



CLINIC Outline for CIR/Legalization Preparation and Implementation Plans

Parent agency name:

Program name:

Contact person:
(include e-mail and phone number)

Size of service area:
(Number of counties served)

Number of estimated undocumented immigrants in your service area:

Data source for number:
(include name and date of information source)

Top five nationalities and language groups of individuals needing legalization services:

Language capacity not currently on staff (excluding volunteers) to serve these groups:

Other special considerations for the populations to be served:

Organizing Community Support for Passage and Implementation of CIR

Our parent agency will engage the following organizations and individuals to support the passage of CIR:

Our program will stem local, anti-immigrant messages and campaigns by:

Leadership

Agency's plan was approved by:
(include name, title, department, phone #, email address)

CIR Planning Coordinator who prepared the submitted plan:
(include name, title, department, phone #, email address)

Coordinator for (diocese or agency) – drop-down menu

Coordinator's experience:
(Limit your response to one paragraph)

Infrastructure

Number of current offices where immigration legal services are provided:

Number of different cities with office locations:

Total number of proposed offices where legalization services may be provided:

Total number of cities for proposed office locations:

Non-office space where legalization services are likely to be provided include:

Address (street #, city, state, zip)	Name of building	Authorization for practice (attorney based, currently BIA recognized, BIA recognition to be sought, authorization of site not anticipated)

Date of anticipated BIA recognition for legal services for sites not currently authorized. (insert date/s for each address)

Geography where Services Will be Delivered

Counties and states where your agency's services will be delivered:

List key cities in these counties where your agency will have a permanent and frequent presence:

List key cities in these counties where your agency will have a permanent and infrequent presence:

List key cities in these counties where your agency will have a short-term and frequent presence:

List key cities in these counties where your agency will have a short-term and infrequent presence:

List communities by name that will be necessary, but difficult to serve, due to distance:
(List # of miles from nearest, proposed office)

Staffing Pattern

Current FTE of attorneys:

Current FTE of BIA fully accredited representatives:

Current FTE of BIA partially accredited representatives:

Current FTE of non-legal staff supporting the immigration program:

Current FTE for parent agency public education and volunteer coordination separate from FTE listed above:

(Attach a current parent organizational chart)

| ~~Total P~~proposed FTE of attorneys (current + proposed):

| ~~Total p~~proposed FTE of BIA fully accredited representatives (current + proposed):

| ~~Total P~~proposed FTE of BIA partially accredited representatives (current + proposed):

| ~~Proposed Total~~ proposed FTE of non-legal staff supporting the immigration program (current + proposed):

| ~~Proposed Total~~ proposed FTE for parent agency public education and volunteer coordination above FTE listed above for the same purpose (current + proposed):

| Rationale for total FTE staff number (i.e. triple staff needed for DACA, based on % of CIR eligible, needed for target number of RPI applications, etc.):

(Attach a proposed organizational chart for CIR implementation)

Electronic Case Management System

Name of current electronic case management system:

(List "none" if no system is used)

System is web-based, locally-networked software, or self-created database (drop-down menu)

Electronic case management system is used for (select all that apply) (drop-down menu):

- client screening
- consultations
- applications filed
- deadline tracking
- queries
- data reports
- case closures
- mass mailings or e-mailings
- billing

Our agency's leadership is committed to (continuing use of the same system) or (changing to:) (drop-down menu)

If committed to change, list name of product, date, and proposed budget for change:

Our agency's immigration program currently has a case management policies and procedures manual (Yes/No drop-down)

Our manual was last updated on:
(insert date)

* Provide a PDF copy of the most recent case management policies and procedures manual, including financial issues of client payment and deposits, with the CIR implementation plan submitted.

Community Education

For CIR preparation and implementation purposes, our agency proposes the following communication methods for each audience and venue:

Note: community education does not have to be entirely accomplished by the CLINIC affiliate in order to be successful. It is appropriate to list other service providers sharing in this workload.

Include: purpose/messages of communication, methods of communication, venues of communication, and expected outcome of communication for each audience

English-speaking undocumented immigrants:

Spanish-speaking undocumented immigrants:

Non Spanish or English-speaking undocumented immigrants:

Farmworkers:

DREAMers:

Catholic institutions:

(Non-Catholic subscribers may reply if the CIR plan warrants, yet this may pose coordination challenges with the local, Catholic immigration program that is also a member to CLINIC).

Non-Catholic, religious places of worship:

Non-profit legal services community:

For-profit legal services community:

Social service providers:

Immigrant organizers:

Centers of education:

Government officials (elected, appointed, administrative):

Other:

Service Delivery Model(s) - (Post Outreach and Public Education Time Period)

Write a narrative, and depict in a flowchart, how large numbers of undocumented immigrants in your agency's service area will move along a path to legalization. Use one narrative and flowchart even if more than one model is desired so it is clear how undocumented immigrants might be served in different ways along the same path towards legalization. Indicate in the narrative and flowchart the roles of any other service providers anticipated in your agency's model(s). Suggested elements of the model(s) anticipated for use may include the following, non-exhaustive list:

- receiving and managing phone calls and electronic messages from prospective applicants;
- pre-screening individuals for *prima facie* eligibility and readiness to advance through the service delivery model leading to registration;
- prioritizing individuals for services based on pre-screening information collected;
- events for delivering legal services (i.e. walk-ins, one-on-one appointments, in-office clinics, and off-site clinics (small to medium #s usually), medium to large group workshops, other);
- scope of service or representation for the different events listed above;
- Method to determine who is a client, who is receiving limited scope of representation for filing with a G-28, limited scope of representation for assisting *pro se*;
- expectations of filing Notice of Entry of Appearance as Attorney or Accredited Representative (G-28) for different service delivery models;
- consultation for determining individual's 100% eligibility, 100% readiness to pre-register/register, and 100% readiness to pay (agency and government fees);
- scheduling, effectively and efficiently, individuals for these events;
- draft schedule of events on the calendar using one quarter (3 months) as an example;
- application form filing responsibilities for applicants, volunteers, administrative and legal staff;
- method(s) of payment by applicant for agency services;
- steps to ensure high practice and ethical standards using quality control or final review procedures;
- case file storage and retention policy;
- policy regarding applications filed by the agency or from the applicant;
- follow-up for Request for Evidence or Notice of Intent to Deny;
- follow-up for applicants who are placed in removal proceedings;
- definitions of success and evaluation methods on outputs and outcomes;

Note 1: a CIR bill may include different “legalization” provisions for distinct groups of undocumented persons, namely DREAMers, agricultural workers and TPS holders. Thus, “legalization” as passed may have more than one, if not three, flows of people seeking services for status purposes. Your plan should consider this legislative possibility and the outcome on service delivery models.

Note 2: a CIR bill with “legalization” will likely provide up to two and a half years of registration followed by a renewal period five years later, leading to eligibility for LPR status ten years from registration and eligibility for naturalization three years thereafter. Your plan should consider this legislative possibility and the outcome on service delivery models.

Partnerships

The following organizations will be formal partners in this CIR preparation and implementation plan:

Include the following for each partner organization: 1) past partnership efforts; 2) agreement to be a formal partner for CIR preparation and implementation (yes, uncertain, under discussion); 3) role(s) the partnering organization will play and describe as being (supportive, complimentary -i.e. duplicative for maximum impact-, referral only, lead agency for implementation, financial partnership anticipated or not, and expected outcome of the partnership.

Our immigration program is a member of the following local and national partnerships/ coalitions:

Volunteers

Our agency expects to utilize the following types of volunteers for CIR preparation and implementation: (include numbers for each volunteer type)

Describe how volunteers will be recruited:

Describe how volunteers will be trained:

Describe how volunteers will be assigned tasks:

Describe how volunteers will be supervised:

Describe how volunteers will record the number of hours worked:

Describe how volunteers will be retained:

Describe how volunteers will be appreciated:

DACA Lessons Learned and Future Plans

Number of DACA applications submitted by our agency as of (insert date):

Number of DACA applications submitted by our agency with G-28s:

Number of USCIS DACA fee exemptions submitted by our agency

Number of DACA fee waivers for agency services approved:

The majority of our cases were completed through one-on-one appointments; small, in-office clinics; group application workshops - (drop-down menu)

We employed the following service delivery models during DACA implementation (checklist: one-on-one appointments; small, in-office clinics; group application workshops, other)

Our agency plans to provide DACA group application workshops in 2013 (yes / no)

Our agency's top five lessons learned in implementing DACA are:

These lessons learned will influence our CIR planning in the following five ways:

Technology

Our agency will use the following technology for CIR implementation:

include vendor name, if applicable, and how each will be used and for what anticipated outcome (E.g. Our immigration program will purchase netbooks for use at group events to enter prospective clients' information into our online case management system. Clients will then receive a questionnaire by e-mail that must be completed before seeing an immigration caseworker. An online, cloud scheduling tool will be offered to prospective applicants to attend an appointment at a group application workshop, in-office clinic, or one-on-one appointment. This will be an efficient and cost-effective way to have our caseworkers meet prospective applicants and review their eligibility before starting an application).

Budget (see: <http://cliniclegal.org/resources/cir-planning-preparation-budgeting-and-resource-development>)

Our current total immigration program budget for expenses is:

Revenue for the current fiscal year is expected to be above or below (choose one) program actual expenses.

Anticipated revenue for the current fiscal year, above or below expenses will be in the amount of (insert amount):

Anticipated budget for implementation based on the proposed plan:

Personnel salary expenses for staff is:
(insert salary total and number of FTEs)

Fringe benefits rate:

Fringe benefits total:

Non-personnel expenses line items and sub-totals are:

Travel:

Space:

Printing and duplication:

Communications and outreach:

Equipment:

Postage:

Flow-through to subgrantees:

Dues:

Contractual:

Program development:

Group application workshops:

Other/miscellaneous:

Indirect rate:

Our program's plan to expend resources carefully against anticipated revenue includes:

Resource Development and Fundraising Plan

Our agency anticipates receiving CIR implementation revenue from: (checklist)
Client fees; parent agency subsidy; local, private foundations; corporate giving; individual donors; national network grants; contractual services; special events; other

List names of likely sources of revenue for each source selected above:
(excluding client fees)

Our agency's first fundraising proposal will be to:
(insert name and type of donor)

Our agency's first fundraising proposal will be for the following program needs:

Conclusion

Our agency's current statement defining successful CIR implementation is:

Our agency's greatest challenge in implementing a successful CIR/legalization program is/are:

Attachments for CIR/Legalization Preparation and Implementation Plans

1. Map of geographic area served by the agency.
2. Organizational chart for current immigration program
3. Organizational chart proposed for CIR implementation
4. Policies and procedures manual
5. Diagram of legalization services
6. Budget