

**CITY OF SAN ANTONIO, TEXAS**

**DEPARTMENT OF HUMAN SERVICES**



*Response to Invitation from Vera Institute of Justice  
to submit grant proposal for  
SAFE (Safety and Fairness for Everyone) Cities Network Catalytic Grant*

*for  
IMMIGRATION LEGAL SERVICES FOR LOW INCOME SAN ANTONIO  
RESIDENTS*

**JUNE 9, 2017**

City of San Antonio, Texas  
Response to Invitation for Proposal SAFE Cities Network

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**1) Jurisdiction Contact Information:**

City of San Antonio  
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Primary Contact

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**2) Describe how your jurisdiction will fund immigration legal services.**

The City of San Antonio operates on a fiscal year commencing October 1 through September 30. On May 11, 2017 the San Antonio City Council approved a budget allocation for the current fiscal year of \$150,000.00 from the City's General Fund to provide legal services to low-income residents. Legal services will include education seminars, counseling and legal representation on a variety of issues including veteran issues, landlord-tenant, ID recovery homeless community, immigration, and simple wills. A request for proposals was released on May 26 to obtain proposals from non-profit providers and or universities. The request for proposals will close on June 30 and it is anticipated that a recommendation for a legal service provider(s) will be brought to City Council for approval in early August. Legal services to low income residents could be made available in September or October.

The funds allocated by the City Council in May are one-time in nature. Additional funding beyond this allocation would have to be discussed with the City Council as part of the annual budget process. If additional funding is allocated, the City will continue to partner with non-profit providers or local universities to provide legal services to low income San Antonio residents.

**3) Describe the type of immigration legal services that your jurisdiction will provide.**

The scope of immigration legal services to be provided includes educating the community on immigrant rights, representing immigrants who are crime victims, providing guidance to parents of U.S. Citizen children, providing support to immigrant victims of domestic violence, providing advice to trafficking victims, providing support for special immigrant juvenile status, and supporting family-based petitions. Similar to federal funding provided for Legal Orientation Programs (LOPs), which improve judicial efficiency and assist all parties in removal proceedings. The legal services provider(s) selected by the City of San Antonio through a competitive Request for Proposal Process (RFP) that will close on June 30 will replicate the education model by providing the San Antonio community with education services and representation in deportation proceedings. The City's selected legal services provider(s) will have the ability to represent both detained and non-detained individuals.

The City of San Antonio will use the responses provided by the RFP Process to determine the amount out of the \$150,000.00 budget that will be allocated to immigration legal services.

**4) Estimate the number of clients your jurisdiction expects to provide representation for over a one-year period.**

The City of San Antonio will use the responses provided by the RFP Process to determine the amount out of the \$150,000.00 budget that will be allocated to immigration legal services and the estimated number of clients and cases expected to be serviced. Potential Vera catalyst grant money would be added to that budget amount to increase the level of immigrant legal services. The City requested that Responders to the City's RFP provide how additional funds, if made available, would be used to increase the level of immigrant legal services.

**5) What legal services providers ("LSPs") are expected to provide the legal services under your program?**

The legal service provider(s) will be determined using the RFP process that has been initiated. The RFP Process will close on June 30 and recommendations for legal service provider(s) is anticipated to be presented to City Council in early August.

**6) What is your anticipated start date for providing immigrant legal representation in your jurisdiction?**

The City of San Antonio released a RFP to obtain legal service provider(s) on May 26. Responses are due June 30 and the City estimates bringing a recommendation to the City Council for approval in early August. It is anticipated that Legal Services will be made available to the public in September or October.

**7) For representation of immigrants in removal proceedings, describe your plan for implementing a “universal representation model.”**

The City will provide legal services assistance to immigrants who are crime victims, parents of U.S. Citizen children, immigrant victims of domestic violence, immigrant trafficking victims, special immigrant juvenile status, and supporting family-based petitions. Similar to federal funding provided for Legal Orientation Programs (LOPs), which improve judicial efficiency and assist all parties in removal proceedings, the successful respondent selected by the City of San Antonio through a competitive Request for Proposal Process (RFP) that will close on June 30 will replicate the education model by providing the San Antonio community with education services and representation in deportation proceedings.

Legal Services Recipients Eligibility: Nonprofit legal provider(s) will provide the legal services described in the RFP to San Antonio Residents that meet all of the following criteria: 1) Individuals residing within the corporate limits of the City of San Antonio; and 2) Individuals whose household income is 125% of the federal poverty level or below

**a. Describe your plan for client intake.**

The immigrant population proposed to be served is described in the response to question 7.

The City will rely on the established intake process and referrals already used by the successful legal service provider(s) resulting from the competitive RFP process.

**8) How would a one-time catalyst grant (e.g., of \$100,000) augment your plan to provide removal defense services?**

A one-time catalyst grant of \$100,000 will significantly augment the resources the City has allocated for legal services and increase the capacity to assist immigrants in San Antonio. The City will use the RFP process to recommend the amount to be allocated to immigration services. The City will track the performance and impact of the legal services funds to the immigrant community and could recommend to the City Council the continuation of such services in future budget years. The award of the one-time catalyst grant will exponentially increase the chances of a successful program for the City of San Antonio.

**9) Describe how you envision using Vera's in-kind support services to support your program.**

The City anticipates that VERA could assist the selected LSPs with training. The City would request assistance with research, data reporting, and strategic communications support. The City of San Antonio Human Services Department will administer and monitor the Legal Services Program and could benefit from training from VERA in regards to monitoring performance of LSP and performance metrics data tracking. Additionally, the Human Services Department and other city departments could benefit from VERA's expertise in training staff in dealing with immigration questions that may arise as city employees provide services to the community.

**10) Vera has created a secure online database and will be collecting data on the legal services performed by the LSPs for the purposes of program management and reporting. Please indicate your willingness and plan to ensure that the LSPs cooperate with Vera's data collection efforts.**

The City indicated in its RFP for legal services that is currently exploring grant opportunities to augment funding for immigration services. The qualified respondent will be asked to comply with grantor requirements should the City be successful in obtaining a matching grant. The RFP also requested that respondents track the number of clients/cases served and the types of cases to measure the impact of the program.

**11) Describe the role that local government staff is expected to play in the program.**

The Human Services Department of the City of San Antonio will be responsible for

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managing and monitoring the Legal Services for Low Income Residents Program.

The Human Services Department has a Contract Division dedicated to managing and monitoring non-profit agency contracts as well as federal and state grants. The City's Attorney's Office will assist with the monitoring and performance of the Legal Services Providers.

The City will advertise the services on its current communication channels (social media, television, print media, and city's website) and will also partner with the successful RFP respondent to advertise this program. The Human Services Department will also provide outreach through the Department's direct service programs and 64 contracted non-profit agencies to expand the reach of the program.

**12) Describe your jurisdiction's willingness to participate in public communications and media regarding the network.**

The City of San Antonio is willing to participate in public communications and media regarding the network.

San Antonio is a city with diverse cultural backgrounds and a rich immigrant history. Consequently, it is critical to maintain and foster dialogue and education among immigrant populations as a cornerstone to community health and safety.

This need includes the ability to provide resources to support education and services that instill confidence among the population to navigate the multitude of issues that confront immigrants within our City. To ensure safe and secure communities, the City intends to provide services that educate San Antonio residents of immigrant rights and provide legal services for immigrant residents that otherwise do not have access to representation due to their inability to afford a lawyer.

**13) Please provide anything additional relevant information that you would like to include in this RFP.**

This link <http://www.sanantonio.gov/purchasing/biddingcontract/opportunities> provides access to the City of San Antonio Request for Legal Services Proposals released on May 26, 2017 (Leal Services-RFP 17-094, 6100009029).