

# Office of Massachusetts Attorney General Andrea Joy Campbell



## Request for Proposal (RFP)

### Immigrant Legal Services Grant Program

*Release Date: September 14, 2023*

***Response Due Date: October 17, 2023***

*Project Start Date November 13, 2023*

*Project End Date: December 31, 2024*

*Amended on October 6, 2023*

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The Massachusetts Attorney General's Office is pleased to announce the Immigrant Legal Services Grant Program which will provide funding to nonprofit legal services organizations and their community partners seeking to build capacity around a range of immigration-related legal services that will help ensure that new arrivals to Massachusetts who are eligible for immigration relief and work authorization can support themselves and their families.

In Massachusetts, legal services organizations are critical resources for families who must navigate a complex immigration system while trying to secure shelter and authorization to work. The recent influx of new arrivals has created an emergency situation in which demand often outpaces the capacity of legal services organizations. Expanding the capacity of legal services to meet this need will facilitate new arrivals' expeditious access to immigration relief and work authorization which will help ensure self-sufficiency, foster integration into our communities, and ease burdens on local communities, emergency shelter programs, and other social safety net programs. This grant intends to fund successful applicants who propose programs to expand capacity in current immigration legal service work to support new arrivals.

Examples of capacity-building activities for nonprofit legal services organizations include, but are not limited to:

- Implementing new technology solutions or upgrades to case management systems to increase efficiency and effectiveness;
- Leveraging relationships with law schools, law firms, shelters, community-based organizations or others to provide additional services;
- Providing clinics or other brief services to help new arrivals access immigration-related legal relief; and
- Equipping staff with mobile workspace supplies and equipment.

The grant program will be funded with up to \$750,000 in settlement money intended to protect Massachusetts consumers.

### **Eligibility**

Nonprofit legal services organizations providing supportive services to new arrivals in Massachusetts are eligible to apply. Legal service applicants may also partner with one or more community-based organizations to submit an application. Only one application per legal services organization may be submitted. In cases where a legal services organization partners with one or more community-based organizations, the legal services organization must serve as the applicant.

Nonprofit organizations must be in full compliance with all annual reporting requirements of both the AGO and the Internal Revenue Service, as applicable, in order to be eligible for funding.

### **Funding, Duration, and Anticipated Timeline**

Grant awards will be issued in varying amounts up to \$100,000. Applicants may propose indirect rates of 15% or less. Applicant shall not supplant currently funded activities with grant funds. Applicant budgets may or may not be funded in their entirety, or at all. All funding decisions will be at the sole discretion of the AGO.

Grant funds will be awarded with an anticipated start date of November 13, 2023. The maximum grant period will be one year. The AGO will not allow program extensions except for good cause shown. The AGO may deny program extension requests at its sole discretion.

### **Cash Flow and Disbursement Grant Funds**

Grant disbursement(s) will be sent to successful applicants by Electronic Funds Transfer, provided that all necessary contract and periodic reporting documents are received by the deadlines established by the AGO. The full grant award will be disbursed soon after contract execution.

### **Submission Instructions**

- Grant applications with accompanying proposals must be delivered electronically through the AGO's online grant application website by 5:00 p.m. on October 17, 2023.
- Interested applicants may access the application here: [Grant Application Portal](#).
- New applicants will be asked to create a free online account. Any applicant that has applied for any AGO grant using the online grant application website may log into its existing account. All applicants should confirm their contact information is current on their applicant profiles.
- Confirmation of Receipt: Applicants typically receive an email confirmation within 48 business hours; if one is not received, please call the AGO Grants Team at 617-963-2150 for assistance.

### **Evaluations**

Program proposals and application components will be evaluated on criteria that includes the applicant's:

- Demographics and geographic location of the population(s) served;
- Experience providing immigration legal services;
- Demonstrated impact in its community;
- Description of need and quality of proposal;
- Community-based partnerships which support its proposal (if applicable); and
- Plan and ability to measure the impact of its grant-supported program.

## Questions

Questions regarding this RFP may be submitted to [AGOgrants@mass.gov](mailto:AGOgrants@mass.gov), only until 5:00 p.m. on October 10, 2023. When submitting your question(s), please include “Immigration Legal Services Grant” in the email subject line. Questions received and answers provided regarding this RFP will be posted on the AGO’s online grant application website: [Grant Application Portal](#).

## Reasonable Accommodation

Applicants with disabilities may seek reasonable accommodation, including receipt of the RFP in an alternative format, by writing to [AGOgrants@mass.gov](mailto:AGOgrants@mass.gov) no later than 5:00 p.m. October 10, 2023.

## Expectations and Requirements for Successful Applicants

- Award is contingent upon the applicant satisfactorily completing all necessary documents (see below) by the deadlines established by the AGO.
- Any changes to a grant program or budget, at any time during the grant period, must be requested in writing by the successful applicant and must be approved, in advance, by the AGO.
- All funds must be used in a manner consistent with the applicant’s grant application and accompanying proposal which shall both become part of the Scope of Services Agreement.

## Required Commonwealth Contract Documents

The following documents will be required as part of the *application submission*:

- Request for Taxpayer Identification Number and Certification (W-9)
- Electronic Funds Transfer (EFT) Form\*<sup>1</sup>
- Nonprofits must submit one of the following unless they are exempt from filing with the AGO’s Non-Profit Organizations/Public Charities Division (NPCD):
  - Their most recent filing package submitted to NPCD;<sup>2</sup>
  - A current Certificate of Solicitation issued by NPCD; or
  - A current Letter of Good Standing issued by NPCD.

The following documents will be required upon any notification of a grant award at a deadline established by the AGO and *should not be submitted with the grant application*:

- Standard Contract Form
- Scope and Services Agreement
- Contractor Authorized Signatory Listing

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<sup>1</sup> It is the responsibility of the applicant/award recipient to ensure that an electronic transfer of funds may be received by the award recipient. No paper checks will be issued.

<sup>2</sup> The package should include its Form PC, IRS Form 990/990-EZ/990-PF and, as applicable, a CPA’s review report or an audited financial statement.

Links to blank W-9 and EFT forms will be provided in the online application form. No grant funds will be disbursed unless the necessary documents are submitted by the deadlines established by the AGO.

**Public Records**

All submitted responses and information are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10, and M.G.L. c. 4, § 7, cl. 26. Applicants should not submit any personal, medical, or other sensitive information.

**Updates to this RFP**

Any changes/corrections to any part of this RFP will be posted on <https://www.mass.gov/grant-opportunities>. It is the applicant's responsibility to check this web page frequently for any updates.