

Eligibility

Completed by radcock@pslegal.org on 5/10/2023 8:44 AM

Case Id: 35422

Name: Prairie State Legal Services, Inc. - Legal Aid

Address: 411 Hamilton Blvd

Eligibility

Please provide the following information.



City of Peoria Violence Prevention

City of Peoria
419 Fulton Street
Peoria, IL 61602
309-494-8600

Applications are available to not-for-profits, 501(c)3 organizations, and government agencies to provide violence prevention programs for City of Peoria residents.

Programs must meet the criteria of one of five priority areas: Thriving Neighborhoods, Empowered Youth & Young Adult, Restorative & Resilience, Intervention, or Violence Reduction. For these categories the minimum funding request is \$50,000 and the maximum funding request is \$400,000. All programs must be evidence-based and have measurable results. A total of \$1,200,000 is available for violence prevention with \$700,000 in federal funding from the American Rescue Plan and \$500,000 in state funding from the Illinois Department of Commerce and Economic Opportunity (DCEO).

There is also funding available specifically for Workforce Training. In addition to measuring the number of people served, these programs must also measure how many clients are connected to permanent employment. The minimum request for Workforce Training is \$150,000 and the maximum is \$300,000. A total of \$300,000 is available for Workforce Training in state funding from the Illinois Department of Commerce and Economic Opportunity (DCEO).

Eligible applications will be reviewed by the Community Development Block Grant (CDBG) Public Services Advisory Commission and agencies will be notified of funding decisions following City Council approval.

Questions? Contact grants@peoriagov.org

1. Does your program serve low-income residents of the City of Peoria?

Yes

2 Is your organization (or the lead agency) a not-for-profit, 501(c)3, or government agency?

NOTE: If your organization does not meet this requirement, you may partner with a qualifying "lead agency" that will serve as your fiscal agent.

Yes

3 Does your organization (or the lead agency) have a completed audit for its most recent fiscal year? (This must be a full audit. 990 forms do not meet this requirement.)

NOTE: If your organization does not meet this requirement, you may partner with a qualifying "lead agency" that will serve as your fiscal agent.

Yes



IF YOU ANSWERED 'NO' TO ANY OF THE ABOVE QUESTIONS, YOUR ORGANIZATION DOES NOT QUALIFY FOR VIOLENCE PREVENTION FUNDING.

A. Applicant Agency Information

Completed by radcock@pslegal.org on 5/12/2023 11:05 AM

Case Id: 35422

Name: Prairie State Legal Services, Inc. - Legal Aid

Address: 411 Hamilton Blvd

A. Applicant Agency Information

Please provide the following information.

A.1 Violence Prevention Program Title

Legal Aid Intervention to Prevent Violence

A.2 Organization Name

Prairie State Legal Services, Inc.

A.5 Address

303 North Main Street Suite 600 Rockford, IL 61101

A.3 Contact Person

Rilla E. Adcock

A.4 Title

Grant Specialist

A.6. Contact Phone Number

(309) 282-7524

A.7. Contact Email Address

radcock@pslegal.org

A.8 Program operating location if different than listed above.

411 Hamilton Blvd Suite 1812 Peoria, IL 61612

A.9. If partnering with a lead agency, lead agency name:
NOTE: If your organization is not a not-for-profit, 501(c)3, or government agency, AND/OR does not have a completed audit for its most recent fiscal year, you may partner with a qualifying "lead agency" that will serve as your fiscal agent. If partnering with a lead agency please complete this Lead Agency Agreement below.

N/A

Please complete and upload the Fiscal Sponsor Agreement



[Fiscal Sponsor Agreement](#)

****No files uploaded**

A.10 Lead Agency contact name, email and phone number

N/A

A.11 Date of Incorporation

05/31/1977

A.10 Federal Employer Identification Number

37-1030764

A.11 City of Peoria EEO #

An EEO number shows that an organization has registered with the City of Peoria as an Equal Employment Opportunity organization. Please follow the instructions on [this form](#) to register. For more information on completing the form, please see this [instruction guide](#).
EEO-385-240630

A.12. Agency Unique Entity Identifier (UEI):

All agencies receiving federal money must register for a UEI. In April 2022, The federal government phased out the use of the DUNS replacing it with the UEI. For more

information please [click here](#)

DZK4HGN78LS4

A.13. SAM Cage Code # and Expiration

All agencies receiving federal money must register for a SAM Cage Code. Please visit www.sam.gov to register for free. Please also provide the expiration date of the SAM Cage Code. Agencies must have a DUNS number to register for a SAM Cage Code

39JZ1 1/19/24

A.14 Agency Annual Operating Budget

\$20,407,425.00

A.15 Number of Paid Staff

20

A.16 Number of Volunteers

49

B. Funding Requested

Completed by jluczkowiak@pslegal.org on 5/12/2023 11:33 AM

Case Id: 35422

Name: Prairie State Legal Services, Inc. - Legal Aid

Address: 411 Hamilton Blvd

B. Funding Requested

Please provide the following information.

B.1 Requested Amount: Min \$50,000 and Max \$400,000

NOTE: The Minimum request for Workforce Training is \$150,000 and the Maximum is \$300,000.

\$352,225.00

B.2. Total Project Budget

\$352,225.00

B.2 Number of Unique Clients to be served

125

B.4 Priority Area

Intervention

B.5 Please provide a Detailed Project Budget for administrative costs

Item	Amount	Short Description
Personal and Fringe	\$29,520.00	De minimis rate of 10%
Other	\$2,500.00	De minimis rate of 10%
	\$32,020.00	

B.6 Please provide a Detailed Project Budget for direct program costs

Item	Amount	Short Description
Personnel and fringe Direct expenses	\$295,205.00	Program Personnel: Services will be provided by staff in our Peoria Office, including the Managing Attorney (0.1 FTE), Supervising Attorneys (0.1 FTE), Staff Attorneys (2.29 FTE), and our Community Resource Specialist (0.25 FTE).
Travel	\$0.00	
Equipment	\$0.00	
Materials and Supplies	\$0.00	
Contractual	\$25,000.00	Marketing: PSLS Manager of Marketing & Communications will work with the Community Resource Specialist and a marketing and communications firm to place mass transit, billboards, and digital ads targeted in the City of Peoria. The

		Community Resource Specialist will also print necessary materials for outreach and education efforts. Our estimated expense is: Media Firm (\$1,000), Mass Transit (\$11,000), Billboards (\$5,000), Digital Ads (\$5,000), Printing (\$3,000)
Program Expenses	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
Other	\$0.00	
	\$320,205.00	

C. Program Information

Completed by jluczowski@pslegal.org on 5/12/2023 1:05 PM

Case Id: 35422

Name: Prairie State Legal Services, Inc. - Legal Aid

Address: 411 Hamilton Blvd

C. Program Information

Please provide the following information.

C.1. Provide a brief description of your proposed program and goals. Describe the work to be performed, including the activities to be undertaken or the services to be provided, frequency and duration of services to be received by the average client or participant, and who will be carrying out the activities.

Prairie State Legal Services (PSLS) is a nonprofit law firm that provides free civil legal assistance in northern and central Illinois. PSLS devotes our time and resources to help relieve or resolve the legal problems of low-income households, older adults (60+), people with disabilities, veterans, and survivors of domestic violence. Through the Legal Aid Intervention to Prevent Violence Program, PSLS will provide legal services to residents of the City of Peoria who are at a higher risk of participating in criminal activity or recidivism. PSLS plans to accomplish this through legal advice, representation, advocacy, collaboration, education, outreach, and training.

Due to the immense need for these services and the range of various legal issues targeted to fully address the root causes of criminal activity, PSLS will designate a portion of time for a variety of different staff for this program. These services will be provided by staff in our Peoria Office, including the Managing Attorney (0.1 FTE), Supervising Attorneys (0.1 FTE), Staff Attorneys (2.29 FTE), and our Community Resource Specialist (0.25 FTE). PSLS anticipates that 125 clients will be served using approximately 8.5 hours per client. This program will include hours used for outreach, education, training, and team strategy meetings.

C.2. Explain specifically how this program addresses the Priority Area selected on the previous page. How does the program address the goal of violence prevention in the City of Peoria?

Through this partnership with the City of Peoria, PSLS will plan to be part of a multidisciplinary, community-centered

C.7. Describe the number of people to be served and the outcomes that will be measured. (Please see program guidelines for example measurable results. Multiple outcome measures must be included.) What is the basis for selecting the outcomes and how do they demonstrate achievement of the overall goals of the project? Describe the evaluation tools that will be used to track/monitor the progress of the activity, how progress will be measured, why these measures were chosen, and how these methods are evaluated. If you are expanding a current program or reinstating a previous program, please discuss the impact the program has had in our community, specifically highlighting quantitative and qualitative outcomes.

PSLS anticipates serving 125 clients under this program. PSLS documents all client case information using its client database, LegalServer. PSLS uses this database to run reports that directly measure the proposed outcomes, such as (1) whether clients understood the legal advice and (2) when representation is provided, whether the client obtained a favorable result. For clients whose primary service is legal advice, PSLS measures whether the client understood the legal advice given. Legal advice empowers the client to make informed decisions regarding their specific situation. For clients whose primary service is legal advice, PSLS projects that 95% of clients will understand the advice given. For clients whose primary service is legal representation, PSLS measures favorable results and documents the successful outcomes achieved for our clients. Such favorable results include obtaining plenary orders for protection, preventing and sealing eviction, obtaining a public benefit, and expunging and/or sealing previous criminal records. PSLS projects that 70% of clients whose cases are closed with negotiation, court representation, or administrative advocacy will obtain favorable results.

initiative that will engage with individuals and groups to prevent and disrupt cycles of violence. Specifically, PSLS will provide legal services as an intervention to prevent violence. PSLS services will increase financial and housing stability, provide assistance to survivors of domestic violence as a deterrent for future incarcerations and criminal activity, and alleviate poverty by opening a path towards independence by removing barriers to employment.

C.3. How long has this program been in operation or is it a new program?

PSLS has been in operation since 1977, with a mission to provide equal access to justice to our communities.

C.4. What specific geographic area does the program serve? (List Census Tracts or City-Wide.)

City-Wide

C.5. Specifically, what is the need for the program, what does the program do, and what is the target population for the program? Describe how the activity addresses community needs to reduce violence in the community. Be precise in the project design and how it is linked to goals. Use data and facts for the need and provide sources for the data.

Starting in 2021, PSLS began to strategically focus on providing legal services through community lawyering in neighborhoods impacted by mass incarceration, poverty, limited opportunities, and related impacts of systemic racism. Community lawyering involves hiring staff in these communities and working alongside residents to identify community legal issues. This is innovative for legal aid and we hope to build trust in our communities among people who may often misidentify PSLS as part of a broken justice system that cannot be trusted.

This approach to legal services has been supported by other funders who have recently increased their annual award to enable PSLS to hire additional Community Resource Specialists (CRS). CRS staff strengthen the community's trust in PSLS' through our presence at community events and activities, by engaging in outreach efforts that meet our clients within their communities, and by empowering residents through legal education.

These efforts are especially important in addressing the

PSLS staff enter data on the first outcome during the initial intake interview and reassess at each interaction in which the client obtains legal counsel, which is reviewed at the case assignment meeting with the Managing Attorney. PSLS staff enter data on the second outcome at the close of the case, which is then reviewed by the Managing Attorney. At the end of each quarter, PSLS generates the "Outcomes Report" from the LegalServer database, to evaluate the success of the program and develop and/or monitor continuous improvement plans.

C.8. For Workforce Training programs only, how many clients will you connect to permanent employment?

N/A

C.9. How will your organization track and record client demographics for the proposed program? How will you track outcome measures listed above?

All demographic data is collected during the initial intake and entered into LegalServer.

Staff attorneys interview eligible applicants and evaluate the case and review applicable law. PSLS staff contemporaneously enter data on these outcomes into PSLS' LegalServer case file for the client. The outcomes for this program are: (1) 95% of clients will report understanding of legal advice given to resolve his/her case and (2) 70% of clients who received representation will experience favorable results. The first outcome is assessed at the initial intake interview and reassessed at each interaction in which the client obtains legal counsel. The second outcome is assessed at case close, which is then reviewed by the Managing Attorney. At the end of each quarter, PSLS generates the "Outcomes Report" measurement tool that captures data on both outcomes for Legal Services. The Managing Attorney and grant specialist meet regularly to discuss the structure and overall program goals. This is communicated with staff during weekly case assignment meetings.

C.10. How will outreach about program availability be conducted? What experience does your organization have with the target population of your program? What is your organization's capacity to carry out the program and provide direct services and/or case management for participants?

Outreach is especially important in this program's efforts to address legal issues relating to the prevention of

community's need to reduce violence. By embedding PSLS staff into these communities, PSLS will gain a better understanding of the many social, demographic, economic, and institutional factors that perpetuate community violence. With this knowledge, PSLS will bring supportive responses directly to the neighborhoods with people of the greatest need. Under this program, PSLS will focus on those individuals and communities that are at highest risk of experiencing or perpetrating community violence in the City of Peoria.

PSLS efforts will target legal issues that are historically linked to an increased likelihood of criminal behavior in an effort to break the cycle of violence. Studies show there is an increased association between unmet basic needs such as food insecurity and inadequate housing and an increased likelihood of participating in criminal activity. (Schuck & Widom, 2021). With this funding, PSLS will serve individuals who are facing financial and housing instability. For example, PSLS will fight against illegal evictions, utility shut-offs, and wrongful denials of needs-based governmental assistance programs. In 2022, PSLS served 641 residents from the City of Peoria for these legal services under homelessness prevention and governmental benefits. Of these cases, 25.5% of the clients' services were limited because no attorney was available. The need for these services surpassed our current ability to serve this population.

Furthermore, PSLS will provide legal services to address the legal needs of survivors of domestic violence. Studies have shown that the majority of women in prison have been victims of violence prior to their incarceration. Women who are violent offenders are even more likely to have been abused and to be incarcerated defending themselves during the abusive incident. (ACLU, n.d.). In 2022, PSLS served 192 City of Peoria residents who reported themselves as victims of domestic violence. Of these cases, 20% of the clients' services were limited because no attorney was available. Again, the need for these services surpassed our current ability to serve this population. Additionally, PSLS has been informed that we will experience a significant reduction in federal funding (Victims of Crime Act funding) targeted at assisting survivors of domestic violence due to a decrease in federal filings during COVID-19, which supports VOCA funding. Without the City of Peoria's support, PSLS may be required

violence in the City of Peoria. In PSLS' 46 year history, attorneys have been doing a lot of outreach and education when their time could be better spent on the legal concerns our clients face. The CRS team will take the responsibility of outreach and referral off the shoulders of our attorneys. Such outreaches include collaborating with partner agencies to canvass highly concentrated areas of poverty regarding community services. Increased outreach efforts also included increasing visibility by attending neighborhood block parties and conducting on-site intakes at various community centers such as food banks, job resource fairs, and various school programs. CRS staff increases the organization's capacity to carry out the program by increasing the amount of attorney time available to provide direct services to the clients. CRS staff are also able to provide case management support to the participants to connect to other resources that are available in the community to provide a holistic approach to individual client needs. One of the primary goals of this program is to ensure that our services are easily accessible to our clients and that we are meeting our clients where they are already getting support in the communities that we serve.

C.11. How does the program collaborate with other agencies? Describe your agency's working relationship with other organizations and describe services and programs by other agencies that will provide additional or similar services to your clients. Please detail the formal agreements and history of partnerships within the community. Do these agreements lead to cost savings for your agency?

PSLS receives referrals from, and works in collaboration with, several agencies and healthcare organizations, including but not limited to District 150, the Department of Children and Family Services, Lutheran Social Services, Advocates for Access, OSF Healthcare, and Heartland Health Services. These community partners identify clients who would benefit from this program and send a referral to PSLS. PSLS has ongoing formal referral relationships with the Center for Prevention of Abuse, FamilyCore, and the Center for Youth and Family Solutions. These formal partnerships do not directly lead to cost savings for our agency but rather increase clients' success by ensuring that the clients are receiving the supportive services needed to achieve stability and meet their basic needs.

to further reduce the number of clients served or the level of services provided.

Finally, PSLS will alleviate poverty and eliminate the desire to participate in criminal activity by opening a path toward financial stability and independence by removing barriers to employment. With this funding, PSLS will address legal issues including restoration of driver's licenses, wrongful denials of professional licensing, and moving past criminal records to employment through sealings, expungements, and health care waivers. This work will have a generational impact. With better employment, parents are able to provide for their children and offer additional opportunities. Children are more financially secure which leads to increased performance in school, including secondary education, which in turn benefits the entire community. PSLS clients have increased confidence, self-worth, and hope for the future.

C.6. Provide information on how the program is evidenced-based. Provide clear, detailed information to support that project design. Please refer to research, third-party program evaluations or other objective data that indicates program design and note all sources of data. NOTE: Programs must be evidenced-based to be eligible for funding.

PSLS is funded in part through the Legal Services Corporation, an independent organization created by Congress to fund, monitor, and evaluate legal aid programs throughout the nation. Formal accreditation does not exist for legal aid programs; however, all of PSLS' attorneys are licensed by the Illinois Attorney Registration and Disciplinary Commission, and the American Bar Association has developed model Standards for Civil Legal Aid Providers. These standards help civil legal aid organizations like PSLS to develop and improve best practices for the delivery of services.

Our LegalServer database and corresponding measurement tools were developed in collaboration with the Lawyers Trust Fund of Illinois for all three LSC-funded legal aid providers in Illinois and are evidence-based. By capturing only the data relevant to the program, LegalServer has the ability to produce accurate and reliable metrics that are specifically designed for outcomes connected to program delivery. LegalServer enables PSLS to track data and highlight trends for program

Additionally, PSLS staff participate in the Continuum of Care to address issues related to homelessness and preventing homelessness as well as other community coordination efforts. Through this continuing participation, we have developed successful partnerships that have improved access to legal services, and believe these efforts provide a foundation for the strategies planned in this proposal. PSLS has developed a partnership with Jolt, a harm reduction provider focusing on addressing the negative health and social consequences of high-risk behaviors. Jolt frequently interacts with unsheltered homeless populations. PSLS attends Jolt's community resource fairs to address broader socioeconomic issues that may be impacting the client's ability to achieve household stability. This partnership connects legal services to a community that may be hesitant to trust legal agencies and has been historically difficult to reach. PSLS and the Peoria Court Administrator and Judges have partnered to improve access to legal information and legal help for residents in need. This included the development of a project in which PSLS attorneys are available in the eviction court to help low-income unrepresented tenants.

Goodwill Industries for Central Illinois, Inc. has entered into a cross-referral relationship with PSLS to address the highest-risk communities to provide trauma-informed behavioral health services intended to address the impact of community violence exposure. This partnership is intended to target the most vulnerable populations of youth and young adults that have been harmed by or are at the highest risk of being harmed by firearm violence.

Peoria's CRS will continue to be responsible for a strategic and targeted outreach effort with our partners to ensure that partner agencies are conversant with the types of services that we provide and establish or strengthen pathways for referrals between our agency and our partners. The anticipated benefit to our clients is that they will feel supported by PSLS and our partner agencies working in collaboration to establish that their basic needs of food shelter, services, and dignity are met. Ensuring that community members' needs are met will minimize compulsion or the need to resort to criminal activity.

C.12. How does your agency practice and promote diversity, equity and inclusion?

PSLS's Board of Directors By-Laws require the

development and focus our resources on areas of need to achieve the greatest impact.

For this program, PSLs will track the level of legal services provided when the case is closed (for example, as legal advice, negotiated settlements without litigation, contested court decisions, and administrative agency appeals). PSLs will measure the specific outcomes of the cases in which legal representation is provided, including whether PSLs obtained or partially obtained the client's objectives and the specific relief obtained (for example, obtained an order for protection, prevented eviction, obtained bankruptcy discharge, obtained child support, sealed or expunged past criminal record) and the dollar value of any monetary relief obtained.

representation of board members that are eligible for PSLs's services and geographical diversity throughout the Board. It is essential that Board Members reflect the people within our community. PSLs offers implicit bias and cognitive progress training to Board Members. PSLs has recently worked with a Diversity, Equity, and Inclusion (DEI) consulting firm to help develop a plan to address diversity in the workplace, including Board Members. This plan includes facilitated discussion on the importance and potential of both internal change and external advocacy within the Board of Directors. The DEI consulting group's goal is to maintain and increase diversity at all levels of PSLs, including the senior leadership level and the Board of Directors.

Recruitment strategies include deliberate job posting placement to proactively target underrepresented candidates. PSLs has developed a standardized screening process to reduce biases in the recruiting and interviewing process. PSLs encourages an existing pool of diverse employees to network within their communities to promote positions. PSLs's company policies appeal to diverse candidates, including flexible work hours and holidays. These policies result in diversity within office staffing including, but not limited to race, ethnicity, culture, gender, sexual orientation, age, and/or lived experiences. PSLs is an equal-opportunity employer.

PSLs worked with ARDEI Consultants, CZL, throughout 2022 with the goal of enriching organizational ARDEI efforts from both internal and external perspectives. CZL reviewed PSLs policies and procedures, conducted a series of "Introspections" for all staff, facilitated the organization of employee-led cohort groups, provided targeted training to PSLs leadership, and created a report with assessments of current PSLs practices and recommendations for how to continue to improve in the area of ARDEI into the future. PSLs leadership reviewed the report with CZL in early 2023 and will be beginning to implement CZL's recommendations and additional ARDEI efforts in June 2023.

C.13. Please provide a breakdown of your current staff demographics by race/ethnicity and gender identity.

Current Demographics of Peoria Staff:

Male: 6

Female: 14

African American: 2
Asian: 3
Caucasian: 12
Hispanic: 1
Other: 2

C.14. Please provide a breakdown of your Board of Directors or governing body by race/ethnicity and gender identity

Current Demographics of the Board of Directors:

Male: 11
Female: 10

African American: 7
Asian: 3
Caucasian: 9
Hispanic: 1
Other: 1

C. Program Information Cont'd

Completed by radcock@pslegal.org on 5/12/2023 9:13 AM

Case Id: 35422

Name: Prairie State Legal Services, Inc. - Legal Aid

Address: 411 Hamilton Blvd

C. Program Information Cont'd

Please provide the following information.

C.15. Staff Qualifications: Please identify key program staff, titles and include background and qualifications (education, experience, training, etc.). Include ALL staff to be funded with Violence Prevention funds and staff that will compile reports. If the position has not been hired, please include requirements in job description in the background section.

Staff Member	Name	Title	FTE on This Program	Grants Funds Used
	Benjamin Arnold	Staff Attorney	.13	Yes
	Kayte Bernardoni	Staff Attorney	.10	Yes
	Wesley Enz	Staff Attorney	.02	Yes
	Loc Le	Staff Attorney	.18	Yes
	Heidi Ramos-Zimmerman	Staff Attorney	.43	Yes
	Sheryl Robertson	Supervising Attorney	.43	Yes
	Bartosz Wolek	Supervising Attorney	.10	Yes
	Thomas Dennis	Managing Attorney	.10	Yes
	TBD	Staff Attorney	1.00	Yes
	Jada Franklin	Community Advocate	.25	Yes
	Sanya Khan	Legal Secretary	.25	Yes
	Erin Lucas	Legal Secretary	.25	Yes
	Debbie Miller	Executive Secretary	.25	Yes
	Alicia Olejniczak	Office Assistant	.25	Yes

C.16. Are there or will there be any program membership or fees charged to the participant in the proposed program?

No

C.17. What is your organization's experience in managing publicly funded projects? Describe any specific experience your organization has in the administration of federal, state, and local government funds. If you are using a fiscal agency, you may list the information for that agency.

PSLS has been a recipient of federal, state, local, and United Way grants for more than 45 years. We have excellent internal controls and procedures for fiscal administration and have been awarded the top 4-star rating from Charity Navigator for many years. The U.S. Department of Justice Office of Inspector General conducted a review of a grant from the Office of Violence Against Women and had no findings or recommendations. The U.S. Department of Housing and Urban Development reviews our grant for fair housing enforcement and has given us an excellent rating each year. PSLS administers over 50 different grants and maintains excellent records.

C.18. List funders for the last two years (including the City of Peoria, if applicable) and describe type and frequency of monitoring. Also describe any findings, the resolution of those findings, and any monetary penalties incurred.

Printed By: Irina Riggerbach on 6/22/2023

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Legal Services Corporation (LSC) did a monitoring visit in 2012 and a performance review in 2013. LSC requires our auditor to perform certain reviews yearly.

Central Illinois Agency on Aging completes monitoring every other year. The last visit was conducted on June 21, 2021. There were no findings.

Heart of Illinois United Way requires quarterly, mid-year, and year-end reports. There have been no findings in the last two years.

State of Illinois DHS Homelessness Prevention funding did a monitoring visit with the Peoria office in the Spring of 2023. Official results are pending but preliminary reports indicate no findings.

Illinois Attorney General provides funding for domestic violence services and conducts a monitoring visit every two years with the administrative office. No findings were made for the past two years.

University of Illinois College of Medicine visits annually to monitor the Ryan White Part B grant. No findings were made for the past two years.

C.19. Describe your organization's financial reporting system/accounting procedures and time keeping system regarding the proposed activity. How will your organization separate Violence Prevention funds from other funds for identification, tracking, and reporting? Describe your organization's internal controls that minimize opportunities for fraud, waste, and mismanagement.

PSLS utilizes the Legal Server case management system to track every case handler's units of service in 6 minute increments. All attorneys are required to enter their time contemporaneously each day. A unit of service is defined as one hour of legal services provided to the client, either directly or indirectly. Direct legal services include activities such as client interviews and representation in court or administrative hearings. Indirect legal services include activities such as research to prepare for hearing and drafting legal documents. Units of service also include time spent on outreach, education, training and strategic team meetings.

All time that is entered into Legal Server must have a corresponding funding code that details what the source of funding is. The City of Peoria's Legal Aid Intervention to Prevent Violence program will have it's own designated funding code. All case time entered into those designated cases and non-leave time spent on program activities will be reported to the City of Peoria for reimbursement. At the end of each reporting period, a time summary is generated for each funding source using Legal Server. That summary documents all time that was billed for that funding source during that particular time period. Additionally, at the end of each pay period, a time sheet is generated that documents all of the attorney's time for that pay period and what funding source was associated with that time.

PSLS internal controls to minimize opportunities for fraud, waste and mismanagement of funds include that the Managing Attorney reviews each staff attorney's time sheet at the end of each pay period to ensure accuracy. The Grant Specialist routinely runs time reports to monitor the amount of time spent on each program and reviews these reports with program staff to ensure that time entered is associated with the correct program and funding source.

C.20. As a part of the application process, your agency or sponsored fiscal agency must have conducted and must submit a copy of its most recent audit.

In the most recent audit, were any findings issued?

No

C.21. Is your agency required to complete a Single Audit?

Yes



Please upload a copy of the Single Audit

***No files uploaded*

In your agency's most recent Single Audit, were any findings issued?

No

C.22. Explain in narrative form how Violence Prevention funds will be used as shown in the proposed budget (e.g. describe specific direct service and administrative positions for the program). Describe the specific need for all items outlined in the budget and how you will ensure that all costs are reasonable per 2 CFR Part 200. Describe your program funding source diversity if applicable. Provide details on program expenses and explain how the cost per unit of service and the cost per unduplicated client are reasonable for this program.

City of Peoria's Violence Prevention funds will be used to fund 4,624 hours of staff attorney and Community Resource Specialist time. The cost per unit of service is \$76.17.

C.23. Is there any additional information you want to mention? Use bullet style for each item in the space provided.

* Job Description for Staff Attorney: The Staff Attorney shall, in general, engage in the day-to-day practice of law in the office to which he/she is assigned. More specifically, the Staff Attorney's duties shall include interviewing clients; rendering legal advice and assistance to clients; and preparing and conducting litigation in the trial court and at appellate levels as assigned. A Staff Attorney shall be involved in promoting access to justice for low-income persons through outreach, coordination with other organizations, and involvement with the private bar, and shall assist the Managing Attorney in the conduct of his/her duties as requested. A Staff Attorney whose position is funded in whole or in part under a special grant is responsible for complying with the conditions and responsibilities of such grant including specific reporting and data collection as may be required. A Staff Attorney shall be an attorney licensed to practice in the State of Illinois or eligible to be licensed within three months of his/her first date of employment; he/she shall not practice law unless and until licensed. Also, the Staff Attorney shall have demonstrated concern and sensitivity to the problems of the poor. The Staff Attorney shall, in general, engage in the day-to-day practice of law in the office to which he/she is assigned.

* The LSC Required Notice for Funders was uploaded in the "Program Fees Supporting Documents" file.

D. Conflict of Interest

Completed by radcock@pslegal.org on 5/12/2023 8:40 AM

Case Id: 35422

Name: Prairie State Legal Services, Inc. - Legal Aid

Address: 411 Hamilton Blvd

D. Conflict of Interest

Please provide the following information.

As an applicant requesting funding, will any of your employees, agents, consultants, officers, or elected officials experience the following conflicts of interest:

D.1. Participate in the decision-making process for the approval of this application? (i.e., a City of Peoria City Council Member or a Member of the [CDBG Public Services Advisory Commission](#))?

No

D.2. Have a personal financial interest or reap a financial benefit from this program/activity?

No

D.3. Have an interest in any contract, subcontract, or agreement with respect to this application either for themselves or those with whom they have family or business ties during the program year and for one year thereafter?

No

If you selected yes to any of the above, clearly describe the conflict below.

E. Required Documents

Completed by radcock@pslegal.org on 5/12/2023 9:13 AM

Case Id: 35422

Name: Prairie State Legal Services, Inc. - Legal Aid

Address: 411 Hamilton Blvd

E. Required Documents

Please provide the following information.

Documentation



Financial Audit ***Required**

2021 Financial Statement Federal - Prairie State Legal Services Inc.pdf



IRS Tax Exempt Letter ***Required**

501c3 issued 2019.pdf



Audit Findings

****No files uploaded**



Please upload a copy of the Single Audit

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Program Fees Supporting Documents

NOTICE TO POTENTIAL FUNDERS (updated 2023).pdf

Submit

Completed by jluczkowiak@pslegal.org on 5/12/2023 1:07 PM

Case Id: 35422

Name: Prairie State Legal Services, Inc. - Legal Aid

Address: 411 Hamilton Blvd

Submit

Please provide the following information.

☒ I certify that the information contained in this application is true and correct; that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts; and that the information given is true and complete to the best of my knowledge and belief. I agree to comply with all federal and City of Peoria requirements if funded.

Agency CEO Name

Denise E. Conklin

Agency CEO Signature

Denise E. Conklin

Electronically signed by radcock@pslegal.org on 5/12/2023 11:08 AM



Notice to Potential Funders

Prairie State Legal Services is a grantee of the federal Legal Services Corporation (LSC). The United States Congress provides funding for LSC and imposes restrictions on the services that LSC grantees may provide. These restrictions apply to all sources of funding received by LSC grantees. We are required to inform you that we may not expend any funds for any activity prohibited by Public Law 104-134. These restrictions can be found at <https://www.lsc.gov/lscrestrictions-and-funding-sources> and include prohibitions on legal services in cases involving abortions, assisted suicide, school desegregation, military desertion, criminal cases, or fee generating cases. LSC also prohibits grantees from political activities, organizing activities, or civil litigation for prisoners. In addition, there are specific rules about legal representation of certain non-citizens, but grantees may assist victims of domestic violence, sexual assault or trafficking without regard for their immigration status if the case relates to abuse.

These rules came into effect in 1996 and we have not recently changed the services we provide. If you have any questions about this rule, please contact us.

Denise Conklin, Executive Director

dconklin@pslegal.org

Jenn Luczkowiak, Director of Resource Development

grants@pslegal.org