



Mayor's Office of
Immigrant Affairs
Nisha Agarwal
Commissioner



ActionNYC

Application Package & Instructions for Immigration Legal Services Community-Based Organization Fellows



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I. BASIC INFORMATION AND INSTRUCTIONS

- This application is to select community-based organizations that wish to participate in the Immigration Legal Services Capacity-Building Fellowship program as “CBO Legal Fellows.”
- The Immigrant Justice Corps (IJC) will serve as the ActionNYC Immigration Legal Services Capacity-Building Fellowship Coordinator.

Application Release Date	February 28, 2017
Application Due Date	March 22, 2017, 5:00PM
Anticipated Contract Term	March 2017 to June 2017
Anticipated Number of Contracts Under the Legal Services Capacity-Building Funding Stream	ActionNYC will support up to ten (10) organizations to participate in the <u>Immigration Legal Services Capacity-Building Fellowship</u> , which includes up to 40 hours of legal training for staff at selected organizations over approximately 4 months.
Anticipated Funding for Legal Services Capacity Building	<ul style="list-style-type: none"> • \$5,000 per community-based organization participating in the program as a CBO Legal Fellow. • Payment structure is contingent on meeting performance metrics.
Questions	<ul style="list-style-type: none"> • Questions regarding this Application must be transmitted in writing to ActionNYCApplication@rfcuny.org by March 6th, 2017 at 5:00 PM. • ActionNYC will also convene in-person Q+A session(s). Date(s) and location(s) will be posted on the City University of New York Research Foundation (CUNY RF) website WWW.RFCUNY.ORG. • Substantive information/responses to questions will be released in an addendum to be posted on the CUNY RF website WWW.RFCUNY.ORG by March 17th, 2017, unless the question is of a proprietary nature.
General Guidelines	<ul style="list-style-type: none"> • Applicants must be non-profit organizations that are either 501(c)(3)s or have a fiscal sponsor that is a 501(c)(3). • All applications must be submitted to the CUNY Research Foundation at ActionNYCApplication@rfcuny.org. • Applicants are responsible for the timely electronic submission of applications. It is strongly recommended that applicants complete and submit their applications at least 24 hours in advance of the Application Due Date and Time.
Required Documents	<ul style="list-style-type: none"> • Application – Cover sheet and application responses • Organization Chart - Program Organizational Chart, showing how the proposed services fit into Proposer’s organization. Include a list of immigration legal staff • Key Staff Resumes • Proof of Malpractice Insurance – as applicable • List of Board Members – Names and affiliations
Technical Requirements	<ul style="list-style-type: none"> • Application documents must be combined into a single PDF. • Formatting requirements: 12pt font, 1-inch margins, include page numbers at the bottom, include name of applying organization at top of every document. • Page limit: Application narratives should not exceed four pages in length.



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II. PROGRAM BACKGROUND

A. Program Background and Description

ActionNYC is launching a new Capacity-Building Fellowship program to support small organizations across the City to grow their immigration legal services programs.

Statement of the Problem

In New York City, there are a number of small community-based organizations that are well positioned to deliver immigration legal services to hard-to-reach immigrant communities, including recently arrived populations from Africa, Asia, and the Caribbean, and other groups. These organizations are deeply rooted in immigrant neighborhoods and communities, have well-established cultural and linguistic competencies, and have obtained the trust of community members — making them uniquely placed to meet community-specific needs. And yet, despite these strong ties to community members and cultural competence, we recognize that small organizations face a number of capacity challenges before they can effectively deliver — and compete for funding to provide — deeper immigration legal services. In the City's discussions with leaders from these groups, we have repeatedly heard organizations cite a significant need for ongoing support and capacity building, including a need for legal support and technical assistance in providing immigration legal services. We recognize that these services are crucial to ensuring the stability and safety of our immigrant communities.

Program Description

To address these issues, ActionNYC will support **up to ten (10) community-based organizations ("Immigration Legal Services Fellows" or "Legal Fellows")** to participate in the ActionNYC Immigration Legal Services Capacity-Building Fellowship program ("Fellowship"). **Legal Fellows will be CBOs that are committed to deepening their immigration legal services practice. Legal Fellows will be organizations that, despite having strong ties to hard-to-reach immigrant communities, face capacity challenges before they can deepen their immigration legal practices and take on a broader range of cases. Hard-to-reach immigrant communities include but are not limited to recently arrived populations from Africa, Asia, and the Caribbean.**

For an organization to be eligible to be a Legal Fellow, the organization must already offer immigration legal services under the supervision of an experienced immigration attorney or clearly demonstrate the ability to begin offering immigration legal services under the supervision of an experienced attorney within the grant period. This supervision may be provided by a staff member or through partnership with another organization or licensed attorney. The supervision must be adequate to ensure the delivery of high-quality immigration legal services and to protect against the unauthorized practice of law.

Immigrant Justice Corps (IJC) will act as the "Immigration Legal Services Fellowship Coordinator" ("Legal Coordinator") and will deliver legal training, technical assistance, and mentorship to the Legal Fellows. **The legal capacity-building program is designed for community-based organizations with small, nascent, or limited immigration legal service programs and is aimed at developing their skills and expertise.**

The training component of the fellowship includes case strategy sessions or regular opportunities for Legal Fellows to bring in difficult cases for technical assistance, advice, mentorship, and discussion purposes; training on the impacts of emerging issues such as the new Executive Orders; and preparation



for Legal Fellows to apply for Recognition and Accreditation with the Department of Justice's Office of Legal Access Programs (OLAP) (formerly known as "BIA" Recognition and Accreditation), where needed.

Overview of IJC's proposed curriculum that will deliver up to 40 hours of legal training and support: IJC will provide monthly, full-day (8-hour) trainings¹, interspersed with bi-weekly check-ins, which themselves will include substantive review and reinforcement of key concepts introduced during regular training sessions. IJC supervising attorneys will conduct site visits to CBO Legal Fellow (CBO Fellows) organizations at the outset of the program and at its close to help Fellows ensure that client confidentiality protocols are in place and the unauthorized practice of law (UPIIL) is not occurring, and to measure progress towards goals established in partnership with the CBO Legal Fellows. Through the bi-weekly check-ins, IJC will work closely with each CBO Fellow to ensure that they are on track to meet these goals.

The CBO Fellowship training curriculum will be organized in five modules.

Topics covered will include:

1. Module 1 - Program Goals; Case Management Overview; Introduction to Immigration Law; Unauthorized Practice of Immigration Law
2. Module 2 - Client Screening and Client Interviewing; Deferred Action for Childhood Arrivals; Extension of Authorized Stay; Temporary Protected Status; Responding to Raids
3. Module 3 - Lawful Permanent Residence; Marriage-Based Immigration; International Travel; Fee Waivers and How to Obtain Supporting Documents
4. Module 4 - Naturalization; Acquisition and Derivation of Citizenship; Immigration Enforcement and the Criminal Justice System; Substantiating the Case – Evidence Gathering
5. Module 5 - OLAP Recognition and Accreditation Process; Representation before Department of Homeland Security; Accessing Ancillary Client Services; How to Continue Expanding Capacity and Building Knowledge

Throughout the training, there will be opportunities for more complex training as needed; issues covered in the course will depend on relative experience of the Legal Fellows.

The training will be for attorneys or staff at community-based organizations who are interested in learning how to screen thoroughly for immigration relief, how to complete common immigration applications, and/or how to scale up their existing services by training new legal staff. As appropriate, IJC will also assist community-based organizations to apply for OLAP recognition and accreditation for staff who have completed the training.

ActionNYC will provide \$5,000 in funding to each Legal Fellow in order to facilitate their participation in the Fellowship.

B. Program Model and Funding Streams

Community-Based Organization Legal Fellows

Selected Legal Fellows will be expected to:

¹ The frequency of trainings will depend, in part, on the date that fellows are selected and services under the ActionNYC grant are initiated. If need be, IJC will conduct two training days per month to meet the 40-hour requirement by the end of June 2017. Moreover, IJC would also consider a training schedule that alternates between full-day and half-day trainings to ensure Fellows retain the large amount of information in a short period of time.



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- I. Host IJC at a minimum for one site visit prior to the start of training;
- II. Send one² relevant and consistent staff member to actively participate in a minimum of 40 hours of training and case strategy sessions. Fellows may send legal staff such as an attorney, a BIA/OLAP-accredited representative, or other staff;
- III. Complete Fellowship assignments as prescribed by IJC trainers;
- IV. Take part in an evaluation of the capacity-building program;
- V. Participate in pre- and post- surveys, discussions, and provide ongoing feedback throughout the Fellowship to assess outcomes and further recommendations regarding what the Legal Fellows still require for the effective provision of immigration legal services; and
- VI. Incorporate the learnings from this Fellowship into their organization's institutional planning, structure, or mission beyond the Fellowship's end.

² Capacity permitting and with sufficient justification, IJC may allow organizations to send more than one person to the trainings.

III. LEGAL FELLOWS APPLICATION

A. Application Cover Sheet

Organization's Legal Name	
Main Address(es)	
Primary Contact	Primary contact name, title, phone number, email address
Website	
Phone Number	

B. Existing Immigration Legal Services

<p><i>Demonstrated experience and ability to reach program deliverables, including:</i></p> <ul style="list-style-type: none"> - <i>Demonstrated experience providing some level of immigration legal services under the supervision of an experienced immigration attorney <u>OR</u> a plan for the creation of an immigration legal services program to function under the supervision of an experienced immigration attorney;</i> - <i>Willingness to work with the ActionNYC capacity-building model that includes demonstrated interest in growing your organization's legal capacity and/or skills; and</i> - <i>Ability to reach program deliverables.</i> 	<p>35</p>
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1. Please describe your existing or prospective immigration legal services program. Be as specific as possible and include the total number of staff, level of experience of each staff, existing or proposed workflow, and overall types of cases that your organization currently provides or will provide (e.g. consultations only, application assistance for straightforward cases such as naturalization, legal representation for complex cases, etc.).
 - a. Please attach the resumes of the staff in your current or proposed immigration legal services program.
 - b. Please also indicate any existing partnerships you may have with other organizations to refer immigration cases or obtain immigration legal assistance.
2. Please indicate if your organization has obtained OLAP Recognition, has an application for Recognition pending, or is looking for assistance to obtain OLAP recognition.
3. Identify the staff that will be participating in the Fellowship program and their level of expertise providing immigration legal services. Please attach their resume(s).
 - a. Is this staff member an attorney or OLAP-accredited representative that already has some experience in delivering immigration legal services?
 - b. Is this a non-legal staff member that has minimal or no experience in delivering immigration legal services?

- i. Please identify who provides or will provide legal supervision to this staff member. Please attach their resume.
 - c. Would the relevant staff be able to start participating in the Fellowship program immediately upon receiving the grant award?
 - d. Do you anticipate any challenges in your organization's ability to meet these expectations?
4. Are there particular topics or skills that your organization is interested in learning? Please be specific.

C. Long-Term Vision and Commitment

<i>Clear vision and commitment to integrating the learnings from this Fellowship into your organizational mission and/or long-term growth plans</i>	35
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5. Please describe your plan and commitment to integrate the learnings from this Fellowship into your organizational mission and/or long-term growth plans. Please be as specific as possible, including whether your organization will seek OLAP Recognition and Accreditation, begin taking on a broader range of cases, potential timeframes, etc.

D. Cultural Competency

<ul style="list-style-type: none"> - <i>Applicants must demonstrate cultural and linguistic competencies, as demonstrated through prior or current programmatic functions;</i> - <i>Considerable presence and deep relationships in one or more 'hard-to-reach' immigrant communities, including but not limited to recently arrived populations from Africa, Asia, and the Caribbean</i> 	30
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6. Please detail any experience your organization has, especially in relation to hard-to-reach immigrant populations. Specify if your organization serves other particularly underserved populations.
- a. Specify the geographic regions your organization serves.
7. Please detail the cultural and linguistic competencies of your staff.



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IV. APPLICATION EVALUATION

Responses will be evaluated against the criteria set out above. The process does not assign points to individual questions, but instead awards a maximum score for each evaluation criterion.

Basis of Contract Award

ActionNYC will evaluate responses against the evaluation criteria stated above. After scoring submitted applications, ActionNYC will consider the geographic coverage provided by qualified applicants. ActionNYC seeks to ensure an adequate distribution of Legal Fellows to address levels of need within the target populations.

All applications will be reviewed to determine if they are responsive to the requirements of this application (i.e. all the necessary information and documentation is included and/or attached). An evaluation committee will review and score all applications based on the above evaluation criteria. ActionNYC reserves the right to conduct site visits and interviews, and to request that applicants make presentations and demonstrations as ActionNYC deems applicable and appropriate. Although discussions may be conducted with proposers, ActionNYC reserves the right to award contracts solely on the basis of initial applications received. Applicants will not be reimbursed for any costs incurred to prepare applications or to do presentations and/or demonstrations if requested by ActionNYC.

ActionNYC reserves the right to postpone or cancel this application process, in whole or in part, and to reject all applications. Contract award shall be subject to timely completion of contract negotiations between ActionNYC, IJC, and the selected applicant.