

**LA JUSTICE FUND**  
**Request for Proposals**

The L.A. Justice Fund invites proposals to bolster and expand legal representation to Los Angeles County residents in immigration removal proceedings who cannot afford an attorney.

**DEADLINE:** Proposals must be submitted via CCF's online portal at <https://applyforgrants.calfund.org> , no later than 12:00 p.m. PST, July 31, 2017.

**GRANT PERIOD:** Grants are available with one- or two-year terms.

For any questions about the proposal, please contact Rosie Arroyo, Senior Program Officer at [rarroyo@calfund.org](mailto:rarroyo@calfund.org) or Felicia Escobar, Principal Consultant, at [LAJusticeFund@calfund.org](mailto:LAJusticeFund@calfund.org).

**I. Background**

On January 25, 2017, President Trump signed executive orders that dramatically increase immigration enforcement. Notably, the executive orders expand the categories of immigrants who are subject to arrest, detention and removal. Since then, the federal government has taken several steps to implement these new policies. The Department of Homeland Security (DHS) has carried out "home raids," arrested battered immigrant women outside courthouses, detained DACA recipients and others previously released from its custody and carried out enforcement actions at sensitive locations. Additionally, the Department of Justice (DOJ) is taking steps to expedite removal proceedings for detained immigrants, certain unaccompanied children and asylum seekers. The Administration is also proposing major increases in the DHS budget to expand detention capacity and to hire more enforcement officers.

With one of the largest and most diverse immigrant populations in the nation, these and future actions will have a significant impact on Los Angeles. One in three of the 10.5 million residents of Los Angeles County are foreign-born, including approximately 750,000 lawful permanent residents and 900,000 undocumented immigrants; and nearly 60 percent of all children in Los Angeles live in households where one or more parents are foreign-born. These immigrants are an integral part of Los Angeles communities and families and help fuel our local economy. Immigrants and their children represent 53 percent of the County's population, and more than 80 percent have lived in the United States for a decade or more. Additionally, immigrants represent 43 percent of the County's workforce and more than half are self-employed entrepreneurs. According to a recent study, these hard-working Los Angeles residents contributed \$232.9 billion to the County's total GDP and paid \$7.9 billion in state and local taxes in 2014.

Despite the grave consequences that deportation proceedings carry and the complex nature of immigration law, immigrants do not have a recognized right to appointed counsel. Today, 68

percent of detained immigrants and 27 percent of non-detained immigrants in the Los Angeles area are unrepresented. And representation matters: detained immigrants who have lawyers are more likely to be released from detention and to succeed in challenges to their deportation with many obtaining permanent relief. Indeed, according to a recent report, detained and released immigrants in Los Angeles who were represented succeeded more than five times as often as their unrepresented counterparts. These data speak to the clear demand for legal representation services for immigrants in removal proceedings who live in Los Angeles County.

## **II. About the L.A. Justice Fund**

In response to increased enforcement and the growing demand for legal services for deportation proceedings, Los Angeles leaders have established the Los Angeles Justice Fund (LAJF). A partnership between Los Angeles County, the City of Los Angeles, the Weingart Foundation and the California Community Foundation (CCF), the LAJF is an innovative multi-sector and cross-governmental approach to address the pressing demands for legal representation services for immigrants. Each LAJF partner is committed to contributing funds and the Fund intends to raise at least \$10 million over the next two years. This Request for Proposals (RFP) will fund qualified organizations to provide legal representation to individuals in removal proceedings, expand the number of providers that offer removal defense services and strengthen and enhance pro-bono coordination and low-bono partnerships.

LAJF partners also recognize that our immigration system has been broken for decades, leaving families, workers, businesses and communities to live with the consequences of federal inaction. While only Congress can enact meaningful and comprehensive immigration reform, Los Angeles and many other communities are not standing still. Until we have comprehensive immigration reform, Los Angeles and others will continue working together to address underlying problems with our immigration system and to seek to protect immigrants through this and other efforts.

CCF is serving as the LAJF fiscal sponsor and entity that will contract with LAJF grantees. CCF has a long history of supporting the integration of Los Angeles County's immigrants to be full participants in our social, civic and economic life. In recent years, CCF has responded to major policy developments regarding immigration by supporting efforts and policies that expand and protect immigrant rights, expand access to legal services and empower immigrants to thrive civically, economically and socially by promoting just and inclusive policies impacting immigrant communities.

## **III. Funding Strategy**

The purpose of the LAJF is to promote due process by expanding access to legal services for Los Angeles immigrants who are arrested and detained by immigration officials and subject to removal proceedings and/or with a final order of removal. To accomplish this goal, the Fund will implement a multi-prong strategy that seeks to:

- 1) **Bolster existing removal defense efforts** by supporting existing removal defense programs at nonprofit legal services service providers so they can maintain and expand removal defense services.
- 2) **Increase the number of removal defense providers** by supporting capacity-building efforts that assist nonprofit agencies that have immigration legal services experience to expand services to include removal defense; and
- 3) **Enhance and expand pro-bono and low-bono legal services** by improving coordination and building partnerships among nonprofit legal service providers and the private bar, including bar associations, law firms, and solo practitioners.

Through these efforts, the LAJF hopes to increase representation rates among particularly vulnerable detained immigrants who are least likely to have lawyers; keep families together and ensure that those immigrants who are eligible for relief from deportation get their day in court.

Non-profit agencies and nonprofit legal service providers may apply for support in one or two of the following funding categories:

Category	Description	Total Available Funding
Direct Legal Representation	<p>Maintain and increase capacity of existing immigration legal services programs that directly represent individuals in immigration removal proceedings. Enable nonprofit entities with established immigration legal services programs to expand their services to begin providing direct representation to individuals in removal proceedings. Funding will be used to support the following activities:</p> <ul style="list-style-type: none"> <li>• Initial interviews/screenings</li> <li>• Court preparation, including conducting legal research, drafting pleadings, preparing witnesses, hiring expert witnesses, etc.</li> <li>• Representation in the full spectrum of immigration court proceedings, including bond, master calendar, and merits hearings</li> <li>• Assistance filing applications for immigration relief</li> <li>• Post-release legal services and other social services</li> </ul>	Up to \$2.5 million annually

<p>Building Removal Defense Capacity</p>	<p>Support capacity building efforts of nonprofit entities and legal services providers to support their own and/or additional organizations who are expanding their capacity to provide direct legal representation to individuals in immigration removal proceedings. Enhance pro-bono coordination and increase low-bono legal representation partnerships. Funding will be using to support the following activities:</p> <ul style="list-style-type: none"> <li>• Technical assistance in establishing program policies and procedures, legal training for managers, attorneys, and support staff and mentoring of new removal defense program providers.</li> <li>• Centralize coordination of pro-bono legal services among grantees and promote low-bono legal services partnerships. Matching of pro-bono resources with key nonprofit needs/projects.</li> <li>• Outreach and engagement with private law firms, bar associations and solo practitioners to increase pro-bono support for legal services providers serving immigrants.</li> <li>• Coordination of meetings between immigrant legal services providers and pro-bono volunteers. Organization of pro-bono trainings and develop training materials.</li> <li>• Development of directory of pro-bono and low-bono legal services partners. Monitoring and reporting on pro-bono and low-bono partnerships, best practices and accomplishments.</li> </ul>	<p>Up to \$500,000 annually</p>
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One- and two-year grants for up to two years are available to nonprofit agencies and nonprofit legal services providers. Preference will be given to collaborative proposals from multiple agencies and legal services providers that seek to create a coordinated effort to expand legal representation capacity.

Grants will be made subject to the availability of funding. Currently, the LAJF has \$7.2 million in commitments over a two-year period. Potential grant award sizes:

- *Direct Legal Services:* Up to \$300,000 annually
- *Building Removal Defense Capacity:* Up to \$200,000 annually

Grants will be approved on a case-by-case basis.

To ensure that grantees focus their time, energy and resources on providing legal representation, an entity with a proven track-record of implementing immigrant legal services and representation programs will be retained to oversee key program coordination functions. This entity's activities will include: coordination of regular communications and convening of LAJF grantees; development and execution of core and on-going legal training and technical assistance; and consistent collection of quantitative and qualitative data to monitor grantee

performance, report progress, and identify important trends that may inform technical assistance and program management. All grantees will be required to participate in these activities, as a condition of the grant.

#### **IV. Populations To Be Served**

Grantees will provide legal representation to individuals who are:

- Arrested or detained by immigration officials, subject to immigration removal proceedings, and/or with a final order of removal;
- Residents of the City or County of Los Angeles; and
- With incomes below 200 percent of the Federal Poverty Level

Due to the unique challenges detained immigrants face in obtaining legal representation, the LAJF expects to devote a significant portion of its resources to providing direct legal representation to this population. Additionally, grantees should prioritize serving the following populations:

- Individuals with community ties to the City or County of Los Angeles (e.g. family members who are U.S. citizens, lawful permanent residents and Deferred Action for Childhood Arrivals recipients)
- Heads of households with one or more dependent family members;
- Unaccompanied children and young adults who arrived as children;
- Veterans;
- Individuals with protection-based claims; and
- Victims of crime, domestic violence and human trafficking.

Grantees will also be required to demonstrate that individuals served through the Fund meet additional criteria and eligibility restrictions, as required by the City and County.

#### **V. Grantee Eligibility Criteria**

This funding proposal is open to all nonprofit agencies and nonprofit legal services providers based in the Los Angeles area that meet the following eligibility criteria:

- Demonstrated knowledge of the Los Angeles County immigrant community, including populations that are most vulnerable to immigration enforcement action (e.g. arrest, detention and removal).
- Proven track-record and capacity to provide legal services to immigrants in the City or County of Los Angeles County. An organization can meet this criteria by demonstrating it falls into one of two organizational categories:
  - **Tier I Organizations:** Have at least five (5) years of experience offering legal representation to the immigrant community; currently receiving a federal or state contract or subcontract for immigrant legal representation; OR previously

awarded a federal or state contract or subcontract for immigrant legal representation;

- **Tier II Organizations:** Have experience offering legal services to the immigrant community, including providing Know Your Rights trainings/workshops and assistance filing immigration benefits applications with U.S. Citizenship and Immigration Services.
- Strong working relationships with a diverse network of community-based organizations, legal service providers and faith-based institutions that have direct contact with immigrants.
- Previous experience and capacity to collaborate with key partners, such as legal services providers, law firms, bar associations and private attorneys, to promote greater access to high-quality legal services.

#### **VI. Term**

One- and two-year grants are available to qualified nonprofit agencies and legal services providers. Grantees will be required to submit periodic reports, as outlined in their grant agreements. Grants may be discontinued if grantees are unable to meet grant requirements.

#### **VII. Review Process**

The review process is expected to take place within a 4 – 6-week period. All proposals will be initially screened by CCF to determine completeness and eligibility. Incomplete applications or ineligible applicants will not be considered. CCF staff and LAJF consultant may contact applicants to request additional information as needed.

#### **VIII. Request for Proposals – Informational Webinar**

Organizations interested in applying are highly encouraged to participate in the following informational webinar intended to describe the funding strategy and activities, review the application process, explain other administrative requirements and answer any questions:

**Date:** July 13, 2017

**Time:** 2:00 – 3:00 p.m.

**Register:** <https://attendee.gotowebinar.com/register/5835358181455862017>

#### **IX. Deadline**

Proposals are due on **July 31, 2017** by **12:00 p.m. PST**.

#### **X. Grant Awards Timeline**

Grant awards are expected to be announced in September 2017.

## **Grant Application**

Please complete the online application form via CCF's online portal at <https://applyforgrants.calfund.org> along with required attachments by **12:00 p.m. PST Monday, July 31, 2017.**

### **APPLICANT INFORMATION**

Organization: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ EIN #: \_\_\_\_\_

**Total Requested Amount: \$**

**Request Time Period (select one):**     One Year     Two Years

#### **Attachment checklist:**

Project Workplan                       Project Staff/Bios                       Project Budget

Agency Budget                       List of Board Members                       Most recent Federal 990 tax forms

### **PROJECT INFORMATION**

Project Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Total Agency Budget (most recently completed fiscal year): \$ \_\_\_\_\_

Total Project Budget: \$ \_\_\_\_\_

**(Note:** If request is for two years, please provide information on the project's budget for both years one and two).

### **Proposal Narrative**

*Proposal narrative may not exceed 5 pages, single spaced, and should include a concise description of:*

- **Organizational Background:** Describe the mission, goals, and strategies of your organization.
  - Include the organization's current and past experiences providing legal representation to immigrants, including removal defense and affirmative immigration legal services (e.g. VAWA, T/U Visas, DACA, naturalization, etc.). Please describe existing caseload and capacity to take on new cases.
  - Does your organization currently – or has it ever – received federal or state funding to support your legal representation programs? If yes, please provide information on this funding (e.g. time-period, funding amounts, outcomes, etc.).
  - Has your organization worked to educate the Los Angeles immigrant community about their rights and available services/programs? If yes, please describe your activities.
  - If the proposal requests support to increase personnel, please describe plans and timelines to recruit, hire and train new attorneys, paralegals and other support staff.
  - **Note:** If submitting a joint application, all organizations involved must provide background information (e.g. Agency Budget; List of Board Members; Most recent Federal 990 forms) and include information on their experience providing legal representation to immigrants.
  
- **Project Description:** Describe the proposed project, objectives, and outcomes.
  - Describe the population(s) intended to be served; relevant strategy (or strategies) your organization will pursue to expand access to legal representation (direct legal representation; building removal defense capacity, pro-bono coordination; and/or low-bono partnerships); potential challenges to reaching this population and approaches to address them; and anticipated outcomes.
  - Provide additional information on strategy (or strategies) your organization is seeking to pursue:
    - *Direct Legal Representation:* Provide an overview of your existing legal representation services. What impact will additional support have in strengthening your program? How will your caseload expand? Does your organization have the capacity to supervise, track and monitor this increased caseload?
    - *Building Removal Defense Capacity:* Provide an overview of existing legal representation efforts. If your organization is expanding its direct legal representation capacity, what support does your organization need to successfully expand its services to individuals in removal proceedings (e.g. training staff, mentoring, etc.)? If your organization is seeking funding for pro-bono or low-bono activities, does your organization have the capacity to recruit, train, and mentor volunteer attorneys and/or build low-bono partnerships? How will you sustain engagement of volunteer attorneys and/or low-bono attorneys?
  - Describe strategies that will be used, and the potential for these strategies to be adopted on a broader scale by other organizations.

- Is your organization engaged in broader efforts to increase legal representation for immigrants in removal proceedings and/or encourage federal/state/local policies to support and protect immigrants? If yes, please describe how this project will help advance those broader efforts.
- **Project Budget:** Project budget and amount requested.
  - Applicants are encouraged to include relevant administrative and operating costs as part of their project budgets.
  - Applicants should also include changes in funding requested from year one to year two, if any. Please highlight the rationale for these changes in funding levels.
  - If applicable, please provide information on current funding from other sources (e.g. grants from federal/state/local governments, foundations or other private sources) to support your work in this area, including Know Your Rights and affirmative legal services. Please include the time period when this funding will be utilized.
  - Please include information on funding proposals being considered and/or in process of approval.
- **Outcomes and Evaluation:** Describe the indicators and methods your organization believes are critical to track success and measure impact of the proposed project, including both quantitative and qualitative measures.
  - Does your organization have the capacity to track these outcomes? If not, what resources are needed to do so?
  - Is your organization willing and able to document its compliance with eligibility requirements, as required by the City and County?
  - What steps will you take to highlight successful cases in order to build support for increased and new funding to support legal representation for immigrants?
- **Additional ways LAJF partners can support your work (Optional):** Please include additional information you would like the LAJF to be aware of.
  - How can the LAJF support your work beyond funding (e.g. convenings, communications, trainings, regional collaboration/coordination, access to research/experts, etc.)?
  - What systemic challenges does your organization face in efficiently providing legal representation to immigrants? Can LAFJ partners help facilitate actions to address these challenges (e.g. engaging government entities such as the Executive Office for Immigration Review or U.S. Immigration and Customs Enforcement, etc.)?