

# Office of Refugee and Immigrant Assistance

Economic Services Administration | Community Services Division

## Notice of Funding Opportunity for Immigration-Related Legal Services

The Washington State Department of Commerce (Commerce) and the Washington State Department of Social and Health Services' Office of Refugee and Immigrant Assistance (ORIA) are conducting a joint notice of funding opportunity to accept applications from organizations interested in providing immigration-related legal client services to Afghan humanitarian parolees and other people temporarily paroled into the United States since July 1, 2021.

### 1. Purpose and Background

Through the federal Operation Allies Welcome, Washington welcomed more than 3,000 people from Afghanistan in since July 30, 2021. Due to the urgent evacuation, the United States government admitted Afghan arrivals under a temporary humanitarian parole for two years. For these individuals and families to be able to remain in the United States, they need immigration-related legal assistance applying for a permanent immigration status.

The federal Office of Refugee Resettlement (ORR) awarded DSHS \$2.7 million through the Afghan Supplement Appropriations Act (ASA) to provide immigration-related legal assistance to Afghan arrivals. The Washington State Legislature appropriated \$2 million to the Department of Commerce to be used for pro bono or low bono legal services to assist people temporarily paroled into the United States.

Commerce and DSHS will be working together to ensure the coordination of immigration-related legal services to our new Washington residents and avoid duplication of efforts across our shared organizational partners.

### 2. Objectives and Scope of Work

The objective of this opportunity is to identify and contract with organizations that can provide immigration-related legal services to Afghan arrivals and other eligible immigrants in Washington state.

Based on stakeholder feedback and state and federal requirement, Commerce and DSHS are looking for organizations that can provide one or more of the following services:

- **Centralized Coordinating Intake and Placement Services:** to receive calls from people seeking legal assistance, conduct intake to assess legal needs, and assist in finding appropriate legal services funded through this effort.
- **Development of a central pool of pro bono attorneys;**
- **Education and Outreach:** to provide eligible individuals with basic legal orientation and education on immigration status and protections;

- **Direct Client Assistance:** consult with eligible individuals to determine immigration-related legal assistance, assist with submitting immigration-related forms, representing clients and responding to immigration-related inquiries, and other assistance as required to support the clients.

After contracts are awarded, Commerce and DSHS will facilitate an immigration-related legal services work group comprised of all the awarded organizations. The purpose of the work group will be to continue to coordinate service across partners and to ensure that needs are being met.

### 3. Funding

The Department of Commerce is investing \$1,800,000 via Engrossed Substitute Senate Bill 5693 to “be used for pro bono or low bono legal services to assist indigent Washington residents who were temporarily paroled into the United States in 2021 or 2022 with asylum applications or other matters related to adjusting immigration status.” These resources must be expended by June 30, 2023.

The DSHS Office of Refugee and Immigrant Assistance received \$2,752,339 to provide immigration-related legal services to citizens or national of Afghanistan that are eligible for federal resettlement services.

To coordinate the statewide immigration-related legal services available to Afghans and other recently arrived individuals, Commerce and DSHS will work collaboratively to contract with service providers. The goal will be to coordinate the services being funded and avoid duplication. Due to the number of people needing these services, it is critical to strategize the investment of funds. Timeliness is also critical due to the lengthy processing times for immigration benefits by the federal government and the volume of applications needing to be submitted and process.

### 4. Timeline and Process

Applications from qualified organizations are due to DSHS by Wednesday, May 25, 2022 at 5:00 pm PST. DSHS will work with Commerce to establish a panel of evaluators to evaluate and score the applications. Successful applicants will be notified by June 6, 2022. Contract negotiations will take place after applicants are notified with contracts beginning on July 1, 2022.

- May 11, 2022: Notice of Funding Opportunity opens.
- May 18, 2022: Submit questions to DSHS for clarification.
- May 25, 2022: Applications are submitted to DSHS.
- May 26-31, 2022: Panel review of applications.
- June 6, 2022: Successful applicants notified.
- July 1, 2022: Contracts begin.

### 5. Applicant Minimum Qualification

Successful applicants must meet the following qualifications:

- Have a current State of Washington business license,
- Be a nonprofit organization with a 501(c)3 status,

- Have an active status as a “recognized organization” with the U.S. Department of Justice, Office of Legal Access Program (OLAP),
- Have at least two years of experience providing immigration-related legal services

## 6. Washington’s Priorities

Commerce and DSHS intend to award contracts to multiple applicants that meet the minimum qualifications and fulfill all the service requirements. These contracts will begin no later than July 1, 2022. Commerce and DSHS welcome applications from all organizations, and reserves the right to conduct interviews and site-visits prior to making funding decisions.

## 7. Application Submission Instructions

Applications must be received no later than 5:00 pm on Wednesday, May 25, 2022.

Please send via email, subject line: Immigration-Related Legal Services – [Organization Name] to [oriainfo@dshs.wa.gov](mailto:oriainfo@dshs.wa.gov).

All applications must:

- Be submitted via email only
- Be a document with no less than one inch margins, using Times New Roman or Calibri 12-point font
- Be limited to 8 pages, single spaced
- Respond to all questions in the same order with the same headings.
- Submit the attached cover sheet.
- The budget must be attached separately in Microsoft Excel.

## 8. Immigration-Related Legal Services Application Requirements

Please respond to the following questions in your application.

### A. Proposed services and work plan

1. Describe what services your organization proposes to offer to support the effort to help Afghans and other immigrant to stabilize their immigration status. Please specify whether your plan serves Afghans resettled in Washington, Ukrainian humanitarian parolees, or another immigrant community.
2. Describe how your organization will ensure language access for the specific community served. Indicate how your organization will ensure that services are culturally responsive and linguistically specific to the clients being served.

### B. Organizational capacity and experience:

1. Describe your organizations experience in providing immigration-related legal services, include specific experience with asylum applications.
2. Identify the number of full and part-time staff needed to work on this project. If your organization will need to hire additional staff, describe your plan to build staff capacity.

3. Please identify the specific staff members that will be working on this project and their backgrounds and education, documenting evidence of immigration law experience.
4. Acknowledge that your organization is recognized by the Department of Justice and for how long.

C. Project Schedule

1. Include a timeline indicating how your organization will complete proposed services.

D. Outcomes and Performance

1. Estimate how many people your organization proposes to support through each proposed service. Identify estimated costs per client, metrics and expected outcomes. Describe your proposal for tracking client information.

E. Budget

1. Submit an estimate of cost for the services necessary to accomplish the proposed services in an Excel spreadsheet. The budget should include:
  - i. Direct staff costs
  - ii. Programmatic costs
  - iii. Administrative expenses

9. **Communication and Questions**

Please submit any questions about the application or the project to [oriainfo@dshs.wa.gov](mailto:oriainfo@dshs.wa.gov) by May 18, 2022.

## Notice of Funding Opportunity: Immigration-Related Legal Services

### Application Cover Sheet

Name and address of applicant organization:	
Name and email of Executive Director:	
Name and email of Primary Contact:	
Federal Tax ID or EIN of applicant organization:	
Annual Organization Budget:	
Proposed Program Budget:	
Are you interested in funding from Commerce, DSHS, or both?	
<p>Authorized Signature of Applicant/Lead Agency:  <i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded to funding.</i></p> <p>Name and Title of Authorized Representative: _____</p> <p>Signature of Authorized Representative: _____</p> <p>Date: _____</p>	