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Arlington County
Arlington County Department of Community Planning, Housing and Development
FY 2019 Community Development Fund
9/8/2017 deadline

Legal Aid Justice Center
Legal Aid Justice Center - Immigrant Advocacy Program

\$ 20,000.00 Requested
\$ 74,954 Total Project Costs

Submitted: 9/8/2017 1:46:46 PM (Pacific)

Project Contact

Tim Wallace
twallace@justice4all.org
Tel: 434-529-1853

Additional Contacts

none entered

Legal Aid Justice Center

1000 Preston Ave, Suite A
Charlottesville, VA 22903

Executive Director

Mary Bauer
mary@justice4all.org

Telephone 434-977-0553
Fax 434-977-0558
Web www.justice4all.org
EIN 54-0884513

Summary Questions

1. Where will the project be located?

(e.g. Address, City, State, Zip)

Legal Aid Justice Center
6066 Leesburg Pike, Suite 520
Falls Church, VA 22041

2. Estimated number of unduplicated beneficiaries:

32

3. What is the percent (%) of low income beneficiaries served?

number only (%)

100

4. Please indicate if you are unavailable for ANY of the following proposal presentation dates in October.

- October 4
October 11
October 18
October 25
None

Proposal Narratives

1. Please provide a brief project synopsis

The project synopsis should include an overview of project activities, populations to be served, and amount requested.

LAJC combats exploitation of low-income immigrants regarding their housing, employment, and consumer concerns through free legal services. We help families build assets by fighting against exploitation and abuse that depress workers' wages, decrease their assets (e.g. predatory debt collection) and increase living expenses. We prevent homelessness by stopping unwarranted evictions.

Many employers, landlords, and businesses single out immigrants as easy targets for exploitation and abuse because immigrants, especial today, face barriers to assert their rights and seeking fair treatment. Low-income immigrants who cannot afford a lawyer have nowhere else to turn for help. These are our clients.

We seek a \$20,000 grant renewal from the Community Development Fund. Funding will allow us to provide legal services to families in crisis, community education to groups of workers and tenants, and bilingual referrals to appropriate service providers.

Detailed Description of Proposed Activity

2. Please describe and document the extent and nature of the unmet need that your proposal addresses.

What populations are adversely affected by the problem and where does it occur in the community?

According to the most recent numbers from the American Community Survey of the U.S. Census Bureau , Arlington County is now home to 51,565 foreign-born individuals. Of those, 29,180 are not yet U.S. citizens. Approximately 17,020 residents of Arlington report that they do not speak English "very well," and roughly 61,251 County residents speak a language other than English in the home. 38,269 live at or below 200% of the federal poverty level. These individuals are protected by the same laws against wage theft, unlawful eviction, and predatory lending as the rest of us, but they are far less likely to have access to the protection of the law.

Unfortunately, some employers, landlords and businesses seek to actively exploit immigrants precisely because they think they won't complain due to limited understanding of English, lack of knowledge of the legal system, lack of income to hire an attorney, or particularly right now, fear of authorities. As a result, an already vulnerable population is further destabilized and prevented from gaining the economic security needed to build wealth. It is hard to support your family when you aren't paid for the work you did, when debt collectors try to sue you for debts you don't owe, or when you're being wrongly evicted.

This population on the whole is tremendously housing insecure. The lack of affordable housing in Arlington County and the region is a problem for everyone, but immigrants face persistent discrimination and exploitation as well. In April 2013, The Equal Rights Center published "Precaucion: Obstacles for Latinos in the Virginia Rental Housing Market." That study found, via pairs testing, that Latino applicants received more adverse treatment than their white counterparts in at least one respect 55 percent of the time, with 18 percent receiving more adverse treatment in multiple respects. Types of disparate treatment included being quoted higher rents or higher fees than white testers for the same unit; not being offered incentives, being offered later availability dates or fewer available units; and being told about additional application requirements (such as credit checks or social security card) than white applicants. This type of entrenched discrimination squeezes low-income immigrants even further because they are less financially well off and often have no credit history at all.

Immigrant tenants must also contend with living conditions that border on uninhabitable. Because competition for affordable housing is so great, management companies can and do take advantage of their in-demand position by slacking on maintenance or passing off costs to tenants as fees for "service." There can be little doubt these fees are excessive, but tenants do not generally understand their rights or how to contest such fees. Similarly, in Virginia, pest control for things like cockroaches and bedbugs can be written into the lease as the tenant's responsibility even though the landlord is responsible under the law for keeping the premises fit for habitability.

Immigrant families are also more vulnerable to run-of-the-mill financial exploitation by predatory lenders, debt collectors, and other fraudsters. They are more vulnerable because of language barriers, fear of authorities, and because most legal aid organizations that might otherwise help them cannot help undocumented individuals as a condition of their federal funding.

We are confident that the need for our services far outstrips our capacity to provide them in Arlington. Every time we engage in outreach in Arlington neighborhoods, we are confronted by the many civil legal needs of the community. If we aggressively advertised our services, we would be overwhelmed with demand.

1. 2011 - 2015 American Community Survey 5-Year Estimates, Selected Characteristics of the Native and Foreign-Born Populations, U.S. Census Bureau, <http://factfinder2.census.gov>.

3. What do you anticipate that the project will accomplish?

Describe the project methodology and detailed description of program activities.

Our legal representation on behalf of Arlington's low-income immigrants focuses primarily on three kinds of legal problems:

consumer exploitation, housing instability, and employment problems (primarily wage theft). For the vast majority of our clients, we either recover unpaid wages that have been earned, prevent unwarranted evictions from housing, and/or protect and make whole those facing exploitation in consumer transactions such as predatory lending and illegal debt collection activities. Each of these efforts directly impacts the financial stability of our clients, which invariably given how housing unstable our population is, results in a more stable housing situation. Each individual we serve comes to us with a discrete legal problem which we help them to solve. Some come as referrals from our partners. Some we identify through outreach and community education efforts. Others come to us directly from word of mouth.

Each individual we serve is interviewed to determine the nature of their legal problems and whether or not Legal Aid Justice Center is the right organization to assist. Those who would benefit more from another agency's services are given a targeted referral. Those who we accept for services receive the level of legal services necessary to resolve/prevent their problem. Some clients need relatively simple advice to overcome their problem or to prevent a small problem from becoming a larger one. Others need a lawyer to stand with them in court to negotiate a settlement or force a resolution (e.g. to force an employer to pay wages due or to contest an inappropriate debt collection attempt.)

What follows is a description of the typical life-cycle of a case. Gloria is an undocumented immigrant woman married to a day laborer with two U.S.-born citizen children. Because of her immigration status, Legal Aid Justice Center is her only option for general civil legal assistance. She recently received an eviction notice for non-payment of rent. Her husband's work as a day laborer is inconsistent, and they were unable to pay last month's rent in full. She called us on the advice of her neighbor whose husband we had helped with a wage theft claim.

Our intake paralegal answered the phone and did an initial screening to confirm Gloria met our residency and income guidelines and that she had a legal problem we are qualified to address. Upon confirming her eligibility, Gloria scheduled an in-person intake interview wherein she collected primary documents (lease, receipts, late notices, rent statements, eviction notice, etc), and recorded contact, income, and demographic information.

The intake paralegal then presented that information to our full staff at a weekly intake meeting where we decided to accept Gloria's case for representation (as opposed to advice). Gloria's case was then assigned to a staff attorney. The attorney reviewed the information in depth and then met with Gloria to negotiate and sign a retainer agreement. That agreement stated the attorney would represent Gloria in fighting the eviction with the goal of her family being able to stay in their apartment.

Our attorney developed the legal case and implemented a litigation strategy. In this instance, Gloria's landlord had been charging illegally excessive late fees for the last year+, resulting in Gloria having paid in excessive fees much more than she owed in back rent. Our attorney informed the attorney for the landlord of his intention to defend the eviction by challenging the late fees, and the landlord (knowing he was beat) agreed to dismiss the eviction and credit Gloria's account the additional overage she had paid above and beyond the late rent.

We then closed Gloria's case in our case management system recording it as a "win," indicating the main benefit was eviction prevented, and recording the monetary value (both the amount of back rent discharged and the amount credited).

Our community organizing and education work is focused on building community among the incredibly diverse population of low-income immigrants in Northern Virginia. We help these groups to build stronger ties among each other and educate them about their legal rights and how to assert them as well as what governmental and non-profit resources are available to them. In doing so, we help them to assert their rights, prevent problems from becoming a crisis requiring legal intervention, and build the capacity to work together to strengthen their communities.

4. What is the designated timeframe for the project?

Provide a work plan that includes dates or time periods for planning, staffing, implementation, and completion.

This is an ongoing program focused on regular one-on-one and small group interactions. The program operates year-round with a constant supply of new clients and a steady effort to resolve problems and close cases. Some cases are closed quickly and others can take weeks or months to resolve depending on the actions of the other side and the court's schedule. In some cases, the opposing side will settle immediately. Other cases have to be litigated in court to conclusion. We will continue our work as described above throughout the fiscal year.

We track progress against goals on a monthly basis and using previous year's data as a guide ensure that we are doing enough outreach to generate the cases we are responsible for under our grant agreements. We are not seeking an increase in funding this year, and we do not anticipate adding to staff, so our ongoing efforts will require little-to-no additional planning as a result of our receiving a grant.

With that said, we will continue to use the extensive data we collect on our outcomes and apply that to our quarterly programmatic strategic planning meetings. At these meetings we review both our individual services and our larger impact work (policy, impact litigation, legislative/administrative advocacy). This planning will help us to hone in on particular community level problems and target our individual representation to address them. As an example, if we discover a particular employer is not paying his workers consistently, we will seek out additional workers in order to offer them representation. Or if a building manager is charging one family illegal fees, we will talk to their neighbors to see if others are also being exploited.

5. Who are the anticipated program beneficiaries?

What is the anticipated number and demographic makeup of program beneficiaries/clients? How will you document that clients are income-eligible?

Our clients are low-income, immigrant families who are facing a legal problem related to housing, employment, or consumer matters. 100% of our clients have a household income at 200% or less of the federal poverty level as determined through an in-person intake interview that explores and records both income and assets. Over the last two years our clients were 96% Latino, 68% women, and ranged in age from 18 to 61. 64% had minor children in the home. We do not ask about immigration status systematically at intake (simply asking this question can deter undocumented community members from seeking help), but we believe that the vast majority of our clients have at least one undocumented family member living with them. Many are mixed-status households with citizen children and at least one undocumented parent.

We anticipate serving 130 families representing approximately 320 individual family members. Of those, twenty families will receive legal representation, fifty-five will receive legal advice and/or referral, and fifty-five will receive legal information on their housing, employment, and consumer rights in a community setting.

6. Define the geographic area to be served.

Will the activity impact the surrounding community? If you designate a specific geographic area, please document that the project has been reviewed with the residents of that area and has their support.

Our work will have a tremendous impact on the individuals we serve and, whenever possible, we attempt to focus our services on groups of individuals impacted by the same actor or actors in order to have a community level impact. For example, if we know a particular employer is refusing to pay one worker, we will often seek out their co-workers to determine if they too have legal claims. This allows us to not only expand our impact but also increase the likelihood that we are able to change the employer's behavior going forward, which impacts not only our clients but the employer's future employees as well. In the housing space, when we identify a particular building manager who is charging illegal fees or otherwise exploiting residents, we will target that building for outreach to identify other tenants who need help.

Over the last several years our work has primarily focused on the low-income Latino communities of the Pike Village Center, Buckingham, and Columbia Heights West Neighborhood Strategy Areas (NSAs). We collaborate with the Shirlington Employment and Education Center (SEEC) in the Nauck NSA and with the Community Outreach Centers. We are open to serving all Arlington residents who fit our target demographic of low-income immigrants with a legal problem related to housing, employment or consumer matters.

Collaboration and Coordination with Other Organizations

7. Identify other organizations / programs that are providing the proposed service or a similar one.

Proposed programs / projects cannot replace existing services.

There is a strong group of organizations that provide legal services to Arlington residents. We are all members of a group the LAJC helped to found, the Immigrant Legal Services Providers of Northern Virginia. This group includes Legal Aid Justice Center, Just Neighbors, Hogar Immigrant Services, Boat People SOS, Tahirih Justice Center, AYUDA, and Legal Services of Northern Virginia (LSNV). The group was established to ensure that these organizations would continue to meet community needs without duplicating efforts.

Many of these groups including Hogar, Tahirih, Just Neighbors and AYUDA focus exclusively on immigration services or a particular niche population (e.g. women survivors of trafficking). Legal Services of Northern Virginia handles housing, consumer, and employment cases, but as a result of restrictions on the use of federal funds, LSNV can only serve immigrants who are U.S. citizens, legal permanent residents, victims of domestic violence, or those in the U.S. on certain limited work visas—leaving the rest without access to legal assistance.

We are the only free legal service for immigrants serving the basic civil legal needs of immigrants regardless of immigration status.

8. Describe past and current efforts by your organization and others to address the unmet need.

How does your program interface with other community programs and/or how is your program unique?

The legal services sector has been a major player in social services for approximately 50 years. The primary conviction the sectors holds is that every person facing a critical legal problem should have access to an attorney. Unfortunately, unlike in criminal cases, in civil matters there is no right to a attorney. You can be sued by a debt collector for a debt you don't owe. You can be evicted over rent you've already paid. Your employer can simply choose not to pay you, and in each of these instances despite the high stakes, you do not have a right to attorney. Without an attorney, it is incredibly difficult for anyone to prevail regardless of the facts of their case because it is incredibly difficult to introduce the fact into consideration without

legal expertise. That is because our legal system assumes that both sides are represented by an expert.

Starting primarily in the late 1960's and 1970's groups of attorneys starting organizing into associations dedicated to serving those facing critical legal problems who cannot afford to pay for an attorney. As stated above, we coordinate closely with each of the legal service providers in Northern Virginia through the Immigrant Legal Services Providers of Northern Virginia network. Each of the organizations within that group refer clients to the other providers based on those providers' particular expertise and intake guidelines. Within that group, LAJC is unique in that we are the only group that provides housing, consumer, and employment legal services to low-income, undocumented immigrants. Each of the other groups either doesn't do those categories of cases or cannot serve undocumented immigrants because of federal restrictions. We therefore fill a crucial niche among legal providers by providing a critical service to an extremely vulnerable population that no one else is serving in this way.

In addition to the coordination and mutual referrals mentioned above within the legal services community, we have worked and will continue to work closely with other agencies in Arlington. We have partnered with dedicated Arlington County staff at the Community Centers, and work with SEEC to get information out to Arlington's immigrant communities. On housing issues, we have partnered with the Arlington Partnership for Affordable Housing (APAH), Buyers and Renters Arlington Voice (BRAVO), and BU-GATA Tenants Association. We partner with Saint Charles Borromeo Catholic Church, Our Lady Queen of Peace, and Unitarian Universalist Church of Arlington for hosting know your rights sessions.

9. Will your organization collaborate with other agencies on this project?

Collaborative submissions are highly encouraged. Please identify ONLY ONE lead agency with whom the County will contract. The collaborating agency must demonstrate executive and board support of the project (letters of support encouraged).

We are submitting our application as a solo agency. Despite the level of coordination described above, we generally do not collaborate on the level of individual clients. That is to say, once we are representing a client, we do not share that information with other agencies in order to coordinate services directly. This is a deliberate decision based on our ethical and professional obligation as lawyers to our clients. We will absolutely connect our clients to other services via referral, but we do not directly share our client's information (or even that they are a client) with anyone.

Long-Term Strategy / Project Sustainability

10. Describe the long-term strategy of your project.

How will your project build upon previous years? What will you do differently? If the project addresses a persistent / recurring need, describe your strategy to address those needs.

The exploitation of immigrants is not a new social problem in Arlington or the rest of Virginia. Similarly, organizations like ours work tirelessly to combat abuses. Protecting individuals one-at-a-time is the core of our work, but we are engaged in a number strategies aimed at improving the context in which exploitation happens. We do community education regularly which is aimed at helping immigrants to understand their rights, how to assert them, and how to protect themselves. For example, we have produced custom carbon copy forms that rental tenants can use to inform their landlords about necessary repairs in writing. This is essential because landlords are not legally required to address concerns that aren't in writing. We also distribute booklets to day laborers that they use to record their work hours and pay rates that they can use to document their hours worked and wages owed. This documentation puts employers on notice that workers are tracking what they are owed and is critically important to the legal case if a worker is not paid.

We also work with our coalition partners to advocate for statewide policies that will benefit immigrants in Arlington. For example, in recent years we've worked with VACOLAO to advocate for a successful bill that made it illegal for public notaries to falsely charge for legal advice in immigration matters that they are not qualified to give. We also successfully advocated for the state to restore funding to the wage investigation unit of the Department of Labor and Industry (DOLI) and successfully pushed for recipients of Deferred Action for Childhood Arrivals to be eligible for in-state tuition at Virginia colleges. We are currently working on a campaign that would restore access to drivers' licenses for undocumented people in Virginia.

11. Provide a detailed plan for project sustainability.

How will the proposed project impact need and will this impact long-term sustainability of the project? How would other funds be secured if CDF support ended?

The Immigrant Advocacy Program of the Legal Aid Justice Center has operated in Northern Virginia, including Arlington, since 2001. Today the program is supported by a broad base of local governments, state funding through the Legal Services Corporation of Virginia, and a mix of private foundations, the private legal bar, and other individual donors. With eight attorneys on staff and four community organizers, we have a strong presence and enduring commitment to the immigrant community in Northern Virginia. Consistent support from Arlington ensures that we will continue to target our services through our partners in Arlington to ensure that Arlingtonians' rights are protected.

Goals, Objectives & Evaluation Plan

12. Describe your projects overall goals and objectives.

The organizations goals are what it hopes to ultimately occur as a result of the program. Objectives are specific, measurable strategies and steps the organization will take to accomplish goals.

1. 20 low-income Arlington County immigrant families will receive legal representation in the areas of consumer, housing, and/or employment law, including obtaining eligibility for work authorization through Deferred Action for Childhood Arrivals where applicable or other expanded Deferred Action as may be newly available;
2. 55 low-income Arlington County immigrants will receive written information regarding their basic rights with regard to consumer, housing, and/or employment law, or information regarding Deferred Action; and,
3. 55 low-income Arlington County immigrants will receive legal advice and/or bilingual referrals to other appropriate service providers.

Please note that we recognize that our primary goal (#1) is closer to an output than an outcome. If we were to “unpack” our impact on the 20 clients we would serve, we would see that some are avoiding eviction, others are receiving wages that were denied them, and others are having thousands of dollars in bad debt written off. We are hesitant to state a goal for how many of those 20 will have each of these outcomes for a simple reason. The distribution of cases varies year to year based on what clients approach us with which problems at times when our capacity constraints allow us to take new cases. It would be terribly inefficient and damaging to our community relationships to turn down meritorious clients with one kind of problem because we were low on numbers in another category. We would welcome conversation with your staff to help us articulate our impact while maintaining the flexibility to respond to the immediate needs of clients across the range of problems we help to solve.

13. Arlington County Consolidated Plan Goals and Objectives Checklist

Please indicate which Consolidated Plan funding goal and objective your project is consistent with. It is highly recommended that proposed projects address one or more of these objectives.

- 1.1 Increase the Supply of Committed Affordable Units, including 10% permanent supportive housing
- 1.2 Improve owner-occupied housing
- 1.3 Rehabilitate or repair rental housing, including energy efficiency
- 1.4 Assist households to become homeowners
- 2.1 Provide job training and skills development
- 2.2 Foster microenterprise development
- 2.3 Reduce barriers to unemployment
- 2.4 Assist families to build assets
- 2.5 Support increased educational attainment
- 2.6 Increase individual and family well-being
- 3.1 Provide permanent supportive housing for homeless persons with disabilities
- 3.2 Rapidly rehouse homeless persons
- 3.3 Prevent households from becoming homeless
- 3.4 Provide emergency housing
- 4.1 Inspect committed affordable units
- 4.2 Provide technical assistance and referrals
- 4.3 Conduct community events and workshops
- 4.4 Conduct neighborhood cleanups

14. Provide an evaluation plan detailing intended outcomes and outputs of the program.

Evaluation plan should clearly describe intended impact on populations served, how outcomes will impact program and Consolidated Plan goals, as well as what data will be collected and how outcomes will be assessed. Describe rational and methodology.

Unlike most social services, legal services are relatively easy to measure concretely. Our clients come to us with discrete legal problems. They are being evicted. They are being sued for a debt they don't owe. Their employer is refusing to pay them. These problems have a clear beginning and a clear outcome evidenced by an official document (judgement, settlement agreement, or other court document) that describes what happened in their case.

When we represent a client, we sign an agreement with them that defines the scope of our service and the desired outcome. At the end of the case we record to what degree the desired outcome was achieved (clear win, mixed result, lost) and we record the “main benefit” of the case to the client. We select from a standardized list of legal aid main benefits such as eviction prevented, debt discharged, or wages recovered. We also record any direct monetary impact of our representation such as wages recovered, security deposit returned, or debt discharged. This data is recorded for every case in our digital

case files in our custom built, Salesforce based case management system called JusticeServer.

These outcomes have a direct impact on several of the Consolidated Plan goals. Goal 2, #4: We assist families to build assets by recovering stolen wages and defending consumers against financial exploitation. Goal 3, #3: We prevent homelessness directly by stopping unwarranted evictions and unlawful fees. Our employment and consumer work also impact housing stability. Due to a lack of affordable housing and ineligibility for federal subsidies, low-income immigrants are tremendously housing insecure. Any unexpected loss of income whether it's the result of a wage theft or a bogus debt collection effort will impact families' ability to pay their rent. Goal 4 #2: We work in coordination with several networks of service providers to provide targeted referrals to social services. Goal 4, #3: Our community education events and outreach ensures that vulnerable immigrant communities know of and how to assert their rights.

Organization Description and Data

15. Provide a brief description of your organization.

The description should include the organization's history, mission, goals, programs, capacity to carry out project/activity, and future plans.

Legal Aid Justice Center was founded in 1967 to provide legal representation to residents of Charlottesville and Albemarle County in Central Virginia. Over the last 49 years, we have grown tremendously in size and ambition. Today we serve over 2,000 families each year, have a budget of over \$5M, over 44 full-time staff and offices in Charlottesville, Richmond, and Falls Church. Our primary goals are to alleviate poverty by protecting and enhancing the rights of low-income Virginians, by strengthening the voices of low-income communities, and by rooting out the inequities that keep people in poverty.

We conduct vigorous community organizing and provide a high volume of individual legal representation focused on poverty and discrimination. These efforts help us to identify systemic injustices whether they be a bad law or an exploitative business model. Once a problem is identified, we engage in strategies including class action lawsuits and legislative advocacy to attack those injustices and bring about solutions that impact the root causes of our clients' problems. We consistently win broad legal battles and influence public policy in ways that improve the lives of vulnerable populations in Virginia.

We have four primary legal programs, each of which employs a mixture of individual legal services, community and social sector education, community organizing, affirmative litigation and policy advocacy. Each program has a number of projects and campaigns currently underway.

Our Economic Justice Program (formerly the Civil Advocacy Program) is dedicated to enforcing the legal rights of low-income Virginians very broadly. We have campaigns in this program currently addressing civil rights violations in public housing redevelopment, protecting affordable housing, language access in local departments of social services, fair housing and the rights of the undocumented and a host of other issues.

Our JustChildren Program is dedicated to enforcing Virginia children's right to a free, safe, and appropriate education. It is particularly concerned with issues around the School to Prison Pipeline, enforcing special education laws, and the well-being of youth in contact with the juvenile justice system.

Our Immigrant Advocacy Program is a mixture of the two programs above with a particular emphasis on those issues as they apply to low-income immigrants, particularly in Northern Virginia. Housing, wage theft, and debt defense are particular priorities for this program. The program also includes efforts to help refugee minors who are at risk of deportation to violent countries in Central America establish permanent resident status and to help communities being targeted by immigration enforcement to understand their options, prepare for the worst, and assert their constitutional rights. For many years, IAP has been at the forefront of immigrants' rights advocacy in Virginia, for example bringing a lawsuit that helped open college doors to students with DACA.

Our newly established Civil Rights and Racial Justice Program works to end the criminalization of poverty in Virginia by exposing and addressing the connections among policing, poverty, race, and injustice.

With eight attorneys, four community organizers, and an administrative assistant based in our Falls Church office, we have the capacity to carry out this project. Our attorneys have years of experience in the local and federal courts in Virginia, and our organizers are in close contact with the client population we serve on a daily basis. In addition to our own talented staff, we are able to leverage our community partnerships, as well as numerous law student volunteers and pro bono attorneys.

16. In the Document Upload section, please upload the following information related to your organization.

Please indicate which of the following documents have been uploaded.

- Organizational Chart
- Board of Director's Roster

- ✓ Non-Profit Tax Exempt Status. If applicable, provide most current Federal Tax Form 990 indicating tax-exempt status.
- ✓ Articles of Incorporation
- ✓ Bylaws
- ✓ Most Recent Organizational Independent Financial Audit
- ✓ Current Organizational Budget
- ✓ Resumes for Key Staff (optional)

17. Describe your past performance and demonstrated organizational impact on the community.

If your organization has received a CDF grant in the past, please describe past performance including how you met or exceeded program goals, how you impacted the unmet need, and how additional funding will further address unmet needs. Over the past five years we have provided legal representation or advice to 284 immigrant families impacting 694 family members meeting or surpassing our annual goals consistently. Of our clients who received representation (and therefore a legal outcome to their case), we had positive outcomes in 96% of their cases. Of the 284 families we served, 75% faced employment problems (mostly wage theft), 13% faced housing problems, and 11% faced consumer problems (mostly illegal debt collection). Overall, our Arlington County clients have had recovered or preserved over \$348,180 in assets (wages recovered, debt forgiven, security deposits secured, etc)

Please note that these numbers are all “hard” numbers recorded in legal documents. This does not include estimates of societal value of preventing an eviction, repairing an individual’s consumer credit, or reducing the likelihood of a worker having their wages stolen (e.g. through education and advice). Over the same period, we have received approximately \$92,000 from the County of Arlington, meaning we returned our grant funding ~3.8 times over in direct financial benefits to low-income Arlington residents.

18. Provide brief job descriptions for personnel who will directly implement the project.

If volunteers will be used, describe their roles, whether they volunteer professional or non-professional services, and your prior experience using and strategy for recruiting volunteers. Upload resumes for key staff in the Document Uploads tab.

Managing Attorney – Implements diverse projects, manages legal staff, and provides direct representation to immigrant workers on labor and employment, housing, and consumer matters within the Northern Virginia Office. Must be licensed to practice in federal and state courts of Virginia. Fluency in Spanish required.

Legal Director – Oversees lawsuits and provides direct representation to immigrant workers on labor and employment matters. Must be licensed to practice in federal and state courts of Virginia. Requires substantial legal experience, particularly with indigent and immigrant populations in employment and civil rights matters. Fluency in Spanish required.

Attorney – Provides direct representation to immigrant workers on labor and employment, housing, and consumer matters. Conduct trainings for workers, staff at other agencies, non-profits, and churches on employment law and civil rights. Must be licensed to practice in both the federal and state courts of Virginia. Fluency in Spanish required.

Community Organizer Conducts program outreach and employment rights presentations for immigrant workers at community forums and day laborer gathering sites. Designs Spanish-language materials on employment rights for low-income immigrant workers. Fluency in Spanish required.

Legal Assistant* – Conducts intake and provides administrative support. Fluency in Spanish required.

Executive Director* – Responsible for the management of a four-office, \$4M, non-profit legal services organization. Requires a strong legal background preferably in a legal aid context. Responsibilities: personnel, administrative, budget and operations management; communication with Board of Directors and local, state, and national bar associations; and, fundraising.

The vast majority of our work is conducted by staff, but we do use volunteers to assist with and handle some cases and to assist with office work. Volunteers who work with clients must be either law students or licensed attorneys who have passed the bar in Virginia. We recruit from area law firms and law schools.

19. If applicable, please provide a brief description of partner organizations that will be involved in the planning or implementation of your program.

N/A

Letters of Support (Maximum 3)

20. In the "Document Uploads" section, please include a maximum of 3 letters of support for your proposed program.

Indicate below how many letters of support you have included.

- 3 Letters of Support
- 2 Letters of Support
- 1 Letter of Support
- None

Program Evaluation Form

21. All applicants are required to complete the Program Evaluation (PE) Form, which can filled out via the "Program Evaluation Form" section.

Please indicate that you have filled out this form by selecting one of the multiple choice options below.

- Yes
- No

Budget & Budget Narrative

CD Funded Project Budget	CD Fund Request	Other Federal Sources	Other State/Local Sources	Private Sources	In-Kind Sources	Item Total
Personnel & Fringe	\$ 18,000.00		\$ 30,000.00	\$ 3,959.00		\$ 51,959.00
Occupancy				\$ 8,142.00		\$ 8,142.00
Supplies				\$ 101.00		\$ 101.00
Communications				\$ 469.00		\$ 469.00
Equipment				\$ 760.00		\$ 760.00
Indirect Costs	\$ 2,000.00			\$ 11,523.00		\$ 13,523.00
Total	\$ 20,000.00	\$ 0.00	\$ 30,000.00	\$ 24,954.00	\$ 0.00	\$ 74,954.00

Budget & Budget Narrative Narrative

Our budget requests \$20,000 from the County of Arlington in support of our services to Arlington County residents which total \$71,117. We are asking that \$18,000 of our request be used to pay for salaries of our program staff providing direct services to Arlington residents and for \$2,000 of our request to pay for overhead.

Our program staff who will be assigned to this grant are as follows:

- Managing Attorney: 10% of FTE at a program salary cost of \$7,662 with 1,000 paid for by grant
- Legal Director: 10% of FTE at a program salary cost of \$8,409 with \$3,000 paid for by grant
- Staff attorney 1: 10% of FTE at a program salary cost of \$6,808 with \$3,000 paid for by grant
- Staff attorney 2: 10% of FTE at a program salary cost of \$5,811 with \$3,000 paid for by grant
- Community organizer 1: 10% of FTE at a program salary cost of \$6,011 with \$3,000 paid for by grant
- Community organizer 2: 10% of FTE at a program salary cost of \$5,087 with \$3,000 paid for by grant.

Our shared overhead consists of this program's proportional share of administrative/fundraising/supervision/finance salary and fringe as determined by this program's direct salary expense divided by our total organizational direct service salary expense (1.54%).

Our fringe for the positions included in this budget consists of taxes, health insurance, and retirement benefits:

- Managing Attorney: \$1,528 total with 250 paid for by the grant.
- Legal Director: \$3,216 total with 350 paid for by the grant.
- Staff attorney 1: \$1,606 total with 350 paid for by the grant.
- Staff attorney 2: \$1,448 total with 350 paid for by the grant.
- Community organizer 1: \$2,748 total with 350 paid for by the grant.
- Community organizer 2: \$1,625 total with 350 paid for by the grant.

Our budget also includes \$8,142 in occupancy costs (rent/utilities/maintenance), \$101 in supplies (office supplies and reproduction of self-help tools and know-your-rights literature), \$469 for communications (cell phones, office internet), and \$760 for equipment (computers, case management system). Each of these

categories of expenses were attributed to this budget on a proportional basis determined by dividing the program's total direct services salary expense by the office's total direct services salary expense (6.73%). Please note that none of these costs will be charged to the grant.

We are allocating \$51,177 in funds from other funding sources to this program. They consist of the following:

\$30,000 from the Legal Services Corporation of Virginia, which is funded itself by a state appropriation and distributes funding to legal aid organizations statewide according to a formula based over poverty population size. This funding is restricted to legal services to low-income Virginians. The funding is committed annually during the General Assembly each spring for the following year.

\$24,954 from unrestricted sources including individual donors, law firms, and annual grants from the Cafritz Foundation, the Meyer Foundation, and the Consumer Health Foundation. We have not yet solicited these three foundations for FY19, but we have been funded by each for more than 5 years consecutively. The foundation funding is restricted for our Northern Virginia services but is not otherwise restricted as to purpose.

Please see our allocation plan for more details regarding our overhead salary and fringe. We are changing \$2,000 of our overhead to the grant as the maximum allowed.

Program Evaluation Form

STRATEGIES

Strategies	
1	Program attorneys provide individual legal assistance to low-income Arlington County immigrants in the areas of consumer, housing, and/or employment law.
2	Community organizers and attorneys provide written information regarding basic rights to low-income Arlington County immigrants with regard to consumer, housing, and/or employment law.
3	Program personnel will provide low-income Arlington County immigrants with bilingual referrals to other appropriate service providers.
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Total	

PERFORMANCE MEASURES

Performance Measure	Expected #	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Number of cases opened for legal representation during the grant p	20				
Number of residents who participate in in-depth seminars	55				

Number of cases closed with results favorable to clients.	16				
Number of clients advised and referred to appropriate services.	55				
Total	146	0	0	0	0

Document Uploads

Documents Requested *	Required?	Attached Documents *
Organizational Chart	✓	Organizational Chart
Board of Director's Roster	✓	Board of Directors
Non-Profit Tax Exempt Status. If applicable, provide most current Federal Tax Form 990 indicating tax-exempt status.	✓	IRS Letter
Articles of Incorporation	✓	Articles of Incorporation
Bylaws	✓	Bylaws
Most Recent Organizational Independent Financial Audit	✓	FY16 Audited Financial Statements
Current Organizational Budget	✓	LAJC
Key Staff Resumes (Optional)		Key Staff Resume
Letters of Support, Maximum 3 (Optional)		Letters of Support
Cost Allocation Plan (Optional)		Cost Allocation Plan
Other Documents (Optional)		

* ZoomGrants™ is not responsible for the content of uploaded documents.

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