



Illinois Department of Human Services



Illinois Coalition for Immigrant and Refugee Rights



New Americans Initiative

## **Request for Proposals**

**TO PROSPECTIVE APPLICANTS:**

The Illinois Coalition for Immigrant and Refugee Rights, is issuing the enclosed Request for Proposals for the New Americans Initiative Program in Illinois for Fiscal Year 2023.

Governor Pritzker announced the maintenance of the Immigrant Services Line Item in his Budget Address on February 2, 2022. We anticipate that the State will soon issue an open RFP for \$30 million based on the Governor's proposed budget for the Immigrant Integration Services Line Item in Fiscal Year 2023. ICIRR will once again apply to the Illinois Department of Human Services (IDHS) to be the fiscal agent for NAI and IFRP in FY23.

As the proposed administrator of state funds, we will submit a master application to IDHS that includes budgets and workplans for all partner agencies wishing to join us to receive funds for NAI and IFRP through ICIRR. **Please note that the State Notice of Funding Opportunity (NOFO) has yet to be released, thus all funding described herein is tentative based on the pending State NOFO.** We expect the State NOFO to be announced in the coming days.

This notice pertains to the expected upcoming availability of funding for comprehensive integration services to be provided to immigrants and refugees residing in the State of Illinois. As fiscal agent, ICIRR will endeavor to provide ethnic and language specific services to the extent that resources permit.

Agencies or organizations that intend to submit an application are required to submit the **“Letter of Intent to Make Application”** by **no later than 5pm Monday, February 21, 2022.** Letter of Intent (LOI) will be completed and submitted electronically through the link below:

**[Letter of Intent \(LOI\)](#)**

A bidders’ conference will be held on **Friday, February 18, 2022 from 10am – 12:00 pm via Zoom.** **[Register HERE!](#)** At this time applicants may receive additional information and clarification regarding the Request For Proposals (RFP).

**Applications must be received no later than**  
**Wednesday, March 16, 2022 at 5 pm**

Further inquiries should be made in writing and directed to:

Illinois Coalition for Immigrant and Refugee Rights  
ATTN: FY23 RFP  
[Fy23nai@icirr.org](mailto:Fy23nai@icirr.org)

## REQUEST FOR PROPOSAL

FY23 New Americans initiative

Issued by the Illinois Coalition for Immigrant and Refugee Rights intended to be submitted to the Illinois Department of Human Services.

CSFA Number: 444-80-1456

CSFA Title: Immigrant Integration

**FOR FURTHER INFORMATION, CONTACT US At :**

ATTN: FY23 RFP

[Fy23nai@icirr.org](mailto:Fy23nai@icirr.org)

**CLOSING DATE:** Applications must be received no later than **5:00 pm on Wednesday, March 16, 2022.**

**PROPOSALS SHOULD BE SUBMITTED USING [THIS LINK](#)**

Proposals received after the deadline will not be considered in competition. **Faxed and paper copy proposals will not be considered.**

# NEW AMERICANS INITIATIVE REQUEST FOR PROPOSAL

## **I. INTRODUCTION**

### **A. Purpose and Scope**

This notice describes the possibility of funding from state General Revenue for citizenship services to be provided to immigrants and refugees residing in the State of Illinois. The Illinois Coalition for Immigrant and Refugee Rights (ICIRR), which plans to submit a proposal to the Illinois Department of Human Services (IDHS), is issuing this Request for Proposals for the New Americans Initiative to assist immigrants in Illinois to learn English, naturalize, and become active citizens.

Illinois is the sixth largest immigrant-receiving state in the U.S., with approximately 14% of the population being foreign-born. Of the 1.8 million immigrants in Illinois, 952,604 (54%) are naturalized citizens.<sup>1</sup> 540,000 Lawful Permanent Residents (LPRs) are currently eligible for naturalization.<sup>2</sup>

Through Application Processing Services, Citizenship and ESL Instruction, and Outreach Services, this RFP seeks to facilitate preparation for and success in the naturalization process for those who wish to accept the rights and responsibilities of citizenship of the United States. Priority for services must be for low-income, LEP immigrants/refugees, seniors, women and youth with special needs.

This RFP is intended to secure quality organizations to link LPRs directly to the information and services they need to successfully pursue citizenship. To accomplish these goals and contingent upon a state contract, ICIRR will sub-contract with eligible and qualified agencies and organizations to provide direct services in the form of: Application Processing, Citizenship & ESL Instruction, and Outreach Services.

**NOTE:** Applications for each of the three service areas will be evaluated separately. Agencies and organizations may apply for one, two, or three areas of funding. Separate budgets must accompany each application. A composite budget must be completed as part of Section V by agencies and organizations applying for more than one area.

### **B. Authorization**

The Illinois Coalition for Immigrant and Refugee Rights (ICIRR) seeks to serve as the designated agency to administer state General Revenue Funds made available by the General Assembly for immigrant integration services.

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<sup>1</sup>[United States Census Bureau - Census Data -2019: ACS 1-Year Estimates Data Profiles.](#)

<sup>2</sup>[Department of Homeland Security](#)

Based on reasonable and objective criteria, subsequent to proposal submission, ICIRR, in collaboration with the IDHS, reserves the right to adjust award amounts, budget items, and program goals included in all contracts, subject to the availability of funds, and quality of the application.

### **C. Unduplicated Efforts and Outcomes Disclaimer**

Funds received as a contracting agency through the New Americans Initiative are intended to be used to produce unduplicated efforts and outcomes for all program reporting requirements. Contracting agencies must ensure that outcomes are not duplicated across funding sources.

### **D. Background**

The New Americans Initiative (NAI) started operations in February 2005. NAI is a coordinated campaign for citizenship. It links legal permanent residents directly to the information and services they need to successfully pursue citizenship. To accomplish these goals, the New Americans Initiative coordinates a media and outreach campaign, and grants organizations to provide assistance in the naturalization process, citizenship preparation and legal counseling for legal permanent residents eligible to naturalize.

### **E. Eligible Contractors**

Programs are to be administered in whole or in part by local public agencies, and private non-profit agencies.

Applicants must submit papers showing agency incorporation; 501(c)3 status, if appropriate; a list of current Board members; the previous fiscal year's audit showing an unqualified opinion; and DUNS and CCR/CAGE numbers.

**Agencies without 501C(3) status or that have not conducted an audit for the previous year must apply through an established fiscal agent in order to receive funding.** Agencies on the IDHS Suspension List are not eligible. Successful applicants should know in advance what assurances they will be held to. Previous and existing program grantees as well as potential new partners are all encouraged to apply.

### **F. Length of Agreement**

Contracts will be offered to successful applicants, coinciding with the State fiscal year, July 1, 2022 – June 30, 2023. Dependent upon evaluation of the program's success, the provider's performance results, the availability of continued funding, and mutual consent, contracts may be renewed for two additional one year terms, subject to appropriation. Grantees who do not achieve deliverables, who perform poorly, or who provide insufficient reporting may not receive renewed funding.

### **G. Withdrawal Disclaimer**

ICIRR and IDHS may withdraw this Request for Proposal at any time prior to the actual time a fully executed agreement is filed with the State of Illinois Comptroller's Office.

### **H. Modifications to Proposals by ICIRR and IDHS**

If it becomes necessary or appropriate for ICIRR and IDHS to change any part of the RFP, a modification to the RFP will be available on the ICIRR website, [www.icirr.org/rfp](http://www.icirr.org/rfp). Furthermore, all known recipients will be notified and given a new version of the RFP. Upon receipt of the modification notice, prospective respondents are requested to send written acknowledgment to [Fy23nai@icirr.org](mailto:Fy23nai@icirr.org).

### **I. Congressional and Legislative Districts**

The Applicant must provide the Congressional Districts (by number), and the Illinois House and Senate Legislative Districts (by number), from the areas in which the agency and/or agency collaborative members are located, as well as the areas that they intend to target. This information is available on the Illinois General Assembly website at: <http://www.ilga.gov>.

### **J. Late and non-compliant Proposals/Responses**

Proposals that do not comply with the requirements will not be reviewed or returned. Late proposals will not be accepted. Applicants whose proposals will not be reviewed, shall be notified in writing within 5 business days after proposal due date of **Wednesday, March 16, 2022 at 5:00pm**.

### **K. Award**

"A Notice of State Award Finalist" form will be sent to each of the finalists prior to executing a contract. This notice is not an authorization to begin performance. It is anticipated that the Notice of State Award Finalist will be issued between late April and early June 2022 dependent on state funding and IDHS approval. A Notice of Grant Award is not equivalent to a contract with ICIRR and IDHS to commence providing service. The release of this RFP does not compel ICIRR and IDHS to make an award.

### **L. Contract**

In June 2022, successful applicants will receive the FY23 contracts for their signature and return. The contract between ICIRR/IDHS and each successful applicant will be in the form and format prescribed by ICIRR. All contracts will be funded subject to appropriations.

Modifications of direct costs up to 10% may be made by the applicants during the course of the contract through mutual consent. Personnel costs may not be modified without prior approval.

#### **M. Commencement of Service**

Services will commence upon the execution of the contract. Applicants will not receive reimbursement for expenses incurred prior to the complete and final execution of the contract.

#### **N. Additional Information**

ICIRR and IDHS reserve the right to request additional information that could assist with the award decision. Applicants are expected to provide the additional information requested within **seven** calendar days of the request. Failure to provide the requested information in the allotted time frame could result in the proposal not being selected for funding.

## **II. PROGRAM SERVICES AND STRUCTURE**

This RFP is intended to secure quality organizations to provide citizenship services to immigrants and refugees residing in Illinois through the provision of direct services in the following areas: Application Processing, Citizenship & ESL Instruction, and Outreach Services. Based on the above description, and on prior program evaluation, ICIRR is encouraging a **Collaborative Model**.

**A Collaborative Model** is a structure put in place for the purpose of encouraging multiple agencies to work together within a designated region, building on the strengths and experiences of each agency's respective skills, and complementing individual agency efforts to achieve combined goals. It is a model that supports capacity building within organizations by sharing best practices, while also meeting the growing need of naturalization services in the immigrant communities of Illinois.

A key aspect of the Collaborative Model is division of the service components per collaborative partner. Collaboratives are considered based on regions and/or ethnicities served and will include agencies responsible for one or more of the following: Application Processing, or Citizenship & ESL Instruction, or Outreach Services. All contracted agencies choosing to be part of a Collaborative will work together with the Collaborative lead agency based on community location, ethnicity, or both.

- Within the Collaborative, an Outreach agency will target specific immigrant and/or geographic populations for the purpose of becoming naturalized citizens by engaging in some of the following: information sessions, events, relationship building, etc. to encourage potential applicants to attend a citizenship workshop or office consultation.

- Within the same Collaborative, another agency may be funded for Citizenship & ESL Instruction and engage in referrals, citizenship test preparation, curricula development, Civics instruction, ESL classes, etc.
- Additionally, DOJ recognized agencies may be funded to provide application processing and legal services, legal volunteer recruitment, and training.
- All agencies participating in the Collaborative will be expected to integrate the components mentioned above, and have one lead organization, or “Collaborative Lead”, that is DOJ recognized and/or accredited OR have an attorney on staff. The Collaborative Lead will coordinate and facilitate the workshops, track applications, run mass citizenship workshops, process all applications that result from outreach efforts, refer potential applicants to Citizenship/ESL classes, provide volunteer training, coordinate planning, assessment and evaluation of Collaborative performance, and work towards the remedy of challenges, if any.

This methodology is encouraged to avoid duplication of efforts in certain regions, to expand outreach efforts, and to support organizations within a designated Collaborative.

The Collaborative Model has proven to be very successful in the immigrant communities of the City of Chicago, and as such it is **strongly encouraged** that the Collaborative Model remains in the city. This model is less easily implemented in areas outside of the City of Chicago; it does not yield the same program efficiencies, and in some cases poses additional challenges and/or limitations for applicants and service providers. As a result, organizations can choose to apply for a grant as a **Collaborative** or as an **Independent Agency**. Organizations applying for application processing independent of a Collaborative are required to demonstrate capacity in: outreach, application processing and legal, as well as volunteer recruitment, and training.

**Group Citizenship Workshops.** Collaborative and independent processing agencies are required to facilitate group citizenship workshops and/or offer office consultations and/or mini workshops.

**Goal of Workshops:** to provide lawful permanent residents information on citizenship eligibility, provide legal screening, assist with completion of citizenship application, and provide referrals for ESL, and Citizenship instruction.

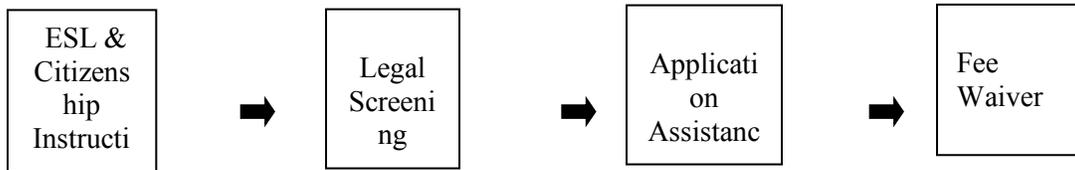
**Eligibility Screening includes** immigration/residency requirements, English and civic knowledge, legal screening

***Focal points of the workshops include:***

- Providing lawful permanent residents with assistance and information on how to become citizens, through legal screening, application assistance and referrals for ESL and Citizenship Instruction.
- Providing a face-to-face interaction between the public and partner organizations. This creates an opportunity to speak with representatives of various invited organizations and obtain any necessary information or referral materials
- Providing an avenue to promote volunteerism whereby volunteers assist at the workshops by providing legal, application, and logistical assistance to applicants and service providers. Volunteers aid towards the ability to serve high numbers of applicants at workshops
- Promoting civic engagement and expanding current networks of the organizations.

- Providing information on resources available to applicants including referrals to ESL and citizenship classes, as well as legal and other services beyond the path to citizenship.

***Workshop Process***



**III. PROGRAM DEFINITIONS, ALLOWABLE SERVICES AND PERFORMANCE STANDARDS**

**A. Application Processing**

Agencies may apply for Citizenship (N-400/ N-600) **and/or** DACA application processing. The goal of application processing is to assist applicants by providing legal screening, application preparation and application filing services. ICIRR requires that all Legal/Processing offices be recognized by the Department of Justice (DOJ) and have a DOJ accredited representative or attorney as part of their program staff in order to apply. Eligible and qualified service providers in the final stages of accreditation may apply, however the agency will need to clearly demonstrate the status and timing of their approval. Those agencies must be DOJ recognized by July 1, 2022. **Outcomes will be measured by the number of applications sent to USCIS.**

**Funding formula for application processing through the New Americans Initiative is assigned as follows:**

- \$400 per N-400 application prepared
- \$300 per N-600/DACA Renewal Prepared

**\*\*\*Organizations applying as a collaborative lead apply for a \$10,000 lead coordinator award\*\*\***

***Application processing as it relates to this RFP includes:***

- Citizenship (N-400 Application for Naturalization and N-600 Application for Certificate of Citizenship, N-648 Medical Certification for Disability Exceptions) including Fee Waiver/Reduced Fee Waiver supplements.
- Deferred Action for Childhood Arrivals (DACA forms I-821 Consideration of Deferred Action for Childhood Arrivals and I-765 Application for Employment Authorization).

**1. Collaborative Lead – Must be DOJ accredited to apply OR have an Attorney on staff:**

ICIRR will contract with multiple agencies to function as Collaborative Lead Agencies. The specific goals of the Collaborative Lead Agencies are listed below:

- a. Coordinate monthly meetings, workshop planning, advocacy, and other program-related activities for all partner offices within the Collaborative.
- b. Coordinate monthly citizenship workshops within the Collaborative. Workshops will be held at centralized locations (easy access by private or public transportation, with ample parking) and offsite locations (such as partner locations or targeted locations in Illinois).
- c. Provide trainings to all citizenship workshop volunteers recruited by Collaborative partners.
- d. Process all citizenship applications: provide legal screening of each application filed, provide referrals for citizenship or ESL Instruction, and monitor applicant progress.
- e. Track applications sent, filed and approved.
- f. Provide legal services: office consultations in house and bi-weekly or monthly at partner locations.
- g. Application review/quality control: prepare and file applications for naturalization in accordance with the standards set out in the contract
- h. Recruit volunteers, to include pro-bono attorneys, application assistants, and those to assist with logistics.
- i. Follow up on application submission and success rates of naturalization.

**2. Independent Agency Application Processing (Must be DOJ accredited to apply OR have an Attorney on staff):**

ICIRR will contract with individual agencies based on geographical locations and/or ethnicities served, for the purpose of application processing. These agencies may also apply for Citizenship & ESL Instruction, and Outreach Services to supplement the application processing.

*Specific goals will include*

- a. Client outreach.
- b. Coordinating citizenship/DACA workshops (monthly, bi-monthly, quarterly).
- c. Offer office consultations to Citizenship and/or DACA applicants.
- d. Process all citizenship applications: provide legal screening of each application filed, provide referrals for citizenship or ESL Instruction, and monitor applicant progress.
- e. Track applications sent, filed and approved.
- f. Application review/quality control: Prepare and file applications for naturalization in accordance with the standards set out in the contract.
- g. Recruit and coordinate volunteers to assist in citizenship workshops.

- h. Monitor each client's progress throughout the process including legal screening and required education. Follow-up on application submission and success rates of naturalization.

## **B. Citizenship & ESL Instruction**

***All Citizenship and ESL instructors of organizations funded for this service must be trained by the Adult Learning Resource Center in order to provide professional and effective instruction in the classroom. Curriculum certification by the Adult Learning Resource Center will also be a requirement for the grant.***

The goal of Citizenship and ESL Instruction, including U.S. History and Civics, is to provide education essential to passing the naturalization examination and implementing community-based classroom instruction for citizenship, education, and ESL instruction. ESL instruction provides and aids in the comprehension, speaking, and reading of the English language for the beginner, intermediate and advanced level for non-native speakers. ESL instruction also assists in the process of integration through language and civics education. **Outcomes will be measured by the number of students who successfully complete the course by: completing designated instructional hours or passing the naturalization test at the time of interview.**

In developing proposals, applicants should address: traditional ESL instruction, the special needs of women, the disabled, and the elderly as appropriate to program design; the ways in which client ethnicity affect curriculum content and/or instructional methodology; the availability of services beyond normal work hours; and the geographic accessibility of services.

**Funding formula for citizenship and ESL instruction through the New Americans Initiative is assigned as follows:**

- \$300 per student enrolled.

***Specific goals will include:***

- a. Recruitment, screening, and placement of clients.
- b. Recruitment and training of instructors.
- c. Provision of short term refresher courses.
- d. Provision of "classes" throughout the week, including day, evening and weekend hours.
- e. Provision of Pre and Post test to assess education gains.
- f. Implementation of instruction in English language
- g. Civics instruction in preparation for the naturalization process.
- h. Curricula development that includes specific, measurable, realistic and timely goals for different ESL levels (e.g. 12 week course for ESL basic; 16-week course for beginners).
- i. Periodic review and evaluation of curricula.
- j. Recruitment and training of volunteers (includes students, etc.)
  - a. Volunteer Roles:

- i. Assist with one on one tutoring of low literate and non literate individuals.
- ii. Assist ESL/Civic instructor during class time.
- iii. Conduct practice citizenship interviews with students.
- iv. Assist with outreach to the community regarding the availability of and civic instruction.
- v. Assist with intake for courses.

### C. Outreach Services

The goal of outreach is to reach a maximum number of LPRs and DACA eligible youth through grassroots efforts by providing education and information on the importance and advantages of becoming a citizen, and encouraging people to start the naturalization process or the DACA renewal process. Outreach is expected to focus on each agency's surrounding neighborhoods but also reach out to untapped locations. **Outcomes will be measured by the total number of eligible Legal Permanent Residents/DACA eligible people outreached to, that receive NAI funded services such as application processing and/or ESL/Citizenship instruction.** ICIRR will contract agencies to provide Outreach Services.

**Funding formula for Outreach Services through the New Americans Initiative is assigned as follows:**

- \$115 per eligible outreach contact for organizations.

#### *Specific goals will include*

- a. Outreach activities (presentations, flyers, etc) at churches, community events, etc.
- b. Outreach in new areas as determined by the Collaborative.
- c. Presentation of informational sessions to educate community members and organizations on the naturalization process.
- d. Recruitment of volunteers to assist in citizenship workshops.
  - a. Roles of workshop volunteers include:**
    - i. Assist with set up for the workshop.
    - ii. Application assistance.
    - iii. Assist with leading people through the various sections of the workshop.
    - iv. Calling out numbers for people in line in each section.
    - v. Other duties as assigned.
- e. Logistical training for volunteers.
  - b. Roles of outreach volunteers include:**
    - i. Post flyers and posters in businesses, faith institutions, libraries, etc.
    - ii. Attend community events and provide informational materials (fact sheets, flyers, brochures, postcards) to attendees.
    - iii. Attend mass events and provide information on eligibility, workshops, in office assistance, ESL and Citizenship instruction.
    - iv. Assist with information sessions (volunteers will be trained).
    - v. Assist with presentations in the community (volunteers will be trained).

<<Continue To Next Page>>

#### **IV. GRANT AND REPORTING REQUIREMENTS**

##### **A. Performance Standards and Application**

Successful applicants will be responsible for the monthly submission of complete and accurate client-based service data using the NAI online database. Applicants should make provision for internal data quality management controls, as incomplete data will not be attributed to the monthly and/or annual outcomes.

Performance standard review will result in the following:

1. 85% or more of a standard achieved: No action.
2. Failure to meet a standard or standards by more than 15% but less than 25% in a particular quarter: Agency will be notified in writing.
3. Agencies failing to meet a service standard(s) by more than 25% in a particular quarter must submit a corrective action plan addressing that deficiency to ICIRR/IDHS within 14 working days of notification. The plan must be implemented within the specified period. Contracts are subject to cancellation if the applicant fails to implement corrective action or if after implementing corrective action fails to achieve minimum requirements in two or more successive quarters.

**Applicants should anticipate at a minimum yearly on-site monitoring and data verification.**

Site visits include but are not limited to: interviews with all staff involved with the program, including supervisors and overall administrative staff; review of case folders, database systems, outreach binder, agency program evaluations process; and technical assistance when necessary. Site visit evaluations with recommendations for improvement will be sent to the agency and IDHS. Agencies required to submit a corrective action plan will be monitored more frequently.

##### **B. Staffing**

The designated staff at all grantee organizations must be bi-lingual and bi-cultural. Designated staff at grantee organizations will be required to demonstrate language proficiency in English and the target language.

##### **C. Training**

Designated staff members of all grantee organizations are mandated to attend training provided by ICIRR. Training includes but is not limited to immigration policy issues and changes, Education curriculum and best practices, outreach best practices, and volunteer recruitment.. Most trainings will take place either Via Zoom or at ICIRR's offices in Chicago.

In addition to this mandatory trainings, ICIRR staff will be available for technical assistance as necessary. Grantee organizations should be prepared to share insights and informally evaluate the

New Americans Initiative overall progress. Grantees may be asked to participate in an independent evaluation so that recommendations to IDHS may be formulated. Agencies should anticipate and budget for 6-10 training days per fiscal year.

#### **D. Reporting, Monitoring, and Evaluation**

Awarded agencies must submit monthly performance reports via an ICIRR provided database. Awarded agencies are required to maintain record keeping systems that are organized in such a way that a logical progression from service delivery to reimbursement may be ascertained. It must be possible to aggregate all reports submitted and trace the data back to source documents. Source documents might include intake/assessment forms, agreement forms from clients, casework notes, activity logs, event sign-in sheets, demographics, geographic areas, or other documents. ICIRR will provide the required standardized forms for agencies to use.

Programmatic Reporting is done via a database, grantees staff reporting on the database will have to sign a non-disclosure confidentiality agreement to have access to the database.

ICIRR will monitor performance through:

- Submitted reports (Data entered in NAI database)
- Periodic evaluation of goals and outcomes
- Site visits
- Quarterly meetings
- Attendance at training sessions

***Awarded agencies will be expected to report the following numbers per the timeline listed:***

- Application Processing: ***(Monthly)***
  - Actual NAI eligible applications prepared, pending, filed and approved.
    - Includes information on whether an N-648, I-912 or I-942 was prepared as a supplement to the application.
  - Derivative naturalizations – number of foreign-born children of the new citizens who have become citizens as a result of their parent’s naturalization
  - Number of people that attended the workshop *(if applicable)*
  - Number of trainings and numbers volunteers *(if applicable)*
- Citizenship and ESL Instruction: ***(Quarterly)***
  - NAI eligible student’s date of enrollment, class completion and outcome.
- Outreach Services: ***(Monthly)***
  - Outreach logs– eligible lawful permanent resident contacts
- For ALL services:
  - Client demographic information and income level
  - Client geographic location

Awarded agencies are required to submit reports electronically in a timely basis. ICIRR retains the right to add reasonable reporting requirements as it relates to the program’s needs.

*Awarded agencies will be expected to maintain:*

**Case Files:**

Contracting agencies must maintain record-keeping systems that are organized in such a way that a logical progression from service delivery to reimbursement may be ascertained. It must be possible to aggregate all reports submitted and trace the data back to source documents.

- **Application Processing** (The following documents must be included in all case files):
  - Intake form
  - Release of Information form
  - Legal screening form
  - Self-Screener/Stop Sign Sheet
  - USCIS Applications
  - Fee Waiver (if applicable)
  - G-28 Form
  - Case notes
  - Correspondence (if applicable)
  - Copies of translated materials (if applicable)
  - Supporting documents
- **Education:**
  - Intake form
  - Release of Information form
  - Proof of LPR or written attestation of status
  - Pre- and post-test
  - Supporting documents
  - Correspondence (if applicable)

**Outreach Binder:**

Agencies must maintain a binder of all outreach activities performed during the fiscal year. This binder should include the following:

**Outreach Binder/Electronic Folder**

- Sign-In Sheets
- Flyers, Brochures (digital or physical copies)
- Outreach Log
- Print ads (if applicable)

Only if these records are accurate and complete will the New Americans Initiative function successfully as a diagnostic tool through which to direct the Department's future strategies regarding its immigrant and refugee clients.

### ***Additional Expectations***

In addition to the activities enumerated above, all awarded agencies are expected to do the following:

- Attend Quarterly Program Meetings at ICIRR office in person/video/teleconferencing to discuss successes, challenges, best practices, opportunities, etc.
- Attend Program Legal Meetings in person/video/teleconferencing, to obtain information on naturalization updates, revisions, policy changes, case analysis, solutions, and expansion legal network.
- Attend and participate in trainings (immigration law, fee waiver, orientation, etc).

### **D. Financial Reporting**

Requests for reimbursement will be submitted monthly through the form provided by ICIRR. Appropriate supporting documentation, which may include (but is not limited to): employee timesheets, payroll records, receipts, utility/telephone bills, and staff travel documentation must be available for ICIRR or IDHS review. Claims will be made per contractual line-item budgets. Claims must be submitted to ICIRR within 10 days after the end of each month for services provided during that month. Grantees will be reimbursed as ICIRR is reimbursed from the state.

## **V. PROPOSAL REVIEW AND EVALUATION**

### **A. Process**

A Bidders' Conference will be held on **Friday, February 18, 2022, from 10:00 am to 12:00 pm via Zoom**. At that time, prospective applicants will have the opportunity to ask questions concerning the initiative and receive additional information and clarification regarding the RFP. Questions may also be submitted in writing. Any questions or concerns resulting in modification of the RFP will be communicated to all applicants who have submitted a letter of intent. No modifications to the RFP during the procurement process will be considered after **February 21, 2022**. Applicants must submit a letter of intent as a condition of submitting a proposal.

All information submitted according to this RFP is subject to the Illinois Freedom of Information Act. The successful provider must recognize and accept that any material marked proprietary or confidential, that must be made part of the contract, may be considered open for public inspection. Price information submitted by the successful provider shall be considered public. Only the record of losing proposals (the list of those submitting proposals/responses) shall be considered public.

An independent review panel will be used to review all complete proposals submitted under this RFP received by the deadline. Proposals will respond to the specifications stated herein. Applicants may not make modifications or submit additional material after the deadline. Failure to respond to the specifications may be a basis for an applicant being eliminated from

consideration during the selection process. Late proposals will not be reviewed and will be returned.

All aspects of the proposal and/or subsequent post-award negotiations with the successful applicant will become contractual obligations. The IDHS reserves the right to negotiate the award amount, budget items, and programmatic goals (including ethnic groups to be served) with the selected applicant before entering into a contract.

Justifiable modifications may be made in the course of the contract only through prior consultation with, and the written approval of, ICIRR/IDHS. Failure of the successful applicant to accept these obligations may result in the cancellation of the award.

## **B. Objections/Appeals**

Providers who object to any provision of the RFP, who believe their proposal was improperly rejected or that the selected proposal(s) is/are not in the best interest of the Department, may submit a written protest of the Department's action. The Department will consider all such written protests which are properly submitted in a timely fashion. The Department will investigate all allegations and issue a written response. The decision of the Department is final. Protests must be in writing and considered filed when physically received by the Department at the following address:

Bureau Chief  
[DHS.BRIS@illinois.gov](mailto:DHS.BRIS@illinois.gov)

1. Protest must be filed within 7 days after the protestor knows or should have known of the facts giving rise to the protest.
2. Protests regarding specifications must be filed within 7 days after the date the RFP was issued, and in any event, must be filed before the date for opening the proposals.
3. If a protest is received, any award made is not final until the protest is resolved.

## **C. Proposal Container and Format Requirements**

The sections must be written in a narrative form, addressing each of the bullet points or questions. Points will be assigned to each section. Proposals that do not address specific questions will be scored accordingly. The entire proposal, including appendices, must be sequentially page numbered.

***Applicants must adhere to the following guidelines in submitting proposals:***

- Total proposal should not exceed 15 pages, unless agencies submit collaborative proposals (the 15 pages does not include not the Proposal Cover Sheet, Program Budget form, Budget Narrative, Work Plan, and required attachments).
- Proposals should be on 8½-x 11-inch document using 12-point font type and at 100% magnification, using black font on white background.
- Proposal should be double spaced
- The entire application, including appendices, must be sequentially page numbered.
- Applicants must use required templates for the Work Plan and Budget
- Attachments - Attach copies of the following:
  1. Work Plan: Performance Goals (Appendix C)
  2. Budget & Costs Justification Narrative (Appendix D)
  3. Certification and Program Assurances signed (Appendix E)
  4. Staffing Chart
  5. Organizational chart
  6. Agency Mission Statement
  7. A signed letter by the agency Executive Director/CEO committing to achieve the performance indicators as designated and to serve the target population
  8. Resumes of the Executive Director and all program staff for NAI
  9. Articles of Incorporation
  10. Agency or Fiscal Sponsor IRS 501©3 Documents
  11. Programmatic Risk Assessment Questionnaire.
  12. A copy of the most recent financial audit (include only 1 copy)
  13. Letters of Support from organizations you will utilize for referrals, outreach, etc.
  14. Collaborative partners must have letter from each agency

Facsimiles (faxes), late or single-spaced proposals will not be accepted. Applications that do not comply with the above requirements will not be reviewed.

Proposals received after the deadline will not be considered in the competition. **Faxed and paper copy proposals will not be considered.**

**D. Evaluative Criteria**

An independent review panel will review applications. The panel reviewers will initially read and evaluate applications independently using guidelines furnished by ICIRR and will subsequently participate in review panel meetings during which proposals will be reviewed and scored collectively. While recommendations of the review panel will be a key factor in the funding decisions, ICIRR and IDHS maintain final authority over funding decisions.

Applicants must submit a proposal, which contains the information outlined below. Each section must have a heading, which corresponds to the headings listed below. The maximum possible score is 100 points. Applicants will be competitively evaluated.

Proposal content will be rated as follows:

Agency Qualifications.....	15 points
Community Identification.....	10 points
Program Design and Implementation.....	40 points
Staffing.....	15 points
Program Evaluation.....	5 points
Budget/Budget Narrative.....	15 points
<b>Total.....</b>	<b>100 points</b>

**E. Proposal Instructions**

Please respond fully to the following detailed proposal prompts in narrative form.

If an agency plans to service multiple regions or ethnic groups, the proposal should indicate the region and/or group, including a program design and implementation for *each* region and/or group in the program narrative, and justify the award amount in the budget narrative. In addition, work plans and service goals must be defined by each region and/or ethnic group and included in the program narrative and as attachments.

**NOTE:** Agencies may apply for one, two, or three areas of funding. Separate budgets must accompany each area. A combined budget must be completed as part of Section V by agencies applying in more than one area.

1. Agency Qualifications (15 points)

Briefly describe agency’s qualifications in providing services to refugees and immigrants, including citizenship training, application processing, and outreach. Explain how the purpose and the goals of the proposed project align with your agency mission.

Describe agency's experience, including language capacity in providing services to specific geographic areas, immigrant groups, or religious communities, and awareness of the specific needs of the population to be served.

Describe (as it pertains to the service area for which you are applying) the agency's experience in implementing effective outreach strategies, targeting specific immigrant populations.

Lead Collaborative Applicants: Describe your agency's experience in successfully organizing large citizenship workshops to encourage immigrants to initiate the naturalization process.

Describe (as it pertains to the service area for which you are applying) agency's ability in providing effective monitoring of individuals in the citizenship process, identifying those that qualify, enrolling them in citizenship preparation classes, assisting with filing for citizenship, referrals, and confirming those that are sworn in as citizens.

Describe the agency's capacity to develop, perform, and integrate program requirements including training for staff, coordination of services, record keeping, and financial reporting.

Provide an agency organizational chart, identifying where the project will fit into the overall agency service structure. Identify principal individuals with administrative oversight. How does the New Americans Initiative fit into the organizational model?

If participating in a Collaborative, describe your agency's process for how it will coordinate services with your respective collaborative members and with your local USCIS office.

Describe and list those agencies, organizations, and institutions with which you have referral, linkage, and collaborative arrangements for recruiting and working with your clients. Give a detailed description of how your agency's proposed services may complement services offered by other agencies. Attach letters of interagency agreement as appropriate.

## 2. Community Identification (10 points)

Describe the needs of the ethnic community and/or geographic areas targeted for this proposal by addressing the following: the proposed service area(s)/county(ies), immigrant groups, or religious communities that the agency will serve, and explain the extent of coverage and service in these areas; the potential barriers and problems working with the targeted population, and the strategies to overcome these barriers. Describe the need for the following:

- A. Application Assistance
  - Legal Screening
  - Office Consultation
  - Workshop
  - Mini Workshop/ Clinic

- B. Citizenship and ESL Instruction
  - Multi-level course need
  - Fixed Enrollment
  - Open Enrollment
- C. Outreach Services
  - Informational Sessions
  - One on One Outreach

3. Program Design and Implementation (40 points)

The extent to which the overall program design adequately and effectively addresses the characteristics and needs of the proposed client population. The implementation demonstrates appropriate expertise in assessment, service diagnosis/planning, service coordination, client motivation, assistance, and monitoring.

a. Application Processing

- i. Describe the agency's administrative procedures followed to ensure that applications for citizenship are complete and accurate prior to submission.
- ii. Explain procedures for facilitating submission to USCIS.
- iii. How will the agency coordinate citizenship workshops – including dates, locations, responsibilities, target groups, outreach, media and special guests?
- iv. How will legal volunteers be recruited and screened?
- v. How will staff and other volunteers be trained?
- vi. What kinds of legal services will the agency be able to provide?
- vii. Does the agency intend to process applications through workshops or office consultations?
- viii. Will the agency be offering DACA renewal (or have been offering) services with NAI funding?
- ix. How will the agency advocate for clients who experience problems?
- x. How case records will be maintained at the agency?

b. Collaborative Lead

- i. Describe the targeted number workshops to be held, and number of successful citizenship applications to be prepared and filed by Collaborative.
- ii. Describe agency capacity in meeting goals (DOJ recognition, number of accredited staff), coordinating events, tracking applications, and providing training to volunteers.
- iii. Describe supplemental ways in which goals may be achieved (legal consultations at partner offices, etc.)
- iv. Describe any previous demonstrated experience in serving as a lead in other initiatives.
- v. How will you engage partner members of your collaborative equally in activities?

- vi. How will you maintain regular communication with your collaborative and ICIRR, including records of meeting minutes and significant decisions?

c. Citizenship & ESL Instruction

- i. Describe instructional service components proposed and current agency capacity in providing citizenship and ESL education.
- ii. What resources for citizenship classes are currently available within your agency and community?
- iii. List the times and locations where instruction will occur.
- iv. Describe type, size, duration, and intensity of training modules proposed (i.e. number of clients per module, number of weeks, and number of hours per week).
- v. How many modules will be conducted within one year? Attach curricula.
- vi. Describe the proposed general curriculum for Citizenship and ESL Instruction, the manner in which this information is to be delivered (e.g., classrooms, webinars, blended learning etc.)
- vii. Specify the targeted number of clients to be enrolled, estimate number of completed classes, estimate number of successful applicants for citizenship classes.
- viii. Describe recruitment plan and activities and intake procedures for clients. Attach sample intake form.
- ix. Describe procedures for wait-listing clients, including prioritization of clients.
- x. Describe assessment procedures and resultant service planning for instructional service components.
- xi. Identify testing materials to be used.
- xii. Describe procedures for monitoring client progress. Attach sample pre-enrollment, progress, and completion tests.

d. Outreach Services

- i. Describe the plan for conducting outreach and the general characteristics of clients applying for citizenship through your program (ex. families, singles, senior citizens, ethnicities, etc.).
- ii. State the annual goal for outreach and agency capacity to achieve these goals, the plan to recruit staff and build a team of volunteers, and the plan to provide training for outreach and workshop activities.
- iii. Describe ways that the agency will target the LPRs in priority areas; branding/messaging to encourage people to naturalize.
- iv. Describe ways the agency will maximize the number of people who initiate the citizenship process and enroll in citizenship preparation classes.
- v. Describe ways in which the agency will draw the target population to the events and workshops.
- vi. Describe the measurement/evaluation tool that will be utilized to demonstrate effectiveness of outreach
- vii. If your organization is only doing outreach, please list the name/s of the NAI organizations you will be referring clients to.

4. Staffing (15 points)

The extent to which proposed staffing is qualified to provide linguistically and culturally appropriate services to the target population and implement the program effectively.

- a. Describe proposed program management, and administrative staff to be associated with this program, with a program staffing chart.
- b. Indicate staff qualifications. Include job descriptions as attachments at the end of the proposal.
- c. Demonstrate the extent to which the proposed staff-to-client ratio and staff qualification (including language and cultural capacity) are adequate and appropriate for effective service delivery.
- d. Describe internal controls for staff management.
- e. Describe how proposed staffing will meet grant and reporting requirements, including programmatic and financial reports.

5. Program Evaluation (5 points)

The extent to which the agency can review service delivery activities and processes and make adjustments as necessary to meet performance standards.

- a. Describe how each area of program activity will be evaluated and by whom. What staff will be responsible for program evaluation and development?
- b. How often will program performance be evaluated and through what process?
- c. How will low performance be addressed? What necessary changes will take place to increase performance levels?
- d. Describe internal controls for review, evaluation, assessment, verification, and timely reporting of programmatic and financial information, including monthly submissions and audits.

6. Budget and Costs Justification Narrative (15 points)

The extent to which the budget narrative provides thorough and clear justification for all proposed line-item expenditures. All expenditures, including administrative costs, are reasonable and allowable. Where available, supplemental or companion funding is identified.

- a. What is the average cost per client? Factor-based on the total number of cases and information and referrals.
- b. Describe how the program will be operated efficiently and cost-effectively.
- c. Attach the budget and budget justification forms found in Appendix E of this document; a budget and budget narrative for both direct and indirect costs should be included.
- d. Budget and budget narrative must be completed accurately and with sufficient detailed information to explain all costs shown, including the justification for all proposed line-item expenditures.

## **DIRECT COSTS**

Expenses that can be identified specifically with delivering services as described above. All costs that can be identified as direct costs should be identified as direct line item expenditures. Typical direct costs charged to a contract are:

- a. Employee salaries and fringe benefits for time devoted to immigrant service delivery under this initiative;
- b. Cost of materials acquired specifically for immigrant service delivery under this initiative; and
- c. Other cost items incurred specifically to carry out the contract.

## **INDIRECT COST RATE:**

If the applicants include indirect costs in their proposed budget, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs: a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA. b) State Negotiated Rate. The organization must negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award. c) De Minimis Rate. An organization that has never received a Federally Negotiated Rate may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually to accept the de minimis rate.

## **VI. AGENCY WORK PLAN**

Agencies must provide a detailed description of their work plan in the chosen area of service, including a description of how the work plan addresses the needs identified. This plan will be the blueprint for the agency's work. Applicants will be evaluated in this section by their: clarity of focus, quality of the work plan the ability to serve the eligible LPRs in their targeted areas, and the ability to guide individuals from outreach to naturalization. **List any other citizenship funding your office receives (and how your office differentiates charges for services provided by the separate programs).**

- a. List any other programs your program collaborates with and how you ensure your client data is not shared.
- b. Demonstrate the extent to which the proposed staff/client ratio and staff qualifications are adequate for the proposed services delivered.
- c. Demonstrate staff cultural and linguistic capacity for proposed languages.
- d. Describe the uses of volunteers in your program.
- e. Describe annual volunteer goals.

- f. Do you intend to capture some of the applicants to be spokespeople, volunteers, etc.?
- g. Will your organization subcontract with another agency/entity to meet its goals? If so, please explain. **Note: *If your organization will subcontract with another agency we also need a work plan and budget for that organization too.***

The performance goals should accurately reflect the capacity of the agency to perform the work plan goals. Revised work plans may be negotiated during the grant cycle. Refer to Appendix C for work plan formats.

The agency's workplan must be a part of the proposal and will be needed again when submitting the proposal in the link.

**APPLICATION PROCESSING:** refers to citizenship and/or DACA applications that have been prepared. Applications prepared are defined as the activity in which a participant received a legal screening and was deemed eligible to apply and an application was filled out. In order for a participant to be reported, an application has to have been filled out.

Application processing is unduplicated, once a client is counted, they cannot count again for during the same Fiscal Year.

**CITIZENSHIP & ESL INSTRUCTION:** the NAI Education program seeks to provide with sufficient instruction to prepare lawful permanent residents for the naturalization test and interview.

**OUTREACH SERVICES:** Outreach activities encompass a comprehensive overview of the importance of becoming a citizen, the naturalization process and requirements. Outreach activities should also provide information about NAI services such as application processing and classes.

<<CONTINUE TO NEXT PAGE>>

## **Additional information regarding Application Review Information**

1. **Criteria** - Funding for the state fiscal year is not guaranteed. ALL applicants must demonstrate that they meet all requirements under this NOFO as described throughout. Applications that fail to meet the criteria described in the Eligible Applicants and Mandatory Requirements of Applicants as identified in Eligibility Information will not be evaluated and considered for funding.

Grant applications received will be reviewed by ICIRR staff and an independent review panel. ICIRR will convene an external expert review panel to review applications.

The maximum possible score is 100 points. All applications will be reviewed, evaluated, and rated.

2. **Review and Selection Process:** Funding decisions will be based upon the quality of the applicant's program plan and budget/budget narrative based on the 100-point scale described above. For previous grantees, past performance will be taken into consideration.

3. **Anticipated Announcement and State Award Dates, if applicable.** Final award decisions will be made by ICIRR and IDHS Bureau of Refugee and Immigrant Services. "A Notice of Award Finalist" form will be sent to each of the finalists prior to executing a contract. This notice is not an authorization to begin performance. It is anticipated that the Notice of Award Finalist will be issued by late April 2022.

ICIRR and IDHS reserve the rights to negotiate the terms and conditions for the final grant award, including performance outcomes.

4. **Merit-Based Evaluation Appeal Process:**

- a. Is limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal.
- b. Submission of Appeal:

An appeal must be submitted in writing to Bureau Chief, Bureau of Refugee and Immigrant Services, and Breandan Magee, ICIRR appeal must be received within 14 calendar days after the date that the grant award notice has been published.

- i. The written appeal shall include at a minimum the following:
  1. The name and address of the appealing party
  2. Identification of the grant
  3. A statement of reasons for the appeal

## **VII. REQUIRED ATTACHMENTS**

Applicants should attach a work plan, budget form (and narrative) for each service area for which the agency seeks funding. Each service area will be completed separately. For those agencies that seek funding in more than one area, a composite budget must be completed.

1. Work Plan: Performance Goals (Appendix C)
2. Budget & Costs Justification Narrative (Appendix D)
3. Certification and Program Assurances signed (Appendix E)
4. Staffing Chart
5. Organizational chart
6. Agency Mission Statement
7. A signed letter by the agency Executive Director/CEO committing to achieve the performance indicators as designated and to serve the target population
8. Resumes of the Executive Director and all program staff for NAI
9. Articles of Incorporation
10. Agency or Fiscal Sponsor IRS 501©3 Documents
11. Programmatic Risk Assessment Questionnaire.
12. A copy of the most recent financial audit (include only 1 copy)
13. Letters of Support from organizations you will utilize for referrals, outreach, etc.
14. Collaborative partners must have a letter from each agency

**Supplemental/Companion Funding**

For each service area proposed, indicate any supplemental funding awarded. Include the dollar amount awarded, whether the funds are for services in FY23, and whether the funds have any restrictions (professional staff and related costs only). Explain how this program funding is supporting services discrete from or supplemental to these dollars.

Agencies receiving funding from USCIS or any other entity providing funding for the same services offered through NAI, please indicate below and explain how you will ensure there is no duplication of service.

<b>SERVICE PROVIDED</b>	<b>FUNDING SOURCE</b>	<b>DOLLAR AMOUNT (Awarded for FY23)</b>	<b>PURPOSE</b>
Application Services			
Citizenship & ESL Education Instruction			
Outreach Services			

**APPENDIX A: COVER PAGE**

**Agency Applying:** \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Congressional Districts:

\_\_\_\_\_

House of Representatives Districts:

\_\_\_\_\_

Senate Districts:

\_\_\_\_\_

Geographic Area/s Served by the Agency: \_\_\_\_\_

Immigrant Communities Served by the Agency: \_\_\_\_\_

Language Groups Served by the Agency: \_\_\_\_\_

Agency Requesting funding for the following NAI components:

Lead Collaborative \$ \_\_\_\_\_ Application Assistance \$ \_\_\_\_\_

Citizen/ESL Instruction \$ \_\_\_\_\_ Outreach Services \$ \_\_\_\_\_

TOTAL AMOUNT REQUESTED: \$ \_\_\_\_\_

**Authorization/Certification:**

With my signature, I hereby affirm that I am duly authorized to submit proposals on behalf of the Applicant organization. To the best of my knowledge, the data and statements in this application are true and correct. The Applicant agrees to comply with all Federal/State statutes and Rules/Regulations applicable to the program.

Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**APPENDIX B: APPLICATION CHECKLIST**  
**New Americans Initiative**  
Fiscal Year 2023

A complete application must include:

1) COVER PAGE (Appendix A)

2) PROPOSAL

Proposals must include a Table of Contents with the following headings:

1. \_\_\_\_\_ Agency Qualifications
2. \_\_\_\_\_ Community Identification
3. \_\_\_\_\_ Program Design and Implementation
4. \_\_\_\_\_ Staffing
5. \_\_\_\_\_ Program Evaluation
6. \_\_\_\_\_ Budget and Costs Justification Narrative

3) ATTACHMENTS

Attachments must include:

- Work Plan: Performance Goals (Appendix C)
- Budget & Costs Justification Narrative (Appendix D)
- Certification and Program Assurances signed (Appendix E)
- Staffing Chart
- Organizational chart
- Agency Mission Statement
- A signed letter by the agency Executive Director/CEO committing to achieve the performance indicators as designated and to serve the target population
- Resumes of the Executive Director and all program staff for NAI
- Articles of Incorporation
- Agency or Fiscal Sponsor IRS 501©3 Documents
- A copy of the most recent financial audit (include only 1 copy)
- Programmatic Risk Assessment Questionnaire.
- Letters of Support from organizations you will utilize for referrals, outreach, etc.
- Collaborative partners must have a letter from each agency

**APPENDIX C: WORK PLAN AND METRICS**  
**FY 2023 New Americans Initiative Workplan and Metrics**

<b>Agency Legal Name:</b>		
<b>Agency Address:</b>		
<b>Total Requested Amount: \$</b>		
<b>Requested Functions</b> <i>(Please write "N/A" if not applying for a specific function)</i>	<b>Collaborative Lead</b> \$10,000 coordinating award	\$
	<b>Community Education and Outreach</b>	\$
	<b>Application Processing</b>	\$
	<b>Citizenship and ESL For Citizenship Instruction</b>	\$
<b>Person completing work plan and contact information:</b>		
<b>Staff person/s working under NAI, title and contact information:</b>		

**FY 23 New Americans Initiative Metrics**

\*\*Please mark “N/A” for services your organization is not intending to provide under NAI\*\*

	<b>Annual Total</b>
<b>OUTREACH SERVICES</b>	
<b>Outreach Contacts</b> The number of participants provided with outreach services for NAI Funded Education Classes and/or Application Processing organizations.	
<b>Outreach Contacts Receiving NAI Services</b> The number of participants who received NAI Funded Services. Outcome: At least 45% of Outreach Contacts.	
<b>CITIZENSHIP EDUCATION CLASSES UNDUPLICATED STUDENTS</b>	
<b>Students Enrolled</b> The unduplicated number of Students ENROLLED in Citizenship and ESL for Citizenship Classes.	
<b>Students Completing Class</b> The number of students who successfully complete the course by completing designated instructional hours or passing the naturalization test at the time of the interview (Outcome: At least 80% of students enrolled).	
<b>APPLICATION PROCESSING</b>	
<b>Citizenship Applications (N-400/N-600)</b>	
<b>N-400 Applications Prepared</b>	
<b>N-400 Applications Submitted</b> (Number of N-400 applications submitted to USCIS. OUTCOME: at least 80% of N-400 Applications Prepared).	
<b>N-600 Applications Prepared</b>	
<b>N-600 Applications Submitted</b> (Number of N-600 applications submitted to USCIS. OUTCOME: at least 80% of N-600 Applications Prepared).	
<b>DACA Applications</b>	
<b>DACA Applications Prepared</b>	
<b>DACA Applications Submitted</b> (Number of DACA applications submitted to USCIS. OUTCOME: at least 80% of DACA Applications Prepared).	

## **APPENDIX D: BUDGET JUSTIFICATION FORMS**

### **APPENDIX D: BUDGET JUSTIFICATION FORMS**

The Budget and budget narrative must be completed accurately and with sufficient detailed information to explain all costs shown. The budget must justify program costs in relation to community needs, program design, and anticipated outcomes. It must provide cost per client for services and must describe the portion of the budget required for administrative versus direct service expenses. The budget detail must clearly delineate costs to be met by the funding source and, if applicable, those provided by other parties.

The budget must detail all aspects of the program discussed in the narrative. There should be no unexplained amounts for miscellaneous or contingency expenses. It must include all items asked by the RFP directives and include all consultant costs, fringe benefits, separate from salaries, and separately detail all non-personnel costs. Indirect costs, where appropriate, must also be itemized. The budget must be sufficient for the applicant to perform the tasks described in the narrative. Complete the attached Program Budget form, accompanied by the budget narrative.

For your references, the following terms are defined:

#### **Direct Costs**

Expenses that can be identified specifically with delivering services as described above. All costs that can be identified as direct costs should be identified as direct line item expenditures. Typical direct costs charged to a contract are:

- a. Employee salaries and fringe benefits for time devoted to immigrant service delivery under this initiative;
- b. Cost of materials acquired specifically for immigrant service delivery under this initiative; and
- c. Other cost items incurred specifically to carry out the contract.

#### **Indirect Costs**

If the applicants include indirect costs in its proposed budget, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs: a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA. b) State Negotiated Rate. The organization must negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award. c) De Minimis Rate. An organization that has never received a Federally Negotiated Rate may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de minimis rate.



## APPENDIX D: BUDGET JUSTIFICATION FORMS CONT'D

<b>CERTIFICATION</b>	STATE OF ILLINOIS UNIFORM GRANT BUDGET TEMPLATE	AGENCY: <b>IDHS</b>
Organization Name:	CSFA Description: <b>Immigrant Integration -NAI</b>	NOFO # <b>20-444-80-1456-01</b>
CSFA Number: <b>444-80-1456</b>	DUNS#	Fiscal Year(s) : <b>2023</b>

(2 CFR 200.415)

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and that any false, fictitious, or fraudulent information or the omission of any material fact, could result in the immediate termination of my grant award(s).

\_\_\_\_\_  
Institution/Organization

\_\_\_\_\_  
Institution/Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Title  
Chief Financial Officer (or equivalent)

\_\_\_\_\_  
Title  
Executive Director (or equivalent)

\_\_\_\_\_  
Date of Execution

\_\_\_\_\_  
Date of Execution

**Note: The State awarding agency may change required signers based on the grantee's organizational structure. The required signers must have the authority to enter into contractual agreements on behalf of the organization.**

## APPENDIX D: BUDGET JUSTIFICATION FORMS CONT'D

Explanation of each line item included in the budget. The explanation should detail how the costs are derived. Additional line items not in these instructions also should be included when appropriate. The provided budget narrative template should be completed and contain the detail specified below:

### Direct Program Costs definitions

#### 1. Program Salaries and Consultants

- a) Job Titles: The budget submission should include the job title and the name of each person in the program funded under this contract. If a position is empty, please specify To Be Hired. (if known), the percentage of the employee's time allocated to the program, based on full time equivalent. That is, if the person is employed half-time (50%) and you wish to charge half their time to a service area, indicate 25% time. Also include the employee's annualized full-time salary.
- b) Consultants: Short-term contracted workers (Excluding consultants located in administrative and management costs below) who are not agency employees. Describe the types of consulting, e.g. interpreters, psychiatric etc. as well as expected use and cost. Explain the need for the contract for the program.
- c) Fringe Benefits: List applicable employee fringe benefits (i.e. FICA, unemployment insurance, health benefits, retirement plan). Either include a description of each benefit and the estimated percent of salaries needed to cover the cost OR the cost per benefit per employee.

#### 2. Consumable Supplies

- a) Office Supplies: Supplies include consumable and non-consumable commodities such as paper stock, pencils, typewriter ribbons, software, furniture etc. with an acquisition cost of under \$500. The explanation should indicate what items are included and how costs are estimated.
- b) Printing: Printing may include mass outside publication or reproduction work done within your agency. Explain how this charge is determined (e.g. the cost of duplication, how large the mailing list is, etc.), and its applicability to this funding initiative.
- c) Postage: Postage may include the cost of mass mailings or of miscellaneous program mail. Itemize the costs and explain how they were determined.

#### 3. Occupancy

- a) Rent, Utilities and Building Maintenance: The narrative should specify whether the space occupied is rented or owned. An explanation of cost is required. Rent allocation may be explained on the basis of square footage or by an alternate formula described in this section. It should be indicated whether or not the costs include utilities and other occupancy related charges. Contracted cleaning services should be incorporated in this line or captured within the indirect allowance.
- b) Telephone and Internet: Explain anticipated charges for program related telephone and internet services including the number of phone lines.

#### 4. Miscellaneous Program Expenses

- a) Staff Travel/Conferences: This category should explain the agency's allowable cost for travel, including its policy regarding mileage allowance, parking, public transportation and other miscellaneous expenses incurred for employee local transportation. Describe specific activities and the cost for each, i.e. workshops, training seminars, etc. Specific costs for overnight travel and lodging should be explained if applicable.
- b) Program Supplies: General program supplies including those required for group meetings and/or classes. Itemize the costs and explain how they were determined.

## APPENDIX E: CERTIFICATIONS AND PROGRAM ASSURANCES

### A. CERTIFICATIONS

#### A. General Contract Assurances

THE APPLICANT HEREBY ASSURES, CERTIFIES, AND ATTESTS THAT TO THE EXTENT THAT THE CERTIFICATIONS LEGALLY APPLY TO THE AGENCY:

1. **Legal Authority** - It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the Agency's governing body, authorizing the filing of the application including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Agency to act in connection with the application and to provide such additional information as may be required;
2. **Debarment** - It is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any Federal department or agency (45 C.F.R. Part 76);
3. **Bid Rigging** - It has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively);
4. **Bribery** - It has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor made an admission of such conduct which is a matter of record (30 ILCS 500/50-5);
5. **Fraud** - It has not within a three-year period preceding this Application, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. It is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in this Paragraph;
6. **Charitable Organization** - It is a charitable organization subject to the Illinois Charitable Trust (760 ILCS 55/1) or the Solicitation for Charity Act (225 ILCS 460/1), and, if subject to either of these Acts, that all appropriate information, including but not limited to, registration materials and annual reports, have been filed with the Illinois Attorney General;

APPENDIX E: CERTIFICATIONS AND PROGRAM ASSURANCES – Cont'd

7. **Federal Fair Labor Standards** - It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act;
8. **Drug Free Workplace** – It certifies that neither it nor its employees shall engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and that the Agency is in compliance with all the provisions of the Illinois Drug Free Workplace Act, (30 ILCS 580/3 or 580/4).
9. **International Boycott** - Neither it, nor any of its substantially-owned affiliated companies, is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 (50 U.S.C. Appx Section 2401 et seq.), or the regulations of the U.S. Department of Commerce promulgated under that Act (15 CFR Parts 730 through 774).
10. **Taxes** - It does and will comply with all provisions of the Federal Internal Revenue Code, the Illinois Revenue Act, and all rules promulgated thereunder, including withholding provisions and timely deposits of employee taxes and unemployment insurance taxes;
11. **Educational Loans** - It is not barred from receiving state agreements as a result of a default on an educational loan (5 ILCS 385);
12. **Dues and Fees** - It is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them, for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1, 25/2);
13. **Clean Air and Clean Water Acts** - It is in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.); and
14. **Pro Children Act** - It is in compliance with the Pro-Children Act of 1994 (Public Law 103-227) in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early childhood development services, education or library services to children under 18 which services are supported by Federal or State government assistance (except portions of the facilities which are used for inpatient substance abuse treatment) (20 U.S.C. sections 6081 et seq.).
15. **Non-Discrimination**- The Agency agrees to comply with the Constitution of the United States, Title VI of the Civil Rights Act of 1964, the 1970 Constitution of the State of Illinois and any laws, regulations or orders, Federal or State, which prohibit discrimination on the grounds of race, sex, color, religion, national origin, age, ancestry, marital status, the inability to speak or comprehend the English language, or by reason of any physical or mental handicap.

**APPENDIX E: CERTIFICATIONS AND PROGRAM ASSURANCES – CONT'D**

The Agency, its employees and subcontractors under subcontracts made pursuant to this Application shall comply with all applicable provisions of State and Federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to, the following laws and regulations and all subsequent amendments thereto:

- i The Illinois Human Rights Act (775 ILCS 5);
- ii Public Works Employment Discrimination Act (775 ILCS 10);
- iii The United States Civil Rights Act of 1964 (as amended), (42 U.S.C. 2000a-2000h-6);
- iv Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794);
- v The Americans with Disabilities Act of 1990, (42 U.S.C. 12101 et seq.); and Executive Orders 11246 and 11375, (Equal Employment Opportunity).

Signature required

AUTHORIZED SIGNATURE \_\_\_\_\_

AGENCY \_\_\_\_\_

DATE \_\_\_\_\_

## APPENDIX E: CERTIFICATIONS AND PROGRAM ASSURANCES – CONT'D

### B. Program Assurances

THE APPLICANT HEREBY ASSURES, CERTIFIES, AND ATTESTS THAT:

1. It accepts and will act in accordance with the discrete performance standards defined in the document.
2. It will document program performance in an accurate and timely manner in accordance with the guidelines described in this document but as amended by ICIRR.
3. It will notify ICIRR in a timely fashion of changes within or outside the agency/organization that endanger or impede performance. Those include any litigation, investigation, or transaction that may reasonably be considered to have a material impact on the ability to perform. It also includes written notification of negative incidents involving or impacting clients.
4. It will make available appropriate staff as requested for training, policy development, coordination, and consultation.
5. It will use the referral forms and the coordination and communication processes detailed in the RFP.
6. It will develop linkages and coordination of service delivery with other service providers as appropriate to ensure that the needs of the individual are met.
7. The applicant will not impose fees upon program participants for costs reimbursed by the contract.
8. The applicant will ensure that children receiving service are adequately supervised and that the physical environment is appropriate and safe and meets all applicable standards set by State and Federal laws, rules and regulations.
9. It will maintain a discrete and clear audit trail of expenditures under this contract when program services will be supplemented by other funding sources.
10. Nothing shall prevent the applicant from performing similar services for other parties. However, the applicant warrants that at no time will the compensation paid by ICIRR for services rendered under this RFP exceed the rate the applicant charges for rendering similar services elsewhere.
11. The applicant will notify ICIRR in writing within 24 hours if there is a change in the applicant's legal status, Federal Employer Identification Number or address.

12. The applicant agrees to notify ICIRR prior to issuing public announcements or press releases concerning work done in connection with this RFP. The parties will cooperate in connection with media inquiries and in regard to media campaigns involving the program services specified in this contract.

Signature required

AUTHORIZED SIGNATURE \_\_\_\_\_

AGENCY \_\_\_\_\_

DATE \_\_\_\_\_

**END OF REQUEST FOR PROPOSALS APPLICATION PACKET**