



Capacity-Strengthening Grants for Immigrant-Focused LSPs Application

The L.A. County Office of Immigrant Affairs (OIA) grant program is funded by the County of Los Angeles (“County”) allocated from American Rescue Plan (“ARP”) funds. This grant program intends to provide direct investments to immigrant-focused Legal Service Providers (LSP) or Case Management Organizations (CMO). The Center for Nonprofit Management (CNM) will administer the OIA grant program and lead capacity strengthening efforts with the awardees throughout the one (1) year grant period.

The launch of the next cohort from the LA County Office of Immigration Affairs will focus on **enhancing the quality of legal services for immigrants in our community by integrating case management services or organizations with case management services that seek to strengthen and/or expand partnerships with legal service providers.** We recognize the multifaceted challenges that immigrants face, and we believe that by incorporating comprehensive case management into legal assistance, we can amplify the impact of our efforts. Through this new grant opportunity, legal services providers will be asked to develop a plan that offers a more comprehensive and streamlined approach, ensuring that immigrants not only receive expert legal representation but also gain access to vital support that addresses their unique needs. Organizations who provide direct legal services and who are ready to embrace this innovative approach are invited to apply.

Organization Eligibility

- Organization must be a tax-exempt 501(c)(3) non-profit Legal Service Provider whose primary work is providing legal services or a tax-exempt 501(c)(3) non-profit Case Management Organization whose primary work is providing case management services. Fiscally sponsored organizations are eligible.
- Applicant organization is primarily focused on foreign-born populations: The organization’s mission statement explicitly focuses on immigrants or refugees, or more than 50 percent of the population the Community Based Organization (CBO) serves is foreign-born or are the children of immigrants.
- Proposed project is directly focused on immigrants.
- Applicants’ primary direct service activities occur for Los Angeles County residents.
- Applicant must demonstrate dedicated staffing and presence in Los Angeles County.

Eligible Activities

Grants will be allocated to eligible, immigrant-focused nonprofit entities with final award recommendations based on availability of funds, program guidelines, and the submission of all required information and supporting documentation.

The OIA grant program will support the incorporation of case management into legal services, such as:

- Legal Service Providers incorporating case management into their legal services through staffing.



- Strategic Partnerships that support a Case Management Organization to incorporate case management services within the services of a Legal Service Provider. To be eligible for this category, the Case Management Organization must have an established partnership with a Legal Service Provider prior to submitting this application.

Applications and supporting documents must be completed and uploaded in SurveyMonkey by no later than October 27, 2023, 5:00 pm PT. Email submissions will not be accepted.

Background on Organization:

1. Please tell us how your organization provides services for immigrants in Los Angeles County and include **(300 words maximum)**:
 - a. What specific immigrant communities do you serve (i.e., refugees, older immigrants, unaccompanied minors, migrants from specific countries)? **(Please use bullet points to list all immigrant communities served)**
 - b. In what languages do you provide services? **(Please use bullet points to list out the languages)**
 - c. How do you provide cultural/linguistic specific services?
2. Mission statement
3. Is your organization a participant in any coalitions, partnerships, or collaborative efforts? If so, please share the community coalitions, community partnership, or collaborative efforts that your organization is a part of. Please describe the effort, your organization’s role, and how long your organization has been part of the effort. **(250 words maximum, bullet points encouraged)**
4. Financial information including current operating budget formatted in an Excel spreadsheet
5. Board of Directors or fiscal sponsor’s Board of Directors
6. Most recent Form 990 including your 501(c)3 letter or your fiscal sponsor’s 501(c)3 letter and fiscal sponsorship agreement.
7. If you are fiscally sponsored, how long have you been fiscally sponsored?
8. *(OPTIONAL) If you are registered on WebVen through Los Angeles County and SAM.gov through federal government, please provide WebVen and/or SAM number(s).*

Proposed Activities & Expected Outcomes:

9. Describe how funds will be used to respond to the negative economic impacts of the COVID-19 public health emergency, including to households and small businesses? **(250 words maximum)**
10. Are you applying as (check one):
 - A Legal Service Provider **(if so, go to question 11)**
 - Organization who provides case management services **(if so, go to question 12)**
11. **For Legal Services Providers (LSP) Only:** According to the California Bar Association, a LSP provides any of these 3 types of services:

Service	Definition
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Limited Service	Refers to case ¹ services such as counsel and advice or limited action
Extended Service	Refers to any case service beyond limited action such as negotiated settlement with or without litigation
Other Services	Refers to all non-case services provided to clients that do not require an attorney-client relationship. Types of other services include self-help clinics, educational workshops and trainings, outreach events, and hotline calls

- a. As an LSP, which category of service(s) does your organization provide from the table above? Please provide a thorough explanation of the services your organization provides to immigrant communities. **(250 words maximum, bullet points highly encouraged)**
 - b. Does your organization currently provide case management support? If so, describe your current efforts. **(250 words maximum)**
 - c. Proposed Activities: As an LSP, please share the activities you plan to implement that will lead to incorporating a case manager/social worker into your legal services to enhance the overall support provided to immigrant communities. The plan must include the recruitment strategy for this position, how this position will be managed and supported, and how this position will be integrated into your legal services. If there is existing case management support, how will the grant enhance this support? Describe how these activities will contribute to the long-term physical and financial health of the County’s immigrants? **(500 words maximum)**
 - d. How will these activities create long-term sustainability for case management within your organization? **(250 words maximum)**
12. **For Case Management Organizations (CMO) Only**: To be eligible for this category, your organization must have an established partnership with a Legal Service Provider (LSP) prior to submitting this application. Please indicate how long you have been in partnership with the LSP and describe this relationship, including how your organization collaborates with the LSP to support immigrants. After addressing the eligibility criteria, provide a thorough explanation of your case management services. Does your organization have experience working with immigrant communities? If so, how long have you provided services to and describe the work with immigrant communities. **(300 words maximum, bullet points highly encouraged)**
- a. Proposed Activities: Please share the activities you plan to implement that will lead to expanding or strengthening the case management partnership with the LSP and enhance the overall support provided to immigrant communities. The plan must include how the integration of case management services will be managed and supported. Describe how these activities will contribute to the long-term physical and financial health of the County’s immigrants. **(500 words maximum)**

¹ According to the CA Bar Association, a case is defined as a legal problem of a client (attorney-client relationship) and the legal activities or processes used in resolving those problems, which could be limited or extended.



- b. How will these activities create long-term sustainability for case management services within the partnership? (250 words maximum)

Proposed Activity Budget:

- 13. To be considered, please share a project budget and a budget narrative for the proposed activities you plan to implement with this funding. [See sample budget here.](#)

Success Measures:

- 14. What does success look like? What are [SMARTIE-formatted \(Specific, Measurable, Achievable, Relevant, Time-bound, Inclusive, Equitable\)](#) milestones you expect to meet? How do you plan on sustaining your activities after the grant ends? (300 words maximum, bullet points encouraged).

Organization Details:

- 15. Is your organization able to meet quarterly reporting and invoice requirements?
 Yes
 No, we need support and/or technical assistance.
- 16. Is your organization able to participate in monthly capacity strengthening trainings as required by the grant?
 Yes
 No
- 17. Which LA County Supervisorial District is your organization located and/or works comprehensively in? Please check in the chart below or [this link](#).
 District 1
 District 2
 District 3
 District 4
 District 5

Supervisorial District	Zip Codes
1	90006, 90007, 90012, 90013, 90015, 90017, 90021, 90022, 90023, 90026, 90027, 90029, 90033, 90040, 90063, 90091, 90640, 91702, 91731, 91732, 91733, 91734, 91735, 91744, 91746, 91747, 91750, 91765, 91766, 91767, 91768, 91769, 91780, 91789
2	90001, 90005, 90006, 90010, 90015, 90023, 90037, 90044, 90057, 90058, 90059, 90061, 90221, 90247, 90248, 90249, 90250, 90251, 90255, 90270, 90280, 90301, 90304
3	90029, 91303, 91352, 91402, 91406, 91411



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4	90059, 90201, 90202, 90247, 90248, 90255, 90262, 90270, 90280, 90650, 90723, 90731, 90744, 90803, 90804, 90805, 90806, 90807, 90808, 90810, 90815
5	91201–91210, 91214, 91221, 91222, 91224–91226, 91030, 91031, 91355, 93510, 93543, 93550, 93551, 93552, 93591, 93599

Applications Review Process

All grant inquiries and applications will be reviewed by the Center for Nonprofit Management. Applicants may be considered for funding and resources, as well as capacity strengthening training. All selection decisions are final and at the sole discretion of CNM.