



Response to SE 6 Legal Services for Immigrants and Refugee RFP Questions Submitted on or before 3.5.19

Number	Question	Answer	Date Posted in Zoom Grants
General Questions			
1	If you were to do interviews with applicants could you provide a potential timeline?	While interviews are not currently anticipated, if conducted they would be in early- to mid-April with thoughtful consideration to potential scheduling conflicts such as the regional public school’s spring break schedules.	3.6.19
2	Are programs who serve clients who are in danger of losing their status, who have not yet been detained at the detention center eligible for this funding?	Yes, this funding is for low-income immigrants and refugees in King County who are either in detention, facing removal or in danger of losing their immigration status. Eligibility for services will be determined by residence zip code at the time of intake.	3.6.19
3	Civil legal aid is broader than immigration legal services, are other kinds of civil legal services such as family, education, and housing law eligible?	As outlined in section IV, Available Funding, funding eligibility includes support for providers that provide limited or no civil legal services for immigrants and refugees but wish to build their capacity to do so, and particularly their capacity to screen, adequately refer, and/or represent clients in civil legal matters and proceedings that are related to removal defense and related civil legal matters <i>or that address upstream civil legal issues</i> that may create a risk of removal.	3.6.19
4	Is there a set number of providers that will be funded?	No, there is not a predetermined number of applicants that will be awarded funding. All eligible proposals will be reviewed and evaluated by a review panel, and the final decisions will be made by King County division and department directors based upon recommendations from the review panel and in partnership with the City of Seattle. Decisions will take into account application scores, total available funding, populations served, and regional geographic diversity, among other factors.	3.6.19
5	If we are submitting as a collaborative – should we submit one proposal and a shared budget? Could you give more	Yes, we ask that entities who are applying collaboratively submit one joint application. Entities that are applying collaboratively should complete the “Collaborative Applications” questions in	3.6.19



	guidance about how to fill out the application as a collaborative?	the narrative tab of zoomgrants in addition to all other required questions. You are the expert on your own collaboration, and we leave it to you on how to best describe your collaboration within the application. We ask that you submit one budget and to utilize the narrative section of the budget template to address important nuances about how you are approaching and funding the collaborative nature of your application.	
6	Can you provide additional context about the Equity and Social Justice framework?	For more information about the equity and social justice frameworks being utilized, please refer to King County’s Equity and Social Justice Strategic Plan found here: https://kingcounty.gov/elected/executive/equity-social-justice.aspx For more information about the framework and tools utilized by the City of Seattle, see the City of Seattle Race and Social Justice Initiative here: http://www.seattle.gov/rsji	3.6.19
7	Could the money be used to get immigrants/refugees transportation to important appointments regarding their citizenship?	We ask that you submit a program model and budget that supports your proposal to provide civil legal services to low-income immigrants and refugees in King County who are in detention, facing removal or the outlined mental health assessment funding. Funding should be oriented primarily towards serving low-income immigrants and refugees as described above. Transportation costs that are a necessary part of the provision of these legal and/or mental health services will be considered. If transportation costs are included in your proposal please indicate how they are in service of your proposed program model.	3.6.19
8	Is applicable NAICS code or state business code registration necessary?	Eligible applicants must be a nonprofit organization with a 501(c)(3) status, or have a fiscal sponsor with a 501(c)(3) status.	3.6.19
9	Is the funding set-aside exclusive to companies offering immigrant assistance?	Successful applicants will proffer a program model that supports civil legal services to low-income immigrants and refugees in King County who are in detention, facing removal or in danger of losing their immigration status.	3.6.19
10	Is this funding appropriate for an applicant who does policy level work and training for other providers but does not provide direct legal service?	Successful applicants will provide services that support legal services to low-income immigrants and refugees in King County who are in detention, facing removal or in danger of losing their immigration status. Collaborative applications will be accepted from entities that provide direct legal services and entities that do not provide these services or are not intending to develop the capacity to do so. Such collaborations should, however, be oriented primarily towards serving	3.6.19



		low-income immigrants and refugees as described above, and the services that are provided should be services that support the provision of legal services.	
11	Are these funds available for non-individual services – for example, trainings, legal advisory information (ex: protecting immigrant families, explaining public charge rules) – is that type of project applicable?	Successful applicants will provide legal services to low-income immigrants and refugees in King County who are in detention, facing removal or in danger of losing their immigration status. You are the expert in your program model. If such services are part of the infrastructure you use to provide the services outlined in the RFP, please include and describe how they address the parameters outlined in section II. Strategy, of the application.	3.6.19
12	Show me the meeting minutes that your office voted to fund this requirement in order to solicit proposals.	In November of 2017, King County voters approved the Veterans, Seniors and Human Services Levy. Expenditures of this property tax are governed by the voter-approved levy ordinance, King County Ordinance 18555, and the Council-adopted Veterans, Seniors and Human Services Implementation Plan. This request for proposals, is a strategy under the result area of Social Engagement and effectuates program area SE 6-Support Legal Services for King County Residents who are Immigrants and Refugees; details of which are located on pages 97-98 of the VSHSL Implementation Plan.	3.6.19
13	Do any of the parties benefiting from this contract action identify as immigrants troubled by the legal system as well as are program verified Veterans, Seniors, etc?	As award decisions have not yet been made, there are no contracts that have been extended pursuant to this request for proposal and, thus, no contract beneficiaries as of yet.	3.6.19
14	If a sole source acquisition is anticipated, may I please request a debriefing to review the file?	This is a competitive request for proposals. Successful applicants will be awarded based on the criteria outlined in the section of the RFP entitled IX. Selection Process.	3.6.19
15	Are other services such as our hotline and referral services appropriate for the scope of work?	Successful applicants will provide legal services to low-income immigrants and refugees in King County who are in detention, facing removal or in danger of losing their immigration status. You are the expert in your program model. If such services are part of the infrastructure you use to provide the services outline in the RFP please include and describe how they address the parameters outlined in section II. Strategy, of the application.	3.6.19
16	I work with an organization that uses DOJ-certified representatives to provide legal services to their community.	The intention of this RFP is to support the provision of and provide legal services to low-income immigrants and refugees in King County who are in detention, facing removal or in danger of	3.6.19



	Would this method of legal services be eligible under this RFP or are you looking to fund strictly full-fledged lawyers?	losing their immigration status. There are a range of program models that can be applied to this work. There is no list of eligible certifications for providers to administer legal services contemplated, provided that they do not violate restrictions against the unauthorized practice of law in Washington State. You are the experts in this work and should tell us what staff is necessary to provide the services outlined in the RFP.	
17	Will proposals be funded as written (for the full amount and scope) or may Seattle/King County offer partial funding or funding contingent on changes (for example, requiring that an organization partner with another)?	There is not a predetermined number of applicants or exact funding amounts or percentages per entity that will be awarded. King County and the City of Seattle reserve the right to make one or more awards at amounts other than included in the application and to approach applicants with restructured collaborative models.	3.6.19
Location			
18	Would a Kitsap County non-profit be eligible to apply?	<p>Funding is intended to serve residents throughout King County. City of Seattle funding for the years of 2019-2020 is intended to promote City goals and to serve those living or working in the City, with a maximum 5% of total annual award funding for service to people that live outside of King County but who work in Seattle. All other services must be for King County residents as captured by zip code of residence at the time of intake. Eligibility requirements for applicants include:</p> <ul style="list-style-type: none"> • Be a nonprofit organization with a 501(c)(3) status, or have a fiscal sponsor with a 501(c)(3) status. • Currently serve immigrants and refugees in King County or have a clear plan to build capacity to provide the eligible services outlined in the scope of work. • Provide culturally specific supports or meaningfully partner with culturally specific providers or equivalent community-based entities. <p>That is to say that entities who are physically located outside of King County but who serve King County residents are not excluded from applying but should clearly outline in their application their intent and capacity to screen for and serve King County residents.</p>	3.6.19
19	Although we are not located in King County, many of our clients end up in King County due to the location of	See above.	3.6.19



	immigration courts. I was wondering if you would consider proposals from providers outside of King County.		
20	How are you expecting orgs to be tracking client residency?	At this time, it is our intention to track residency by last permanent zip code at the time of intake. Successful applicants will work with King County to determine specific data collection and reporting expectations. The current parameters are outlined in the section of the RFP entitled V. C. Data Collection and Reporting.	3.6.19
21	What about asylum seekers that are detained at the detention center in Pierce County but were previously residents of King County?	At this time, it is our intention to track residency by last permanent zip code at the time of intake. If an individual's last permanent zip code at the time of intake was in King County, the person would be considered a King County resident. Please indicate in your application if you anticipate working with people who are currently detained at the detention center but were previously residents of King County and how you intend on serving these clients.	3.6.19
Small Organization and Capacity Building			
22	What can constitute capacity building? Can funds be used for creating the infrastructure necessary to eventually provide the services in the scope of work?	Section IV of the application outlines the available funding including funding for new or evolving programs to support providers who provide limited or no legal services for immigrants and refugees but wish to build their capacity to do so, and particularly their capacity to screen, adequately refer, and/or represent clients in civil legal matters and proceedings related to removal defense and related civil legal matters or that address upstream civil legal issues that may create a risk of removal. This can and should include creating the infrastructure necessary to support these services.	3.6.19
23	If you don't have a database can you include a proposal to build one in the application?	See above	3.6.19
Budget and Fiscal Questions			
24	Budget: project budget being submitted, if it's a joint proposal should we submit one budget or break it up by organization?	We ask that entities who are applying collaboratively submit one joint application. We ask that you submit one budget and utilize the narrative section of the budget template to address any nuances about how you are delineating among partners. If you are submitting an application between an established program and a new or emerging program, please indicate how the new or emerging program is being equitably funded as part of the proposed budget.	3.6.19



25	Budget template asks for a 12 month period, if we are planning on asking for different amounts for different years, would it make sense to do a multiple year budget or to provide an average?	<p>We ask that you provide this information based on the program model you are proposing. If you are an entity that is already providing the services outlined in the RFP, please do your best to submit what you anticipate as an average budget.</p> <p>For new or emerging programs or partnerships, please submit what you anticipate as your initial budget while building the capacity to serve immigrants and refugees. Please also submit a separate 12-month budget for a full year of programming after you have built the capacity.</p> <p>We understand that exact costs related to things such as collaborations, data collection and evaluation may depend on extenuating circumstances and, as such, may not be currently known. We ask that you do your best to estimate these costs in your proposed budget knowing you will have an opportunity to adjust accordingly during the procurement/contracting process.</p>	3.6.19
26	Is there a cap on non-civil legal services funding?	<p>There is up to <u>\$200,000</u> total available for mental health assessments for 2019-2020 that would support civil legal services. Eligible items include funding for mental health assessments that support legal services for immigrants and refugees facing or at risk of facing removal proceedings to the extent that these are needed to support the effective provision of legal services.</p> <p>Up to <u>\$5,466,918</u> is available for legal services to immigrants and refugees for 2019-2023 and, of that amount, AT LEAST \$215,000 will be available in 2019-2020 to support capacity building for new or evolving programs. Additional funding for these “new or evolving programs” to provide the services outlined in the scope of work will be available in the years 2021-2023.</p>	3.6.19
27	Do you have an idea of how much of the funding would be prioritized to direct services versus capacity building?	<p>The majority of the available funds will be directed towards providing legal services and/or mental health assessment directly to low-income immigrants and refugees. Up to <u>\$5,466,918</u> is available for legal services to immigrants and refugees for 2019-2023 and of that amount AT LEAST \$215,000 will be available in 2019-2020 to support capacity building for new or evolving programs. Additional funding for these “new or evolving programs” to provide the services outlined in the scope of work will be available in the years 2021-2023.</p>	3.6.19



28	Is there a specific budget allocated for civil legal services?	<p>Up to <u>\$5,466,918</u> is available for 2019-2023 for the Legal Services for Immigrants and Refugees portion of this RFP. Eligible items include:</p> <p><u>Funding established programs:</u> Legal representation for residents in King County who are in detention, facing deportation or in danger of losing their status.</p> <p><u>Funding for new or evolving programs:</u> Support for providers who provide limited or no legal services for immigrants and refugees but wish to build their capacity to do so, and particularly their capacity to screen, adequately refer, and/or represent clients in civil legal matters and proceedings related to removal defense and related civil legal matters or that address upstream civil legal issues that may create a risk of removal.</p>	3.6.19
Mental Health Assessment Funding			
29	If you are applying for both mental health assessment funding and legal services funding, do you have to submit separate applications?	No, if you are applying for both service areas, please complete only one application ensuring that you answer the narrative questions specific to the mental health assessment funding in addition to all other required narrative questions. Please be sure to include your proposed program model for both legal services and mental health assessments in the “Program Model” section of the narrative questions. Please also include information on how you would address conflict of interests in the provision of both services for the same client and how you would, if applicable, provide mental health services to clients other than those whom may be receiving civil legal representation from your organization.	3.6.19
30	For mental health assessment funding, if this is intended to be provided as a network of providers should we be speaking to how we will be working with the boarder network of organizations providing the legal services?	If you are applying as a part of a collaborative please follow the instructions for collaborative applications. A strong program model would consider how an organization will connect generally to organizations providing legal services to immigrants and refugees who may need mental health assessments in order to support the effective provision of those legal services.	3.6.19