



## Illinois Access to Justice Grants FY24 Notice of Funding Opportunity

### Summary Information

1. Grant Administration:
  - a. Communities Impacted by Immigration Policies: The Resurrection Project
  - b. Communities Impacted by Incarceration: Westside Justice Center
2. Agency Contacts:
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  - b. **Westside Justice Center**  
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3. Type of Funding: Expense Based Grant
4. Funding Opportunity Title: FY2024 Access to Justice Grants
5. Source of Funding: Illinois Department of Human Services
6. Indirect Costs Allowed: Yes
7. Grant period: July 1, 2023 - June 30, 2024
8. Resources for NOFO available [here](#)

<b>April 3, 2023</b>	<b>Publication of NOFO:</b> NOFO will be available on <a href="http://www.ilacesstojustice.com">www.ilacesstojustice.com</a> as well as distributed to stakeholders.
<b>April 12, 2023</b>	<b>Technical Assistance Session:</b> Administrators will hold an online Technical Assistance Session to answer questions around eligibility and application requirements on April 12, 2023 @ 3:00 pm Register <a href="#">here</a> . Session will be recorded and available in the resource folder <a href="#">here</a> .
<b>April 21, 2023</b>	<b>Deadline to submit Intent to Apply:</b> Submit <a href="#">this form</a> indicating your intent to apply for funding.
<b>April 21, 2023</b>	<b>Deadline to submit questions:</b> <a href="#">Submit Questions Here</a> Answers will be posted in the resource folder <a href="#">here</a> .
<b>May 5, 2023</b>	<b>Proposals due</b> via <a href="#">SmartSimple portal</a>
<b>June 16, 2023</b>	<b>Applicants notified of funding decisions</b>

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## 1. Intended Use

This NOFO is intended for organizations that currently do not receive Illinois Access to Justice funding or for current subgrantees applying for new funding categories or programs under the grant. Current subgrantees who are renewing their funding should refer to the [Application for Renewal found here](#). This notice is considered a competitive application for funding. It is not a guarantee of funding.

## 2. Program Description

### 2.1. 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 Opportunity of Funding (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 FY2024. **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.**

ILA2J program will support organizations providing services in four main categories:

1. Legal Services: Communities Impacted by Immigration Policies
2. Legal Services: Communities Impacted by Incarceration
3. Community Navigators: Communities Impacted by Immigration Policies
4. Community Navigators: Communities Impacted by Incarceration

### 2.2. 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<sup>1</sup>. In Illinois, this number represents over a million residents in need of legal aid.

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<sup>1</sup> 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.

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

### **2.2.1. Communities Impacted by Incarceration**

In 2018, 75,000 Illinois residents were incarcerated or confined in various kinds of facilities, including State prisons, local jails, federal prison and youth facilities. In addition, 112,000 residents were on probation, and 28,000 on parole, bringing the number of Illinoisans under correctional control to 215,000.<sup>2</sup> The incarceration rate in Illinois is 564 people per 100,000 per total population, while the rate of correctional control is 1,683.<sup>3</sup>

**Incarceration and court involvement disproportionately affect communities of color**, as people of color are overrepresented in the criminal justice system. In Illinois, the incarceration rate for Caucasian / white Americans is 258 per 100,000, while the rate for Hispanics is 472, and for African Americans is 2,128 per 100,000 people.<sup>4</sup> African Americans make up 15% of Illinois' total population, but represent 56% of the State's jail / prison population.<sup>5</sup> Furthermore, because residential housing is still segregated, incarceration is concentrated in disadvantaged communities, specifically communities of color.<sup>6</sup>

**Effects of high incarceration rates on communities:** When large numbers of parent-aged adults, especially men, cycle through stays in prison and jail at very high rates, communities are negatively affected in myriad ways, including damage to social networks, social relationships, and long-term life chances. These effects impair children, family functioning, mental and physical health, labor markets, and economic and political infrastructures.<sup>7</sup>

As a record number of Illinoisans return to our communities from incarceration, we recognize the urgency to cultivate opportunities and access. Increased access to justice and opportunities mitigates the consequences of incarceration, strengthens infrastructure and promotes community safety and prosperity.

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<sup>2</sup> Prison Policy Initiative, Illinois State Profile, available at <https://www.prisonpolicy.org/profiles/IL.html> (accessed 09.15.19)

<sup>3</sup> Prison Policy Initiative, "Correctional Control 2018: Incarceration and Supervision by State", December 2018, Available at <https://www.prisonpolicy.org/reports/correctionalcontrol2018.html> (accessed 09.14.19)

<sup>4</sup> *See id*

<sup>5</sup> *See id*

<sup>6</sup> Clear, Todd R. "The Effects of High Imprisonment Rates on Communities." *Crime and Justice*, vol. 37, no. 1, 2008, pp. 97–132. JSTOR, [www.jstor.org/stable/10.1086/522360](http://www.jstor.org/stable/10.1086/522360).

<sup>7</sup> *see id*

### **2.2.2. 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.<sup>8</sup> 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.<sup>9</sup> 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.<sup>10</sup> 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<sup>11</sup>), to 487,000 (Migration Policy Institute<sup>12</sup>), 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<sup>13</sup>, 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 resides.

### **2.3. Grant Program Overview**

The ILA2J program will solicit proposals from organizations to support and expand services in four main categories:

1. Legal Services: Communities Impacted by Immigration Policies
2. Legal Services: Communities Impacted by Incarceration
3. Community Navigators: Communities Impacted by Immigration Policies
4. Community Navigators: Communities Impacted by Incarceration

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<sup>8</sup> See US Department of Homeland Security (2017), "2017 Yearbook of Immigration Statistics," Washington DC: US Department of Homeland Security, Office of Immigration Statistics.

<sup>9</sup> 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>.

<sup>10</sup> See *Id.*

<sup>11</sup> 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/>

<sup>12</sup> See Profile of the Undocumented Population: Illinois, 2017 Migration Policy Institute, <https://www.migrationpolicy.org/data/unauthorized-immigrant-population/state/IL>

<sup>13</sup> 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>

Organizations may, and are encouraged to, apply for funds in more than one category. **Organizations seeking support for more than one funding category must submit a separate application for each category.**

All subgrantees selected under this NOFO will benefit from technical assistance to help build their capacity to provide community navigation and/or legal services, as applicable. Subgrantees selected to provide services under multiple program categories may be provided additional technical assistance to make sure their programs are well-coordinated for maximum positive impact on families and individuals.

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

### **3. Funding Information**

#### **3.1. Guiding Principles**

ILA2J will support organizations with strong track records in providing effective services to address the legal needs of the affected communities. The program is designed to expand existing services as well as 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.

#### **3.2. 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 6 of the NOFO.

#### **3.3. Disbursement of funds**

##### **3.3.1. 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.

##### **3.3.2. Advance Payments**

- Subgrantees may request advance payments for implementation of the 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 two months (2/12) of the contract, 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.

#### **3.4. 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.

##### **3.4.1. 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; or
- Government fees (i.e. filing fees to immigration agencies).

#### **3.4.2. 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 (including travel costs to attend two in-person ILA2J gatherings in July and December in Chicago, and at a minimum two in-person regional community navigator trainings)
- Supplies (office supplies, postage, copying paper, tablet devices, computers etc.)
- **Contractual:** including interpretation and translation services, consultants, stipends for interns, stipends for community navigators, 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 case management software, 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 and, if so, what indirect cost rate and base are being elected.

#### **4. 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 one or more of the program areas set forth in the Funding Categories. To determine if a particular project qualifies for a grant, see the specific guidelines for each category;
- 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.

#### **5. Review and Selection Process**

##### **5.1. Advisory Committee**

- ILA2J convenes an Advisory Committee that will read and evaluate proposals independently and make funding recommendations.
- The Advisory Committee is interdisciplinary and composed of professionals including academics, 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’ respective Boards, based on recommendations made by the Advisory Committee.

**5.2. Evaluation Criteria**

All proposals will be evaluated based on the following criteria:

<p><b>Strength of Proposed Program</b></p> <ul style="list-style-type: none"> <li>● Demonstrated need for the proposed services; Proposer demonstrates a clear understanding of the target population and their needs and challenges (6)</li> <li>● 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)</li> <li>● Proposed program is supported by a strong national or local evidence base and/or aligns with best practices for the relevant field (6)</li> <li>● 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)</li> </ul>	<p><b><u>25 Points</u></b></p>
<p><b>Program performance, outcomes, and quality:</b></p> <ul style="list-style-type: none"> <li>● 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)</li> <li>● Proposer has quality experience working with the target population and has relevant capabilities, partnerships and/or infrastructure needed to serve this group (5)</li> </ul>	<p><b><u>15 Points</u></b></p>
<p><b>Organizational capacity</b></p> <ul style="list-style-type: none"> <li>● Proposer has qualified staff responsible for program oversight, management, fiscal oversight, and development (or contracts to add this capacity) (7)</li> <li>● Proposer has adequate systems and processes to support reporting and monitoring for government contracts, or the capacity to develop and implement such systems (6)</li> <li>● Proposer demonstrates active involvement and oversight by a qualified advisory board and/or board of directors (6)</li> </ul>	<p><b><u>25 Points</u></b></p>

<ul style="list-style-type: none"> <li>● The proposer engages people most impacted by racial, economic and geographic inequities, including representation in the organization leadership (6)</li> </ul>	
<p><b>Reasonable costs, budget justification, and leverage of funds</b></p> <ul style="list-style-type: none"> <li>● 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)</li> <li>● 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)</li> <li>● 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)</li> </ul>	<p><b><u>15 Points</u></b></p>
<p><b>Special considerations:</b></p> <ul style="list-style-type: none"> <li>● 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)</li> <li>● Organization is community-led, in particular, by those working in historically marginalized communities (5)</li> <li>● 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)</li> <li>● Proposal includes collaborative models that build on the strengths of a network of providers (5)</li> </ul>	<p><b><u>20 Points</u></b></p>

## 6. Reporting Requirements

- 6.1. Grant recipients must submit periodic 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.
- 6.2. 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 schedules.
- 6.3. Grant recipients will be expected to submit periodic financial and programmatic reports timely, accurately, and completely each month. Failure to comply with these expectations will result in corrective action taken by the ILA2J administrators.
- 6.4. Grant recipients unable to meet their work plan must submit a corrective action plan to the administrator within 15 days of receiving a request from the administrators. This new plan must be implemented within no more than 90 days, or as instructed by the administrators. Contracts are subject to cancellation if the recipient fails to implement corrective action or consistently fails to achieve minimum requirements.
- 6.5. Grant recipients are expected to participate in periodic gatherings. Additionally, ILA2J Grant Administrators may conduct annual site visits with grant recipients at a mutually agreed upon time and place.

### 6.6. 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.

Periodic reports will include but are not limited to:

Legal Services (Immigration) Grants	<ul style="list-style-type: none"><li>● Number of legal screenings, research &amp; investigation services, and cases accepted for representation</li><li>● Eligibility for relief for each legal screening</li><li>● Type of relief provided by the subgrantee (evidenced by retainer signed by agency and client)</li><li>● Application submission for particular relief</li><li>● Limited biographical information will be collected, including race/ethnicity, gender, zip code, and country of origin</li><li>● Narrative with specific examples on expansion of services or change in service delivery model and success stories</li></ul>
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<p>Legal Services (Communities Impacted by Incarceration) Grants</p>	<ul style="list-style-type: none"> <li>● Number of intakes conducted</li> <li>● Number of cases opened</li> <li>● Closed cases by level of service</li> <li>● Type of Service Provided and outcome of service</li> <li>● Limited biographical information will be collected, including residential zip code, race/ethnicity, and gender</li> <li>● Narrative on program updates and success stories</li> </ul>
<p>Community Navigators, Communities Impacted by Immigration Policies</p>	<ul style="list-style-type: none"> <li>● Number of Community Navigators recruited and trained</li> <li>● Number of community presentations and attendees</li> <li>● Number of community members referred to legal services</li> <li>● Number of individuals provided accompaniment</li> <li>● Limited biographical information will be collected on individuals provided accompaniment, including race/ethnicity, gender, zip code, and country of origin</li> <li>● Narrative on program updates and success stories</li> </ul>
<p>Community Navigators, Communities Impacted by Incarceration</p>	<ul style="list-style-type: none"> <li>● Number of Community Navigators recruited and trained</li> <li>● Number of community presentations and attendees</li> <li>● Number of initial assessments or other support services provided, including referrals and accompaniments</li> <li>● Limited biographical information will be collected on individuals provided support services, including residential zip code, race/ethnicity, and gender</li> <li>● Total number of individuals reached</li> <li>● Program updates and narrative on success stories</li> </ul>

Grant recipients are expected to participate in periodic gatherings, including two in-person network-wide events: July Kickoff and December Summit. Additionally, ILA2J Grant Administrators will conduct site visits with grant recipients at a mutually agreed upon time and place.

## **7. Funding Categories**

ILA2J will award grants in the following categories:

1. Legal Services: Communities Impacted by Immigration Policies
2. Legal Services: Communities Impacted by Incarceration
3. Community Navigators: Communities Impacted by Immigration Policies
4. Community Navigators: Communities Impacted by Incarceration

An organization may apply for funding in more than one category. *Organizations seeking support for more than one funding category must submit a separate application for each 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 non-profit organization or by an attorney providing those services in partnership with that organization on a pro bono basis;
- Have Legal Malpractice Insurance.

### 7.1.3. Use of Grant 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, but are not limited to:

- Adjustment of Status
- I-751 Petition to Remove Conditions
- Consular Processing for Immigrants currently residing in Illinois
- Freedom of Information Act (FOIA) requests
- 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 goals any legal screenings or case submissions for Naturalization, DACA, Form I-90 Renewal Applications for Lawful Permanent Resident Cards, or Consular Processing for beneficiaries abroad. 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 activities 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 any fees for legal screenings, research & investigation, or cases, 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 for which there is a strong demand, particularly in the area of removal defense and more complex cases like asylum.

- Legal agencies will be required to accept a set number of referrals per month from the ILA2J network. This number will need to be updated on a monthly basis and will be set by each agency. Referrals will be made via the ILA2J Salesforce system. When a referral is made, the agency will need to reach out within a set timeframe to schedule a consultation. Agencies are not required to accept referred cases for representation if capacity or eligibility do not allow. Agencies will be required to update the referral status in Salesforce regularly. Trainings will be provided by Administrators on using the Salesforce referral system.

#### **7.1.4. Performance Measurements**

Outcomes will be measured by number of legal screenings to undocumented immigrants or individuals not in permanent legal status, 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](#).

## **7.2. Legal Services: Communities Impacted by Incarceration**

### **7.2.1. Purpose**

Legal Services: Communities Impacted by Incarceration Grants will be used to expand access to legal representation for impacted communities throughout Illinois. Specific to Legal Services for Communities Impacted by Incarceration, grants would be used to strengthen and expand an organization's legal capacity by providing funds to support their legal services staff including licensed attorneys and/or paralegals.

### **7.2.2. Eligibility Requirements for Legal Services: Communities Impacted by Incarceration**

In addition to the general eligibility requirements (*supra* at Section 4), in the Legal Services: Communities Impacted by Incarceration category, ILA2J will only consider applications from Illinois based non-profit organizations that prior to the start of the grant period:

- Employ at least one paid lead 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.
- Have Legal Malpractice Insurance.
- Can ensure that legal services funded under this program are provided by an employee of the non-profit organization or by an attorney providing those services in partnership with that organization on a pro bono basis.
- Provide legal advice or assistance in areas of the law that include problems commonly faced by members of the public (e.g., criminal records relief, employment, family law, consumer and credit issues, housing), specifically areas of the law that affect Illinois residents who have been impacted by incarceration.

### **7.2.3. Use of Grant Funds**

In the Legal Services: Communities Impacted by Incarceration Category, ILA2J will fund legal services in proceedings with the goal of mitigating collateral consequences of incarceration for individuals directly impacted and their communities. Organizations use ILA2J funds to expand the organization's scope of legal services, to provide additional support during and after the criminal procedure, and/or any other expansion not mentioned here, with the ultimate goal of mitigating the consequences of incarceration for individuals and communities.

Proposers may provide services in criminal, civil, and administrative proceedings. Types of Cases include but are not limited to:

- Criminal Defense cases
- Parole and Probation
- Criminal Records Relief (Expungement, Sealing, or other forms of relief)
- Documents and ID
- Employment matters (including workplace discrimination)

- Individual Rights
- Housing (including local housing authorities, emergency housing, landlord tenant disputes)
- Family law (including parental rights during and after incarceration, child support)
- Access to Healthcare, including reproductive health and mental health
- Access to Education and training
- Income maintenance and consumer law

Additional Terms:

- Intakes and cases included in periodic reports must demonstrate the impact of incarceration.
- Subgrantees cannot receive funding from another government source for the legal intakes and cases covered by and reported to ILA2J.
- Legal intakes 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](#).
- Agencies may not charge fees for legal services.
- ILA2J administrators recognize that more complex cases require 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 criminal records relief and housing, and/or more complex cases with clear implications on the consequences of incarceration.

**7.2.4. Performance Measurements**

Outcomes will be measured by number of Illinois residents impacted by incarceration who receive an intake or legal services, including counsel and advice, limited action, and extended services.

**7.2.5. Proposal Requirements**

To apply under the Legal Services, Communities Impacted by Incarceration funding category:

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

### **7.3. Community Navigators, Communities Impacted by Immigration Policies**

#### **7.3.1. Purpose**

Community Navigator Program grants will be used to fund organizations that recruit, train, and coordinate Community Navigators who then serve as community educators and connectors. Community Navigators promote an asset-based approach to deportation defense by recognizing the role, talent, and expertise of community members directly affected by immigration policies.

Organizations recruit Community Navigators (generally at least 10) who want to serve as volunteers by providing educational workshops and accompaniment to Illinois' immigrant community. Funded organizations train Community Navigators on a core curriculum: Know Your Rights Train the Trainer, Types of Immigration Relief, Deportation Defense 101, Referral Process, and the Unauthorized Practice of Law. ILA2J administrators provide support, train the trainer opportunities, and curriculum for participating organizations. Navigators must be given a minimum of a \$500 yearly stipend, but organizations may decide to provide higher stipends which is also encouraged. Undocumented individuals are eligible to receive stipends as independent contractors.

Organizations must maintain documentation for all navigator activities - proper documentation for Community Navigator demographics, activities, stipends, and referrals is provided by the administering organization. Community Navigators receive ongoing training on immigration policy updates, leadership for effective outreach and training (Ex: how to give a presentation or how to set up a training at an institution). Organizations and Community Navigators work together to secure presentations at schools, churches, community centers, libraries, places of work, and other public/community spaces.

Below are two example community navigator models. Administrators are open to other models proposed that also center local immigrant leadership.

#### **Model 1 –**

For agencies that have a smaller group of navigators or are at the beginning stages of their program.

- Small group of navigators (generally 10)
- Report to 1 coordinator (agency staff)
- Each navigator receives a stipend once per year (\$500+ each)
- The agency will set goals with each navigator (for example: volunteer 75 hours, reach 100 people, 35 referrals, 20 accompaniments)

#### **Model 2 –**

For agencies that have had navigators for a number of years and are looking to further develop their leadership skills.

- Super navigator(s) oversees smaller group of navigators

- Super navigator(s) report to coordinator (agency staff)
- Super navigators take on some responsibilities of coordinator - training navigators, collecting and reviewing documentation, accompanying new navigators to presentations, while also setting goals for themselves
- Weekly/monthly stipend for super navigator(s)
- Navigators receive stipend (\$500 + each per year)
- The agency and super navigators will set goals with each navigator (for example: volunteer 75 hours, reach 100 people, 35 referrals, 20 accompaniments)

**Allowable ILA2J Funded Activities:**

- Receive training by participating organization and administrators;
- Educate the public: Provide workshops (trainings) in religious institutions, schools, community colleges, community centers, libraries, places of work and other public/community spaces;
- Make follow-up calls to community members;
- Provide administrative assistance at ILA2J-funded legal clinics in the areas of registration, application assistance, and making copies;
- Link community members to key service providers: community-based organizations, faith networks, legal clinics, mental health providers, and consulates;
- Provide accompaniment to clients of ILA2J funded legal service organizations who need additional help locating documents at police stations for U-visa certifications, certified dispositions, or documentation via consulates;
- Provide accompaniment for other services critical to family stability including accessing healthcare, applying for public benefits, etc.; and
- Provide ongoing accompaniment to clients of ILA2J funded legal service organizations to keep families together through accompaniment at ICE check-ins or to immigration court.

Community Navigators may provide ongoing accompaniment to support individuals in understanding their rights, retrieving necessary documents for court cases or immigration relief, and accompanying in court cases. Programs may provide community education workshops related to, but not limited to: Know Your Rights, Protecting your Assets, Building an Emergency Family Plan for Deportation, Workers' Rights, Immigration Relief options, and other trainings provided or approved by administrators. Community Navigators must be explicitly trained on the unauthorized practice of law.

**7.3.2. Eligibility Requirements for Community Navigators Category**

In addition to the general eligibility requirements (*supra* at Section 4), in the Community Navigators category, ILA2J will only consider applications from Illinois based non-profit organizations that prior to the start of the grant period:

- Provide educational campaigns;
- Train community navigators on the unauthorized practice of law; and

- Have experience and a successful track record of providing services to communities affected by immigration policies.

### **7.3.3. Use of Grant Funds**

In the Community Navigators Program Category, ILA2J will fund organizations that will recruit, train and coordinate Navigators who conduct outreach, give Immigrant Education trainings, and connect immigrants to legal and support services with the ultimate goal of keeping families together.

There will be at a minimum two in-person regional community navigator trainings hosted by TRP. Community navigator agencies can expect to travel two hours or less to attend trainings, depending on location. It is encouraged that organizations consider including travel costs to these in-person trainings in their proposed budgets.

Although it is the administrator's intention to expand the effective leadership development outlined in 7.3.1, strong proposals that do not follow this model but serve a particular need (geographic area, harness area of expertise such as workers' rights, better meet the needs of a community, etc.) will be evaluated and considered. Administrators anticipate funding a full staff position, program costs, and stipends for Community Navigators.

Organizations cannot receive funding from another government source for the services offered through and reported to the Community Navigator ILA2J program.

### **7.3.4. Performance Measurements**

Outcomes will be measured by number of community navigators recruited and trained, total individuals reached, number of referrals to legal services, and number of accompaniment services.

### **7.3.5. Proposal Requirements**

To apply under the Community Navigators, Communities Impacted by Immigration Policies funding category:

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

## **7.4. Community Navigators, Communities Impacted by Incarceration**

### **7.4.1. Purpose**

Community Navigators Program Grants will be used to fund organizations that recruit, train, and coordinate Community Navigators who then serve as community educators and connectors. Community Navigators promote an asset-based approach to family stability and community safety by recognizing the role, talent, and expertise of community members directly affected by incarceration.

Community Navigators are essential to a holistic approach as they can provide the support needed to individuals in reentry, increasing access to opportunities and overcoming barriers.<sup>14</sup> Supporting individuals to identify risks and individualized supports and develop a personalized plan has been shown to increase the likelihood of success.<sup>15</sup>

#### **Program Model:**

- Organizations shall recruit at least 10 Community Navigators who want to support communities impacted by incarceration by providing educational workshops, outreach, and other supports.
- Partner organizations train Community Navigators on core curriculum: Know Your Rights Train the Trainer, navigating the justice system, Referral Process, and the Unauthorized Practice of Law. ILA2J administrators provide support, train the trainer opportunities, and curriculum for participating organizations.
- Community Navigators must be explicitly trained in the Unauthorized Practice of Law.
- Organizations may decide on appropriate goals for Community Navigators, but we recommend navigators: volunteer for 100 hours each, reach and train 100 community members on legal literacy authorized curriculum, refer 35 community members for ILA2J legal services, and accompany 20 community members.
- Organizations provide Community Navigators with the opportunity to receive a stipend upon completion of their goals.
- Proper documentation for Community Navigators, activities, stipends, and referrals is provided by the administering organization.
- Community Navigators receive ongoing training on policy updates, leadership for effective outreach and training (Ex: how to give a presentation or set up training at an institution).
- Organizations and Community Navigators work together to secure presentations at public/community spaces.

#### **Allowable ILA2J Funded Activities:**

- Receive training by participating organization and administration organization;

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<sup>14</sup> Tracy Sohoni, *The Effects of Collateral Consequence Laws on State Rates of Returns to Prison* (July 2015)

<sup>15</sup> The Council of State Governments Justice Center. (2015). *Reducing Recidivism and Improving Other Outcomes for Young Adults in the Juvenile and Adult Criminal Justice System*. New York: The Council of State Governments Justice Center

- Educate the public: Provide workshops (trainings) in churches, schools, community colleges, community centers, libraries, places of work and other public/community spaces;
- Make follow-up calls to community members;
- Provide administrative assistance at ILA2J funded legal clinics in the areas of registration, application assistance, and making copies;
- Link community members to key service providers: community-based organizations, faith networks, legal clinics, mental health providers, and consulates;
- Provide accompaniment to clients of ILA2J funded legal service organizations who need additional help locating documents at government agencies; and
- Provide ongoing accompaniment to clients of ILA2J funded legal service organizations to keep families together through accompaniment at court cases or government agencies.

Community Navigators Program may provide ongoing accompaniment to support individuals in understanding their rights, retrieving necessary documents for court cases, accompanying in court cases, as well as preparing for filing by utilizing standardized language. Community Navigators should be explicitly trained on the unauthorized practice of law.

As a result, organizations expand the capacity and ability of individuals in need to access services at their own or numerous partner organizations. These Community Navigators will provide invaluable outreach, education, document preparation, and navigation assistance to Illinois' marginalized communities. Community Navigators will allow ILA2J to serve a large number of Illinois' communities impacted by incarceration.

#### **7.4.2. Eligibility Requirements for Community Navigators Program Category**

In addition to the general eligibility requirements (*supra* at Section 4), in the Community Navigators Program category, ILA2J will only consider applications from Illinois based non-profit organizations that prior to the start of the grant period:

- Provide system navigation services and education campaigns;
- Will train community navigators on the unauthorized practice of law;
- Have experience and a successful track record of providing services to communities impacted by mass incarceration.

#### **7.4.3. Use of Funds**

In the Community Navigators Program Category, ILA2J would fund system navigation services related to proceedings with the ultimate goal of mitigating incarceration and its collateral consequences and/or keeping families together. Proposers may support system navigation through individual advocacy, direct service, mass education, accompaniments, leadership cultivation, or any other strategy supported by evidence, including proposer's previous work.



Although it is the administrator's intention to expand the effective leadership development outlined in 7.4.1, strong proposals that do not follow this model but serve a particular need (geographic area, harness area of expertise such as workers' rights, better meet the needs of a community, etc.) will be evaluated and considered. Administrators anticipate funding a full staff position, program costs, and stipends for Community Navigators.

Organizations cannot receive funding from another government source for the educational presentations offered through and reported to the Community Navigator ILA2J program.

**7.4.4. Performance Measurements**

Outcomes will be measured by number of community navigators recruited and trained, total individuals reached, and number of individuals benefiting from other support services, including referrals and accompaniments.

**7.4.5. Proposal Requirements**

To apply under the Community Navigators, Communities Impacted by Incarceration funding category:

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