

## RFP Immigration Legal Assistance Services

### Questions

1. Do the staff providing the Legal Services have to be Attorneys? Or can they be DOJ Accredited Representatives?

Answer: Staff providing services may be DOJ Accredited Representatives. Representatives must work for DOJ Recognized Organizations, and U.S. attorneys who are eligible to practice law in and are members in good standing of the jurisdiction where they are licensed and who are not subject to any order restricting their ability to practice law.

2. One of our offices is very busy providing immigration legal services to Ukrainian parolees who entered the US under the Uniting for Ukraine (U4U) program. Most of them will need to renew their parole, EAD, and/or apply for TPS over the next 18 months. We'd like to make sure that the immigration legal services provided to this population qualify for this funding opportunity.

Answer: Yes, Ukrainians arriving under the U4U program are eligible to receive services from the Immigration Legal Assistance Services program.

3. Are there caps placed on the amount of funding an organization can ask for relative to their budget size? (ex. The request must not exceed X% of the total program budget)

Answer: Please refer to page one of the RFP. The award ceiling is \$300,000 for the total program budget. Proposing an amount over the award ceiling will result in disqualification. No other restrictions in relation to the organization's budget exist.

4. Likewise, are there limitations placed on the percentage of funding that can be allocated to each of the budget categories? (ex. Staffing cannot exceed more than X% of the total request, transportation may not exceed more than X% of the total request, etc.)

Answer: No, there are no limitations placed on the percentage of funding that can be allocated to each of the budget categories.

5. When you say new arrivals, what is the time frame. Is it 6 months, 12 months etc...

Answer: While new arrivals generally refers to immigrants arriving to the United States in the last 12 months, proposals can support a variety of newcomer populations – immigrants and refugees arriving to Michigan with lawful presence, with no time limits.

6. For the program budget - are you requesting a total budget for \$300,000, or the total budget for the entire program?

Answer: Please refer to page one of the RFP. The award ceiling is \$300,000 for the total program budget. Proposals may be submitted for programs ranging from \$50,000 up to \$300,000, but not exceeding \$300,000. Proposing an amount over the award ceiling will result in disqualification.

7. In the budget, should we account for the total cost for the services that are already funded by other sources, only include the cost that is not yet funded?

Answer: The budget should only include the requested amount. If the requested amount is part of a larger program budget, the applicant may mention the other funding agencies in the narrative portion of the RFP.

8. If awarded this grant, will our current staff/volunteers be required to undergo background checks prior to providing services to clients? the grant language indicates that new staff/volunteers will be required to meet the new requirements.

Answer: All staff and volunteers who have not had all the required background checks performed in the last 12 months must have those background checks ran, verified, and kept in personnel files. The background checks include ICHAT, Central Registry, Michigan Public Sex Offender, and National Sex Offender checks. More details can be found on page 6 of the RFP.

9. Are vendors considered subgrantees? Specifically, vendors who provide translation services for documents, or those who provide telephone or in-person interpretation services for client meetings?

Answer: Subgrantees are an additional organization with a separate budget agreement, providing a specific component of the services to meet the goals of the program, not an individual support service like interpretation or transportation being contracted out. Translation and Interpretation services should be budgeted under the Contractual Services line-item.

10. Can funds be used for capital improvements to our physical location?

Answer: No, funds may NOT be used for capital improvements to physical locations.

11. On page 9, the RFP mentions identifying and eliminating barriers. Would UCFS be able to provide transportation assistance or recoup costs for transportation assistance using the IRS Mileage Rate? Where language is identified as a barrier, we assume translation services are allowable, but what about ESL classes?

Answer: Transportation reimbursement must be at the state of Michigan's approved rate [Travel-Rates-FY2024-and-High-Cost-Cities-effective-1-1-2024.pdf \(michigan.gov\)](#)

English for Speakers of Other Languages (ESOL) classes are not permitted under this funding. Please refer clients to local ESOL classes.

12. Does the RFP allow for any other supportive integration services, or only legal assistance?

Answer: This funding is for immigration legal assistance and peripheral services (e.g. transportation, interpretation/translation) to ensure success of the legal services program proposed.

13. The RFP for the above grant (attached) on page 2, Section 1: Proposal Overview, 1. "Instructions for Bidders" states:

**Bidders are expected to use the form and format provided in Section III to complete the proposal. Under each question there is a box titled "Bidder Response" for Bidders to respond.**

However, if you see the RFP, Section III, beginning on page 11, does not reflect these boxes.

Answer: This was an oversight. To make the RFP "accessible", the boxes had to be removed; and reference to the boxes in the RFP should have been removed.

14. Under 2. Delivery of Proposal, it states:

**"The Bidder must submit their proposal in Microsoft Word format."**

I wish to verify that there is no template form that we are supposed to use for this application, other than MS Word.

Answer: The submission must include all of Section III: Proposal (pages 11 through 17). The submission must be in Microsoft Word format.