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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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REQUEST FOR APPLICATION:

UNACCOMPANIED UNDOCUMENTED MINOR LEGAL SERVICES FUNDING

STATE FISCAL YEAR 2016-17

Date Issued:	July 18, 2016
RFA Conference Call:	July 26, 2016
Applications Due:	August 5, 2016, 5:00 p.m. PST

TABLE OF CONTENTS

Overview.....	Page 3
Schedule.....	Page 4
Purpose/ Funding Objective	Page 4
Fee-Per-Case.....	Page 4
Eligibility and Use of Funds.....	Page 5
Term.....	Page 5
Review Process and Selection Criteria.....	Page 5
Application Instructions.....	Page 6
Application.....	Page 7

OVERVIEW

The California Department of Social Services (CDSS) is accepting applications for Unaccompanied Undocumented Minors (UUM) Legal Services Funding. The UUM Legal Services Funding is a \$3 million allocation to contract with selected qualified nonprofit legal services organizations to provide legal representation for UUMs in the filing of, preparation for and representation in administrative and/or judicial proceedings for the following immigration statuses: Asylum, T-Visa, U-Visa, Special Immigrant Juvenile Status (SIJS) or other immigration remedies available to unaccompanied undocumented minors.

Qualified applicants can apply for the UUM Legal Services Funding by completing and submitting an application for funding. Please review the information below to determine if your nonprofit organization meets the qualification standards. Funding determinations will be based on an applicant's ability to provide all the required services set forth in this Request for Application (RFA). There is no guarantee all services an applicant applies for will be funded. The final award will be detailed in the Standard Agreement.

Pursuant to the RFA process, the CDSS will select nonprofit legal services organizations that meet the qualifications and document the ability to provide all of the required services set forth in this RFA by organizational competence, credibility and capacity to reach and assist eligible UUMs.

Collaboration: Selected applicants will be encouraged to coordinate with the CDSS and other program partners to achieve outcomes that will benefit the UUM population. If an applicant seeks to subcontract services, the applicant shall meet the criteria established in this RFA and shall be responsible for the subcontracted services (see Standard Agreement, Exhibit D).

RFA Overview Conference Call: Organizations are encouraged to participate in the following conference call:

Date: July 26, 2016
Time: 2 p.m. – 3 p.m. PST
Call-In Number: (800) 230-1059

Digitized Replay: 07/26/16 at 04:00P to 08/26/16 at 11:59P (PST)
Telephone: (800) 475-6701
Access Code: 398520

The conference call is intended to assist potential applicants, describe the scope of services in this RFA, respond to questions, review RFA requirements, review application processes, and explain other administrative requirements. Please make every attempt to participate in the conference call.

A complete and accurate application with all applicable attachments is required to be emailed to UUMLegalServices@dss.ca.gov with the subject line: **RFA UUM Legal Services Funding, no later than 5:00 p.m. PST on August 5, 2016. Incomplete or late applications may not be accepted.**

SCHEDULE

ACTIVITY	DATE¹
RFA Release Date	July 18, 2016
RFA Overview Conference Call	July 26, 2016 at 2 p.m. to 3 p.m.
Application Due Date	August 5, 2016, 5:00 p.m. PST
Tentative Award Notification	August 19, 2016
Service Implementation	July 1, 2016
Invoices Due	The 23 rd day of the following month after each initial representation agreement is signed.
Reports Due	TBD
Final Date to Engage Client	June 30, 2017
End of Contract	September 30, 2017

PURPOSE / FUNDING OBJECTIVE

Senate Bill (SB) 873 (Statutes of 2014, Chapter 685) enacted California Welfare and Institutions Code (WIC) §13300-§13302 which authorizes the CDSS to award funding to qualified nonprofit legal services organizations to provide legal services to eligible UUMs, as defined in Section 279(g)(2) of Title 6 of the United States Code, who are present in California and transferred to the care and custody of the federal Office of Refugee Resettlement (ORR) or are residing with a sponsor.

Eligible UUMs under this funding include all minors who have been designated by a federal agency as a Unaccompanied Alien Child (UAC) as defined in Section 279(g)(2) of Title 6 of the United States Code.

The funding for legal services provided pursuant to SB 873 is for the purpose of providing legal representation for UUMs in the filing of, preparation for and representation in administrative and/or judicial proceedings for the following immigration statuses: asylum, T-Visa, U-Visa, Special Immigrant Juvenile Status (SIJS) or other immigration remedies available to unaccompanied undocumented minors. Legal services include culturally and linguistically appropriate services provided by attorneys, paralegals, interpreters and other support staff for state court proceedings, federal immigration proceedings, and any appeals arising from those proceedings.

FEE-PER-CASE

Pursuant to WIC Section 13301(b), contracts awarded shall provide for legal services to UUMs on a fee-per-case basis, as determined by the CDSS, which includes all administrative and supervisory costs and court fees. As a result of the information derived from the CDSS survey and other sources, the CDSS determined the maximum fee-per-case that will be compensated for legal services is \$5,000.

The funding for legal services pursuant to SB 873 is not intended to supplant, but rather serve as a supplemental funding source for costs incurred by nonprofit legal services organizations that have provided or are providing legal representation for UUMs.

¹ All dates are subject to change at the discretion of CDSS.

ELIGIBILITY AND USE OF FUNDS

The RFA process is open to all California-based nonprofit legal services organizations that propose to provide legal services to UUMs in California as defined in this RFA. To be eligible for UUM Legal Services Funding, an applicant shall meet the minimum eligibility criteria below.

Selected nonprofit legal services organizations shall meet all of the following requirements:

- (1) Have at least three years of experience handling asylum, T-Visa, U-Visa, or special immigrant juvenile status cases, and have represented at least 25 individuals in these matters.
- (2) Have experience in representing individuals in removal proceedings and asylum immigration applications.
- (3) Have conducted trainings on these issues for practitioners beyond their staff.
- (4) Have 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) Have accreditation from 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.

All proposed services and activities must directly relate to the legal services set forth in this RFA. Detailed terms and conditions will be included in the Standard Agreement. The UUM Legal Services Funding is intended to expand services and increase the number of UUMs served by augmenting existing funding sources.

Note: Applicants selected by CDSS will be required to execute and comply with the provisions of the Standard Agreement, this RFA, including addendums, and the application submitted by the applicant. Applicants selected by the CDSS will be required to participate in all CDSS joint activities and financial/data reporting systems. Expenses incurred prior to/or after the effective dates of the Standard Agreement are not eligible for reimbursement.

TERM

The CDSS is conducting an open, competitive RFA process to fund UUM Legal Services offered from July 1, 2016 through September 30, 2017. Please note that all client engagement must be completed by June 30, 2017.

REVIEW PROCESS AND SELECTION CRITERIA

All submitted applications will be initially screened by the CDSS staff to determine completeness and eligibility. Incomplete applications or ineligible applicants may not be considered. Subsequent evaluation and rating of eligible applicants will be conducted by a committee of the CDSS reviewers.

The CDSS has sole discretion in selecting the qualified nonprofit legal services organizations that will receive UUM Legal Services Funding. The CDSS reserves the right to distribute funding based on regional and programmatic needs and solicit additional applicants, if necessary.

Nonprofit legal services organizations selected by the CDSS to receive funding will receive written notification and be required to execute a Standard Agreement of which a draft example

is attached to this RFA (Please note: The draft example of the Standard Agreement may be subject to change).

APPLICATION INSTRUCTIONS

To be considered for funding, applicants must comply with the requirements described in this RFA. For questions, please contact UUMLegalServices@dss.ca.gov.

A complete and accurate application with all applicable attachments is required to be emailed to UUMLegalServices@dss.ca.gov with the subject line: **RFA UUM Legal Services Funding, no later than 5:00 p.m. PST on August 5, 2016. Incomplete or late applications may not be accepted.**

Submit applications to:

UUMLegalServices@dss.ca.gov