

**Michigan Department of Labor and Economic Opportunity (LEO)  
REQUEST FOR PROPOSAL (RFP)**

<b>Maximum Award:</b> \$1,500,000 (three years)	<b>RFP Number:</b> URM22-0001
Year 1: \$500,000 maximum (estimated)	<b>Agreement Type:</b> <input checked="" type="checkbox"/> Actual Cost <input type="checkbox"/> Unit Rate/Actual Cost <input type="checkbox"/> Unit Rate <input type="checkbox"/> Unit Rate/Per Diem
Year 2: \$TBD maximum (estimated)	
Year 3: \$TBD maximum (estimated)	
<b>Anticipated Begin Date:</b> 04/01/2022	<b>Through:</b> 09/30/2024

**Proposal Submission:** Proposals and subsequent attachments must be submitted via email to [LEO-RefugeeServices@michigan.gov](mailto:LEO-RefugeeServices@michigan.gov) by **11:59 p.m. EDT, February 4, 2022**; [Section I.4 – Delivery of Proposal](#).

**Service Area:** Bidders shall identify the proposed geographic service area; [Section II.4.3 - Service Area](#).

**Service Title:** URM Legal Services

**Disqualifying Criteria:**

The bidder will be disqualified, and the proposal will not be reviewed if:

- Bidder does not submit a completed proposal on, or before, 11:59 p.m. EDT February 4, 2022; [Section I.4 – Delivery of Proposal](#).
- Bidder does not stay at or below the maximum award amount per agreement year; [Section II.4.2 – Budget](#).
- Bidder is determined to be ineligible for the funding; [Section II.2 – Bidder Eligibility](#).

**Additional Information:**

- Bidders can request up to \$500,000 per year, for a three-year maximum of \$1,500,000.00.
- Awarded amount(s) will be contingent and negotiated based upon final federal funding allocations, and number of selected proposals.
- LEO-OGM will award the RFP.

<p><b>Authority:</b> P.A. 2080 of 1939.</p> <p><b>Completion:</b> Mandatory.</p> <p><b>Penalty:</b> Agreement Invalid.</p>	<p>The Michigan Department of Labor and Economic Opportunity (LEO) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs, or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make</p>
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## **Table of Contents**

This RFP provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Michigan Department of Labor and Economic Opportunity (LEO) and contains the following sections:

<b>Section I: PROPOSAL OVERVIEW</b> .....	3
<b>Section II: DESCRIPTION OF SERVICE SPECIFICATIONS</b> .....	10
1. <i>Introduction</i> .....	10
2. <i>Bidder Eligibility</i> .....	10
3. <i>Program Requirements</i> .....	10
<b>3.1 Federal Requirements</b> .....	10
<b>3.2 State Requirements</b> .....	11
<b>3.3 Reporting Requirements</b> .....	12
<b>3.4 Audit Requirements</b> .....	12
<b>3.5 Funding Restrictions</b> .....	13
4. <i>Program Specifications</i> .....	13
<b>4.1 Activities</b> .....	13
<b>4.2 Budget</b> .....	15
<b>4.3 Service Area</b> .....	15
<b>4.4 Mileage</b> .....	16
<b>Section III: INSTRUCTIONS FOR BIDDERS</b> .....	17
1. <i>Proposal Checklist for Submission</i> .....	17
2. <i>Evaluation Criteria</i> .....	17
<b>Section IV: PROPOSAL</b> .....	18
1. <i>Bidder Information</i> .....	18
3. <i>CATEGORY A: Bidder Experience &amp; Past Performance</i> .....	22
4. <i>CATEGORY B: Project Description</i> .....	26
5. <i>CATEGORY C: Agency Organization, Staffing, and Location</i> .....	30
6. <i>CATEGORY D: Project Budget and Justification</i> .....	33
<b>Section V: APPENDIX A – Determination of Client Eligibility</b> .....	36

## **Section I: PROPOSAL OVERVIEW**

### 1. Questions/Inquiries

Questions regarding the content of this RFP must be made by email to Jennifer Kalis at [kalisj@michigan.gov](mailto:kalisj@michigan.gov) on or before 11:59 p.m. EDT January 21, 2022. LEO staff are not allowed to respond to questions regarding the content of the RFP that are made via telephone or teleconference.

### 2. Amendment to the RFP

LEO may modify the RFP at any time prior to the deadline submission date. Changes will be posted on [https://www.michigan.gov/ogm/0,9597,7-394-93237\\_93234\\_93235---,00.html](https://www.michigan.gov/ogm/0,9597,7-394-93237_93234_93235---,00.html) via a “proposal amendment.” This is the only method by which the RFP may be modified. Amendments posted before the deadline submission date may include documentations such as questions and answers, revisions, and/or clarifications to the initial RFP. Amendments posted after the deadline submission date may include documentation such as the award recommendation letter.

### 3. Response Preparation

Bidders must follow these proposal instructions and provide a complete response. Uniform Resource Locator (URL) links to information will not be considered for evaluation. Bidder should include its company name in the header of all response documents.

### 4. Delivery of Proposal

The Bidder must submit their proposal, any attachments, and modifications or withdrawals via email to [LEO-RefugeeServices@michigan.gov](mailto:LEO-RefugeeServices@michigan.gov). Proposals submitted in person, by mail, or by fax will not be considered for award. The bidder must provide the documents in Microsoft Word format but has the option to also provide copies of any documents in a non-modifiable form (e.g., PDF). Bidder’s failure to submit a proposal as required may result in disqualification of such proposal. The proposal and attachments must be emailed by **11:59 p.m. EDT February 4, 2022**. Do not wait until the last minute to submit the bid.

### 5. Evaluation Process

In awarding the agreement, proposals will be evaluated by a grant review committee. Only those proposals receiving a score of 80 points or more will be considered for award. All qualified proposals will be evaluated based on rating criteria identified in the RFP.

LEO reserves the right to establish the criteria by which it will evaluate each bidder’s response, and by which it will determine the most responsive, capable, and qualified bidder(s). Factors considered in evaluating proposals relate to:

- Reliability
- Bidder’s past performance

- Bidder’s ability to respond to all requirements outlined in the RFP
- Bidder’s ability to maintain a presence in providing services
- Financial stability
- Continuity and stability in provision of service
- Knowledge transfer activities

If LEO determines in its sole discretion that contracting with or awarding a grant to a bidder presents an unacceptable financial risk to LEO, LEO reserves the right to not award an agreement to that bidder.

LEO may, but is not required to, conduct an on-site visit to tour and inspect the bidder's facilities, require an oral presentation of the bidder's proposal, conduct interviews with bidders, or request additional concessions at any point during the evaluation process.

If it is determined that a bidder purposely or willfully submitted false information, the bidder will not be considered for award, LEO may pursue debarment of the bidder, and any resulting agreement that may have been established may be terminated.

#### 6. Notice of Deficiency

If LEO determines, after the deadline to submit proposals, that there is an area of the RFP that was deficient, unclear, or conflicting, LEO may issue a request (“Notice of Deficiency”) to bidders. Failure to respond to a Notice of Deficiency may be cause for disqualification.

#### 7. Clarification Request

If LEO determines, after the deadline to submit proposals, that a bidder’s proposal is not clear, LEO reserves the right to issue a request (“Clarification Request”) to a bidder to clarify its proposal. Failure to respond to a Clarification Request may be cause for disqualification.

#### 8. Reservations

LEO reserves the right to:

- a. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation, and submission of a proposal, and LEO’s subsequent receipt and evaluation of a proposal does not commit LEO to award an agreement, even if all the requirements in the RFP are met.
- b. Consider late proposals: (i) if no other proposals are received; (ii) if there are no complete proposals received; (iii) if LEO received complete proposals, but they did not pass the evaluation process; or (iv) if the award process fails to result in an award.
- c. Consider an otherwise disqualified proposal if no other qualified proposals are received.

- d. Disqualify a proposal based on the information provided or if it is determined that a bidder purposely or willfully submitted false information in response to the RFP.
- e. Consider bidders' prior performance with the state of Michigan in making its award decision.
- f. Consider overall economic impact to the state of Michigan when evaluating the proposal pricing and in the final award recommendation. This includes, but is not limited to considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses, etc.
- g. Consider total cost of ownership factors (e.g., transaction costs, training costs, etc.) in the final award recommendation.
- h. Refuse to award an agreement to any bidder that has failed to pay state of Michigan taxes or has any outstanding debt with the state of Michigan.
- i. Enter negotiations with one or more bidders on price, terms, technical requirements, or other deliverables.
- j. Award multiple, optional use agreements, or award by agreement activity.
- k. Evaluate the proposal outside the scope identified in [Section 1.5 - Evaluation Process](#), if LEO receives only one RFP response.
- l. Evaluate proposals using a method that establishes the relative importance of each deliverable.

## 9. Award Recommendation

Award recommendation will be made to the responsive and responsible bidder who offers the best value to the state of Michigan. Best values will be determined by the bidder meeting the minimum point threshold as demonstrated by its proposal and other principal factors. LEO may utilize all proposals, without regard to a proposal's technical score, to determine fair market value. Award recommendations will be posted on [https://www.michigan.gov/ogm/0,9597,7-394-93237\\_93234\\_93235---,00.html](https://www.michigan.gov/ogm/0,9597,7-394-93237_93234_93235---,00.html).

## 10. State Administrative Board

The State Administrative Board must approve all grants in excess of \$500,000. The decision of the State Administrative Board is final; however, approval does not constitute a grant. The award process is not complete until the awarded Grantee receives a properly executed grant.

## 11. General Proposal Conditions

The state of Michigan will not be liable for any costs incurred by the bidder in preparation of its proposal, delivery of a proposal, and any follow-up discussions with the state of Michigan. The bidder agrees that its proposal will be considered an offer to do business with the state of Michigan in accordance with the provisions of its proposal, including the Standard Terms, and that the proposal will be irrevocable and binding for a period of 90 calendar days from date of submission. If a grant is awarded to the bidder, the state of Michigan may, at its option, incorporate all or any part of the proposal into a grant. This RFP is not an offer to enter a grant. This RFP may not provide a complete understanding of the State of Michigan's environment, or contain all matters upon which an agreement must be reached.

## 12. Freedom of Information Act

Under [MCL 18.1261\(13\)\(b\)](#), records containing "a trade secret as defined under section 2 of the uniform trade secrets act, 1998 PA 448, [MCL 445.1902](#), or financial or proprietary information" are exempt from disclosure under FOIA. And under [MCL 18.1470\(3\)](#), "proprietary financial and accounting" information is also exempt from disclosure under FOIA. If information within a bidder's proposal falls under the aforementioned exemptions, and the bidder seeks to have it withheld from disclosure under FOIA, then by the proposal deadline, the bidder must: (1) save exempt information in a separate file (i.e., document); (2) name the file/document "FOIA-EXEMPT"; (3) label the header of each page of the file/document "Confidential–Trade Secret," "Confidential–Financial," or "Confidential–Proprietary" as applicable; (4) clearly reference within the file/document the RFP schedule, section, and page number to which the exempt information applies; and (5) verify within the FOIA-EXEMPT file/document that the information meets the FOIA exemption criteria. The State reserves the right to determine whether information designated as exempt by a bidder falls under the FOIA exemptions. Resumes, pricing, and marketing materials are not trade secrets or financial or proprietary information. **Do not** identify your entire proposal as "FOIA-EXEMPT," and **do not** label each page of your proposal "Confidential." If a bidder does so, the State may require the bidder to resubmit the proposal to comply with steps (1) – (5) above. The State reserves the right to disqualify a bidder for failure to follow these instructions.

## 13. Rights to Information Contained in Proposals

All proposals will be considered the property of LEO.

## 14. Subgrantees

Subgrantees shall be subject to all conditions and provisions of the agreement including Internet Criminal History Access Tool (ICHAT) and Central Registry background checks when applicable.

If sub-granting, the Grantee must obligate the subgrantees to maintain the confidentiality of LEO' client information in conformance with state and federal requirements.

If portions of the services are being sub-granted, the bidder must identify the services the subgrantee will perform and provide all information requested, as it applies to both the bidder and the subgrantee(s).

LEO may, at its discretion, require information on the process of an awarded subgrantee proposal.

A Grantee is responsible for the performance of any subgrantees who are held to the same standard of quality and performance as the Grantee. Evaluators of proposals will consider the qualifications of both the Grantee and subgrantee when making agreement award recommendations.

15. Qualified Disabled Veteran Preference

1984 PA 431 establishes an up to 10% price preference for businesses owned by qualified disabled veterans. Information related to qualified service-disabled veteran preference is located at <http://michigan.gov/micontractconnect/0,4541,7-225-48677-123519--,00.html>.

16. Standard Terms

Awards made resulting from this RFP will require execution of an agreement with LEO. The agreement will contain standard terms.

17. Options to Renew

At the discretion of LEO, an awarded agreement may be renewed in writing by an amendment.

18. Criminal Background Check

If the resulting agreement will be with an individual, LEO will complete the criminal background check on the Grantee, and the following language will be included in the agreement:

The Grantee shall notify LEO in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the Central Registry as a perpetrator, at hire or within 10 days of the event after hiring.

If the resulting agreement will be with an agency, the following language will be included in the agreement:

As a condition of this Agreement, the Grantee certifies that the Grantee shall, prior to any individual performing work under this Agreement, conduct or cause to be conducted an Internet Criminal History Access Tool (ICHAT) check and a national and state sex offender registry check for each new employee, employee, subgrantee, subgrantee employee or volunteer who, under this Agreement, works directly with clients or has access to client information.

Information about ICHAT can be found at <http://apps.michigan.gov/ichat>.

The Michigan Public Sex Offender Registry website address is <http://www.mipsor.state.mi.us>.

The National Sex Offender Public website address is <http://www.nsopw.gov>.

As a condition of this Agreement, the Grantee certifies that the Grantee shall, prior to any individual performing work under this Agreement, conduct or cause to be conducted a Central Registry (CR) check for each new employee, employee, subgrantee, subgrantee employee, or volunteer who, under this Agreement, works directly with children.

Information about CR can be found at [http://www.mi.gov/dhs/0,1607,7-124-5452\\_7119\\_48330-180331--,00.html](http://www.mi.gov/dhs/0,1607,7-124-5452_7119_48330-180331--,00.html).

The Grantee shall require each new employee, employee, subgrantee, subgrantee employee, or volunteer who, under this Agreement, works directly with clients or who has access to client information to notify the Grantee in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the Central Registry as a perpetrator, at hire or within 10 days of the event after hiring.

The Grantee further certifies that the Grantee shall not submit claims for or assign duties under this Agreement to any new employee, employee, subgrantee, subgrantee employee, or volunteer based on a determination by the Grantee that the results of a positive ICHAT and/or a CR response or reported criminal felony conviction or perpetrator identification make the individual ineligible to provide the services.

The Grantee must have a written policy describing the criteria on which its determinations shall be made and must document the basis for each determination. The Grantee may consider the recency and type of crime when deciding. Failure to comply with this provision may be cause for immediate cancellation of this Agreement. In addition, the Grantee must further have a clearly defined written policy regarding acceptable screening practices of new staff members and volunteers who have direct access to clients and/or client's personal information. These screening practices serve to protect the organization and its clients. The Grantee must also assure that any subgrantees have both written policies.

If LEO determines that an individual provided services under this Agreement for any period prior to completion of the required checks as described above, LEO may require repayment of that individual's salary, fringe benefits, and all related costs of employment for the period that the required checks had not been completed.

#### 19. State of Michigan Employees

State of Michigan employees may not act as bidders. Proposals from bidders who are current state of Michigan employees will be disqualified and will not be reviewed.

Policy in Civil Service Rule 2-8, Ethical Standards and Conduct, states an employee cannot represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the state has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official state responsibilities.

#### 20. E-Verify

Section 291 of the fiscal year 2017 Omnibus Budget, PA 268 of 2016, requires verification that all new employees of the Grantee and all new employees of any approved subgrantee, working under this agreement,



are legally present to work in the United States. All Grantees shall perform this verification using the E-Verify system (<http://www.uscis.gov/portal/site/uscis>).

## Section II: DESCRIPTION OF SERVICE SPECIFICATIONS

### 1. Introduction

The State of Michigan, Department of Labor and Economic Opportunity (LEO), Office of Global Michigan (OGM), receives Unaccompanied Refugee Minors (URM) program funding from the federal Office of Refugee Resettlement (ORR). Grantees will be awarded three years of URM funding, anticipated to begin fiscal year 2022 (April 1, 2022). Continued funding will be subject to the availability of funds and satisfactory progress, which is measured in part by timely submission of required financial and progress reports.

The purpose of URM funding is to provide specialized services, consistent with state and federal child welfare laws and practices for refugees and other ORR-eligible youth populations. Regardless of the permanency goal, states and URM providers must prioritize services that will help participants in the URM program integrate into their communities, with emphasis on those services most likely to help children and youth become independent and self-sufficient, as appropriate to their age, development, and specific needs.

URM legal services can be used to provide a range of specific services to youth who are in need of immigration legal representation. Those services include adjustment of status, applications and representation for legal permanent residency, application for U.S. citizenship, continuation of legal services provided prior to approval into the URM program.

### 2. Bidder Eligibility

Any agency or organization that serves ORR-eligible populations ([Section II.3.1e – Eligible Populations](#)) may apply for this RFP. Proposals from bidders who are current State of Michigan employees are disqualified and will not be reviewed.

### 3. Program Requirements

To be considered for funding, the Bidder should adhere to the following program requirements when administering their URM legal services:

#### **3.1 Federal Requirements**

The Grantee shall adhere to the following federal requirements when designing and implementing their URM Legal Services:

- a. Funds shall be used in accordance with the latest regulations published by the ORR in the Federal Register, [45 CFR Parts 400 – 401](#).
- b. The Grantee shall offer at least one activity that is within the following scope of services.
- c. Eligible Populations: The Grantee shall accept and provide legal services to all individuals eligible for services under ORR’s Refugee Resettlement Program. The Grantee shall prioritize ORR-eligible individuals who have the most persistent, pressing, or underserved legal needs.

Individuals may concurrently participate in more than one type of legal service. The eligible immigration statuses for legal services are listed below and they should mirror the Bidder’s proposed target population; use [Appendix A](#) to determine the client’s immigration status.

- i. [Refugee](#) - Eligible to receive ORR benefits and services from their date of arrival in the U.S.
- ii. [Asylee](#) - Eligible to receive ORR benefits and services beginning on the date of final grant of asylum.
- iii. [Cuban & Haitian Entrant](#) - Eligible to receive ORR benefits and services from the date they first enter into Cuban/Haitian Entrant status (which for Cuban Parolees will be the date of grant of parole, or first parole if more than one parole was granted).
- iv. [Special Immigrant Visa \(SIV\) Holder](#) - Eligible for ORR benefits and services same as a refugee and for the same time period as a refugee, from the first day the SIV arrives in the U.S.
- v. [Amerasian](#) – Eligible for ORR benefits and services beginning on the date of their entry into the U.S.
- vi. [Victim of Human Trafficking](#) - Eligible for ORR benefits and services same as a refugee.
- vii. [Special Immigrant Juveniles \(SIJ\)](#) - Eligible for URM services on the date of URM application approval.
- viii. [U-Visa](#) – Eligible for URM services on the date of URM application approval .
- ix. [Afghan Parolees](#)- Afghans arriving with humanitarian parole will receive the same services as a refugee. Eligible upon date of URM application approval.

Note: In the remainder of this document, the term “refugee” will be used to indicate any of the above identified eligible immigration statuses, unless otherwise noted.

### 3.2 State Requirements

The Grantee shall adhere to the following state requirements when designing and implementing their legal services plan:

- a. Services shall be provided to the maximum extent feasible in a culturally and linguistically appropriate manner, that including:  
the use of bilingual/bicultural women on agency staff to ensure adequate service access by refugee women.
- b. Maintain appropriate case records and procedures to document the delivery of legal services to clients. Client case records shall include (but are not limited to):

- i. Verification and documentation of client eligibility ([Appendix A – Determination of Client Eligibility](#)) for receipt of services prior to providing services, and maintenance in each client case record of appropriate forms which document refugee immigrations status, date of entry into the U.S., and alien number.
  - ii. Documentation of interpretation/translation services and resources used.
  - iii. Documentation of immigration applications, court hearings, and court appearances, etc.
  - iv. Case notes related to legal services.
- c. The Grantee shall comply with all program and fiscal reporting procedures as described in [Section II.3.3](#).
  - d. The Grantee shall establish and monitor performance outcomes to assure that time schedules are being met and projected work by time period is being accomplished.

### 3.3 Reporting Requirements

- a. The Grantee shall submit to LEO-OGM semi-annual reports that indicate the status and effectiveness of activities performed under the grant, as indicated below. More precise details about required information to be recorded and submitted will be provided to the Grantee by LEO-OGM.
  - i. Statistical data regarding clients served and any other measured outcomes relevant to the legal services provided as identified in the proposal and defined by LEO-OGM.
  - ii. General program activities shall be reported in narrative format. This may include identified progresses, client success stories, accomplishments and new initiatives, and challenges and emerging issues.
- b. The Grantee shall report all legal services activities utilizing the Refugee Data Management System (DMS). Agency users will be registered for MiLogin to access the DMS.
- c. The Grantee shall submit monthly fiscal reports, including general ledgers as supporting documentation of expenses incurred and invoiced.
- d. The Grantee shall comply with all reporting procedures established by LEO-OGM in completion of progress reports at time intervals, on forms, in formats, and by means specified by LEO-OGM. Any additional reports as deemed necessary by LEO shall be made and submitted by the Grantee upon request.

### 3.4 Audit Requirements

If awarded, this Agreement would constitute a grantee relationship with LEO-OGM. No financial audit would be required under this Agreement by LEO; no financial audit costs should be billed to this Agreement. In the event the Grantee elects to have a financial audit performed, the submission of the audit report to LEO is not required nor desired unless there is a finding of a Going Concern.

### 3.5 Funding Restrictions

Services provided with legal services funding must not supplant services that are available through existing federal, state, or local programs. Bidders should design their legal services program to complement, and not duplicate, existing funding through the unaccompanied minors programs, and other ORR-funded social service programs to ensure a comprehensive package of legal services is available to refugees.

## 4. Program Specifications

### 4.1 Activities

- a. Scope of Services: The Bidder is not required to provide all of the specific activities listed in this section. However, the Bidder is required to provide at least one activity that is within the following scope of services:
  - i. Certified Victims of Trafficking and Cuban or Haitian Entrants' Visa/Immigration Status
  - ii. Certified Victims of Trafficking and Cuban or Haitian Entrants' application for adjustment of status
  - iii. Refugee/Asylee application for LPR.
  - iv. SIJ applications for LPR
  - v. URM application for Citizenship
  - vi. SIJ immigration court proceedings
  - vii. Afghan Parolee application for appropriate legal status and adjustment of status
  
- b. Legal services may include:
  - i. Obtaining Legal Status
    1. Populations include; Certified Victims of Trafficking, Afghan Humanitarian Parolees, Cuban and Haitian Entrants
    2. Represent the youth in immigration court
    3. Complete any necessary applications or documentation to complete the adjustment process, including employment authorization applications
    4. Complete all fee waivers on behalf of the represented youth for any interviews in relation to obtaining legal status.
  - ii. Continuation of Legal Services
    1. Research and obtain all previous immigration court documentation or other immigration agency documentation

2. Research criminal implications to immigration petitions
  3. File any necessary applications for legal status or permanent residency
  4. Represent the youth in immigration court
  5. Provide services in culturally and linguistically appropriate manner
- iii. Obtaining United States Citizenship
1. Complete application for Naturalization to the United States Citizenship
  2. Complete all fee waivers on behalf of the youth
  3. Represent the youth for any interviews in relation to Naturalization application
  4. Provide services in culturally and linguistically appropriate manner
- iv. Obtaining Legal Permanent Residency (LPR)
1. Complete application for LPR
  2. Complete all fee waivers on behalf of the youth
  3. Represent the youth for any interviews or court hearings in relation to LPR
  4. Provide services in culturally and linguistically appropriate manner
- v. Obtaining Employment Authorization
1. Complete application for Employment Authorization Documents (EAD) when the youth is eligible
  2. Complete all fee waivers on behalf of the youth
  3. Track when EAD needs to be renewed and apply for renewal of card before it expires
  4. Represent the youth for any interviews or court hearings in relation to EAD
  5. Provide services in culturally and linguistically appropriate manner
- vi. Special Immigrant Juvenile Court Representation
1. Represent the youth in court for all court hearings
  2. Complete all necessary USCIS applications for Special Immigrant Juvenile status
  3. Review petition language for agencies for acceptance for SIJS application
  4. Provide services in culturally and linguistically appropriate manner
- c. Bidders shall incorporate the following elements within their specific proposed activities:
- i. For activities directed at the individual-level, the Bidder shall:
    1. Establish criteria to identify those most in need of receiving individual services offered.
    2. Identify goals based on the individual's need.
    3. Develop customized plan toward the specific needs of the individual.
    4. Track progress and outcomes towards identified goals.
- d. Award of the grant will be based on addressing unique challenges to URM Legal Services, within the [required scope of services](#). Consideration will be given to bidders who propose programs that:
- i. Has relevant experience in providing legal immigration services
  - ii. Has experience working with youth in the URM program

- iii. Includes culturally and linguistically appropriate approaches and methods.
- iv. Exemplifies close collaboration and building of partnerships with refugee resettlement agencies, URM providers, and ethnic community-based organizations.
- v. Prioritizes clients and populations who have the most persistent, pressing, or underserved needs.

#### 4.2 Budget

- a. Bidders will be reimbursed on a unit rate basis per an agreed upon schedule.
  - i. Awarded amount(s) will be contingent and negotiated based upon final federal funding allocations, and number of selected proposals.
- b. Bidders are required to submit a line-item budget with narrative justification in their proposal.
- c. Proposals will be scored with respect to feasibility of the budget requested.
- d. A final unit rate schedule will be agreed upon during contract award, but for planning and proposal submission purposes, the Office of Global Michigan proposes the following rates per service:

Services	Est. Number of Youth (In Care and New to Care)	Cost per Service
OTIP/Entrants Applications for Adjustment of Status	40	\$1,500.00
Refugee/Asylee applications for LPR	60	\$1,000.00
SIJ applications for LPR	60	\$700.00
URM applications for Citizenship	21	\$500.00
OTIP/Entrants Legal Status	25	\$1,500.00
SIJ Immigration Court Proceedings	60	\$1,500.00
Afghan Adjustment of Status	25	\$2,500.00
Afghan Legal Status	25	\$2,500.00

#### 4.3 Service Area

Bidders shall identify the proposed service area, as listed by county regions ([https://www.michigan.gov/som/0,4669,7-192-29701\\_31713\\_31714-97053--,00.html](https://www.michigan.gov/som/0,4669,7-192-29701_31713_31714-97053--,00.html)). A service area may include more than one contiguous county. Eligible bidders shall submit one application per service area.

#### 4.4 Mileage

- a. For mileage incurred related to services provided under this Agreement, the Grantee may bill LEO the premium state rate, or Grantee's usual reimbursement rate for employees, whichever is less. State of Michigan travel rates may be found at the following website:  
[https://www.michigan.gov/documents/dtmb/FY2021\\_Rates\\_Jan\\_2021\\_002\\_711825\\_7.pdf](https://www.michigan.gov/documents/dtmb/FY2021_Rates_Jan_2021_002_711825_7.pdf).
- b. LEO shall reimburse the Grantee for mileage incurred by the Grantee for:
  - i. Providing transportation to a referred client.
  - ii. Driving to or from a referred client's home.
  - iii. Driving to or from a court hearing, at the request of the referring worker.
  - iv. Driving to or from sites other than the client's home for purpose of advocacy on behalf of the client.
- c. The point of origin for mileage shall be the Grantee's home or normal place of business, whichever is closer to the location of the scheduled client appointment. The Grantee may bill for mileage incurred by the Grantee driving to/from a scheduled client appointment. The Grantee may not bill for mileage incurred by the Grantee driving to/from their home to/from their normal place of business.



### **Section III: INSTRUCTIONS FOR BIDDERS**

Bidders shall complete [Section IV - Proposal](#) and submit additional pages (if necessary). When adding additional pages, the related category should be indicated at the top of the page with an attachment number. The pages should be numbered in sequence under each attachment. (For example, Category D: Project Budget and Justification, Attachment A, page 1 of 4, page 2 of 4, etc.)

Bidders are expected to use the form and format provided in Section IV to complete the proposal. Under each category in Section IV, there is a box titled “Bidder Response” for bidders to respond to each question. Font size should be no smaller than 12 point. Each box will automatically expand according to the amount of text entered. The shaded boxes that are titled “Evaluator Comments” or “Fiscal Evaluator Comments” should not be completed by the Bidder.

**Proposals will only be accepted through email to [LEO-RefugeeServices@michigan.gov](mailto:LEO-RefugeeServices@michigan.gov).** Proposals submitted in person, by mail, or by fax will not be considered for award. To be considered, the proposal must be received by **February 4, 2022, 11:59 p.m. EDT.**

Bidders shall submit one application per service area (county or contiguous counties); see [Section II.4.3](#).

#### 1. Proposal Checklist for Submission

To be considered:

- Complete [Section IV - Proposal](#).
- Attach additional documents following the instructions above.
- Email proposal to [LEO-RefugeeServices@michigan.gov](mailto:LEO-RefugeeServices@michigan.gov) by February 1, 2022, 11:59 p.m. EDT.

#### 2. Evaluation Criteria

The maximum number of points that a proposal can receive is 100 points. Proposals that receive a score of 80 points or more will be considered for award. The maximum number of points for each of the categories is as follows:

<b>Category</b>	<b>Maximum Points</b>
A. Bidder Experience and Past Performance	25
B. Project Description	35
C. Agency Organization, Staffing, and Location	15
D. Project Budget and Justification	25
<b>Total Points Available</b>	<b>100</b>

**Section IV: PROPOSAL****1. Bidder Information**

All information requested below is required.

By submitting a proposal, the bidder hereby assures that the RFP has been reviewed by the organization's governing body, and that body has authorized submission of a proposal; that the person identified below as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a proposal and agreement negotiation; and that the organization intends to provide services according to the information contained in this Request for Proposal, if selected and issued an agreement to do so.

1. Bidder Legal Name:
2. Bidder Legal Address:

(must include 9-digit zip code)

Bidder E-mail Address:

Bidder Website  
Address:

3. Bidder Mail Code: (Identified when registering on Contract & Payment Express)
4. Bidder DUNS Number:
5. Bidder's business is incorporated in what state?
6. Number of years in business:
7. Number of employees:
8. Legal business name of any applicable parent company:
9. Legal address of any applicable parent company:

(must include 9-digit zip code)

10. Type of Organization: (Check one). Individuals are private proprietary.

Private, non-profit       Private, proprietary       Public       University

11. Bidder's fiscal year begin date (month and day):

12. Bidder's representative who is the authorized negotiator for the bidder:

Telephone Number

13. The bidder certifies that it is , is not  an Iran linked business as defined in MCL 129.312.

14. Has there been a recent change in the organizational structure (e.g., management team) or a change of control (merger or acquisition)?

Yes  No

If yes, why, and how has it affected the company?

15. Provide the history of the company and if growth has been organic, through mergers and acquisitions, or both.

16. Has bidder ever been debarred, suspended, or otherwise disqualified from bidding, proposing, or contracting with any governmental entity, including the State of Michigan?

Yes  No

If yes, provide the date, governmental entity, and details surrounding the action.

17. Has bidder ever been sued by the State of Michigan?

Yes  No

If yes, provide the date, case caption, case number, and identify the court in which the case was filed.

18. Has bidder ever sued the State of Michigan?

Yes  No

If yes, provide the date, case caption, case number, and identify the court in which the case was filed.

19. Within the past five years, has bidder defaulted on a government contract or been terminated for cause by any governmental entity, including the State of Michigan?

Yes  No

If yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.

20. Within the past five years, has bidder defaulted on a contract or been terminated for cause by any private entity in which similar service or products were being provided by bidder?

Yes  No

If yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.

21. "Qualified Disabled Veteran," as defined by Public Act 431 of 1984, means a business entity that is at least 51% owned by one or more veterans with a service-connected disability. The Act defines "Service-Connected Disability" as a disability incurred or aggravated in the line of active military, naval, or air service as defined in 38 USC 101 (16).

The bidder represents that it is , is not  a disabled veteran-owned business.

The bidder represents and warrants that the company meets the above criteria (when checked) and has provided the following supportive documentation:

- A. Proof of service and conditions of discharge: DD214 or equivalent
- B. Proof of service-connected disability: DD214 if the disability was documented at discharge or Veterans Administration (VA) Rating Decision Letter or equivalent if the disability was documented after discharge.
- C. Proof of ownership: Appropriate legal documents setting forth the ownership of the business entity.

In lieu of the documentation identified above, bidder may also provide a copy of the business entities National Veterans Business Development Council (NVBDC) certification.

22. Did bidder, or an employee of bidder, participate in developing any component of the solicitation?

Yes  No

If yes, describe how bidder, or an employee of bidder participated.

23. Will bidder, or an employee of bidder, participate in the evaluation of the proposals received in response to this solicitation.

Yes  No

If yes, describe how bidder, or an employee of bidder will participate in the evaluation process.

24. Identify gross annual sales for the last five years.
25. If the award of any resulting contract will increase bidder's gross revenue by more than 25% from the last year's sales, explain how bidder will scale up to manage this increase.

26.

The bidder must affirm that it agrees , or does not agree , with the attached standard terms.

LEO strongly encourages strict adherence to the standard terms. LEO reserves the right to deem a proposal non-responsive for failure to honor the standard terms. Nevertheless, the bidder may submit proposed changes to the standard terms accompanied by a detailed explanation as to each change for LEO consideration; failure to do so will constitute the bidder's acceptance of the standard terms. General statements, such as that the bidder reserves the right to negotiate the standard terms, may also be considered non-responsive.

3. CATEGORY A: Bidder Experience & Past Performance

**A1.** Describe your experience from the past three years in providing services similar in size or scope to those described in this RFP. List the agreements (whether provided for LEO-OGM or any other purchaser), including the timeframe, to whom services were provided, and name of the contact person for each. Examples are provided in the first row for further clarification. Use **Chart A1** below; if needed, use the text box below “Bidder Response” to provide further comments/description.

**Bidder Response:**

Chart A1				
Agreement number	Service type	Timeframe	Agreement with	Contact
<i>Ex: URM19-9901</i>	<i>Residential</i>	<i>10/1/17 - 9/30/20</i>	<i>LEO-OGM</i>	<i>Jennifer Kalis</i>

**For Evaluator Use Only (Shaded Areas)**

**A1.** Did the bidder provide a list of agreements for the past three years that are relevant to the service identified in this RFP? Did the bidder include the service type, the timeframe the service was provided, who the agreement was with, and contact information? **(3 points)**

**Evaluator Comments:**

**A2.** Provide a description for each of the service(s) identified in Chart A1 above. Identify the expected performance outcome(s) established in each agreement, the actual performance outcome(s), and discuss the quantifiable method used to determine each performance outcome. Use the agreement number from Chart A1 in your description of service. **Use Chart A2** below.

**Bidder Response:**

<b>Chart A2</b>			
<b>Description of service</b>	<b>Expected performance outcomes</b>	<b>Actual performance outcome</b>	<b>Performance outcome measure</b>
<i>RHP19-9901: Established a peer support group for client referral.</i>	<i>1. 75% of clients referred to the peer support group attend at least 2 meetings 2. 3.etc.</i>	<i>1. 53% of clients referred to the peer support group attended at least 2 meetings 2. 3.etc.</i>	<i>1. # of clients who attended at least 2 meetings / # of clients referred to the peer support group 2. 3.etc.</i>

**A2-a. Did the bidder provide a description of the services provided? (2 points)**

**Evaluator Comments:**

**A2-b. Did the bidder provide performance data for the services provided? Were the performance outcome(s) met? Did the bidder identify a quantifiable method used to measure each performance outcome? (5 points)**

**Evaluator Comments:**

**A3. For the agreements listed in Chart A1, describe the principal characteristics of the target population(s) for whom services were provided, including the population type, ethnicities, and languages spoken. Use the agreement number from Chart A1 in your description of service. Use Chart A3 below.**

**Bidder Response:**

Chart A3			
Agreement number	Population type(s)	Ethnicities (country of birth)	Languages spoken
URM19-9901	1. SIV 2. Refugee 3. etc.	1. Sunni (Iraq) 2. Bantu (DRC) 3. etc.	1. Arabic 2. Swahili 3. etc.

**A3-a.** Did the bidder describe the principal characteristics of the target population(s) served, including the population type, ethnicities, and languages spoken? **(3 points)**

**Evaluator Comments:**

**A3-b.** Are the principal characteristics comparable to the population to be served with this RFP? **(6 points)**

**Evaluator Comments:**

**A4.** Describe the agency’s relationships with relevant community organizations, specifically refugee resettlement agencies, local health departments, clinics, other health care providers, and ethnic community-based organizations. Include the types of services they provide, history of working relationships, and how those working relationships assisted in the success of current or past clients served.

**Bidder Response:**

**A4.** To what degree has the bidder demonstrated the ability to collaborate with, or otherwise utilize, relevant organization’s resources within the local community to enhance outcomes for current or past clients? Did the bidder include the type of service each organization provides? **(6 points)**

**Evaluator Comments:**



<b>MAXIMUM NUMBER OF POINTS FOR THIS CATEGORY:</b>	25
<b>EVALUATOR'S SCORE FOR THIS CATEGORY:</b>	

4. CATEGORY B: Project Description

<b>B1. Need for Assistance</b> Identify the legal service needs requiring a solution. Describe the nature and scope of these challenges. You may include data with citations, if desired.
<b>Bidder Response:</b>
<b>B1.</b> Has the bidder identified and described a need for assistance? Was the bidder's response supported with data? <b>(4 points)</b>
<b>Evaluator Comments:</b>
<b>B2. Proposed Service Area</b> Identify the proposed service area and describe the target population.
<b>Bidder Response:</b>
<b>B2.</b> Has the bidder identified a service area where refugees are predominately resettled? Has the bidder identified a target population that aligns with ORR requirements? <b>(4 points)</b>
<b>Evaluator Comments:</b>
<b>B3. Project Goal(s)</b> Describe the overall goal(s) of the proposed project. How will the goal(s) address the need for assistance (question B1)?
<b>Bidder Response:</b>
<b>B3-a.</b> Did the bidder clearly describe the goal(s) of the project? <b>(3 points)</b>
<b>Evaluator Comments:</b>
<b>B3-b.</b> Do the goal(s) align with and address the proposed need for assistance? <b>(4 points)</b>
<b>Evaluator Comments:</b>

**B4. Objectives, Expected Outcomes, and Measures** List the project objectives, expected outcomes, and the proposed outcome measures. Specifically, legal services to be provided, expected outcomes, numbers projected to serve. The listed objectives should be related to the overall project goal(s) (question B3). Expected outcomes must be SMART: specific, measurable, achievable, realistic, and time-bound. Use **Chart B4** below.

**Bidder Response:**

Chart B4		
Objectives	Expected Outcomes	Measures
<i>Reduce the time (days) between the date of referral and the date the appointment was scheduled for clients referred for mental health services.</i>	<i>By October 2022, the average length of time between client referrals and appointments being scheduled will be 2 days.</i>	<i>Date referral was made – Date appointment was scheduled; take average of all clients.</i>

**B4-a.** Has the bidder detailed SMART project objectives, expected outcomes, and their measures? **(3 points)**

**Evaluator Comments:**

**B4-b.** Are the objectives related to the overall project goal(s)? **(4 points)**

**Evaluator Comments:**

**B5. Narrative Approach** Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Include listed activities/tasks which relate to each objective (question B4). Describe any innovative design or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution. Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Proposed activities must fall within the allowable activities for Legal Services funding; see [Section II.4.1a](#).

**Bidder Response:**

**B5-a.** Has the bidder detailed a plan of action that adequately describes how the project will be accomplished? Has the bidder described program activities or tasks related to the proposed objectives? Does the proposed plan fall within the allowable activities for Legal Service funding? **(5 points)**

**Evaluator Comments:**

**B5-b.** Has the bidder described community involvement in the project, with a list and description of organizations, cooperating entities, consultants, or other key individuals that will work on the project? Has the bidder provided potential obstacles or challenges to accomplishing the project goal(s)? If so, has the bidder explained strategies that they will use to address the challenges? **(5 points)**

**Evaluator Comments:**

**B6. Project Timeline**  
List proposed activities/tasks required to accomplish each objective (question B4), You may organize your response as project tasks and subtasks with their corresponding timelines during the project period. **Use Chart B6** below.

**Bidder Response:**

Chart B6		
Activity/task	Start date	End date
1. Convene a monthly workgroup to discuss barriers to timely referrals. a. Identify partners & invite to participate	10/01/2021	02/28/2022

**B6.** Has the bidder presented a detailed timeline that discusses how progress toward the project will be documented? Does the timeline clearly define progress for each specified objective (question B4)? **(3 points)**

**Evaluator Comments:**

<b>MAXIMUM NUMBER OF POINTS FOR THIS CATEGORY:</b>	35
<b>EVALUATOR'S SCORE FOR THIS CATEGORY:</b>	

5. CATEGORY C: Agency Organization, Staffing, and Location

**C1.** Provide an agency-wide organization chart that includes position titles and languages spoken (if English is not the only language). The organization chart must include all organizational units supervised by positions included in this narrative.

**Bidder Response:**

**C1.** Did the bidder provide an organization chart of the agency? Does the organization chart include position titles and languages spoken? Does the organization chart include all organizational units supervised by positions included in the narrative? **(3 point)**

**Evaluator Comments:**

**C2.** Identify the number of staff needed to fulfill the terms of the service identified in this RFP. Describe the method used to determine the amount of staff time (both management, support & direct service, and/or subgrantees) that will be dedicated to this RFP.

**Bidder Response:**

**C2.** Has the bidder identified staff (both management, support & direct service staff and/or subgrantees) needed to fulfill the terms of the services? Has the bidder described an acceptable method to determine if the level of staffing identified is necessary? **(3 points)**

**Evaluator Comments:**

**C3.** Complete the Staffing Allocation chart below. Provide information on staffing for the services to be provided, and not to exceed the award amounts, as indicated in this RFP. Managerial/supervisory refers to administrative positions. If a position is both administrative and direct services, place the position in the category where the bulk of the individual's time will be spent. Use **Chart C3** below.

**Bidder Response:**

Chart C3					
CATEGORY	Position tile	Annual salary	# hours/ week	#weeks/year	# of FTE's
MANAGERIAL/ SUPERVISORY					
DIRECT SERVICE					
SUPPORT STAFF					

**C3.** Did the bidder complete the chart and are the titles consistent with those identified elsewhere within the RFP narrative and budget narrative? **(3 points)**

**Evaluator Comments:**

**C4.** Identify each location where services will be provided. Include the street address, city, and zip codes for all locations. If sub-granting, provide address of medical screening provider. Use **Chart C4** below.

<b>Bidder Response:</b>		
<b>Chart C4</b>		
<b>Street Address</b>	<b>City</b>	<b>Zip Code</b>
<b>C4. Has the bidder identified the locations where services will be provided? (3 points)</b>		
<b>Evaluator Comments:</b>		
C5. Is the facility (facilities) accessible to public transportation, and accessible to disabled persons? If so, describe the proximity and frequency of the routes and whether public transportation is available to all clients within the proposed service area.		
<b>Bidder Response:</b>		
<b>C5-a. Has the bidder identified a location that is accessible by public transportation? Does the location offer frequent and acceptable transportation services that meet the client’s needs? (1.5 points)</b>		
<b>Evaluator Comments:</b>		
<b>C5-b. Has the bidder identified a location that is accessible to persons with a disability? (1.5 points)</b>		
<b>Evaluator Comments:</b>		
<b>MAXIMUM NUMBER OF POINTS FOR THIS CATEGORY</b>	15	
<b>EVALUATOR’S SCORE FOR THIS CATEGORY</b>		



6. CATEGORY D: Project Budget and Justification

**D1.** Provide an estimated program budget for the first year of the proposal. Use **Chart D1** below.

**Bidder Response:**

Chart D1	
Line Item	Total Program Budget
Salaries	
Fringe Benefits	
Occupancy	
Communication	
Supplies	
Equipment	
Transportation	
Contracted Services	
Specific Assistance to Individuals	
Miscellaneous	
<b>TOTAL</b>	

**D1.** Did the bidder complete an estimated budget for the first year of their proposal? Is the budget realistic? **(10 points)**

**Evaluator Comments:**

**D2.** Provide a narrative description of all proposed line items listed in Chart D1. Do not include figures that would indicate the dollar amount of the proposal. Use **Chart D2** below.

**Bidder Response:****Chart D2**

<b>Resource</b>	<b>Description</b>
<u>Salaries</u> List positions funded by the grant. Gross compensation paid to employees in the form of cash, products, or services including vacations, holidays, sick leave, and leave of absences.	
<u>Employee Fringe Benefits</u> Itemize the benefits offered and for which positions, including, but not limited to: Social Security, Medicare, Unemployment, Worker's comp., Insurances, etc.	
<u>Occupancy</u> Square feet and number of facilities, heat, utilities, etc. State if renting or own.	
<u>Communications</u> Internet, fax, telephone, number of lines and phones, number of cell phones, etc.	
<u>Supplies</u> General, program, duplicating, etc., include number of computers, printers, etc., if any.	
<u>Equipment</u> Any non-consumable item costing \$5,000 or more and not included as part of the cost of the facility.	

<p><u>Transportation Costs</u> Number of miles for transportation, meals, lodging, etc. List the mileage rate being used.</p>	
<p><u>Contractual Services</u> Compensation paid by the Contractor to a third party.</p>	
<p><u>Specific Assistance to Individuals</u> Amount of money or other items of value purchased for a specific client.</p>	
<p><u>Miscellaneous</u> Expenses related to the agreement, which are not chargeable to other line items.</p>	

<p><b>D2. Did the bidder provide a budget narrative? Is the narrative consistent with resources identified in Chart D1? (15 points)</b></p>	
<p><b>Evaluator Comments:</b></p>	
<p><b>MAXIMUM NUMBER OF POINTS FOR THIS CATEGORY:</b></p>	<p>25</p>
<p><b>EVALUATOR'S SCORE FOR THIS CATEGORY:</b></p>	

<p><b>EVALUATION SCORE FOR ALL CATEGORIES:</b></p>	
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## Section V: APPENDIX A – Determination of Client Eligibility

The client's eligibility status must be considered to qualify for all ORR-funded services, including Legal Services. The Bidder shall determine eligibility for ORR-funded services by reviewing the following documents, listed by immigration status: Immigration statuses listed below are granted by the United States Citizenship and Immigration Services (USCIS).

- i. Refugee - Acceptable documents for refugees admitted under [§ 207](#) of the INA:
  - a. I-94 arrival/departure card noting that the individual has been admitted under § 207 of the INA.
  - b. RE-1 admission code on the I-94 (principal refugee)
  - c. RE-2 admission code on the I-94 (spouse of principal refugee)
  - d. RE-3 admission code on the I-94 (child of principal refugee)
  - e. RE-4 admission code on the I-94 (collateral relatives of principal refugee)
  - f. RE-5 admission code on the I-94 (certain Haitian refugees)
  - g. I-766 Employment Authorization Document with code A03.
  - h. Department of Homeland Security (DHS) Form I-571
  - i. Visa 93 (V-93) on the I-94 Arrival/departure card.
  
- ii. Asylee - Acceptable documents for asylees admitted under [§ 208](#) of the INA:
  - a. I-94 arrival/departure card noting that the individual has been admitted under §208 of the INA.
  - b. AS-1 admission code on the I-94
  - c. AS-2 admission code on the I-94
  - d. AS-3 admission code on the I-94
  - e. DHS Form I -571
  - f. I-766 Employment Authorization Document with code A05.
  - g. Order of an immigration judge granting asylum under § 208 of the INA.
  - h. Asylum approval letter from a DHS/USCIS asylum office.
  - i. Written decision from the Board of Immigration Appeals.
  - j. I-730 approval letter
  - k. Visa 92 (V-92) on the I-94 arrival/departure card.
  
- iii. Cuban/Haitian Entrant - Acceptable documents for Cuban and Haitian Entrants (as defined under [45 CFR § 401.2](#)):
  - a. Individuals granted parole status as a Cuban/Haitian Entrant (Status Pending) or granted any other special status:
    - i. I-94 arrival/departure card with a stamp showing parole at any time as a "Cuban/Haitian Entrant (Status Pending)".
    - ii. CH6 adjustment code on the I-551
    - iii. An I-94 arrival departure card with a stamp showing parole into the U.S. on or after April 21, 1980.
    - iv. A Cuban or Haitian passport with a [§ 212\(d\)\(5\)](#) stamp dated after October 10, 1980.
  - b. A Cuban or Haitian national who was paroled into the U.S. and has not acquired any other status under the INA, and who a final, non-appealable, and legally enforceable order removal, deportation, or exclusion has **not** been entered:
    - i. I-94 arrival/departure card showing parole into the U.S.

- ii. I-766 Employment Authorization Document with code A04 or C11.
- c. A Cuban or Haitian national who is the subject of removal, deportation, or exclusion proceedings under the INA and who a final, non-appealable, and legally enforceable order removal, deportation, or exclusion has **not** been entered:
  - i. DHS Form I-221
  - ii. DHS Form I-862
  - iii. DHS Form I-220A
  - iv. DHS Form I-222
  - v. DHS Form I-221S
  - vi. Copy of DHS Form I-589 date stamped by the Executive Office.
- iv. SIV Holder - Acceptable documents for Iraqi and Afghan special immigrants:
  - a. Iraqi passport with an immigrant visa stamp with one of the following Immigrant Visa categories **and** a DHS stamp or notation on their passport or I-94 showing date of entry. Acceptable Immigrant Visa categories are as follows:
    - i. SI1 or SQ1 (principal applicant Iraqi special immigrant)
    - ii. SI2 or SQ2 (spouse of principal applicant Iraqi special immigrant)
    - iii. SI3 or SQ3 (unmarried child under 21 years of age of principal applicant Iraqi special immigrant)
  - b. DHS Form I-551 (“green card”) showing Iraqi nationality (or Iraqi passport), with one of the following Immigrant Visa categories:
    - i. SI6 or SQ6 (principal applicant Iraqi special immigrant adjusting status in the U.S.)
    - ii. SI7 or SQ7 (spouse of principal applicant Iraqi special immigrant adjusting status in the U.S.)
    - iii. SI3 or SQ3 (unmarried child under 21 years of age of principal applicant Iraqi special immigrant adjusting status in the U.S.)
- v. Amerasian – Acceptable documents for certain Amerasians:
  - a. AM-1 admission code on the I-94
  - b. AM-2 admission code on the I-94
  - c. AM-3 admission code on the I-94
  - d. AM-6 adjustment code on Form I-551 Permanent Resident Card (or Resident Alien Card)
  - e. AM-7 adjustment code on Form I-551 Permanent Resident Card (or Resident Alien Card)
  - f. AM-8 adjustment code on Form I-551 Permanent Resident Card (or Resident Alien Card)
  - g. Vietnamese Exit Visa with codes AM-1, AM-2, or AM-3
  - h. Vietnamese passport with codes AM-1, AM-2, or AM-3
  - i. United States passport with codes AM-1, AM-2, or AM-3
- vi. Victim of Human Trafficking - Acceptable documents for victims of human trafficking:
  - a. A Certification Letter issued by ORR is required before a victim of human trafficking can receive ORR-eligible services. To receive a Certification Letter, adult victims of human trafficking must:
    - i. Be a victim of a severe form of trafficking as defined by the [Trafficking Victims Protection Act of 2000](#).

- ii. Be willing to assist in every reasonable way in the investigation and prosecution of severe forms of trafficking or be unable to cooperate due to physical or psychological trauma.
  - iii. Have made a bona fide application for a T visa that has not been denied.
  - iv. Have received Continued Presence from the Department of Homeland Security to contribute to the prosecution of human traffickers.
- vii. Afghan Nationals - Acceptable documents for Afghan Parolees
- a. Afghan individuals in response to their urgent evacuation and resettlement:
    - i. Afghan individuals who receive SI/SQ Parole
    - ii. Afghan individuals who receive Special Immigrant (SI) Conditional Permanent Residence
    - iii. Afghan humanitarian parolees who are admitted to the United States due to urgent humanitarian reasons or significant public benefits.
  - b. Acceptable Documentation
    - i. Form I-94 noting SI or SQ Parole
    - ii. Foreign Passport, DHS Form I-551, OR Temporary Form I-551 with DHS/CPB admission stamp noting the individual has been classified under IV category CQ1, CQ2, or CQ3
    - iii. Form I-94 noting Humanitarian Parole
    - iv. Foreign Passport with admission stamp OAR, OAW, OR DT
    - v. DHS/CBP temporary Form I-551 Alien Documentation Identification and Telecommunication (ADIT) stamp