

*PARISH OF CADDO, LOUISIANA*

*GUIDELINES FOR APPROPRIATION APPLICATIONS*

Name of Entity: Louisiana Advocates for Immigrants in Detention (LA-AID)

**Please review the following guidelines for funding and initial indicating you have read and understand each item prior to submitting an application:**

- FK 1. Appropriations are made on an annual basis; **receiving funding one year does not guarantee that the organization will receive funds in the same amount, or at all during the next year.**
- FK 2. Funds are appropriated for specific programs that an organization sponsors and **cannot be used for the day-to-day operating expenses of the organization (i.e. salaries, office expenses, rent).**
- FK 3. The program for which an appropriation is requested must provide services to unskilled poor, low-income persons, unemployed persons or students from those families; alternatively, the program must provide a measurable means of economic development for Caddo Parish.
- FK 4. Funds cannot be used for the following:  
a. Capital purchases/improvements such as building repairs/renovations, playground equipment (even if for the parish-funded program) of an organization;  
b. Equipment used in any other program other than the one the Parish is funding;  
c. To benefit non-Caddo citizens.
- FK 5. Funds cannot be used directly or indirectly in any trade or business carried on by any person or entity other than Grantee.
- FK 6. An organization receiving monies through the Caddo Parish Commission's appropriation process must give two reports detailing the use of those funds: a report detailing the use of the funds from January 1<sup>st</sup> - June 30<sup>th</sup> of the appropriation year (due July 31<sup>st</sup>), and a report detailing the use of the funds from July 1<sup>st</sup> - December 31<sup>st</sup> of the appropriation year (due January 31<sup>st</sup> of the year following the appropriation). A subsequent appropriation application will **not** be considered if the July 31<sup>st</sup> report has not been timely submitted; an approved appropriation will **not** be funded if the January 31<sup>st</sup> report has not been timely submitted. These reports must include invoices, receipts cancelled checks and any other documents related to the expenditure of Parish funds, and the Parish reserves the right to audit all organization records related to the appropriation at any time.
- FK 7. No funds will be paid until all required reports have been received and approved by the Parish of Caddo.
- FK 8. Funds must be spent **in accordance with the provisions outlined in the Cooperative Endeavor Agreement (CEA)**. Listing items in the detailed budget does not make them eligible for reimbursement; the items must be covered in the CEA.

**SECTION I: INTRODUCTION AND FUNDING PURPOSE**

It is important that each section of this request be completed.

1. **Name of Entity:** Louisiana Advocates for Immigrants in Detention

**Commission District:** District 4

**Address:** 520 Olive Street

Shreveport, LA 71104

**Is this the address of the organization's headquarters?**  Yes  No

*If not, please list headquarter address:* \_\_\_\_\_

**Does your organization provide services in more than one commission district?**

Yes  No

*If yes please list other districts served and addresses (if available):*

**District** \_\_\_\_\_

**District** \_\_\_\_\_

**Address** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact Person:** Mr. / Mrs. / Ms. Frances Kelley

**Title:** Board Secretary

**Phone Number:** ( 318 ) 780-4138

**Fax:** (      ) \_\_\_\_\_

**Email:** frances.elizabeth.kelley@gmail.com

**Past Grant Recipient?**  Yes  No

2. **Purpose for which Parish funds would be used (Check one and give brief description):**

**Economic Development:**

**Education:**

**Social Welfare:**

Abate public safety and humanitarian crisis related to illegal implementation of federal laws on immigration impacting Caddo Parish

3. **Amount of this funding request:** \$10,000

4. **During what time period will the funds be used:** Jan. 1, 2022 through December 30, 2022

5. Are audited financial statements available?  Yes  No

Please furnish most recent financial statement period covered:

July 1, 2021 through December 30, 2021

6. Are you exempt from Federal Income Tax?  Yes  No

Under IRS Code Section: 501(c)(3)

7. Have you filed form 990 (Return of Organization Exempt from Income Tax)?  Yes  No

Date of last time filed: \_\_\_\_\_

8. Quarterly drawdowns are agreed to be acceptable:  Yes  No  
*(If not, please propose an alternate drawdown schedule and explain)*

9. Does the organization have any outstanding tax claims (City, Parish, State or Federal)?  
 Yes  No *(If so, please explain claim)*

10. Are you in good standing with the State of Louisiana?  Yes  No  
Please provide a copy of your Certificate of Good Standing.

N/A

11. Please attach any other information that you wish to submit in support of your application.

## **SECTION II: PROPOSAL NARRATIVE**

The proposal narrative must be formatted as outlined below. Proposals that are not submitted in the following format will not be reviewed. This section shall not exceed three pages, double spaced in 12-font. The application outline must address all of the following items below:

### **Background and Capacity of Organization**

Briefly describe your organization. This description should include the length of existence, the number of officers, members, and mission. Explain the organization's capacity to successfully implement the proposed project in a timely manner.

### **Prior Experience of Organization**

Description of past completed projects involving community and Parish activities in the past three (3) years, including the type of project, project location, and how it benefited the Parish.

### **Extent of Neighborhood Involvement**

Describe the manner in which you will attract volunteers to your project. Describe how a significant number of people with diverse interests in the neighborhood will be involved in and benefit from this project.

### **Description of Project and Soundness of Project**

This summary should provide an overview of entire project(s), including project location and how this project will benefit the Parish. This project must be clearly understood, well planned, and ready to proceed.

### **Joint Group Application and Collaboration**

State whether your organization is submitting this application along with another Parish-based organization. Also, describe any partnerships that were formed or will be formed to plan and implement this project. Please include names of all partnerships, consultants and other organizations that Caddo Parish appropriations will fund with the amount of monies going to each.

### **Identify Needs and Gaps in Services in Neighborhood**

List the priority needs that the organization has identified in the neighborhood along with any gaps of services that have been noted.

## **Background and Capacity of Organization**

Louisiana Advocates for Immigrants in Detention (LA-AID) is an organization of volunteers who became active in the fall of 2019 in response to the burgeoning population of asylum seekers being held in Immigration and Customs Enforcement detention centers in rural Louisiana. In the past 5 years, Louisiana went from having 1 immigration detention center to having 8 large detention centers.

Many people transported to Louisiana by the federal government are adults, affirmed to remain in the United States because of a credible fear of persecution or torture. Each person has been approved to continue his or her case in the court system while living with a U.S. sponsor (a family member or friend).

With 16 partner organizations, LA-AID has filed a federal administrative complaint that the privately-owned detention facilities in Louisiana, who contract with ICE, have been releasing immigrants against federal agency policy into remote areas and in unsafe conditions without resources to contact their families or arrange customary transportation.

Detention facilities are required to provide immigrants in their care with free and safe transportation to the nearest public transport center (national bus station or airport) and allow each person to talk with their sponsor to make travel arrangements. However, it is well documented that these policies are not being followed in Louisiana and privately-owned facilities are in violation of ICE's Performance-Based National Detention Standards (PBNDS), established in 2011.

## **Prior Experience of Organization, Joint Group Application and Collaboration, & Identify Needs and Gaps in Services in Neighborhood**

There are 3 detention centers within a 3-hour drive of Shreveport: Jena/LaSalle Detention Facility in Jena, LA; Winn Correctional Center in Winnfield, LA; and Jackson Parish Correctional Center in Jonesboro, LA. The Shreveport-based chapter of LA-AID has been actively assisting individuals who need safe transportation from these facilities since February 2021. While there are many established, emergency-support immigration NGOs in "border states" such as Texas and Arizona, Louisiana does not have any similar nonprofits supporting similar post-release assistance.

Therefore, our volunteers receive notice each day if individuals will be released that same day in rural Louisiana and drive 4-6 hours round-trip to pick up the guest so that each immigrant will have safe transportation and accommodations as they travel through the regional transportation hubs found in Caddo Parish.

Our volunteer-led organization purchases pre-paid phones so that guests can call their families and book travel arrangements. Volunteers provide translation services, assist with flights or bus tickets, and ensure that each person eats and has a safe place to spend a night. Volunteers drive guests to the airport each day before their flights and walk them to a TSA Agent.

## **Extent of Neighborhood Involvement & Description of Project and Soundness of Project**

This work has been coordinated out of an expanded office affiliated with the Church for the Highlands where guests can cook meals, wash clothing, shower, use Internet and mobile phones, print boarding passes, and rest comfortably. The new nonprofit is led by two unpaid, full-time volunteers and many additional volunteers from church congregations across Caddo Parish. The team is also actively coordinating with their counterparts in other Louisiana cities.

Over 436 immigrants traveled through Caddo Parish between March and July 2021 and were assisted by LA-AID. Between July – December 2021, our volunteers drove 16,378 miles and helped 798 people from over 46 countries reunite with family and friends around the United States as they safely traveled through Caddo Parish.

While we are glad to help guests in need unite their families safely, hosting new and unexpected guests for weeks and weeks has also pushed the limits of our professional capacity and the generosity of our hosts. Support from the Parish of Caddo would help ensure that our organization is able to continue operating and meet the public safety crisis that has emerged in our region.

**ATTACHMENT A: CONTACT INFORMATION**

List the names, addresses, and Commission District (if applicable) of all board members.

<b>Name</b>	<b>Address</b>	<b>Commission District</b>
Frances Kelley	935 Linden Street Shreveport, LA 71104	4
Michelle LaFleur MacFadyen	107 Silverbell Parkway Lafayette, LA 70508	NA
Leslie Elliottsmith	6006 Navaho Trail Alexandria, LA 71301	NA

## ATTACHMENT B: PROJECT TIMELINE

**This summary should provide a written timeline to show benchmarks for project implementation and completion. Describe any recent, relevant and successfully demonstrated experience in undertaking similar projects. Include the knowledge and experience of the proposed day-to-day project team leader.**

Building on the past year of effective work, from January 1, 2022, to June 30, 2022, the Caddo-based chapter of the nonprofit LA-AID will ensure that asylum seekers- who are approved to travel through Caddo Parish from the nearest three Immigrant and Customs Enforcement detention centers to their families and friends across the United States- will have safe and professional assistance with translation, transportation, and essential needs as the federal agency improves their processes and the state-wide agency builds capacity to accommodate and support this new, regional humanitarian and public safety crisis.



**ATTACHMENT C:**

**Caddo Parish Appropriation BUDGET FORM**

Please provide detailed explanation of each line item.

Organization Name \_\_\_\_\_

LA-AID \_\_\_\_\_

Budget Year 2022

**Funding Amount**

<b>Line Item Object</b>	<b>Parish Amount</b>	<b>Other Amounts*</b>	<b>In-Kind (Including Food Bank)</b>	<b>Total</b>
Facility		\$20,790.00		\$20,790.00
Personnel			\$55,000.00	\$55,000.00
Mileage		\$2,100.00		\$2,100.00
Meals	\$5,494.00	\$2,640.00		\$8,170.00
Telecommunications	\$1,400.00	\$676.00		\$2,076.00
Supplies	\$920.00		\$2,280.00	\$3,200.00
Repairs	\$1,750.00	\$1,850.00		\$3,600.00
Airport Parking		\$540.00		\$540.00
Insurance	\$436.00	\$514.00		\$950.00
<b>Total</b>	\$10,000.00	\$29,110.00	\$57,280.00	\$96,426.00

\*Please provide a detailed listing of the funding source for other amounts.

\*If funding tuition for low-income persons to attend your program, please provide a detailed listing of the items covered by the tuition.



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

LOUISIANA ADVOCATES FOR  
IMMIGRANTS IN DETENTION  
262 WILKINSON STREET  
SHREVEPORT, LA 71104

**Date:**  
01/07/2022  
**Employer ID number:**  
87-2935596  
**Person to contact:**  
Name: Customer Service  
ID number: 31954  
Telephone: (877) 829-5500  
**Accounting period ending:**  
December 31  
**Public charity status:**  
170(b)(1)(A)(vi)  
**Form 990 / 990-EZ / 990-N required:**  
Yes  
**Effective date of exemption:**  
September 28, 2021  
**Contribution deductibility:**  
Yes  
**Addendum applies:**  
No  
**DLN:**  
26053691002261

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

**AFFIDAVIT**

I hereby certify that the information provided in this application and all accompanying forms is true and accurate as of the date of completion.

**Signature:**

Frances Kelley

**Title:**

Board Secretary

**Date:**

1/26/22



SECRETARY OF STATE  
B. GUYE ARMAND

(https://www.sos.la.gov/Pages/default.aspx)

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<b>Name</b>	<b>Type</b>	<b>City</b>	<b>Status</b>
LOUISIANA ADVOCATES FOR IMMIGRANTS IN DETENTION	Non-Profit Corporation	SHREVEPORT	Active

Previous Names

**Business:** LOUISIANA ADVOCATES FOR IMMIGRANTS IN DETENTION  
**Charter Number:** 44613657N  
**Registration Date:** 10/1/2021

Domicile Address

262 WILKINSON STREET  
SHREVEPORT, LA 71104

Mailing Address

262 WILKINSON STREET  
SHREVEPORT, LA 71104

Status

**Status:** Active  
**Annual Report Status:** In Good Standing  
**File Date:** 10/1/2021  
**Last Report Filed:** N/A  
**Type:** Non-Profit Corporation

Registered Agent(s)

<b>Agent:</b>	MADISON POCHE
<b>Address 1:</b>	262 WILKINSON STREET
<b>City, State, Zip:</b>	SHREVEPORT, LA 71104
<b>Appointment Date:</b>	10/1/2021

Officer(s)

Additional Officers: No

<b>Officer:</b>	FRANCES KELLEY
<b>Title:</b>	Director
<b>Address 1:</b>	935 LINDEN STREET
<b>City, State, Zip:</b>	SHREVEPORT, LA 71104
<b>Officer:</b>	MICHELLE LAFLEUR MACFADYEN
<b>Title:</b>	Director
<b>Address 1:</b>	107 SILVERBELL PARKWAY
<b>City, State, Zip:</b>	LAFAYETTE, LA 70508
<b>Officer:</b>	LESLIE ELLIOTTSMITH
<b>Title:</b>	Director
<b>Address 1:</b>	6006 NAVAHO TRAIL
<b>City, State, Zip:</b>	ALEXANDRIA, LA 71301

Amendments on File

No Amendments on file

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