

Seattle Legal Defense Network

Request for Proposals

Application Questions

Please provide details of your plan and experience in providing immigration legal services, including removal defense, to immigrant and refugee communities and describe what makes your organization well suited to provide these services long-term by answering the questions below. If this is a collaborative application, please include all information for each organization participating in the collaboration. Applications must include answers to each of the following questions:

1. Describe your organization's mission and major program areas. How relevant are removal defense services to your organization's mission?

For collaborative groups only: Please list partner organizations, the intended role each organization will play within the collaboration and the date your collaboration was established. If selected for funding, a written Memorandum of Understanding will be required prior to the start of the contract.

(5 points)

2. Explain what immigration legal services your organization is currently providing and approximately what percent of your organization's budget supports your immigration legal services program and removal defense services in particular? Provide the number of clients served through your immigration legal services and removal defense program annually. (5 points)

3. Describe the communities that your organization serves. Please include demographic breakdown, including race or nationalities, if known. What clients and cases will your organization prioritize for services? (5 points)

4. Describe your proposed program model, including proposed services and activities, timeline, and expected challenges. What caseload will your program carry once it is at full capacity? Assign approximate proposed percentages to the legal services you are planning to offer:
 - a. Services for detained immigrants in removal proceedings
 - b. Services for non-detained immigrants in removal proceedings
 - c. Services for unaccompanied minors
 - d. Services for clients without permanent legal status who are not in removal proceedings when representation began(10 points)

5. Describe your proposed program staffing model. How many full-time legal staff (or their equivalent) would it take to handle your expected caseload? How many full-time attorneys with at least two years of experience in removal defense do you currently have on staff? Describe the experience and roles of each staff member

who will be working on this program. Who will offer legal supervision? Do you plan to hire more removal defense attorneys for this program? If so, for what roles and what is the expected plan and timeline for hiring and training? Please also describe staffing levels and ratios to clients. (15 points)

6. Describe your organization's current capacity to offer removal defense services. Do you have capacity to start offering services right away or do you plan to bring the capacity up so you can provide stable and qualified removal defense services within six months of contract execution? Please address the following components of your organizational capacity, either planned or existing:
 - a. Program leadership, supervision, and oversight of services;
 - b. Effective administrative processes, including data gathering and security, reporting systems, and legal case management systems;
 - c. Program sustainability, including policies to ensure uninterrupted services in the event of staff turnover. Based on your organizational experience in the last 3 years, have you had problems absorbing cases of departed staff members within your organization? If so, how have you handled them?(20 points)

7. Program budget (0 points, for awareness only)