



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
**MURIEL BOWSER, MAYOR**

# 2020 Immigrant Justice Legal Services Grant: Pre-Bidders' Meeting



# Agenda



1. About the IJLS Grant
2. Request for Proposals
3. ZoomGrants
4. Frequently Asked Questions
5. Additional Q&A

# About IJLS Grant



The Immigrant Justice Legal Services (IJLS) Grant Program is a \$2.5 million commitment from the Bowser Administration. This grant program funds the provision of legal services, information, and legal resources to the DC immigrant population.

A small component also will provide language access.

# About IJLS Grant: Funding Areas



The program funds services in the following categories:

1. Legal Education: Conduct Know Your Rights briefings and workshops;
2. Legal Screenings and Brief Legal Representation: Screen persons for possible legal relief; make appropriate referrals to pro bono or paid counsel with little ongoing supervision; provide brief legal consultations
3. Full legal representation: Help DC residents apply for green cards, convert green cards to citizenship, and make other affirmative USCIS filings; Renew DACA (Deferred Action for Childhood Arrivals) applications and work permits for DC residents or renewing TPS applications; prepare affirmative and defensive asylum applications and provide representation at asylum interviews and/or hearings; represent DC residents who are in removal proceedings, including detained immigrants who have a reasonable likelihood of success, including by filing petitions for cancellation of removal; file applications for S, T, U, Special Immigrant Juvenile visas and VAWA petitions for DC residents or family members of DC residents;

# Areas of funding, continued



4. Full legal campaigns for TPS holders in Washington, DC
5. Legal preparedness and support for immigrant families and families supporting immigrants, including
  - protecting financial assets and custody for DC children in the face of potential deportation of parents or guardians;
  - providing legal help for family reunification efforts for families with at least one DC resident;
  - helping DC families provide foster homes, adopt or sponsor refugees and children from war-torn countries;
  - Helping immigrants conduct affairs through ITIN numbers, appeal licensing board denials based on international qualifications, and access health insurance and other public benefits for which they are eligible.
6. Structural litigation: file any lawsuits that may become necessary to challenge federal practices or interpretations of immigration law that violate the rights of immigrants, with plaintiffs who are DC resident immigrants.

# Areas of Funding, continued



## **7. Capacity Building:**

- Build non-profit organizational capacity to provide continuing legal representation to Washington, DC immigrants;
- Train and mentor pro bono attorneys to perform any of the above tasks.

## **8. Language Access Services to other IJLS grantees.**

Note: Legal preparedness and support for immigrant families and families supporting immigrants may be either brief, or full legal representation. It may include

protecting financial assets and custody for DC children in the face of potential deportation of parents or guardians;

providing legal help for family reunification efforts for families with at least one DC resident;

helping DC families provide foster homes, adopt or sponsor refugees and children from war-torn countries;

Helping immigrants conduct affairs through ITIN numbers, appeal licensing board denials based on international qualifications – if such employment is critical to obtaining and extending visas, enhancing legal security.

# Language Access



Law in District

Services – Language in house

DC Bar/Ayuda language line

\$140k for more language access thru IJLS

# About IJLS Grant: Target Populations



The IJLS is designed to benefit all DC immigrants, regardless of immigration status.

The IJLS will benefit immigrants of all ages and national origins who reside in DC, as well as families of mixed status who have at least one family member here.



# About IJLS Grant: Eligibility



Community  
Based CBO  
with 501(c) (3)

Private entity  
partnering  
with 501 ©(3)s

Serve DC  
Immigrants

Be in good  
standing

No individual  
applicants

Conduct  
activities in DC

# About IJLS Grant: Awards



- We expect a total of \$2,500,000 to be made available through this program.
- Each grant will total no more than \$400,000.
- Up to 30 grants will be awarded to successful applicants.
- Only one application per organization will be accepted, though law firms may partner with and provide legal services to more than one CBO applicant.

# What we're Seeking



Proven Track Record –  
innovation and  
excellence

Delivered on past IJLS  
grants

High quality legal  
service delivery

Lasting success and  
security for clients

Immigration Law  
Expertise

Connections to DC  
immigrant population  
\* each organization;  
\* as a whole

Building organizational  
capacity to keep  
delivering legal  
services

# More about the grants



## Up to 30 grants

If there were 30 grantees, avg. size would be \$83,333

Historically, IJLS grants have been in range of \$25,000-\$85,000

## Special Focus this Year on TPS

Campaign and services could go up to \$400,000

BUT, past awards have never hit the max

Competition has Been Intense

# Allowable Expenses: Flexible



- IJLS does not have a cap on indirect expenses.
- IJLS does not require that grantees verify that clients are low-income; we assume most if not all will be; grantees may also charge applicants fees for services – just explain your model.
  - For example, an NGO could apply for a citizenship project, saying it will screen persons, review applications, subsidize application fees, but it also charges \$50 for its services, to ensure that clients follow through. That’s fine – just say what your model is.
- IJLS allows for attorneys to be paid – while we encourage mobilizing pro bono support, nonprofits may contract with firms specializing in immigration work and pay lawyers and paralegals.
- Grantees may pay application fees, biometric fees and other expenses for immigrant clients relating to legal applications and may commission country condition reports, psychological or medical evaluations and the like.

# ZoomGrants Registration



A screenshot of a web browser displaying the ZoomGrants registration page for MOAPIA. The browser's address bar shows the URL: https://zoomgrants.com/gprop.asp?donorid=2233&amp;limited=1333. The page features the MOAPIA logo (a pink flower) and the text 'Powered by ZoomGrants™'. There is a login section for existing users with fields for 'Email' and 'Password', a 'Stay logged in?' checkbox, and a 'Login' button. A 'Forgot password?' link is also present. Below the login section, there are two main columns. The left column is titled 'DC Mayor's Office on Asian and Pacific Islander Affairs' and includes an 'Open Programs' button and a list of programs under the heading 'Open Programs'. One program listed is 'Immigrant Justice Legal Service (IJLS) grant' with an 'Apply' button and a 'Preview' button. The right column is titled 'New ZoomGrants™ Account' and contains a registration form with fields for 'Email', 'Password', 'First Name', and 'Last Name'. It also has a radio button for 'Account Type' set to 'Organization' and a 'New Account' button. Below the form, there are two bullet points: 'Password must be 8-16 characters and contain at least 1 letter and 1 number.' and 'We do not sell or rent your personal information to anyone. Ever.' At the bottom of the page, there is a footer with small text: 'Become a fan of ZoomGrants™ on Facebook', 'Problems? Contact us @ GrantAnalyst@zoomgrants.com', '©2002-2017 GrantAnalyst.com. All rights reserved.', and 'ZoomGrants™ and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.' The Windows taskbar at the bottom shows the time as 10:26 AM on 2/9/2017.

# How to Apply using ZoomGrants



## Step 1

DC Mayor's Office on Asian and Pacific Islander Affairs  
Mayor's Office on Asian and Pacific Islander Affairs (MOAPIA) Deadline 2/21/2017  
**Immigrant Justice Legal Service (IJLS) grant**

Open Programs | Description | Program and Administrative Requirements | Preferences | Contact Admin

Application Status: Not Submitted  
You must be logged in to begin.

\$ 0.00 requested

Organization Summary | Application Questions | Supporting Documents

### Organization Summary

*(answers are saved automatically when you move to another field)*

Instructions [Show/Hide](#)

Application Title/Project Name

Amount Requested \$

#### Applicant Information

First Name

Last Name

Telephone

Email

#### Organization Information

*(changes to this data will be reflected on all other applications for this organization)*

[Create an Organization](#)

**Additional Contacts for this Application**  
*Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.*

[Next](#)

# How to Apply using Zoom Grants



## Step 2

DC Mayor's Office on Asian and Pacific Islander Affairs  
Mayor's Office on Asian and Pacific Islander Affairs (MOAPIA) Deadline 2/21/2017  
**Immigrant Justice Legal Service (IJLS) grant**

[Open Programs](#) | [Description](#) | [Program and Administrative Requirements](#) | [Preferences](#) | [Contact Admin](#)

Application Status: Not Submitted  
You must be logged in to begin.

\$ 0.00 requested

[Organization Summary](#) | [Application Questions](#) | [Supporting Documents](#)

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**Application Questions** *(answers are saved automatically when you move to another field)*

[Instructions Show/Hide](#)

**1. Please provide a brief overview of your organization (history, mission and current programs) for each of the partners in your collaboration; the goals of the proposed program; a summary of the program objectives and expected outcomes.**

Maximum characters: 3000. You have  characters left.

**2. What is the name/title of your program(s)?**

Maximum characters: 3000. You have  characters left.

**3. What are the funding area(s) for which you are applying?**  
*Indicate how the project will address all the areas, in the space provided in question 7.*

Public Safety  
 Civic Engagement

**4. Who is the target population(s) this project will serve?**  
*You are limited to 500 characters, including spaces and punctuation marks. If you copy and paste from a different document and your answer exceeds 500 characters, it may not be saved. If it does exceed 500 characters, pare down your response to fit.*



# How to Apply for Zoom Grant



## Step 3

**DC Mayor's Office on Asian and Pacific Islander Affairs**  
Mayor's Office on Asian and Pacific Islander Affairs (MOAPIA) Deadline 2/21/2017

### Immigrant Justice Legal Service (IJLS) grant

Open Programs | Description | Program and Administrative Requirements | Preferences | Contact Admin

Application Status: Not Submitted  
You must be logged in to begin.

\$ 0.00 requested

Organization Summary | Application Questions | Supporting Documents

#### Supporting Documents

Instructions [Show/Hide](#)

Documents Requested *	Required?	Uploaded Documents *	
Proposal Summary	Required		<input type="button" value="Upload"/>
Program/ Project Narrative	Required	-none-	<input type="button" value="Upload"/>
Collaboration Description (if applicable)		-none-	<input type="button" value="Upload"/>
Program Goals and Objectives	Required	-none-	<input type="button" value="Upload"/>
Organizational Capabilities	Required	-none-	<input type="button" value="Upload"/>
Certifications (Attachment A): please sign and scan entire document for submission	Required	-none-	<input type="button" value="Upload"/>
Assurances (Attachment B): please sign and scan entire document for submission	Required	-none-	<input type="button" value="Upload"/>
Applicant Profile (Attachment C): please type or write in eligible handwriting	Required	-none-	<input type="button" value="Upload"/>
Budget (Attachment D)	Required	-none-	<input type="button" value="Upload"/>
Performance Plan (Attachment F)	Required	-none-	<input type="button" value="Upload"/>
Audited financial statements and/or most recent 990 and/or cash flow statements for 2016 and year-to-date.	Required	-none-	<input type="button" value="Upload"/>
Program Staff Job Description	Required	-none-	<input type="button" value="Upload"/>
Relevant Program Staff Resumes	Required	-none-	<input type="button" value="Upload"/>
Copy of current IRS tax-exempt determination letter	Required	-none-	<input type="button" value="Upload"/>
Organizational and Program Charts	Required	-none-	<input type="button" value="Upload"/>
Current list of board members with names, affiliation, and contact information (if applicable)		-none-	<input type="button" value="Upload"/>

# Application Deadline



**Deadline: August 16, 2019, 5 p.m.**

The only method to submit an application is through ZoomGrants.

# Scoring and Judging



- Each application will have several levels of scoring and review:
  - Independent reviewers
  - From each of the Directors or their designees from the Mayor’s Office on Latino Affairs, Asian and Pacific Islander Affairs and African Affairs
  - From the Director of the Mayor’s Office on Community Affairs; either the Mayor’s Office of Victim Services and Justice Grants or the Office of Partnership and Grants; and the Mayor’s General Counsel or such other persons as Mayor may designate.

# Scoring and Judging, Continued



- Results of Past and Ongoing IJLS Grants, if any (+/- 10)
- Soundness of the Proposal (20)
- Goals, Objectives, and Services (30)
- Applicant is able to track its progress towards goals and evaluate its program (5)
- Organizational capability and relevant experience (30)
- Sound fiscal management and budget (15)

# Scoring and Judging, continued



- Note that the highest scoring applications may not all win – we may need to make sure that all immigrants have access to services, or some program proposals may be uniquely important, even if they didn't get the highest number of points.
- The final grant agreements may differ from the proposals upon mutual consent – if, for instance, the budget was not fully funded, or the reviewers liked one aspect, but not another, of the application.

# What's Different This Year?



- The Mayor requested, and the Council approved, more money for IJLS – increasing the budget from \$900,000 to \$2.5m.
- We added a category for TPS campaign, given the urgency of that situation.
- Representation of detained immigrants from Washington, DC is possible, if there's a likelihood of success.

# Cautions and Advice

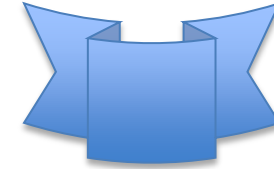
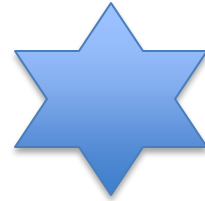


1. Don't start writing on the last day – a lot of attachments like Clean Hands Certificates and 990s are required.
2. Keep in mind this program is aimed at providing legal services – other District programs focus on other types of community outreach and connection to services, business development.
3. Resolution in legal cases may take years, long after funding has ended, but we expect grantees to honor obligations to clients.
4. Propose adequate salary to attract and retain staff.

# Award Notices



By September 16, 2019



Service Delivery – October 1, 2019-September 30, 2020



**Review FAQ list**

**Additional Questions?**