

July 9, 2018



Dear Board Members of the [REDACTED] Foundation:

Thank you for the generous grant provided by the [REDACTED] Foundation for our Immigration Legal Services program last year. During a time of rapidly changing immigration policies and practices, we have assisted thousands of immigrants with direct legal services and outreach events, while maintaining a 96% application approval rating. We thank you for the opportunity to request your renewed support as we work to address the growing need for immigration legal services in Central Texas.

Since 2001, Catholic Charities Immigration Legal Services (ILS) has served tens of thousands of clients, and our thirteen-person legal team has had great success providing information and representation to the immigrant community in Central Texas. We respectfully request the [REDACTED] Foundation's consideration of a \$30,000 grant to support our ILS program's work to keep immigrant families together and safe. Your grant will support the salaries and benefits of our ILS program staff as they help individuals and families access federally administered programs.

Need and Project Description

Perhaps no issue is more controversial, more divisive at this point in time than the immigration policy debate currently being waged in the U.S. While Central Texas has one of the fastest growing immigrant populations in the U.S., the City of Austin Commission on Immigrant Affairs identified only 6 local providers of immigration legal services. Unscrupulous individuals who call themselves notaries (exploiting the meaning of notario, which indicates legal credentials in Latin America) seek to take advantage of immigrants by charging exorbitant amounts to file immigration applications often incorrectly or fraudulently. In an effort to prevent notario fraud, every consultation provided by our ILS program gives immigrants reliable information about whether they qualify to apply for immigration relief.

The capacity for low-cost immigration legal assistance in Austin is continually lagging behind the demand, driven by increases in population and immigration enforcement. A new Texas immigration law, Senate Bill 4, has led to increased fear in immigrant communities. It allows law enforcement to question the immigration status of anyone arrested or detained, including during routine traffic stops. Given the recent changes in

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enforcement of immigration laws, many people have come to our office to seek a pathway to normalizing their immigration status or strengthening their status by applying for citizenship.

Our Primary Objectives

Access to the Justice System

ILS benefits immigrants by stabilizing their immigration status, reuniting them with family members, and providing them with work authorization. Many low-income immigrant families struggle to access the justice system due to the expense of retaining an immigration attorney. We keep fees nominal (20-40% of a private immigration attorney) so that low-income families can apply for immigration benefits.

Education

We conduct free Immigration 101, Know Your Rights, and naturalization information sessions to educate immigrants on the benefits for which they may be eligible, the process for accessing those benefits, and the rights of every person within the U.S. We also give presentations on the immigration system to employers and nonprofit partners so they can better serve their constituents.

Wraparound Services

ILS works closely with other our programs at Catholic Charities of Central Texas to meet the holistic needs of immigrant families. Many immigrants have experienced trauma and receive mental health services from our bilingual counselors. Our counselors are able to provide low-cost psychological evaluations for persons seeking immigration benefits due to an asylum claim or being victimized.

Community Planning

As one of the preeminent providers of legal services for immigrants in Central Texas, we work to convene other immigrant advocates to address the pressing needs of the immigrant community. We are a founding member of Texas Here to Stay – a collaborative of nonprofits, immigration attorneys, the Mexican Consulate, school districts, churches and media partners formed in response to the growing concerns of the immigrant community in Austin.

Austin's identity as a welcoming city attracts immigrants to our community, many of whom seek out assistance with their immigration status. At Catholic Charities, we believe that immigrants should be able to find safety for their loved ones, live a dignified life free from violence, and be able to provide for their families.

Service Model

Through ILS, adults, children and families benefit from personalized assistance through each step of the immigration process. During an hour-long consultation, eligibility for immigration benefits for the individual client is assessed and information on the processes and costs of obtaining the available benefits is provided to the client. If eligibility for an immigration benefit is established and the client chooses to retain ILS, the attorney or Department of Justice (DOJ) representative will prepare and file the client's case with U.S. Citizenship and Immigration Services (USCIS) or with the appropriate government entity. We provide direct legal services on processes including family-based immigration,

Mr. E's Story

Mr. E came to our offices last year because he finally felt the time was right to become a citizen of United States. Mr. E had been a lawful permanent resident (green card holder) for more than 25 years, but wanted to start voting and taking a more active role as a civilian.

Mr. E struggles with reading and writing because he is mostly illiterate in both English and Spanish. That meant that even though he qualified for the age exception from the English civics test, he still had to study, read and understand basic U.S. history and civics in Spanish in order to pass his test.

Mr. E received help from family members and his Department of Justice accredited representative at Catholic Charities, Guadalupe Rios, who called him during many of her lunch breaks to assist him with studying the 100 possible test questions.

While Mr. E failed the test the first time, he went back for his second attempt and passed. Mr. E was officially sworn in as a U.S. citizen on May 31, 2017.

█'s Story

█, born and raised in Mexico, recently graduated as a first-generation college student at The University of Texas at Austin. She double majored in economics and international relations. As a young person who is residing in the United States with Deferred Action for Childhood Arrivals (DACA), █ has a renewable two-year work permit and exemption from deportation, but she cannot set foot outside of the U.S. and be able to re-enter lawfully.

For █, this became a problem when she was presented with the opportunity to study abroad in Shanghai during her undergraduate studies. Not wanting to pass up this amazing opportunity, █ came to Catholic Charities Immigration Legal Services seeking a legal route to study abroad and re-enter the U.S.

Our qualified attorney, Hannah Silk-Kapasi, worked with █ to get her an advance parole travel document, an application to USCIS that allows an immigrant to travel outside the United States for educational, employment or humanitarian purposes and return lawfully. █ completed the Business, Language and Culture program in Shanghai and says that it was one of the best decisions she's ever made. She now works in her chosen field in Austin and credits her work experience in China as a main factor in her professional success.

permanent residency, Deferred Action for Childhood Arrivals (DACA), visas for victims of certain crimes (T-Visa and U-Visa), Violence Against Women Act visas (VAWA), asylum, Temporary Protected Status (TPS), and several other processes.

Our legal services are provided by four attorneys and two DOJ representatives, with the support of legal assistants, administrative staff and volunteers. Each case manager (i.e. attorney or DOJ representative) is responsible for the management of their cases. They work with clients to form a legal strategy for each unique case and remain in contact with the client throughout the process. The legal assistants also work with the clients to find and obtain necessary evidence, complete applications and petitions, and provide information to the client regarding their case as requested. Our case managers each have the capacity to accept █ consultations per month and averaged █ cases each last year.

Our office is open Monday through Friday from 8:30 am to 5:00 pm. Many clients work during these hours and must sacrifice wages to attend a consultation. In order to combat this barrier, we provide after-hours appointments two days a week at 5:00 pm and 6:00 pm. We also conduct weekend workshops or clinics on our own or with the Texas Here to Stay coalition in order to serve clients with consultations, naturalization services and other processes that are appropriate in a workshop setting.

Population Served

We serve any immigrant who walks through our doors if they meet income and geographic eligibility requirements. Our target population is low-income immigrants or family members of immigrants who are eligible for immigration benefits, legal status, or protections. Services are reserved for immigrant families living at or below 250% of the federal poverty level. We work with many vulnerable populations, including unaccompanied minors and victims of domestic violence, crime or human trafficking. The top countries of origin of families we serve are Mexico, Honduras, Guatemala and El Salvador.

We serve individuals in Travis County and 24 surrounding counties in Central Texas. Our physical office locations are in Austin and Bryan. We frequently take our services on the road to serve immigrants in more remote areas of our service region.

Impact

There is no monetary value that can be placed on families being able to remain together, but the social impact is enormous. When families stay together, the entire community is strengthened. As a result of our services, many individuals receive work authorization allowing them to provide for their family's basic needs and contribute to the economy.

We seek to provide a break against the growing anti-immigrant sentiment in Texas and United States politics that is paralyzing community members with fear. Your support will help us curb the

effects of this fear by providing high-quality legal services and conducting educational outreach.

Evaluation

Outputs and outcomes are set annually by the Director of Immigration Legal Services, and ILS staff collects and submits data to track these outputs and outcomes. On a monthly basis, the Director of ILS compiles this information and tracks progress toward annual goals, which is reviewed quarterly by the agency's senior leadership team. Each ILS staff member is trained on beneficiary tracking procedures upon hire, and the Director is responsible for reviewing and assuring the accuracy of the data provided.

ILS uses an electronic case management system called LawLogix in order to track the status of cases and generate reports on program outputs and outcomes. The Director of ILS is responsible for generating reports. Using LawLogix, we can identify case timing issues, underserved populations, and too small or large of a caseload for each attorney and accredited representative.

From July 1, 2018 - June 30, 2019, Immigration Legal Services will:

- Provide 1,700 unduplicated individuals with consultations so they understand the immigration benefits for which they are eligible
- Provide 700 unduplicated individuals with full legal representation
- Host 12 free immigration information sessions throughout service region
- Maintain a 90% application approval rating from U.S. Citizenship and Immigration Services

Request

We respectfully request the [REDACTED] Foundation's consideration of a \$30,000 grant to support our Immigration Legal Services program. We thank you for your consideration of this increased request for funding as a contract for emergency funding we held with [REDACTED] recently ended and as community needs for legal services continue to grow. We have confirmed [REDACTED] in program funding but must raise an additional [REDACTED] to support ILS program operations this fiscal year. Your grant will help us keep our legal fees as low as possible so that families in need can access our services.

With hopeful expectation,

[REDACTED]
Annie Chavez
Associate Director of Grant Management

Tracking ID [REDACTED]
Grant Program Domestic
Project Name Immigration Legal Services
Organization Location U.S.
Select the option that best describes the organization Catholic Charities

Name and address of Catholic, tax-exempt organization submitting the application, as listed in The Official Catholic Directory

Organization Name Catholic Charities of Central Texas
Website <http://www.ccctx.org/>
Address Line1 1625 Rutherford Lane
Address Line2
Address Line3
City Austin
State TX
Zip-code 78754

Contact Information:

Prefix Mrs.
First Name Annie
Middle Initial
Last Name Chavez
Suffix
Title Associate Director of Grant Management
Phone (Primary) [REDACTED]
Phone (Secondary)
Fax 512-651-6101
E-mail [REDACTED]

Organization 's listing in The Official Catholic Directory published annually by P.J. Kenedy & Sons.
Edition:2017 Cath Dir Page:69

IRS Federal EIN # (Federal EIN#):742928450

Step 2: Funding Request Information

Has this organization ever applied to [REDACTED] Foundation before?
Yes

Diocese/Archdiocese where project will take place

Diocese of Austin

Religious Congregation/Order involved with project, if any (leave blank if none)

Official initials of Congregation/Order (leave blank if none)

Amount requested: \$30000.00

Total project cost: \$ [REDACTED]

Helpful amount to move the project forward: \$ [REDACTED]

Step3: Organization and Project Details

Primary Country Impacted by Project: United States

Primary Purpose of the Project: Program Expenses

Primary Ministry of the Project: Legal Aid

Primary Constituency of the Project: Immigrants/Refugees

Specific purpose for use of grant funds (Clearly state how the requested funds will be used.)

Grant funds will be used for salaries and benefits of Immigration Legal Services staff in meeting the legal needs of low-income immigrant families in Central Texas.

Introduction (Briefly describe the organization, its mission and achievements.)

Since 1999, Catholic Charities of Central Texas has worked to strengthen families and promote respect for human dignity and life across a 25 county region. We stand in solidarity with those who are most vulnerable, especially children and the elderly, immigrants and refugees, people with disabilities and health needs, and those who feel marginalized because of their religious beliefs, gender, race or nationality. We employ 53 individuals between our Austin and Bryan, Texas office locations and have an annual operating budget of over \$5.6 million. Over 700 volunteers engage with us annually to increase our capacity to serve. Our goal is to move working poor families out of poverty permanently. We provide services to anyone in need regardless of religion, age, gender, race, socioeconomic status or nationality. We strive to end poverty through our six programs by engaging, educating and empowering families toward their personal goals. We assist over 14,000 individuals annually with services including clinical counseling, parenting and pregnancy classes, immigration legal services, case management coupled with financial assistance for housing stability, disaster response, and veteran services. Because our 25 county service region is so vast, we work to reduce transportation barriers for clients by bringing services on the road for weekend workshops and offering virtual services when possible.

Problems, Objectives, and Methods (Briefly describe the need / problem and means to accomplish the desired outcome.)

Central Texas has one of the fastest growing immigrant populations in the U.S. but few immigration legal service providers. A survey of 47 providers by the City of Austin Commission on Immigrant Affairs found that only 6 provide legal services. We know that individuals migrate in an effort to search out safety and the means for a better life that they could not find in their country of origin. We believe it is our civic and moral responsibility to assist those seeking hope for a brighter future. Unfortunately, unqualified individuals who call themselves notarios, a word which indicates legal credentials in Latin America, prey on immigrants and charge exorbitant amounts to file immigration applications often incorrectly or fraudulently. Notario fraud can permanently damage immigration cases and puts families at risk of separation due to deportation. Our Immigration Legal Services program provides low-cost legal representation in the areas of family-based immigration, self-petitions, and special programs. Given the recent changes in enforcement of immigration laws, many people have come to our office to seek a pathway to normalizing their immigration status or strengthening their status. We provide more consultations than any other nonprofit legal service provider in Austin and have a success rate of over 95% for filed cases. We also conduct free Immigration 101, Know Your Rights, and naturalization information sessions to share reliable information with immigrant communities.

Timing (Time frame of the project, current status, estimated completion date.)

July –Oct. 2018 Begin tracking progress toward outputs and outcomes Oct. – Dec. 2018 Complete 800 consultations and 6 free informational sessions by end of calendar year Jan. – Mar. 2019 Assess mid-year progress Report progress to Board of Directors and staff Apr. – June 2019 Complete 1,700 consultations and 12 informational sessions by end of fiscal year Prepare final reports

Cost and Financing

A) Provide a detailed listing/cost breakdown of the essential elements of the project. (The total of the essential elements should equal the amount in Total Project Cost listed in Step 2).

Direct Salaries and Benefits \$	██████████	Facilities Maintenance \$	██████████	Furniture, Equipment, and Equipment Maintenance \$	██████████	Professional Services \$	██████████	Contract Services \$	██████████	Conference and Travel \$	██████████
Dues and Subscriptions \$	██████████	Telephone \$	██████████	Program Materials \$	██████████	Publicity \$	██████████	Postage and Shipping \$	██████████	Meetings and Hospitality \$	██████████
Bank Fees & Service Charges \$	██████████	Rent and Utilities \$	██████████	In-Kind Rent \$	██████████	Total \$	██████████				

B) List all sources and amounts of funds already obtained for this project.

Indicate how much has been raised within the organization and from outside sources. In addition to funds already obtained and those requested from [REDACTED], list other proposed / pending funding sources, if any. *.

Confirmed and Projected [REDACTED]

C) Will this project be self-supporting?

Fees for service are projected to account for [REDACTED] % of the ILS operating budget, which positively impacts sustainability. The amount of outside support required has decreased as processes and client retention have improved, but the program will always require philanthropic support in order to keep legal fees low for immigrant families in need.

Assessment (Explain how the desired outcome of the project/program will be accomplished.)

From July 1, 2018 - June 30, 2019, Immigration Legal Services will: • Provide 1,700 unduplicated individuals with consultations so they understand the immigration benefits for which they are eligible • Provide 700 unduplicated individuals with full legal representation • Host 12 free immigration information sessions throughout service region • Maintain a 90% application approval rating from U.S. Citizenship and Immigration Services ILS uses an electronic case management system called LawLogix in order to track the status of cases and generate reports on program outputs and outcomes. The Director of ILS is responsible for generating reports. Using LawLogix, we can identify case timing issues, underserved populations, and too small or large of a caseload for each attorney and accredited representative.