

# Immigration Legal Services Request for Applications (RFA)

---

PRE-PROPOSAL MEETING



January 12, 2018 2:00 p.m.  
Rebekah Baines Johnson Health Center  
3<sup>rd</sup> Floor Conference Room  
15 Waller Street  
Austin, TX 78702

# INTRODUCTIONS

---

## AUSTIN PUBLIC HEALTH

- Vella Karman, Social Services Policy Unit Manager
- Laura Williamson, Social Services Policy Unit Program Coordinator
  - (512) 972-5206
  - [laura.williamson2@austintexas.gov](mailto:laura.williamson2@austintexas.gov)

## ORGANIZATION INTRODUCTIONS

- Sign-in sheet
- Comment cards
- ❖ Please hold all questions until the end of the presentation

# OVERVIEW OF FUNDING & GOALS

---

\$135,000 total funding available for initial 12-month period

- Up to four 12-month extension options not to exceed \$60,000 each
  - Contingent on Council approval of funding during future budget processes
- Anticipated that 1 agreement will be awarded
- Community-based organizations including social services providers and government agencies are eligible to apply

## Agreement Goals

- Provision of Immigration Legal Services
  - Should include, but not be limited to services for removal defense clients, Deferred Action Against Childhood Arrivals (DACA) clients, asylum seekers, Violence Against Women Act petitions, U-Visa seekers, T-Visa seekers, and/or clients pursuing permanent residency.
  - Applicants should aspire to using a “universal representation” model that serves any immigrant in need of legal representation who meets income and geographic eligibility requirements.

# Communication Process

---

## ☐ Questions and Answers Process

- All questions submitted via email and through public meetings will be answered in writing and posted to the solicitation page: <http://austintexas.gov/article/immigration-legal-services>
  - Ensures fairness and transparency for all applicants
- Questions should be directed to Laura Williamson, [Laura.Williamson2@austintexas.gov](mailto:Laura.Williamson2@austintexas.gov) 512-972-5206
- Deadline to submit questions is 5:00pm on January 29, 2018

## ☐ Anti-lobbying ordinance

- Request for Application (RFA) process: anti-lobbying ordinance does not apply

# Required Documents

All required forms available for download on the solicitation page:  
<http://austintexas.gov/article/Immigration-Legal-Services>

---

## Required forms

- Section 0050 Request for Application (RFA) Offer Sheet
- Section 0500 Application, Scope of Work, and Instructions
- Section 0610 Application Threshold Checklist
- Section 0645 Program Staff Positions and Time
- Section 0650 Program Budget and Narrative
- Section 0835 Nonresident Bidder Provisions

## • Required attachments

- Current Board of Directors bylaws
- Copy of the most recently filed 990 or 990 EZ (no older than FY 2016)
- Most recent financial audit, covering the two most recent consecutive audit years
- Approved Board of Directors Minutes that reflect documented processes to review program performance, approve budgets, review finance performance, and approve audit reports

## • Optional attachments

- Approved and signed Healthy Service Environment policy/policies (*reference Part III of Section 0500-Application, Scope of Work, and Instructions*)

# Evaluation Criteria

CRITERIA	MAXIMUM POINT VALUE
<b>TURNED IN ALL REQUIRED DOCUMENTS</b>	N/A
<b>PART I: PROGRAM OVERVIEW &amp; STRATEGY</b> <ul style="list-style-type: none"><li>• Program Strategy</li><li>• Population(s) Served</li><li>• Data Management and Program Evaluation</li><li>• Agreement Terms and Conditions</li><li>• Staffing Plan</li><li>• Client Eligibility Requirements</li><li>• Outcomes and Outputs</li><li>• Connection to Imagine Austin</li></ul>	80
<b>PART II: COST EFFECTIVENESS</b> <ul style="list-style-type: none"><li>• Budget</li><li>• Cost Per Client</li><li>• Social Impact &amp; Return on Investment</li></ul>	20
<b>PART III: BONUS EVALUATION POINTS (<i>Optional</i>)</b>	10

# Section 0500 – Application, Scope of Work, and Instructions

---

## Application Format:

- New application format compared to most previous competitive solicitations
  - Allows applicants to provide answers within the application rather than putting together a separate document

## Response Instructions:

- Fill out responses in boxes provided directly below each question
  - It is preferable to be repetitive rather than to leave sections incomplete
  - Write N/A in any boxes where an answer will not be provided
  - Comply with word limits set for each section
- Applicants may compile responses in a separate Word document
  - Clearly label each question for Parts I, II, and III
  - Use size 12 Times New Roman font, double-spacing, and 1" margins

# Section 0500 – Application, Scope of Work, and Instructions

---

## **PART I: PROGRAM OVERVIEW & STRATEGY (80 possible points)**

- Program Strategy
- Population(s) Served
- Data Management and Program Evaluation
- Agreement Terms and Conditions
- Staffing Plan
- Client Eligibility Requirements
- Outcomes and Outputs
- Connection to Imagine Austin

# Section 0500 – Application, Scope of Work, and Instructions

---

## **PART II COST EFFECTIVENESS – 20 possible points**

- **Budget**
  - All expenses should be identifiable, reasonable, and necessary.
- **Cost Per Client**
  - Please note that an agency may have multiple programs, and this section is requesting the cost per client only for the proposed program in this application.
- **Social Impact & Return on Investment**
  - Social impact and return on investment refer to the proposed program's positive impact on social, financial, environmental, and/or quality of life factors for clients and/or the community.

# Section 0500 – Application, Scope of Work, and Instructions

---

## PART III BONUS EVALUATION POINTS – 10 possible points

- ❑ Optional section
- ❑ Points awarded for implementation of OR agreeing to implement the following healthy service environment practices
  - Tobacco-free campus (3 points)
  - Mother-friendly work place (3 points)
  - Employee wellness initiative (3 points)
  - Violence prevention policy (1 point)
- ❑ The Chronic Disease & Injury Prevention unit of Austin Public Health will assist Applicants in planning and implementing these policies
  - For assistance, please call 512-972-5222

# Section 0050 & Section 0835

---

## Completion of Sections 0050 & 0835 is required as part of application

### Section 0050 Request for Application (RFA) Offer Sheet

- Pages 1-3 of document ILS1 available for download on the solicitation page: <http://austintexas.gov/article/immigration-legal-services>
- Signature by authorized representative needed in order for the City of Austin to accept the application

### Section 0835 Nonresident Bidder Provisions

- Document ILS9 available for download on the solicitation page: <http://austintexas.gov/article/immigration-legal-services>
- Form establishes area of residency for the agency applying for this solicitation

# Section 0645 & Section 0650

---

Completion of Sections 0645 & 0650 is required as part of application

## Section 0645 Program Staff Positions and Time

- Document ILS6 available for download on the solicitation page: <http://austintexas.gov/article/immigration-legal-services>
- Include list of position titles, not staff names

## Section 0650 Program Budget and Narrative

- Document ILS7 available for download on the solicitation page: <http://austintexas.gov/article/immigration-legal-services>
- Include full list of other funding sources in addition to City amount of funding requested in specified columns on pg. 2
- Provide narrative descriptions of expenses to be paid for by **City funds only**

# Important Dates

---

- ❑ Last day to submit questions to APH in writing: January 29, 2018, 5:00 p.m.
- ❑ Proposals due PRIOR TO 11:00 a.m. (CST) February 5, 2018
- ❑ TENTATIVE - Austin City Council Approval: March 22, 2018
- ❑ TENTATIVE: Agreement Start Date: April 1, 2018

# Submittal Requirements

---

ALL PROPOSALS SHALL BE SUBMITTED PRIOR TO 11:00 AM (CST), February 5, 2018

- Do not submit booklets, pamphlets, or other bulky items
- Do not use covers, card stock, staples, binders, notebooks, or dividers with tabs
- Submissions should be delivered in sealed envelopes with the proposal fastened with binder clips only
  - Envelope 1: Application Threshold Checklist & Associated Documents
  - Envelope 2: Application Documents
  - *Reference Page 2 of Section 0500, Application, Scope of Work, and Instructions for full list of required sections and attachments for each envelope*

## Deliver to:

Austin Public Health  
Attn: Laura Williamson  
7201 Levander Loop, Building H  
Austin, TX 78702

# QUESTIONS?

---

