



**Seattle**  
Office of Immigrant and  
Refugee Affairs



**King County**  
Office of Equity and Social Justice

## **Seattle and King County Community Navigation Services for Immigrant Legal Defense**

### **REQUEST FOR PROPOSALS**

#### **Overview**

The Office of Immigrant and Refugee Affairs (OIRA) and King County Office of Equity and Social Justice (OESJ) seek applications from nonprofit organizations to provide Community Navigation services (i.e., guidance and referral) to indigent immigrants in detention, facing removal, or in danger of losing their immigration status and who work in the city of Seattle or reside in King County.

For the purposes of this RFP, “indigent” persons are defined as individuals or families with incomes under 200% of the federal poverty level.<sup>1</sup>

Total funds available: \$100,000.

Contract period: These grants will be awarded for a term of 15 months, from September 30, 2017 to December 31, 2018.

Submission deadline: 5:00 PM, July 12, 2017.

Applicants to this RFP only may submit applications in their language of choice. Applications may be submitted by individual nonprofit organizations or collaborative groups. OIRA and OESJ reserve the right to make one or more awards, and to approach applicants with restructured collaboratives with partners not part of the original application.

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<sup>1</sup> <https://www.federalregister.gov/documents/2017/01/31/2017-02076/annual-update-of-the-hhs-poverty-guidelines>).

Organizations or collaborative groups may also submit applications for the companion City of Seattle RFP for Seattle and King County Immigrant Legal Defense Services. Successful applicants for each RFP will be expected to work collaboratively with each other.

## Purpose and Background

Seattle and King County stand together in their commitment to protecting the rights of immigrants and refugees, who are an integral part of our families and communities. We are proud to be a Welcoming City and Welcoming County, serving and protecting our residents regardless of their immigration status.

Both Seattle and King County recently passed legislation directing the expenditure of \$1.3 million in public funds (\$1 million from Seattle<sup>2</sup> and \$300,000 from King County<sup>3</sup>) to contract with nonprofit organizations to provide legal representation in immigration matters and/or guidance and referral services for legal representation to indigent persons living in King County or working in Seattle in need of legal representation for matters related to their immigration status.

## Selection Process

Funds will be awarded through a process designed to leverage skills and expertise of organizations working with and in immigrant communities in Seattle and King County. Applications may be submitted by individual organizations or by collaborative groups.

Eligible applicants must meet the following minimum 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 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.

Any changes to the proposed schedule or process will be posted on the OIRA website: [www.seattle.gov/iandaffairs](http://www.seattle.gov/iandaffairs).

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<sup>2</sup> Ordinance 125296, adopted 4/17/17. <https://seattle.legistar.com/View.ashx?M=F&ID=5150574&GUID=A79EAAA1-9B72-434A-9471-64A907836BB6>

<sup>3</sup> Ordinance 18449, adopted 4/17/17. <http://mkcclegisearch.kingcounty.gov/View.ashx?M=F&ID=5142744&GUID=EC4E19E1-95C5-4811-8AAB-18B937253CDC>

Monday, June 19	OIRA distributes RFP.
<p>Wednesday, June 28, 12-2 PM at Seattle City Hall or by telephone.*</p> <p>Thursday, June 29, 6-8 PM at King County Renton Library or by telephone.*</p> <p>*See page 5.</p>	<p>OIRA provides two optional Q&amp;A sessions for potential applicants including:</p> <ul style="list-style-type: none"> <li>• Goals and objectives.</li> <li>• Guidelines for submission.</li> </ul>
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.

## Scope of Work

The Office of Immigrant and Refugee Affairs (OIRA) and King County Office of Equity and Social Justice (OESJ) seek applications from nonprofit organizations to provide legal representation to indigent immigrants in detention, facing removal, or in danger of losing their immigration status and who work in the city of Seattle or reside in King County.

Community Navigation services provided by successful applicants will be aligned with immigrant legal defense services that are the subject of a concurrent RFP. (Please see companion City of Seattle RFP for Seattle and King County Immigrant Legal Defense Services.) Navigation services may be proposed for funding up to \$100,000. These services are limited to representation to indigent immigrants in detention, facing removal, or in danger of losing their immigration status and who work in the city of Seattle or reside in King County.

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.

Community Navigation services must be provided by staff who have accreditation from the Bureau of Immigration Appeals (BIA). Applicants without BIA-accredited staff must have immigration attorney/s supervising the work of Community Navigators.

The successful applicants shall 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, to:

- Research and review emerging best practices for providing these services nationwide.
- Set targets for services and outcomes.
- Coordinate to meet the need across different demographic and other communities.
- Coordinate among partners to adjust service models as necessary to achieve the best outcomes.

Proposals for this funding should prioritize services to individuals facing removal proceedings before the Seattle immigration courts (non-detained) and in the Northwest Detention Center (detained) who meet eligibility criteria.

Deliverables documenting services provided will be developed with the successful applicants at the time of contract.

## Application Questions

Please provide details on your experience in working with and in immigrant and refugee communities and what makes your organization well suited to provide these services. If this is a collaborative application, please include all of this information for each organization in the collaboration. Applications must include answers to each of the following questions:

### Organizational Capacity and Parameters

- 1) Describe your organization's mission and major program areas. Include the date your organization was founded. If a collaboration, include the date your collaboration was established.
- 2) Describe the relevance of the proposed scope of work to your organization's mission.
- 3) Describe the communities and geographic regions that your organization serves.
- 4) Describe the language capacity of your organization. Include the number of staff (full-time equivalents) who are bilingual in English and their roles, as well as the languages in which your organization provides services.
- 5) Provide the number of clients served annually, by demographic (must include race and place of residence).
- 6) What communities, if any, do you exclude from your services?

### Program model and features

- 1) Describe your proposed program model for Community Navigation services.
- 2) Describe your proposed staffing model. How will this build or increase capacity? Please specify roles of different staff members, and describe staffing levels and ratios to clients.
- 3) Provide evidence of Bureau of Immigration Appeals (BIA) accreditation for your Community Navigators. Applicants without such accredited staff should provide the CV and bar # of the immigration attorney(s) who will supervise non-BIA-accredited Community Navigators.
- 4) How does or will your organization prioritize the delivery of navigation services? What populations, if any, does your organization prioritize? Please outline the outreach strategies that you will use to engage the communities you expect to serve.

- 5) How many people do you plan to serve through your proposed program model? Identify estimated costs per client, metrics, and expected outcomes. Describe your proposal for tracking client information.
- 6) Describe any new or existing partnerships that are included in your program model.
- 7) For collaborative groups, please include a list of partner organizations, the intended role each organization will play within the collaboration, and the projected amount of funding each partner will receive as part of the collaboration.
- 8) Provide a detailed budget for the proposed services (using the attached template, or a substantially similar format) and a timeline with relevant milestones to spend down funds before the end of 2018.

## Oral Presentations

OIRA invites oral presentations from applicants in addition to written applications. Requests for oral presentations must be included in the RFP Cover Sheet. Applicants requesting oral presentations will be scheduled for a 30-minute meeting between Wednesday, July 19 and Thursday, July 26. Oral presentations should be 20 minutes long, with 10 minutes for questions. If you would like to request an oral presentation in a language other than English, please specify this on your cover sheet.

## Evaluation Criteria

OIRA will work with an Evaluation Committee to review applications and provide recommendations for funding. The Review Committee will use the following criteria to evaluate applications:

- Overall strength and quality of proposal, including meeting proposal submission 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.

## Q&A sessions for potential applicants

Question and answer (Q&A) sessions will be offered on Wednesday, June 28 from noon to 2 PM at Seattle City Hall (601 5th Ave, Seattle, WA 98104 with parking validation available) and Thursday, June 29 from 6-8 PM at the King County Renton Library (100 Mill Ave S, Renton, WA 98057), with a call-in number provided for each one. Detailed location information and/or a call-in number will be provided upon email or phone request prior to the date of each Q&A session. Requests for interpretation may be made in advance, by Friday, June 23. Applicants are not required to attend either one to be eligible to submit an application. The Q&A sessions will provide information about guidelines and process and answers to applicant questions.

A written summary of questions and answers will be provided following the two sessions. Applicants additionally may submit questions by email until July 9, 2017 at 5 PM. Answers will be shared with all applicants.

## Contract

OIRA reserves the right to make awards without further discussion of the application submitted. Successful applicants will enter into a contract that identifies agreed-upon services and requires compliance with City and County civil rights and labor standards ordinances. Conduct made unlawful by these ordinances constitutes a breach of contract and may result in the imposition of damages and civil penalties.

## Format Instructions

The application should not exceed a total of 15 pages.

- Please use single spacing and a minimum 11-point font.
- Organize your application in the order of questions in the Proposal Questions section.
- A separate RFP Cover Sheet is attached and must be submitted along with the RFP.
- Please do not include a cover letter, brochures, or letters of support.

## Submission Instructions

Applications must be received in person, by mail, or by email by July 12, 2017, 5 PM. No faxed applications will be accepted.

- Applications submitted via email must be in a PDF format and emailed to: [katherine.cortes@seattle.gov](mailto:katherine.cortes@seattle.gov).
- Mailed applications must be received by July 12, 2017 and mailed to:  
**Office of Immigrant and Refugee Affairs**  
**P.O. Box 94573**  
**Seattle, Washington, 98124-6873**
- Applications may be delivered in person by 5 PM on July 12, 2017 to:  
**Office of Immigrant and Refugee Affairs**  
**City Hall**  
**600 Fourth Avenue, Floor 4**  
**Seattle, Washington, 98124**

## Questions

Please contact Katherine Cortes, Finance & Operations Manager, Office of Immigrant and Refugee Affairs, for any questions related to the application process. Applicants may email questions until 5 PM, July 5, 2017.

[Katherine.Cortes@Seattle.gov](mailto:Katherine.Cortes@Seattle.gov)  
(206) 733-9116

**COMMUNITY NAVIGATION SERVICES FOR IMMIGRANT LEGAL DEFENSE  
REQUEST FOR PROPOSALS COVER SHEET**

<p>Applicant Agency/ies:</p> <p>(If a collaborative, please specify lead agency and all partners.)</p>					
<p>(Lead) Agency Address:</p>					
<p>(Lead) Agency Executive Director:</p>					
<p>(Lead) Agency Primary Contact:</p> <table style="width: 100%;"><tr><td style="width: 50%;">First and Last Name:</td><td style="width: 50%;">Title:</td></tr><tr><td>Email:</td><td></td></tr></table>		First and Last Name:	Title:	Email:	
First and Last Name:	Title:				
Email:					
<p>Federal Tax ID or EIN of applicant or fiscal sponsor (please specify which):</p>					
<p>Website:</p>					
<p>(Lead) Agency Annual Budget:</p> <p>Proposed Program Budget:</p>					
<p>Number of BIA accredited staff:</p> <p>Number of immigration attorneys available for supervision:</p>					
<p>Oral Presentation Requested:</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If requesting to present in a language other than English, please specify language:</p> <p>_____</p>					
<p><b>Authorized Signature of Applicant/Lead Agency</b></p> <p><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 funding.</i></p> <p>Name and Title of Authorized Representative: _____</p> <p>Signature of Authorized Representative: _____</p> <p>Date: _____</p>					

**COMMUNITY NAVIGATION SERVICES FOR IMMIGRANT LEGAL DEFENSE  
PROPOSED PROGRAM BUDGET  
SEPTEMBER 2017 – DECEMBER 31, 2018**

<b>Applicant Agency Name:</b>	
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Item	Requested OIRA/OESJ Funding	Other funds	TOTAL
<b>PERSONNEL SERVICES</b>			
Salaries (Full- & Part-Time)			
Fringe Benefits			
<b>SUBTOTAL – PERSONNEL SERVICES</b>			
<b>OPERATING EXPENSES</b>			
Rent			
Equipment			
Office Supplies			
Telephone			
Postage			
Utilities			
Repairs & Maintenance			
Insurance			
Other Operating			
<b>SUBTOTAL - OPERATING</b>			
<b>OTHER SERVICES &amp; CHARGES</b>			
Expert & Consultant Services			
Other Professional Services			
Training & Travel			
Advertising			
Printing & Duplicating			
Other Miscellaneous Expenses			
Administrative Costs/Indirect Costs			
<b>SUBTOTAL – OTHER SERVICES &amp; CHARGES</b>			
<b>TOTAL EXPENDITURES</b>			