and permissible under the law and can be found in 2 CFR 200 - Subpart E - Cost Principles. Examples include, but are not limited to:

- Staff/personnel (including fringe benefits)
- Travel
- Supplies (office supplies, postage, copying paper, tablet devices, computers etc.)
- **Contractual:** including interpretations and translation services, consultants, and other contracts necessary for the successful completion of the program. The nature and purpose of the contract must be fully explained. At their discretion, ILA2J Administrators may request the contract or MOU language to be submitted as part of the budget approval process
- Occupancy: Rental and utility expenses allocated for distribution as an expense to the program.
- Telecommunications allocated for distribution as an expense to the program (internet service, hot spots, data plans, phone banking)
- Training and Education costs associated with employee development. Including rental space for training (if required), training materials, speaker fees, registration fees, and any other applicable expenses related to the training
- Miscellaneous Costs: including advertising, participant support, and other costs necessary for the successful completion
- Indirect costs. Costs that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Applicants must indicate in their budget narratives if they elect to include indirect costs in their budgets and, if so, what indirect cost rate and base are being elected

3. **Eligible Organizations**

- Tax-exempt nonprofit organizations under Section 501(c)(3) of the Internal Revenue Code, or those with a 501(c)(3) fiscal sponsor;
- Organizations that satisfy the basic legal requirements for operating a 501(c)(3) organization and demonstrate strong financial management and oversight, including timely completion of an annual audit (if required); Form 990; the Illinois Attorney General Annual Report/Form 990; and other state and local licensing requirements.
- Organizations that have a track record of providing high quality services to low-income Illinois residents in the program area set forth in the Funding Categories;
- Organizations that are located in or who provide at least 50% of their legal services to Communities Impacted by Immigration Policies in the Western Suburbs of Chicago, including but not limited to:
 - Aurora
 - Bolingbrook
 - Downer's Grove
 - Elmhurst
 - Glen Ellyn
 - La Grange
 - Lombard
 - Maywood
 - Melrose Park
 - Naperville
 - Oswego
 - Plainfield
 - Romeoville
 - Villa Park
 - Westchester
 - Wheaton
 - Woodridge



- Organizations that are inclusive of people most impacted by racial, economic and geographic inequities, including representation in organization leadership or other forms of partnership;
- Organizations in compliance with Grant Accountability and Transparency Act (GATA) requirements, including maintaining good standing for all other requirements pertaining to pre-qualification throughout the grant period;
- In accordance with federal, state, and local laws, this program will not fund organizations that use race, color, creed, sex, religion, age, disability, sexual orientation, marital status, national origin, veteran status, or any other protected classification as a basis to deny services to qualifying individuals who seek assistance that falls within the scope of the organization's mission.
- Grants to faith-based organizations or specific programs run by faith-based or religious organizations will be considered if: the programs are open to people of all faiths; service decisions are not based on a prospective client's faith or religion; the organization's staff and volunteers do not promote a particular faith or religion to people served; and the organization's policies and practices do not discriminate against legally protected classes of individuals.
- Organizations must provide the services being funded under this program to low-income people free of charge.

4. Timeline

June 28, 2021	Publication of NOFO: NOFO will be available on ILA2J website as well as distributed to stakeholders
July 28, 2021	Proposals due at 11:59 pm
August 16, 2021	Applicants notified of funding decisions

5. Review and Selection Process

5.1. **Advisory Committee**

- ILA2J will convene an Advisory Committee that will read and evaluate proposals independently and make funding recommendations.
- The Advisory Committee will be interdisciplinary and composed of professionals including academic institutions, representatives from private philanthropic foundations and staff from administering agencies.
- The evaluation criteria that the Advisory Selection Committee will use are listed *infra* at 5.2 Evaluation Criteria. The Advisory Committee will evaluate each proposal and assign it a score.
- Final funding decisions will be made by ILA2J Administrators, based on recommendations made by the Advisory Committee.

5.2. **Evaluation Criteria**

All proposals will be evaluated based on the following criteria:

<p>Strength of Proposed Program</p> <ul style="list-style-type: none"> • Demonstrated need for the proposed services; Proposer demonstrates a clear understanding of the target population and their needs and challenges (6) • Proposer clearly defines the services to be provided, that are appropriate for addressing the needs of and achieving desired outcomes for the target population (7) • Proposed program is supported by a strong national or local evidence base and/or aligns with best practices for the relevant field (6) • Use of evaluative techniques that measure success, effectiveness and efficiency as it relates to organizational mission and that are used for learning and improvement (6) 	<p><u>25 Points</u></p>
<p>Program performance, outcomes, and quality:</p> <ul style="list-style-type: none"> • Proposer demonstrates evidence of strong past performance; or demonstrates the ability to develop capacity and expertise, demonstrated by community and stakeholders support, evidence-based strategies, collaboration with other entities and the organization’s general track record in prior years (10) • Proposer has quality experience working with the target population and has relevant capabilities, partnerships and/or infrastructure needed to serve this group (5) 	<p><u>15 Points</u></p>

<p>Organizational capacity</p> <ul style="list-style-type: none"> • Proposer has qualified staff responsible for program oversight, management, fiscal oversight, and development (or contracts to add this capacity) (7) • Proposer has adequate systems and processes to support reporting and monitoring for government contracts, or the capacity to develop and implement such systems (6) • Proposer demonstrates active involvement and oversight by a qualified advisory board and/or board of directors (6) • The proposer engages people most impacted by racial, economic and geographic inequities, including representation in the organization leadership (6) 	<p><u>25 Points</u></p>
<p>Reasonable costs, budget justification, and leverage of funds</p> <ul style="list-style-type: none"> • Proposer demonstrates reasonable implementation costs and funding requests relative to its financial and human resources. The proposed budget supports the proposed scope of work or work plan, including personnel costs to implement the work (5) • Overall, the Proposer is fiscally sound, as evidenced by the financial history and record of the organization, as well as audited financial statements (or the equivalent) (5) • Proposes a reasonable cost per person or per unit given the nature of the services provided and provides justification for the level of funding requested. Reviewers should take into account the type of cases proposed in the proposal when considering projected deliverables and cost per service (5) 	<p><u>15 Points</u></p>
<p>Special considerations:</p> <ul style="list-style-type: none"> • Proposal will serve areas with high needs and areas lacking services to address service gaps. Preference will be given for projects expanding services where few exist (5) • Organization is community-led, in particular, by those working in historically marginalized communities (5) • Proposal develops replicable and/or scalable models. Evaluators should look to see that there is a demonstrated increase or change that remove barriers to accessing legal services, due to increased funding through ILA2J (5) • Proposal includes collaborative models that build on the strengths of a network of providers (5) 	<p><u>20 Points</u></p>

6. Reporting Requirements

6.1. Fiscal Reports and Vouchers

Grant recipients must submit monthly programmatic and fiscal reports for the duration of the grant. A form and process will be provided by the grant administrators for organization use. Contracting organizations must maintain record keeping systems that are organized in such a way that a logical progression from service delivery to reimbursement may be ascertained.

In addition, contracting organizations' financial management systems, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. (See 2 CFR §200.302(a)).

Grant recipients will be required to attend a subgrantee orientation prior to contract signing and submitting financial and programmatic reports. Orientation will provide grant recipients with specific instructions relative to financial and programmatic reporting, allowable costs, and on-site monitoring schedule.

Grant recipients will be expected to submit financial vouchers timely, accurately, and completely each month. Failure to comply with these expectations will result in corrective action taken by the ILA2J administrators.

6.2. Programmatic Reports

Reports must demonstrate performance standards and otherwise meet the work plan contractually agreed upon. A form and process will be provided by the grant administrators for organization use. Grant recipients unable to meet their work plan must submit a corrective action plan to ILA2J administrators within a reasonable time. This new plan must be implemented within a specified time period. Contracts are subject to cancellation if the recipient fails to implement corrective action or consistently fails to achieve minimum requirements.

Periodic reports will include but are not limited to:

- Number of legal screenings and cases accepted for representation
- Eligibility for relief for each legal screening
- Type of case accepted for representation provided by the subgrantee (evidenced by retainer signed by agency and client)
- Application submission for particular relief
- Limited biographical information will be collected, including race/ethnicity, gender, zip code, and country of origin
- Program updates and narrative on success stories and challenges

Grant recipients are expected to participate in periodic gatherings. Additionally, ILA2J Grant Administrators will conduct site visits with grant recipients at a mutually agreed upon time and place.

7. Funding Categories

Under this NOFO, ILA2J will only award grants in the Legal Services: Communities Impacted by Immigration Policies funding category.

7.1. Legal Services, Communities Impacted by Immigration Policies

7.1.1. Purpose

Legal Services: Communities Impacted by Immigration Policies Grants will be used to expand access to high-quality legal representation for undocumented immigrants and individuals not in permanent legal status throughout Illinois. Immigration Legal Services Grants will be used to strengthen and expand an organization's capacity by providing funds to support their legal services staff including licensed attorneys, Department of Justice (DOJ) Accredited Representatives, and support staff including paralegals, intake staff, and program coordinators. Priority will be given to sites that request funding for expansion such as to expand the organization's scope of immigration legal services, to develop a removal defense program, to scale up the current immigration legal services programming, and/or any other expansion not mentioned here.

7.1.2. Eligibility Requirements for Legal Services: Communities Impacted by Immigration Policies

In addition to the general eligibility requirements (supra at Section 4), ILA2J will only consider proposals under the Immigration Legal Services funding category from organizations that prior to the start of the grant period:

- Have been recognized by the U.S. Department of Justice with at least one DOJ accredited representative on staff and have an established practice of consultation and/or referral of complex cases to organizations; or
- Employ at least one paid staff attorney who has been licensed to practice law for a minimum of three years and has relevant substantive law expertise; or have an established relationship with an organization providing such services. Contractual services provided by a private attorney are not allowed under any circumstances under ILA2J funding;
- Can ensure that legal services funded under this program are provided by an employee of the nonprofit organization or by an attorney providing those services in partnership with that organization on a pro bono basis;
- Have Legal Malpractice Insurance;
- Are located in or provide the majority of their services to residents in the geographic locations detailed in Section 3 of the NOFO.

7.1.3. Use of Funds

In the Immigration Legal Services Category, ILA2J will fund legal services with the ultimate goal of keeping Illinois families together and protected from deportation. Proposers may provide immigration legal services before any and all of the following agencies: United States Citizenship and Immigration Services (USCIS) (excluding naturalization and DACA); the National Visa Center (NVC); the Executive

Office for Immigration Review (EOIR); the Board of Immigration Appeals (BIA); and/or Immigration and Customs Enforcement (ICE). Types of Cases include:

- Adjustment of Status
- I-751 Petition to Remove Conditions
- Consular Processing for Immigrants currently residing in Illinois
- Parole in Place
- U visa
- T visa
- VAWA
- Immigration Bond Hearings
- Temporary Protective Status
- Non-LPR Cancellation of Removal
- LPR Cancellation of Removal
- VAWA Cancellation
- Asylum, CAT, and Withholding of Removal
- Attendance at Order of Supervision Appointment and Stay Requests before ICE
- Applications for work authorization (other than DACA)
- Appellate work and Motions to Reopen before USCIS or the BIA
- Special Immigrant Juvenile Status

Additional terms:

- Subgrantees cannot include in their reporting or FY22 goals any legal screenings or case submissions for Naturalization, DACA, or Form I-90 Renewal Applications for Lawful Permanent Resident Cards. Funding under ILA2J does not cover Naturalization or Citizenship applications of any kind, DACA, or permanent resident card renewal.
- Subgrantees cannot receive funding from another government source for the legal screenings or cases covered by and reported to ILA2J.
- Legal screenings that result in cases (retainer signed between organization and client) must be represented for the life of the case, while also adhering to the [Illinois Rules of Professional Conduct](#).
- ILA2J does not permit agencies to charge fees for legal screenings and only allows agencies to accept up to \$50 in nominal fees per case, regardless of time and complexity.
- ILA2J administrators recognize that more complex cases and representation of clients in removal proceedings requires greater time and commitment. Priority will be given to agencies that take on cases of which there is a strong demand, particularly in the area of removal defense and more complex cases.

7.1.4. Performance Measurements

Outcomes will be measured by number of legal screenings to undocumented immigrants, number of cases accepted for representation in which a retainer is signed, and types of cases.

7.1.5. Proposal Requirements

To apply under the Immigration Legal Services funding category:

1. Submit proposal narrative and supporting documents via [this online portal](#).
2. Complete Programmatic Risk Assessment Questionnaire, available [here](#) and on [ILA2J website](#).