



# Hispanic Immigrant Integration Project

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## Request for Proposals

Sindy M. Benavides, Director of Civic Engagement & Mobilization  
League of United Latin American Citizens— 1133 19<sup>th</sup> Street NW, Suite 1000, Washington DC  
T: 202.833.6130 E: [SBenavides@LULAC.org](mailto:SBenavides@LULAC.org)



## Summary

The League of United Latin American Citizens is releasing a targeted request for proposals to LULAC Councils and allies to provide various immigration services to community members in partnership with the Hispanic Federation. The selected councils/agencies will receive a \$40,000.00 grant to provide:

- 1) General outreach/education;
- 2) History and civic classes / ESL;
- 3) Naturalization application assistance;
- 4) Deferred Action for Childhood Arrival application assistance; and
- 5) Family-based petition application assistance.

All programs are to be conducted over the span of one program year (10 months total).

LULAC's goal is to provide immigrant integration services to immigrants who have limited access to support systems and services. **The deadline to submit a proposal is Wednesday, December 3, 2014.**

## Background

Throughout our country's history, immigrants have contributed immensely to our culture, our economy, our defense and our national pride. Almost all citizens of the United States are immigrants or the descendants of immigrants and each new generation of immigrants has reinvigorated our nation with the values and work ethic that has made America great. Our common experience has demonstrated that immigration is good for America, whether your ancestors arrived before the Declaration of Independence or just a generation ago.

## RFP DESCRIPTION

Through a generous grant from the Walmart Foundation, LULAC in partnership with the Hispanic Federation (HF) has launched the Hispanic Immigrant Integration Project (HIIP). HIIP seeks to increase the availability of immigrant integration assistance programs available to low-income, immigrant, Spanish-dominant and otherwise underserved Latinos living in **California, Illinois, Texas and Washington DC (DMV area including Maryland and Virginia).**

In addition to HIIP funding, LULAC will provide LULAC Councils and allies with training and ongoing assistance in program best practices, design and implementation. LULAC will also serve as a hub for inquiries and referrals for participating Councils and allies.

Grantees of LULAC's HIIP initiative will be accountable for successfully completing the following deliverables:

- ▲ **OUTREACH EDUCATION** TO 500 INDIVIDUALS VIA FLYERS, POSTERS, NEWSLETTER, COMMUNITY FORUMS, AND NEIGHBORHOOD CANVASSING.
- ▲ **ENROLLING 100 STUDENTS** IN THE ESL/HISTORY/CIVICS COURSE, WITH AT LEAST 90 STUDENTS COMPLETING THE PROGRAM;



- ▲ **SCREENING 200 INDIVIDUALS FOR CITIZENSHIP ASSISTANCE, WITH A TOTAL MINIMUM COMPLETION OF 160 APPLICATIONS;**
- ▲ **SCREENING 120 INDIVIDUALS FOR DEFERRED ACTION FOR CHILDHOOD ARRIVALS, WITH A TOTAL MINIMUM COMPLETION OF 65 APPLICATIONS;**
- ▲ **SCREENING 90 INDIVIDUALS FOR FAMILY-BASED PETITIONS, WITH A TOTAL COMPLETION OF 45 APPLICATIONS.**

**APPLICATION GUIDELINES**

In order to provide immigrant immigration services to the target population and region, LULAC is requesting a 2 to 4 page proposal. To be considered, the proposal and a completed application (below) must be received by Wednesday, December 3, 2014. See proposal specifications in the box to the right.

In order to provide the best quality of immigration services, Councils and allies sub-granted under the program will be required to maintain the following procedures:

- **Outreach, Selection and Wait List Policy:** Programs must employ a variety of outreach and recruitment strategies in order to ensure that eligible participants are aware of program services. Programs are expected to maintain an active waitlist for applicants who are unable to enroll in classes or cannot be provided application assistance services immediately due to capacity constraints.
- **Intake:** Programs must have a formal process in place for conducting participant intake. Programs must ask each participant to provide his/her ID and contact data, and to sign a release of information form for follow-up purposes.
- **Orientation and Placement (for Civics Classes) :** Ideally before classes start, but no later than one week after class launch, programs are expected to provide all participants with an orientation to explain the attendance policy, class participation, counseling services, rights and responsibilities, and basic rules and regulations. Programs must ensure that all participants understand the information provided at orientation. At a minimum, programs are encouraged to have a written process for administering and scoring pre-and post-tests.
- **Quality Control Procedures:** All Councils and allies subgranted under this program must demonstrated orderly procedure of maintaining records in confidential manner.

**\*PROPOSAL MUST INCLUDE**

- ▲ **ORGANIZATION DESCRIPTION**  
A brief description highlighting your Council/Organization’s work and experience providing immigrant services.
- ▲ **NEEDS STATEMENT**  
A needs statement highlighting population served and why they meet the criteria of the stated target population.
- ▲ **PROGRAM PROPOSAL**  
A program proposal with a description of your intended programmatic strategy and program calendar in order to provide the aforementioned immigration services.
- ▲ **QUALITY CONTROL**  
All LULAC Councils or allies must describe quality controls in place to track participants and maintain the privacy of individuals seeking enrollment in program.
- ▲ **PROGRAM BUDGET**  
A copy of your program budget with a breakdown of proposed grant expenses to include material needs. If further funding is needed, please describe plans to secure future funds and possible donors.
- ▲ **LETTER OF SUPPORT**  
Letter of support from organization partners in the local community.



## REVIEW CRITERIA

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The subcontracted LULAC Council and/or ally will be responsible to use the funding to provide immigrant immigration services. Subcontractors will be selected according to the following criteria:

- ▲ NEED AS SHOWN BY EXTENT OF THE PROBLEM IN THE COUNCIL'S OR ALLY'S AREA.
- ▲ CAPACITY TO CARRY OUT PROPOSED INITIATIVE, INCLUDING OVERALL ADMINISTRATIVE CAPACITY AND ABILITY TO MEET THE GOALS HIGHLIGHTED ABOVE.
- ▲ APPLICATION ASSISTANCE PROVIDED BY ACCREDITED REPRESENTATIVES OR ATTORNEYS.
- ▲ PROVEN EXPERIENCE IMPLEMENTING IMMIGRATION SERVICES (CIVICS CLASSES AND APPLICATION ASSISTANCE).
- ▲ AGREEMENT TO SIGN AN MOU COMMITTING THE COUNCIL/ALLY TO ATTEND KICK-OFF AND TRAINING ACTIVITIES, IMPLEMENT PROGRAM ACTIVITIES, AND TIMELY FOLLOW THROUGH ON REPORTING REQUIREMENTS.
- ▲ COMMITMENT AND ABILITY TO PROVIDE SERVICES TO TARGET POPULATION FREE OF CHARGE.
- ▲ CAPACITY TO PROVIDE SERVICES REFLECTIVE OF THE CULTURAL AND LINGUISTIC CHARACTERISTICS OF THE TARGET POPULATION.
- ▲ ABILITY TO WORK WITH LULAC TO RECOGNIZE THE WALMART FOUNDATION FOR THE FUNDING OF THIS PROJECT AND AS AN ORGANIZATION THAT IS ENHANCING THE QUALITY OF LIFE FOR HISPANIC FAMILIES.

*The Mission of the League of United Latin American Citizens is to advance the economic condition, educational attainment, political influence, housing, health and civil rights of the Hispanic population of the United States.*

[www.LULAC.org](http://www.LULAC.org)

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## TIMELINE & RFP ASSISTANCE CALLS

- a) If you intend to apply for funding under this program, please send an e-mail by November 26, 2014 to Sindy Benavides, National Director of Civic Engagement, at [SBenavides@LULAC.org](mailto:SBenavides@LULAC.org). Although submission of a **notice of intent** to apply is not mandatory, your e-mail will help LULAC plan more efficiently for the application review process. In your e-mail, please simply include the name of your organization, LULAC Council number (if applicable), address, contact person, title, e-mail, and phone number.
- b) RFP Informational Call:  
Tuesday, November 25<sup>th</sup> at 3:00 p.m. EST
- c) **Application Deadline: Please submit application proposal by email no later than midnight on Wednesday, December 3, 2014** to: [SBenavides@LULAC.org](mailto:SBenavides@LULAC.org). If you have any questions, please feel free to call or email Sindy Benavides at [SBenavides@LULAC.org](mailto:SBenavides@LULAC.org) or 202.833.6130.



## Hispanic Immigrant Integration Project Proposal 2014 Application (Pages 4-6)

1) Organization Name:

2) Address:

Phone:

3) City, State, Zip:

Fax:

4) Exec. Director/ CEO/ Senior Administrator:

Signature:

5) Title:

Phone:

Fax:

E-Mail Address:

Web Address:

6) Organization's Mission:

7) Total Project Cost:

8) Amount Requested:



9) Are you reapplying for a HIIP grant?

10) Other funding sources and amounts, pending and committed: (If funds from this request will not cover the total project cost, additional funding sources must be provided.)

11) Executive Summary: (270 words or less)

12)  Y  N We agree to cooperate with LULAC . LULAC may retain and analyze the data we provide under this grant.

13) Plans to sustain project beyond the term of this request:

14) Special populations served by the project:

Racial and ethnic: Please provide the percentage of each group participating. Total must equal 100 %. If you do not currently track racial and ethnic data, please make an educated estimate. Please do not leave any area blank. Use a zero entry where appropriate. For domestic organizations, if a certain population is not applicable to your organization and/or the specified project, please enter N/A, otherwise enter a zero.

\_\_\_\_ % African American

\_\_\_\_ %Hispanic/Latino

\_\_\_\_ % White

\_\_\_\_ % Asian American

\_\_\_\_ % Native American

\_\_\_\_ % Other (Define)

\_\_\_\_\_

15) Nationalities served (please list):



**16) Other:** If the program/project serves other populations (people with disabilities, students, etc), please indicate below. If one or more population(s) are not served by your organization/project, insert N/A. Do not leave any area blank.

**17) Program Contact:**

**Phone:**

**Date:**

**Title:**

**E-Mail:**

**18) Program Contact:**

**Phone:**

**Date:**

**Title:**

**E-Mail:**