

**IMMIGRATION BRANCH
UNACCOMPANIED UNDOCUMENTED MINOR
LEGAL SERVICES FUNDING APPLICATION
STATE FISCAL YEAR 2016-17
COVER SHEET**

Date	
Organization	
Address	
Name of Primary Contact	
Title	
Phone of Primary Contact	
Fax	
Email of Primary Contact	
Employer Identification Number (EIN)	
Website	

TOTAL CASELOAD PROPOSAL AND SERVICES REGIONS

Applicants may apply to serve more than one caseload type and in more than one service region. Please enter the total caseload your organization intends to serve of each status type and select your organization's service regions.

Immigration Status	Caseload Count
Asylum	
T-Visa	
U-Visa	
SIJS	
Other Immigration Remedy	
TOTAL	

Service Regions*
<i>*See Appendix B for a list of counties within each region</i>
<input type="checkbox"/> Northern California
<input type="checkbox"/> Bay Area
<input type="checkbox"/> Central Valley
<input type="checkbox"/> Southern California

Total Amount Being Requested: \$_____ (Total Caseload x \$5,000)

APPLICATION CHECKLIST

Use the following checklist to ensure that all papers and forms necessary to respond to this Request for Application (RFA) have been included. Submit a copy of this checklist as the second page of your application as indicated below. All documents, unless otherwise specified, are required for an application to be considered complete. Incomplete applications may not be accepted.

<input type="checkbox"/>	1.	Cover Sheet Includes: <i>Cover Sheet</i> with all sections accurately and fully completed.
<input type="checkbox"/>	2.	Application Checklist (this page)
<input type="checkbox"/>	3.	Application Form (below) Includes: <i>Application</i> with all sections accurately and fully completed.
<input type="checkbox"/>	4.	Insurance Certificate Applicants must submit proof of insurance coverage that meets CDSS' insurance requirements as described in Exhibit E.
<input type="checkbox"/>	5.	Proof of 501(c)(3) status
<input type="checkbox"/>	6.	Proof of Legal Business Status from the California Secretary of State
<input type="checkbox"/>	7.	Proof of recognition and accreditation from the Board of Immigration Appeals (BIA) under the U.S. Department of Justice's Executive Office for Immigration Review OR Proof the organization meets the requirements to receive funding from the Trust Fund Program administered by the State Bar of California. Information on the Trust Fund Program may be found at the following link: http://www.calbar.ca.gov/Attorneys/MemberServices/IOLTA.aspx .
<input type="checkbox"/>	8.	Self-Assurance Form (Appendix A): Each application must include a signed copy of the Appendix A.
<input type="checkbox"/>	9.	STD. 204 Payee Data Record: Each application must include a completed signed STD. 204 Payee Data Record.

UUM FUNDING APPLICATION

FUNDING CRITERIA

Review the funding criteria and select the appropriate response for your organization.

The applicant meets all of the following requirements:

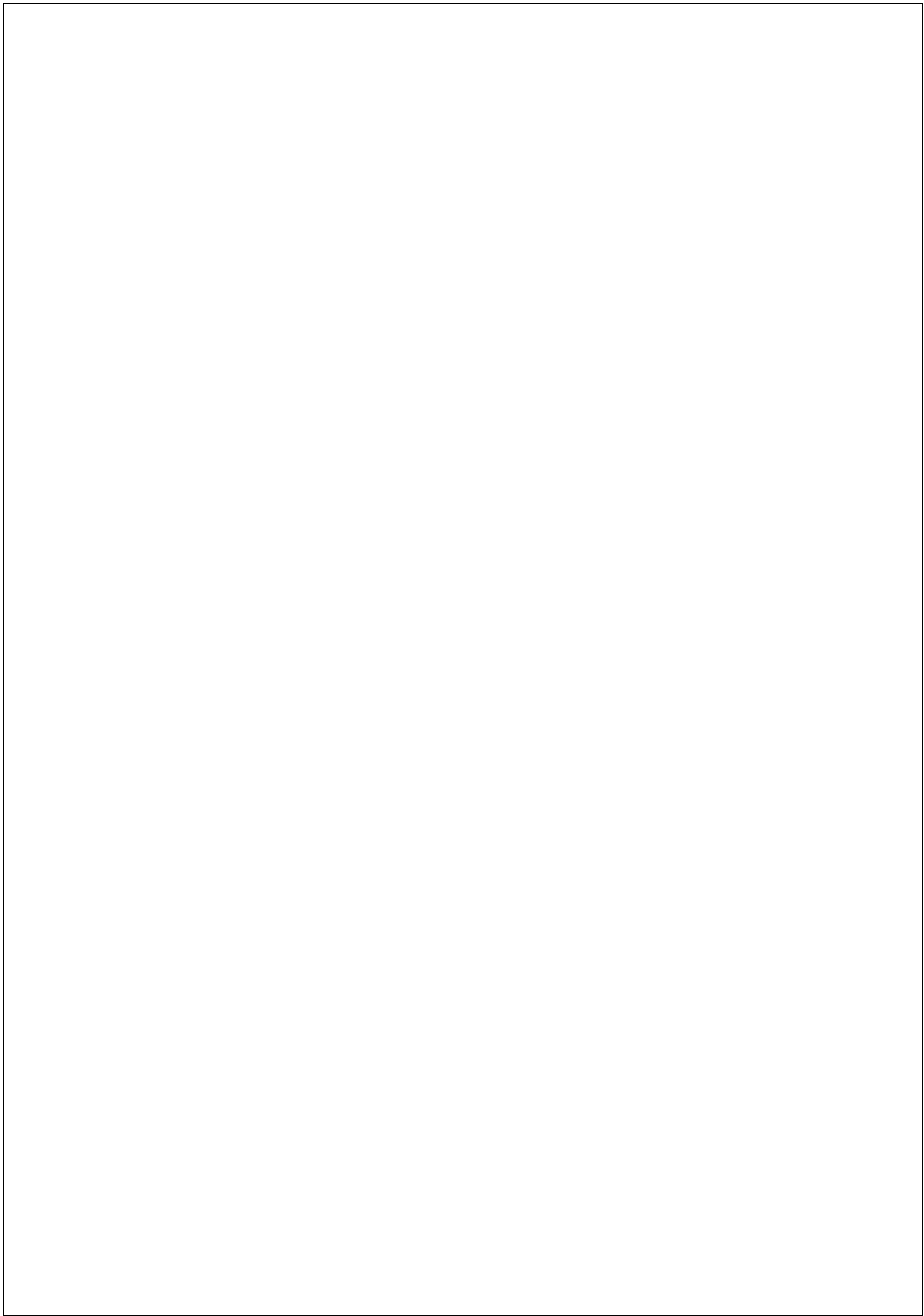
- (1) Has at least three years of experience handling asylum, T-Visa, U-Visa, or special immigrant juvenile status cases and has represented at least 25 individuals in these matters.
- (2) Has experience in representing individuals in removal proceedings and asylum immigration applications.
- (3) Has conducted trainings on these issues for practitioners beyond their staff.
- (4) Has experience guiding and supervising the work of attorneys who themselves do not regularly participate in this area of the law but nevertheless work pro bono on the types of cases described in item (1) above.
- (5) Is accredited by the Board of Immigration Appeals under the United States Department of Justice's Executive Office for Immigration Review or meet the requirements to receive funding from the Trust Fund Program administered by the State Bar of California.

- ☐ Yes. If yes, proceed to next section.
- ☐ No. If no, you are not eligible to apply for this funding.

APPLICATION OVERVIEW

Please complete sections A. - D.

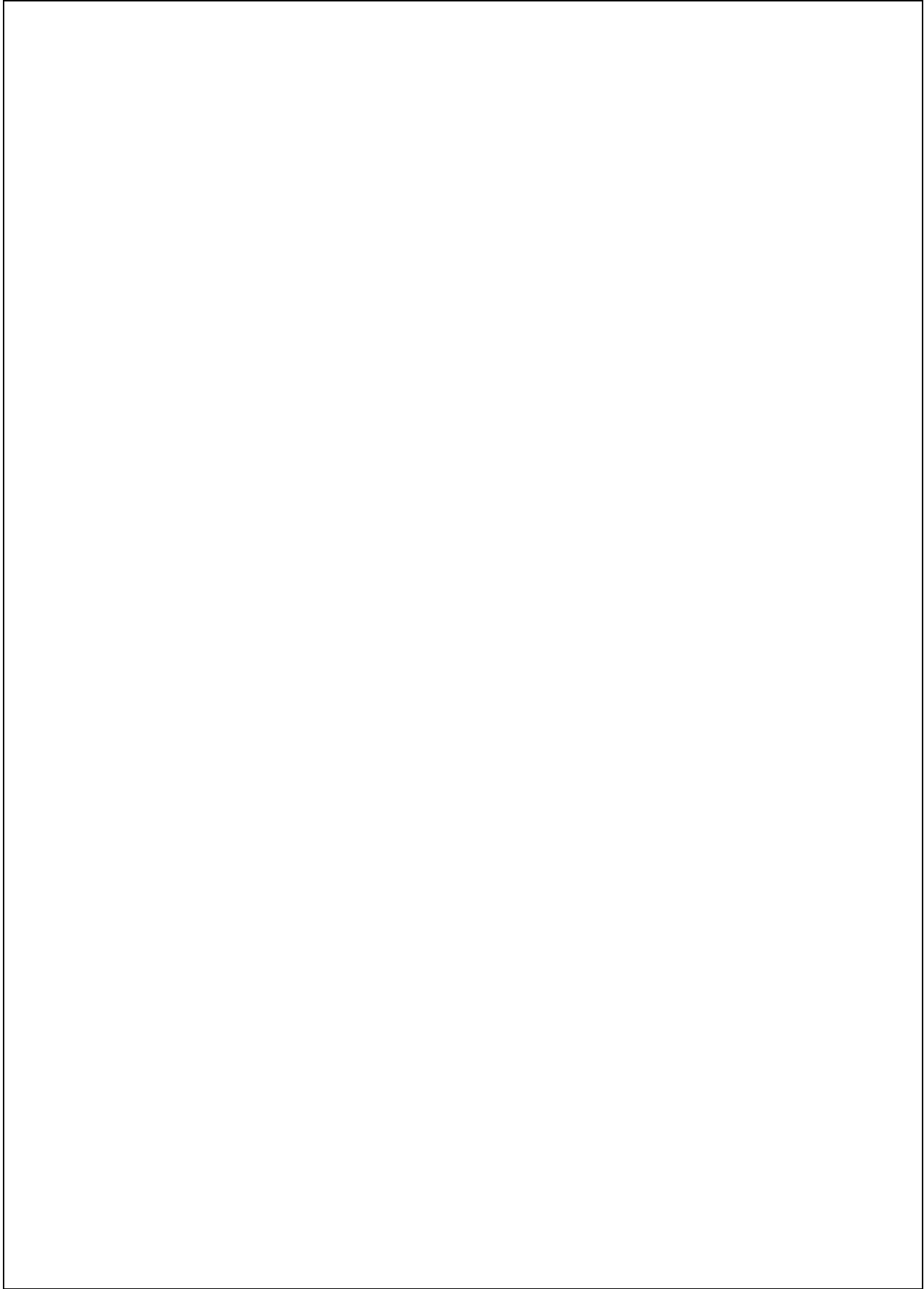
- A. Please describe the applicant's nonprofit organization, including information about how long the organization has been in business. Please identify all of the names under which the nonprofit has operated.
- B. Describe the applicant's nonprofit organization's immigration services.
- C. Describe any specific experience the nonprofit has serving UUMs in the past five (5) years, including the methods and strategies the nonprofit organization used to reach and identify eligible UUMs.
- D. Please generally describe the characteristics of the UUMs or immigrant population the nonprofit has served in the past five (5) years, including the country of origin and languages spoken by the nonprofits clients.

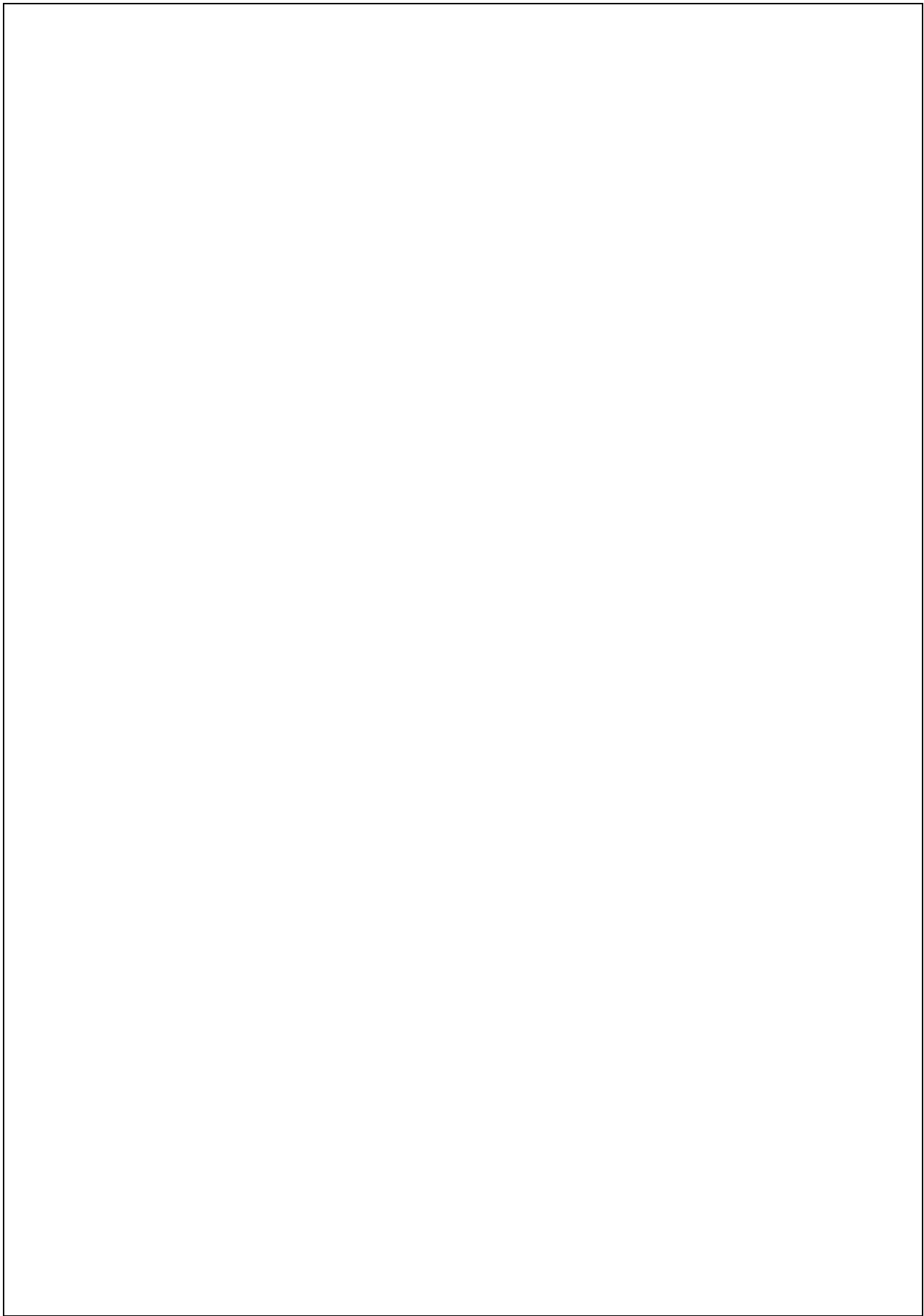


QUALIFICATIONS OF APPLICANT

Please complete sections A. - F.

- A. Describe the applicant's minimum of three years of experience handling asylum, T-Visa, U-Visa, or special immigrant juvenile status cases and whether the applicant has represented at least 25 individuals in these matters.
- B. Describe the applicant's experience in representing individuals in removal proceedings and asylum applications.
- C. Describe the applicant's experience conducting trainings on asylum, T-Visa, U-Visa, SIJS, and removal proceedings for practitioners beyond their staff.
- D. Describe the applicant's experience guiding and supervising the work of attorneys who themselves do not regularly participate in this area of the law but nevertheless work pro bono on the types of cases described in A., above.
- E. Describe how the applicant will serve immigrants' linguistic and cultural needs.
- F. Describe how the applicant will collaborate with the Office of Refugee Resettlement and other federal, state or local agencies or organizations to identify UUMs in need of legal services.





CAPACITY

Please complete sections A. - C.

- A. List the attorneys and/or BIA representatives the applicant has on staff to serve the intended number of UUMs as described on the application cover page.
- B. Describe how the applicant will meet service goals outlined in the application within the Standard Agreement term.
- C. Describe how the applicant will manage the administrative requirements of the Standard Agreement, including but not limited to, timely reporting on service data and deliverables, and ensure quality control through practices and procedures used to manage the project.

QUALIFICATIONS OF STAFF

Please complete sections A. - B.

- A. Provide a brief biography of the applicant's project staff detailing the experience to provide the proposed services and include how much time (what percentage) of the project staff will be devoted to UUM legal services.
- B. Describe how your organization will provide training, support and supervision to staff providing legal services to UUMs.

