

## Request for Proposals

<b>RFP#</b>	RFP-OWR-1543-02
<b>Title</b>	Capacitation Grants for Community-Based Legal Services Infrastructure Development
<b>Summary</b>	Equity Corps of Oregon is an effort to facilitate universal representation so that every eligible Oregonian can defend against an unjust or unfair deportation or civic exclusion on account of immigration status. The capacitation grant supports CBOs in creating legal infrastructure (policies, protocols, practices, libraries, etc) and applying for recognition through the U.S. Department of Justice’s Recognition & Accreditation Program. It provides stipends to support training non-lawyer staff to be able to capably and competently provide affirmative and defensive immigration services. Through the capacitation of CBOs to support and provide legal services via the US DOJ Recognition/Accreditation program, more ECO participants will be served, thus improving overall individual and community outcomes.
<b>Date Posted</b>	January 12, 2023
<b>Date Opens</b>	January 13, 2023
<b>Date Closes</b>	March 3, 2023 5.01pm pt
<b>More Info</b>	Visit: <a href="https://equitycorps.org/rfps">https://equitycorps.org/rfps</a> Email: <a href="mailto:info@equitycorps.org">info@equitycorps.org</a>



**SUMMARY** – Equity Corps of Oregon is an effort to facilitate universal representation so that every eligible Oregonian can defend against an unjust or unfair deportation or civic exclusion on account of immigration status. The capacitation grant supports CBOs in creating legal infrastructure (policies, protocols, practices, libraries, etc) and applying for recognition through the U.S. Department of Justice’s Recognition & Accreditation Program. It provides stipends to support training non-lawyer staff to be able to capably and competently provide affirmative and defensive immigration services. Through the capacitation of CBOs to support and provide legal services via the US DOJ Recognition/Accreditation program, more ECO participants will be served, thus improving overall individual and community outcomes.

## **PART 1. OVERVIEW**

The ongoing, massive buildup of immigration policing, anti-immigrant sentiment, and the weaponization of our immigration court system has fueled an unprecedented deportation and detention crisis that is devastating immigrant families and immigrant communities of color in Oregon. It threatens to undermine the safety of our community and Oregon’s collective prosperity. Equity Corps of Oregon’s objective is to provide universal representation, which protects our communities by making sure that no individual has to face the risk of deportation alone. Equity Corps ultimately aims to end unjust and unfair deportations by providing access to an attorney and support services for every eligible Oregonian at risk of removal on account of immigration status.

The U.S. immigration system is highly complex and confusing. More lawyers and legal service providers are needed in Oregon. Successful implementation of any broad-scale immigrant legalization program requires an adequately funded infrastructure of immigrant-serving organizations. A complex and multi-layered array of legal and non-legal service needs requires large-scale, multi-purpose immigration assistance networks within communities. Community-based organizations can add immigration legal services to their cadre of offerings. Oregon’s universal representation system supports community-based lawyering;

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likewise, it supports organizational capacitation to apply for recognition and accreditation under the U.S. Department of Justice’s program that enables highly trained non-lawyers to provide legal services. However, the barriers to hosting a community-based lawyer or applying for recognition and accreditation are substantial. Through capacitation and legal services infrastructure development, more community-based organizations will be able to apply for and host community-based lawyers.



## **PART 2. BACKGROUND**

The Equity Corps program launched in October 2018 with funding from the City of Portland and Multnomah County. In June 2019, the State of Oregon provided \$2 million in funding to expand the Equity Corps pilot. The funding covered services from October 1, 2019 to June 30, 2021. The City of Portland provided additional support for services for eligible individuals with \$250,000 in funding from September 1, 2020 to August 31, 2021. In June 2021, the State of Oregon provided \$2 million in funding for the period July 1, 2021 to June 30, 2023. The City of Portland provided \$2 million in funding through December 1, 2024.

On March 23, 2022, the State of Oregon enacted a permanent fund called the Universal Representation Fund. See Senate Bill 1543 (2022 Regular Session), Oregon Laws 2022, Chapter 88. The legislation allocates \$10.5 million in funding to Oregon Worker Relief for the purposes of providing universal representation, in addition to \$4.5 million provided to the Oregon State Bar for similar purposes. Of this overall budget, Oregon Worker Relief will provide grants to Community-Based Organizations for capacitation to create legal infrastructure and training to be able to capably host a fellow under the Universal Representation system and provide immigration legal services. The grants will support applications under the US DOJ Recognition/Accreditation Program in order to provide legal services and hosting of community-based lawyers to provide immigration legal services.

## **PART 3. DESCRIPTION – SCOPE OF WORK**

Eligible organizations could receive up to \$50,000 for legal infrastructure capacity-building to minimally achieve the following deliverables:

### **Deliverable No. 1:**

- Build organizational capacity to deliver sustainable, quality immigration legal services to Oregon immigrant, refugee, and migrant communities to end

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immigration legal precarity that contributes to household destabilization by creating specific policies, protocols, case management criteria, legal libraries, and other related items described in Appendix A;

- Seek to apply for recognition under the federal U.S. DOJ Recognition and Accreditation program to provide immigration legal services; and,
- Participate in a community-governed program through Oregon Worker Relief for the certification of organizations as qualified providers for OWR Network immigration legal services, separate and apart from federal U.S. DOJ recognition and accreditation.



**Deliverable No. 2:**

- Develop individual organizational staff capacity to provide legal services under the U.S. DOJ Accreditation Program in order to mitigate immigration legal precarity and expand the number of individuals qualified to provide high-quality legal services by participating in and successfully completing:
  - (1) the Villanova Interdisciplinary Immigration Studies Training for Advocates or CLINIC’s Comprehensive Immigration Law training; and,
  - (2) the National Immigration Project’s removal defense training and removal defense skills training or similar trial skills training; and,
  - (3) applying for individual accreditation.

**Funding Summary**

Funding Mechanism	Grant
Anticipated Total Available Funding	\$300,000
Anticipated Number of Awards	Various
Anticipated Funding Amount per Award	\$50,000
Project Period	12 months

**Administration of Award**

Funds will be administered by Oregon Worker Relief. The Awardee will enter into a contracting agreement directly with Oregon Worker Relief. The Awardee may be required to comply with additional terms and conditions as required by or imposed by the State of Oregon.

**Schedule**



RFP Posted	January 12, 2023
Application Period Opens	January 13, 2023
Informational Session (Optional)	January 24, 2023, 3pm To register email: <a href="mailto:info@equitycorps.org">info@equitycorps.org</a>
Applications Due	February 3, 2023, 5.01pm pt
Anticipated Signed Contract & Implementation Date	March 3, 2023
Payment	In quarterly installments paid in advance of the quarter, conditioned upon satisfactory reporting.
Report	Quarterly reporting.

Funding is not available for the following, at a minimum:

- Any activity that violates local, State, or Federal laws;
- Any activity that violates the terms or conditions of the State of Oregon's contract;
- Payment for services not directly related to the proposed activities or for any case or matter not referred through the Equity Corps clearinghouse; or,
- Lobbying activities.

#### **PART 4. ELIGIBILITY**

An organization must:

- Be an organizational member of the Oregon Worker Relief network;
- Have a connection with, serve, or support individuals from the immigrant, migrant and refugee community;
- Has a professional history that demonstrates zealous and skilled advocacy for immigrants;

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- Has experience or demonstrated ability to communicate with and advocate for immigrants from different cultures;
- Exhibits good moral and ethical character and has demonstrated professional demeanor;
- Agrees to participate in universal representation navigation;
- Agrees to the principles of universal representation;
- Has strong internal financial controls and managerial controls

## **PART 5. SUBMISSION GUIDELINES**

### **Evaluation Method**

Applications will be reviewed in three stages. First, applications will be reviewed for technical sufficiency and completeness. If an application has responses to all of the questions and all of the required materials are provided, the application will be referred to an advisory committee for review and recommendation. The advisory committee will score applications according to the eligibility requirements and the proposal. The advisory committee will make recommendations for an award and refer the recommendation to the Oregon Worker Relief Executive Committee for adjudication. The decision of the OWR EC is final.

### **How to apply**

Interested parties are encouraged to attend the information session. To register for the informational session, which is optional, email [info@equitycorps.org](mailto:info@equitycorps.org). All applications must be submitted online through the Equity Corp website. If you require a reasonable accommodation in the process, you may email the ECO Clearinghouse or call..



## Appendix

### Summary of key components for capacity building.

The Appendix is illustrative and not exhaustive as to the types of policies, components, and services that may be developed through a capacity grant.

Current, curated print immigration law library	The following <i>print</i> materials should be available with a plan in place to update them for at least 2 years: <ul style="list-style-type: none"><li>- Kurzban’s Immigration Law Sourcebook, 17th Ed. (and 18th Ed when available)</li><li>- INA (AILA, 2022 Ed.) (and 2023 edition, when available)</li><li>- Immigration Regulations (AILA 2022 Ed.) (and 2023 edition, when available)</li><li>- ILRC Guide for Immigration Advocates, 22d</li></ul>	\$1000
Computer Aided Legal Research Service	A subscription to any of the following, for at least 2 years, paid monthly or annually: <ul style="list-style-type: none"><li>- Fastcase, Appellate or Premium plan (Premium Plan included with Oregon State Bar membership)</li><li>- AILALink (with access to Premium Fastcase)</li><li>- Casetext, Advantage Plan</li><li>- Any similar service</li></ul>	\$3000
Electronic Case Management System	A subscription to any of the following, for at least 2 years: <ul style="list-style-type: none"><li>- LawLab (free to OWR Network members)</li></ul>	



	<ul style="list-style-type: none"> <li>- Clio</li> <li>- Any similar service</li> </ul>	
Immigration Forms Software	<p>A subscription to any of the following, for at least 2 years:</p> <ul style="list-style-type: none"> <li>- DocketWise</li> <li>- ImmPro</li> <li>- Any other similar service</li> </ul>	\$1000
Professional Liability Insurance	<p>When eligible to provide legal services, a professional liability insurance policy for non-attorneys with at least \$250,000 per claim / \$300,000 aggregate coverage. This is distinct from any professional liability insurance required for Oregon State Bar membership. All attorneys must have professional liability insurance that conforms with the requirements of the Oregon State Bar's Professional Liability Fund.</p>	\$4000
Organizational Memberships	<p>Organizational membership in at least the following, when eligible, and subscriptions to listserves:</p> <ul style="list-style-type: none"> <li>- ASISTA Immigration Assistance</li> <li>- National Immigration Project of the National Lawyers Guild</li> </ul>	\$1000
Confidentiality Policy	<p>A client confidentiality policy and training protocol that complies with Oregon's Rules of Professional Conduct, regardless if a lawyer is involved.</p>	
Case Opening, Closing, and File Retention Policies	<p>A policy and protocol related to opening, closing, and retention of client files and related matters.</p>	



Conflict Checking Policy & Protocols	A conflict checking policy and protocol that complies with Oregon Rules of Professional Conduct regardless if a lawyer is involved.
Calendaring and Docketing Protocol and System	A calendaring and docketing protocol that assures dates, events, deadlines, and case work is accounted for in a timely manner.
Client funds and property policy	A policy and protocol when receiving client funds and property.
Secure File System	A system for the secure storage of client files
Time-keeping policy and protocol	A time-keeping policy and protocol for all legal representatives
Internal Quality Review protocol	A protocol that promotes internal review, standardization, best practices, and quality control. The protocol should provide for the use of checklists, improve error detection, adopt a peer-review process, and include a continuous improvement process.
Legal Quality Review protocol	A protocol to provide guidance for effective case management and adherence to practice standards for direct service staff.  Awardees will be eligible to participate in a collaborative expert technical assistance / attorney-of-the-day program, including case-specific consultations on immigration law and



	practice, sponsored through Innovation Law Lab at no cost.
On-going training, education, & skills-building policy and protocol	A policy similar in kind to Oregon State Bar’s requirements for continuing legal education for all individuals involved in the provision of immigration legal services.

**Best Practices**

The Awardee will apply best practices at all times in the development of policies, protocols, and systems for the delivery of immigration legal services. The policies, protocols, and systems above describe the minimum necessary. The Awardee will be provided written protocols, templates, checklists, and guides at no cost to the Awardee. All Awardees will have access to, at no cost, attorney technical support for legal & case questions. Awardees will have access, at no cost, to an “attorney of the day” advisor for peer review, troubleshooting, and other case assistance.