

Immigrant Legal Defense and Community Navigation RFP Q&A

June 2017

What is the Immigrant Legal Defense Fund?

- **Seattle Ordinance 125296** (adopted 4/17/17)
seattle.legistar.com/View.ashx?M=F&ID=5150574&GUID=A79EAAA1-9B72-434A-9471-64A907836BB6
- **King County Ordinance 18499** (adopted 4/17/17)
mkcclegisearch.kingcounty.gov/View.ashx?M=F&ID=5142744&GUID=EC4E19E1-95C5-4811-8AAB-18B937253CDC
- Amount: **\$1.55 million + \$100,000** Vera grant!
- Time frame: Services between September 2017 and December 2018

RFP / Fund Partners

Seattle Office of Immigrant and Refugee Affairs (OIRA)

Our mission is to improve the lives of Seattle's immigrant and refugee families. We work to strengthen immigrant and refugee communities by engaging them in decisions about the City of Seattle's future, and improving the City's programs and services to meet the needs of all constituents.

www.seattle.gov/iandraffairs

King County Office of Equity and Social Justice (OESJ)

Our mission is a King County where all people have equitable opportunities to thrive.

www.kingcounty.gov/elected/executive/equity-social-justice.aspx

Who does the fund target for services?

- Immigrants in detention, facing removal, or in danger of losing their immigration status.
- King County (including Seattle) residents and people working in the city of Seattle.
- Indigent (200% of poverty or below).
- **RFP applicants must be nonprofit organizations that will SERVE this population – not individuals seeking the services.**

Two RFPs

- **Legal Defense Services**
\$1.45 million + \$100,000 Vera grant
- **Community Navigation (guidance and referral)**
\$100,000
- Both due July 12, 2017.
- Applying in partnership is encouraged.
- Successful applicants will partner in a Collaborative Table.

Legal Defense Services RFP

Scope of Services

- Direct representation of individuals facing removal proceedings before the Seattle immigration courts (non-detained) and in the Northwest Detention Center (detained) who meet eligibility criteria.
- Working with the entity(ies) conducting the Legal Orientation Program for detained individuals.
- Screenings and in-depth assessments for non-detained individuals facing removal proceedings in Seattle immigration court.
- Participate in a collaborative table along with any other organizations selected to provide legal services and community navigation services and Seattle and King County representatives.

Legal Defense Services RFP

Qualifications

- Be a nonprofit organization with a 501(c)3 status, or have a fiscal sponsor with a 501(c)3 status.
- Have an office(s) located within Seattle or King County.
- Have prior experience providing legal representation in immigration in Seattle or King County.
- Have licensed immigration attorneys currently on staff or under contract.

Legal Defense Services RFP Evaluation Criteria

- Overall strength and quality of proposal, including meeting requirements, with demonstrated ability to meet the goals and activities in the Scope of Work.
- Demonstrates capacity and ability to provide legal representation in immigration matters to indigent people living in King County and working in Seattle.
- Demonstrates experience with, or ability to develop experience with, serving detained and non-detained people facing removal orders in the Northwest Detention Center and Seattle immigration courts.
- Shows established connections to communities to be served.
- Demonstrates understanding of the needs of communities to be served, and ability to provide language-specific support to immigrant and refugee populations.

Community Navigation RFP

Scope of Services

Community Navigators must help individuals access legal services and prepare their cases. This includes:

- Pre-screening for eligibility to receive immigration services.
- Collection of documents.
- Case preparation.
- Application assistance.
- Connection to appropriate legal services and other wraparound services as needed.

Participate in a Collaborative Table along with any other organizations selected to provide legal services and community navigation services and Seattle and King County representatives.

Community Navigation RFP Qualifications

- Be a nonprofit organization with a 501(c)3 status, or have a fiscal sponsor with a 501(c)3 status.
- Have an office(s) located within Seattle or King County.
- Have prior experience providing guidance and referral to legal representation in immigration to residents or workers in Seattle or King County.
- Have accreditation from the Bureau of Immigration Appeals (BIA) or have licensed immigration attorney/s supervising Community Navigators.

Community Navigation RFP

Evaluation Criteria

- Overall strength and quality of proposal, including meeting requirements, with demonstrated ability to meet the goals and activities in the Scope of Work.
- Demonstrates capacity and ability to help eligible individuals access legal services and to prepare their cases for deportation defense.
- Shows established connections to communities to be served and strategies to leverage relationships and partnerships within and across communities to facilitate outreach, education, and referral services.
- Demonstrates understanding of the needs of communities to be served and ability to provide culturally-relevant, culturally-competent, and language-specific support to immigrant and refugee populations.
- Demonstrates experience with or ability to develop experience with referring legal cases to nonprofit immigration service providers.

Selection Process

- OIRA will work with an Evaluation Committee to review applications and provide recommendations for funding.
- The five-member committee will comprise representatives from Seattle and King County governments, a community representative, and an immigration law expert.
- In addition to a written application (required), applicants may request time to give an oral presentation (20 minutes + 10 minutes Q&A).
- OIRA and OESJ will fund one or more organizations for each RFP, and reserve the right to approach applicants with restructured collaboratives with partners not part of the original application.

Timeline

Monday, June 19	OIRA distributes RFP.
Wednesday, June 28, 12-2 PM at Seattle City Hall or by telephone.	OIRA provides two optional Q&A sessions for potential applicants including: <ul style="list-style-type: none">• Goals and objectives.• Guidelines for submission.
Thursday, June 29, 6-8 PM at King County Renton Library Additional telephone option may be provided depending on demand.	
Wednesday, July 5	Applicants may submit written questions until 5:00 PM.
Wednesday, July 12	Applicants submit written submissions by 5:00 PM. Applicants may submit requests for oral presentations (optional) by 5:00 PM.
Wednesday, July 19 - Thursday, July 26	Oral presentations for organizations that requested them.
Thursday, August 10	OIRA announces funding decisions.
Monday, August 14 - Monday, August 28	OIRA conducts contract negotiation process with successful applicants.
Before Saturday, September 30	Organizations begin contract period.

Reporting

- OIRA and OESJ will work with successful applicants at the time of contracting to define metrics and deliverables documenting services provided.
- Successful applicants should expect to report on the number of clients served, by demographic (must include race and area of residence).
- Vera SAFE Cities Network funding comes with expectations for participating in data-sharing / reporting to capture program effectiveness across multiple cities in the network.

Applications must be RECEIVED in person, by mail,
or by email by July 12, 2017, 5 PM

By Email (PDF format): katherine.cortes@seattle.gov

By Mail:

Office of Immigrant and Refugee Affairs
P.O. Box 94573
Seattle, WA 98124-6873

Delivered In-person:

Office of Immigrant and Refugee Affairs
City Hall
600 Fourth Avenue, Floor 4
Seattle, WA 98124

Aligned Initiatives and Funding

- City of Seattle Welcoming City and King County Welcoming Community Framework
- King County / The Seattle Foundation Resilience Fund
- King County Strengthening Immigrant and Refugee Community Organizing through Networked Organizations
- City of Seattle Naturalization Clinics/Workshops and New Citizen Program

Questions?

- OIRA and OESJ will publish a document summarizing Q&A online following the second Q&A session.
- OIRA and OESJ will respond / update with additional questions received by **Wednesday, July 5, 5 PM.**