



IMMIGRATION BRANCH

REQUEST FOR APPLICATION:

IMMIGRATION SERVICES FUNDING STATE FISCAL YEAR 2016-17

Date Issued:	September 1, 2016
RFA Conference Call:	September 8, 2016, 2 – 4 p.m.
Applications Due:	September 30, 2016, 5:00 p.m.

IMMIGRATION SERVICES FUNDING

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I. OVERVIEW

The California Department of Social Services (CDSS) is accepting applications for Immigration Services Funding. Immigration Services Funding is a \$30 million allocation to contract with selected qualified nonprofit organizations to provide one or more of the following five (5) service categories: (1) Services to Assist Applicants seeking Deferred Action for Childhood Arrivals (DACA) or other immigration remedies; (2) Services to Assist Applicants seeking Deferred Action for Parents of Americans and Lawful Permanent Residents (DAPA)¹ or other immigration remedies; (3) Services to Assist Applicants seeking Naturalization; (4) Legal Training and Technical Assistance Services; and (5) Education and Outreach Activities.

Qualified applicants can apply for the Immigration 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 one (1) or more of the five (5) service categories. 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 Request for Application (RFA) process, the CDSS will select nonprofit organizations that meet the qualifications and document the ability to provide all of the required services set forth in one or more of the five (5) service categories by organizational competence, credibility and capacity to reach, assist and motivate targeted populations and communities in the core service areas.

Collaboration: Those awarded funding will be expected to coordinate closely with the CDSS and other program partners to achieve outcomes that will benefit targeted populations. If an applicant seeks to subcontract services, the applicant must meet the requirements for subcontracting of the RFA and Standard Agreement. For more information regarding subcontractors, see Standard Agreement, Exhibit A and D.

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

Date: September 8, 2016
Time: 2:00 – 4:00 p.m. PST
Call-In Number: (800) 230-1059

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.

¹ Due to the court-ordered injunction, DAPA application services will be limited to document gathering, submitting FOIA requests, assisting with other immigration remedies, among other listed activities on page 6.

A complete and accurate application with all applicable attachments is required to be emailed **no later than 5:00 p.m. PST on September 30, 2016** to ImmigrationServices@dss.ca.gov with the subject line: **“RFA Immigration Services Funding”**. *Incomplete or late applications may not be accepted.*

II. SCHEDULE

ACTIVITY	DATE ²		
RFA Overview Conference Call	September 8, 2016, 2 – 4 p.m.		
Application Due Date	September 30, 2016, 5:00 p.m. PST		
Application Review Period	September 30 – October 18, 2016		
Tentative Award Notification	October 19, 2016		
Service Implementation	January 1, 2017		
Invoices Due	Period Covered	Due to CDSS	Funding
	01/01/2017 – 03/30/2017	01/29/2017	40%
	04/01/2017 – 06/30/2017	07/28/2017	25%
	07/01/2017 – 09/30/2017	10/30/2017	25%
	10/01/2017 – 12/31/2017	01/31/2018	10%
Reports Due	Period Covered	Due to CDSS	
	01/01/2017 – 03/30/2017	04/28/2017	
	04/01/2017 – 06/30/2017	07/31/2017	
	07/01/2017 – 09/30/2017	10/31/2017	
	10/01/2017 – 12/31/2017	01/31/2018	
End of Contract	December 31, 2017		

² All dates are subject to change at the discretion of CDSS. Please check the CDSS Immigration website <http://www.cdss.ca.gov/immigrationservices/> for the latest schedule.

III. REQUEST FOR APPLICATION FOR IMMIGRATION SERVICES FUNDING

A. IMMIGRATION SERVICES FUNDING PURPOSE AND PRIORITIES

Senate Bill (SB) 79 (Statutes of 2015, Chapter 5.6) enacted California Welfare and Institutions Code (WIC) §13302-§13306 authorizing the California Department of Social Services (CDSS) to award funding to qualified nonprofit organizations to provide services to immigrants who reside in the state of California. These funds shall expand services by augmenting existing funding resources of other providers.

The CDSS is seeking to fund five (5) service categories that include: 1) services to assist applicants obtain DACA, or other immigration remedies, 2) services to assist applicants obtain DAPA³, or other immigration remedies, 3) services to assist naturalization applicants; 4) legal training and technical assistance to CDSS contractors that provide immigration legal services to applicants seeking DACA, DAPA, other immigration remedies, and naturalization; and 5) education and outreach activities to immigrant communities about DACA, DAPA, other immigration remedies, and naturalization.

Immigration Services Funding is intended to expand services and the number of immigrants served. This will be achieved through a multi-pronged approach that will include direct legal services for immigrants, technical assistance for nonprofit direct service providers, and education and outreach to immigrant communities.

Priorities

1. Collaboratively work with the CDSS and/or nonprofit organizations awarded funding by the CDSS to provide cohesive, efficient, locally-executed immigration services.
2. Expand access and referrals to reputable sources of legal immigration services, including eligibility screening and application processing for individuals who are potentially eligible for DACA, DAPA, other immigration remedies, and naturalization.
3. Identify and develop effective approaches for informing and educating immigrant communities about the importance of deferred action, other immigration remedies, or naturalization and assist immigrants with locating resources for application assistance.
4. Develop outreach strategies tailored to the needs of low-income, underserved, and hard-to-reach immigrant communities in California and promote full and inclusive participation. Income verification will not be required for these services.
5. Provide ongoing legal training and technical assistance to other nonprofit organizations awarded funding by the CDSS that provide immigration legal services.

³ Due to the court-ordered injunction, DAPA application services will be limited to document gathering, submitting FOIA requests, assisting with other immigration remedies, among other listed activities on page 6.

B. SERVICE CATEGORIES AND ACTIVITIES

An applicant may apply to provide one (1) or more of the five (5) service categories.

CATEGORY	DESCRIPTION	ACTIVITIES
APPLICATION ASSISTANCE-DACA	Screening for eligibility and assisting with the application process for initial or renewal requests of deferred action under the DACA policy with the United States Citizenship and Immigration Services (USCIS). Screening and assisting applicants with other immigration remedies.	<p>Services to assist include, but are not limited to:</p> <ul style="list-style-type: none"> ✓ Screening ✓ Application processing ✓ Case review ✓ Consultations for initial and renewal applicants ✓ Legal Assistance Clinics ✓ Document review ✓ Developing resources ✓ Intake and referral processes ✓ Freedom of Information Act (FOIA)
APPLICATION ASSISTANCE-DAPA⁴	DAPA services shall focus on pre-screening for eligibility, gathering documents, submitting Freedom of Information Act (FOIA) requests and screening and assisting applicants with other immigration remedies.	<p>Services to assist include, but are not limited to:</p> <ul style="list-style-type: none"> ✓ Screening ✓ Application processing for other immigration remedies ✓ Case review ✓ Outreach ✓ Workshop presentations ✓ Legal Assistance Clinics ✓ Document review ✓ Intake and referral processes ✓ FOIA requests

⁴ Due to the court-ordered injunction, DAPA application services will be limited to document gathering, submitting FOIA requests, assisting with other immigration remedies, among other listed activities on page 6.

CATEGORY	DESCRIPTION	ACTIVITIES
APPLICATION ASSISTANCE-NATURALIZATION	Screening for eligibility and assisting with the application process for naturalization and any appeals arising from the process.	<p>Services to assist include, but are not limited to:</p> <ul style="list-style-type: none"> ✓ Screening ✓ Application processing, including applications for fee and disability waivers and any appeals arising from the process ✓ Case review ✓ Consultations for initial applicants ✓ Legal Assistance Clinics ✓ Document review ✓ Developing resources ✓ Intake and referral processes ✓ FOIA requests
LEGAL TRAINING AND TECHNICAL ASSISTANCE	Provide legal training and technical assistance to other nonprofit organizations selected for funding.	<p>Legal training and technical assistance include, but are not limited to:</p> <ul style="list-style-type: none"> ✓ Webinars ✓ In-person trainings ✓ Technical assistance (answering questions via email, fax, or phone from nonprofit organizations awarded funding by CDSS and their staff and volunteers that assist individuals with DACA, DAPA, naturalization, or other immigration remedies) ✓ Legal training ✓ Coordination ✓ Developing resources ✓ Providing legal updates for grantee collaborative partners ✓ Process improvements

CATEGORY	DESCRIPTION	ACTIVITIES
EDUCATION AND OUTREACH	Provide education and outreach activities that explain eligibility for deferred action, other immigration remedies, and naturalization to promote the benefits of deferred action, other immigration remedies and citizenship; and to refer individuals to a qualified service provider.	<p>Education and Outreach activities include, but are not limited to:</p> <ul style="list-style-type: none"> ✓ Referrals to legal service organizations that provide application assistance to individuals seeking DACA, DAPA, other immigration remedies and naturalization ✓ Outreach to targeted groups: 1) low-income; 2) underserved; 3) hard-to-reach; 4) individuals who have not yet applied for DACA, DAPA, naturalization, or other immigration remedies; and 5) individuals who are “aging into” the eligible DACA population upon turning 15 years of age ✓ Provide information on eligibility for DACA, DAPA, naturalization and other immigration remedies. ✓ Community education events

C. DEFINITIONS

1. Case Type:

a) **Complex Case** – Direct representation by an attorney or a BIA accredited representative requiring extensive legal analysis of qualifying criteria, resolution of complex barriers (such as disability waivers, criminal issues, long absences, complicated immigration history, or other factors), or representation before the USCIS or in State Court solely as it pertains to Special Immigrant Juvenile Status. Complex cases shall not include cases that are time consuming due to an applicant’s language, literacy barriers, nor due to an applicant’s trouble recalling information. A complex case also does not involve services generally provided in a legal assistance clinic setting.

b) **Simple Case** – Assistance provided to an individual applicant that includes eligibility screening, naturalization or DACA application/petition assistance, document assembly and final review of a completed naturalization or DACA application/petition by a qualified immigration service provider. Simple cases can include those in which a Contractor enters an appearance with G-28, the applicant files his or her application/petition in pro per, or the Contractor, after due diligence, ultimately determines it is not in the client's best interest to submit an application or petition.

2. **Contractor** – An applicant selected to enter into an agreement with CDSS to provide services pursuant to this RFA and to comply with the terms and conditions set forth in the Standard

Agreement. The Contractor shall be a nonprofit organization as specified in statutory requirements.

3. **Deferred Action for Childhood Arrivals (DACA)** – Individuals who came to the United States (U.S.) as children and meet the USCIS established requirements may request consideration of deferred action for a period of two (2) years, subject to renewal. Deferred action is an authorization of prosecutorial discretion for the USCIS to implement prosecutorial discretion to defer removal of an individual.
4. **Deferred Action for Parents of Americans and Lawful Permanent Residents (DAPA)⁵** – Allows parents of U.S. citizens and lawful permanent residents to request deferred action and employment authorization for three (3) years.
5. **Education and Outreach Activities** – Services provided by qualified nonprofit organizations that include explaining eligibility for deferred action, other immigration remedies, and naturalization; promoting the benefits of deferred action, other immigration remedies and naturalization; and to referring individuals to a qualified service provider, who is BIA or State Bar authorized to assist with applications for deferred action, other immigration remedies and naturalization.
6. **Hard-to-Reach** – Clients who are geographically, linguistically, or culturally isolated from immigration services.
7. **In-Kind Support** – Additional financial or volunteer resources that an applicant can leverage towards the applied service categories funded by CDSS.
8. **Legal Assistance Clinic** – Community events to assist individuals in a group setting with eligibility screening, document assembly, and/or application assistance.
9. **Legal Training and Technical Assistance** – Services provided by qualified Contractors that include, but are not limited to, webinars, in-person trainings, and technical assistance in the form of answering questions via email, fax, or phone from qualified nonprofit organizations funded by the CDSS to assist individuals with DACA, DAPA, naturalization, or other immigration remedies.
10. **Low-Income** – Clients who are at or below 250 percent of the federal poverty guidelines.
11. **Naturalization** – The process by which U.S. citizenship is granted to a foreign citizen or national after he or she fulfills the requirements established by Congress in the Immigration and Nationality Act (INA).

⁵ Due to the court-ordered injunction, DAPA application services will be limited to document gathering, submitting FOIA requests, assisting with other immigration remedies, among other listed activities on page 6.

12. **“Other Immigration Remedies”** – Remedies that may be available to individuals seeking DACA or DAPA status that include, but are not limited to: U-Visa, T-Visa, SIJS, Violence Against Women Act (VAWA) self-petitions, family-based petitions, asylum, or other affirmative remedies for which DACA or DAPA applicants may qualify.
13. **Underserved** – Communities with immigrant populations, in particular individuals who may be eligible for services, which lack access to effective local immigration services.

D. SERVICE CATEGORIES, ACTIVITIES, AND FUNDING RATES⁶

Funding is available for the following service categories and activities:

CATEGORY	ACTIVITY	REIMBURSEMENT
Services to Assist – DACA Applicants	Simple Case	\$350/per case
	Complex Case	\$500/per case
	Other Immigration Remedies	\$2,000/per case
Services to Assist – DAPA Applicants⁷	Simple Case	\$150/per case
	Other Immigration Remedies	\$2,000/per case
Services to Assist – Naturalization Applicants	Simple Case	\$300/ per case
	Complex Case	\$450/per case
Legal Training and Technical Assistance	In-Person Community Trainings	\$5,000/per activity
	Webinars	\$2,500/per activity
	Consultations from Contractor	\$150/per hour
	Written Materials or Practice Advisories	\$5,000/per activity
Education and Outreach	Community Education and Outreach Activities	\$20/per person reached

The CDSS reserves the right to:

1. Not allocate the full amount of available funding, combine, or make adjustments in the number of Standard Agreements and/or award amounts based on statewide programmatic need.

⁶ Funding rates for simple and complex cases include activities listed on pages 6-8.

⁷ Due to the court-ordered injunction, DAPA application services will be limited to document gathering, submitting FOIA requests, assisting with other immigration remedies, among other listed activities on page 6.

2. Offer an award that may include a reduction in the number of individuals served and/or the category of services.
3. Reject applications.

E. ELIGIBILITY AND USE OF FUNDS

The RFA process is open to all California-based nonprofit organizations that propose to provide one or more of the following service categories as defined in this RFA. To be eligible for Immigration Services Funding, an applicant shall meet the minimum eligibility criteria for each service category that an applicant intends to provide.

CATEGORY	ELIGIBILITY CRITERIA
APPLICATION ASSISTANCE-DACA	<ul style="list-style-type: none"> ✓ Meets the requirements set forth in Section 501(c)(3) or 501(c)(5) of the Internal Revenue Code. ✓ Has at least three (3) years of experience handling immigration cases. ✓ Is recognized and accredited by the Board of Immigration Appeals under the U.S. 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.
APPLICATION ASSISTANCE-DAPA	<ul style="list-style-type: none"> ✓ Meets the requirements set forth in Section 501(c)(3) or 501(c)(5) of the Internal Revenue Code. ✓ Has at least three (3) years of experience handling immigration cases. ✓ Is recognized and accredited by the Board of Immigration Appeals under the U.S. 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.
APPLICATION ASSISTANCE-NATURALIZATION	<ul style="list-style-type: none"> ✓ Meets the requirements set forth in Section 501(c)(3) or 501(c)(5) of the Internal Revenue Code. ✓ Has at least three (3) years of experience handling immigration cases. ✓ Is recognized and accredited by the Board of Immigration Appeals under the U.S. 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.
LEGAL TRAINING AND TECHNICAL ASSISTANCE	<ul style="list-style-type: none"> ✓ Meets the requirements set forth in Section 501(c)(3) or 501(c)(5) of the Internal Revenue Code. ✓ Has at least 10 years of experience conducting immigration legal services and technical assistance. ✓ Meets the requirements to receive funding from the Trust Fund Program administered by the State Bar of California.

CATEGORY	ELIGIBILITY CRITERIA
EDUCATION AND OUTREACH	<ul style="list-style-type: none"> ✓ Meets the requirements set forth in Section 501(c)(3) or 501(c)(5) of the Internal Revenue Code. ✓ Has at least three (3) years of experience conducting education and outreach with immigrant populations, and, in particular, connecting immigrants with English as a Second Language (ESL) and/or civics classes or workforce development opportunities. ✓ Has at least three (3) years of experience conducting outreach for government benefits and programs, connecting immigrants with ESL classes, civics classes, or workforce development opportunities.

All proposed services and activities must directly relate to the immigrant assistance categories set forth in this RFA. Detailed terms and conditions will be included in the Standard Agreement. Immigration Services Funding is intended to expand services and the number of immigrants served by augmenting existing funding sources.

Note: Awarded 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. Awarded applicants will be required to participate in all CDSS joint activities and financial/data reporting systems. Expenses incurred prior to/after the effective dates of the Standard Agreement are not eligible for reimbursement.

F. TERM

The CDSS is conducting an open, competitive RFA process to fund services offered between, January 1, 2017 and December 31, 2017, for each of the service categories funded.

G. REVIEW PROCESS, APPLICATION EVALUATION, SELECTION CRITERIA, AND FINAL AWARDS

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 CDSS reviewers.

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

Nonprofit organizations selected by the CDSS to receive funding will receive a tentative award 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).

Please see the schedule outlined in Section II for specific dates and times.

Application Evaluation Criteria

The qualified applications will be reviewed, assessed and awarded pursuant to the following criteria including, but not limited to:

CRITERIA	
A	<p>SUFFICIENCY OF APPLICATION</p> <p>For each of the service categories applied for, an applicant is required to provide:</p> <ol style="list-style-type: none"> 1. A reference to available data on eligible populations in the counties a nonprofit organization will serve using this funding. 2. A description on how the nonprofit organization will reach and serve low-income, hard-to-reach and/or underserved communities to assist immigrant applicants obtain the immigration remedies needed. 3. Three (3) professional references from three (3) institutions or agencies for which the applicant provides or has provided comparable services or collaborated with. See Attachment B.
B	<p>CAPACITY</p> <p>For each of the service categories applied for, an applicant is required to specify how the nonprofit organization will:</p> <ol style="list-style-type: none"> 1. Serve the intended number of clients, regions, and communities. 2. Meet service goals outlined in the application within the Standard Agreement term. 3. Serve communities' linguistic and cultural needs. 4. Manage the administrative requirements of the Standard Agreement, including but not limited to, timely reporting on service data and deliverables. 5. Ensure quality control through practices and procedures used to manage the project.
C	<p>STAFF QUALIFICATION</p> <p>For each of the service categories applied for, an applicant is required to:</p> <ol style="list-style-type: none"> 1. Provide a brief biography on the applicant's project staff detailing the experience to provide proposed services. 2. Explain how much time project staff is devoted to immigration services. 3. Demonstrate that the services will be adequately supervised.
D	<p>COLLABORATION</p> <p>For each of the service categories applied for, an applicant is required to:</p> <ol style="list-style-type: none"> 1. Describe how the applicant collaborates with other service providers and leverages partnerships to expand services to assist immigrant communities.

The CDSS reserves the right to reject any and all applications and/or cancel this RFA. Applicants will not be reimbursed for any expenses incurred in the development of the application or any expenses prior to the execution of the Standard Agreement. All application materials submitted become the property of the CDSS.

IV. APPLICATION FORM

An applicant is required to use the Application form, Attachment A, which has been prepared to streamline and simplify the application process. Applicants should be concise and include only essential and specific information that is responsive.

Applicants shall not alter, delete or otherwise change any section in the form. All sections in the form must be completed with the required information. Additional information related to the application may be included in an attachment.

All RFA documents, letters, and materials submitted by an applicant shall be binding and included as part of the final Standard Agreement. Unless noted in the application, it is assumed that the wording within this RFA is acceptable and agreed to by an applicant. The CDSS reserves the right to request additional information or documents after the due date if needed.

Submitted applications are subject to final approval by the CDSS and applicants may be required to reduce the number of individuals served and amount requested to meet statewide programmatic needs.

A complete and accurate application with all applicable attachments is required to be emailed **no later than 5:00 p.m. PST on September 30, 2016** to ImmigrationServices@dss.ca.gov with the subject line: **"RFA Immigration Services Funding"**. ***Incomplete or late applications may not be accepted.***