



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
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IMMIGRATION SERVICES BRANCH
UNACCOMPANIED UNDOCUMENTED MINOR
LEGAL SERVICES FUNDING

REQUEST FOR APPLICATION
STATE FISCAL YEAR 2015-16

November 20, 2015

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PURPOSE / FUNDING OBJECTIVE

Senate Bill (SB) 873 (Statutes of 2014, Chapter 685) and SB 79 (Statutes of 2015, Chapter 20) enacted California Welfare and Institutions Code (WIC) §13300-§13302 which authorizes the California Department of Social Services (CDSS) to award funding to qualified nonprofit legal services organizations to provide legal services to eligible Unaccompanied Undocumented Minors (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.

The funding for legal services provided pursuant to SB 79 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, and/or Special Immigrant Juvenile Status (SIJS). The 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 SB 79, 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 that the maximum fee-per-case that will be compensated for legal services is \$5,000.

The funding for legal services pursuant to SB 79 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.

SELECTION OF QUALIFIED APPLICANTS

The CDSS has sole discretion in choosing which qualified nonprofit legal services organizations will receive funding to provide legal services to UUMs. In proportion to the amount of funding available, the CDSS will select nonprofit legal services organizations that the CDSS determines have met the criteria set forth in the attached application, are considered the most qualified, have documented the ability to provide legal services to a specified number of UUMs in geographical locations where UUMs are in need of legal representation for the following four types of immigration proceedings: asylum, T-Visa, U-Visa, and SIJS, and is capable of engaging in regional collaboration with other entities that provide services and/or legal representation to UUMs. Nonprofit legal services organizations selected by the CDSS to receive funding will receive written notification and be required to execute an agreement of which a draft example is attached to this Funding Application Announcement. (Please note: The draft example of the agreement may be subject to change).

APPLICATION INSTRUCTIONS

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

The application (Attachment A) is required to be signed by the person authorized by the nonprofit legal services organization to submit the application and must be received **by or before 5:00 p.m. on Friday, December 11, 2015** to be considered for funding.

Submit applications to:

UUMLegalServices@dss.ca.gov



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**IMMIGRATION BRANCH
UNACCOMPANIED UNDOCUMENTED MINOR
LEGAL SERVICES FUNDING**

STATE FISCAL YEAR 2015-16

APPLICATION

COVER SHEET

Date	
Organization	
Address	
Title	
Contact	
Phone	
Fax	
Email	
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	
TOTAL	

Service Regions*
<i>*See Appendix B for a list of counties within each region</i>
<input type="checkbox"/> Northern California
<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 will not be accepted.

<input type="checkbox"/>	1.	<p>Cover Sheet Includes: <i>Cover Sheet</i> with all sections accurately and fully completed.</p>
<input type="checkbox"/>	2.	<p>Application Checklist (this page)</p>
<input type="checkbox"/>	3.	<p>Application Form (below) Includes: <i>Application</i> with all sections accurately and fully completed.</p>
<input type="checkbox"/>	4.	<p>Insurance Certificate Applicants must provide proof of insurance coverage that meets the Department's insurance requirements (at least \$1,000,000). Applicants must provide the following documents to demonstrate appropriate coverage: <i>Certificate(s) of Liability Insurance</i> listing CDSS as the certificate holder.</p>
<input type="checkbox"/>	5.	<p>Proof of 501(c)(3)</p>
<input type="checkbox"/>	6.	<p>Proof of Legal Business Status from the California Secretary of State</p>
<input type="checkbox"/>	7.	<p>Proof of recognition and accreditation from the Board of Immigration Appeals 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.</p> <p>To ensure one of the two above-mentioned criteria is met, the attached assurance form (Appendix A) must be completed and included with the application package.</p>

UUM APPLICATION

FUNDING CRITERIA

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

1. At least three years of experience in providing legal representation for at least 25 UUMs in asylum, T-Visa, U-Visa, and/or SIJ status applications and administrative/judicial proceedings, including removal proceedings;
2. Conducted trainings on immigration applications and removal proceedings for asylum, T-Visa, U-Visa, and/or SIJ status to practitioners who are not their staff;
3. Experience guiding and supervising the work of attorneys who do not regularly provide legal representation for UUMs in asylum, T-Visa, U-Visa, and/or SIJ status processes and administrative/judicial proceedings; and
4. Is accredited by the Board of Immigration Appeals under the United States Department of Justice's Executive Office for Immigration Review or meets 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.

PROJECT NARRATIVE

A concise description of the required criteria must be provided by answering the questions 1-4 below.

1. Provide a description of the organization's three years, at minimum, of experience in providing legal representation for at least 25 UUMs in asylum, T-Visa, U-Visa, and/or SIJ status applications and administrative/judicial proceedings, including removal proceedings.

2. Describe the training provided to practitioners, who are not your staff, on immigration applications and removal proceedings for asylum, T-Visa, U-Visa, and/or SIJ status. Provide two or three organizations with contact names and current email addresses that your organization has trained.

3. Describe the organization's experience guiding and supervising the work of attorneys who do not regularly provide legal representation for UUMs in asylum, T-Visa, U-Visa, and/or SIJ status processes and administrative/judicial proceedings. Provide two or three contact names and current email addresses of attorneys that your organization has guided or supervised in this capacity.

4. Describe how the organization will contact and coordinate efforts with the federal ORR to facilitate access to eligible UUMs to offer legal services.



CDSS

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APPENDIX A

**UNACCOMPANIED UNDOCUMENTED MINOR (UUM)
LEGAL SERVICES FUNDING
CERTIFICATION FORM**

In order to receive funding and provide services for the UUM Legal Services Program, I certify that my organization meets one or both of the following criteria:

- Organization is accredited by the Board of Immigration Appeals under the United States Department of Justice’s Executive Office for Immigration Review

OR

- Organization meets the requirements to receive funding from the Trust Fund Program administered by the State Bar of California (see the State Bar’s website for information on the Trust Fund Program at the following link: <http://www.calbar.ca.gov/Attorneys/MemberServices/IOLTA.aspx>.)

OR

- Both of the above

Authorized Official Signature

Date

Print Name

Title

Organization

Address

Phone Number

Email Address



CDSS

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APPENDIX B

CALIFORNIA COUNTIES BY REGION UNACCOMPANIED UNDOCUMENTED MINOR (UUM) LEGAL SERVICES FUNDING

Northern Region (Counties Listed in Alphabetical Order)

Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Inyo, Lake, Lassen, Marin, Mendocino, Modoc, Mono, Napa, Nevada, Placer, Plumas, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, and Yuba

Central Region (Counties Listed in Alphabetical Order)

Fresno, Kern, Kings, Madera, Mariposa, Merced, Monterey, San Benito, Stanislaus, Tulare, and Tuolumne

Southern Region (Counties Listed in Alphabetical Order)

Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura