



Legal Representation for Children and Youth Program
Request for Proposals
Issued: September 22, 2021
Response Due: September 29, 2021 at 5:00 p.m. ET

Background Information:

The New Jersey Department of Human Services (NJ DHS) has awarded Kids in Need of Defense (KIND) \$3 million for the period from July 1, 2021 to June 30, 2022 to serve as fiscal agent for the provision of free legal representation and case management services to unaccompanied immigrant children and similarly situated youth in New Jersey by KIND and subgrantee legal services providers (LSPs). As fiscal agent, KIND will provide administrative support and program oversight. KIND will also provide legal services and case management services alongside the subgrantees.

Request Summary:

This Request for Proposals (RFP) seeks proposals by prospective subgrantee LSPs to provide legal and case management services to unaccompanied immigrant children and similarly situated youth in New Jersey during the grant period. A response to the RFP constitutes an organization's intent to enter into a teaming agreement with KIND affirming that the subgrantee will work collaboratively and effectively with KIND, NJ DHS, and other subgrantees to meet all program terms and requirements including timely deliverables and reporting and ensure high quality legal representation through direct representation or pro bono facilitation and high quality case management services by social services staff. A response does not constitute selection to receive funding under this initiative. Subsequent notifications and Memoranda of Agreement (MOAs) will be made upon review and approval by NJ DHS.

Program Terms:

KIND currently anticipates the following program scope and structure, and applicants should submit their response to the RFP with these anticipated program terms in mind. However, please note that final program terms will be contingent on NJ DHS direction and approval and will be memorialized in KIND's MOA with each respective subgrantee.

- NJ DHS, through KIND as fiscal agent, will pay for LSP services on a per-staff FTE basis, rather than on a per-case basis.
- LSPs will be allotted an amount of time to staff the program and grow their dockets. Thereafter, deliverable targets will be required on a bi-monthly basis to ensure full delivery by the end of the grant period.
- LSPs will be required to submit accurate and timely data reporting to KIND, which KIND will submit on a consolidated basis to NJ DHS. KIND will provide a reporting template, instructions, and training to LSPs on data reporting.
- LSPs will coordinate, share resources, and participate in mentoring and training opportunities for staff and attorney cohorts including pro bono attorneys mentored by the LSP.
- Efforts to streamline screenings and referrals to allocate them blindly without a merits assessment to LSPs will be critical and part of the group's tasks to propose a process.
- LSPs will be encouraged to accept referrals on a universal representation model, but flexibility will be employed to leverage collective resources (such as pro bono work and institutional knowledge), and to allow for an agile program with diverse strategies that will have maximum impact on assisting unaccompanied children and similarly situated youth.
- LSPs will be required to prioritize urgent case referrals.
- LSPs will be permitted under the funding to represent unaccompanied minors and other similarly situated youth with representation initiated before age 21.

Eligibility Criteria:

LSPs interested in applying must be a non-profit, community-based organization with at least 5 years of experience providing legal representation and social support services to unaccompanied immigrant children and other similarly situated youth.

Application Requirements:

Interested LSPs shall submit an RFP response including the following components by September 29, 2021 at 5:00 p.m. ET. See Addendum A below:

1. Applicant Profile
2. Required Questions
3. Budget Template

Applications shall be submitted by e-mail to NJRFP@supportkind.org by the deadline. Applications must include all components to be considered. Questions regarding this RFP should be directed to KIND's Senior Director for Legal Services, Laurie Carafone by e-mail at Lcarafone@supportkind.org prior to September 28, 2021 at 12:00 p.m. ET. KIND will review applications and contact prospective subgrantees with questions regarding their application and proposed budget. Fund amounts provided in the proposed budget are not final and no guarantee is made that if selected, an LSP will be funded at the amount proposed.

Addendum A
Legal Representation for Children and Youth Program
Response to Request for Proposals

Part I. Applicant Profile

Legal Name of Organization and doing business as, if any:

Organizational Contact (name, title, email, phone):

Program Contact (name, title, email, phone):

Mailing Address:

Website:

Years organization has provided services to unaccompanied children:

Tax Exempt Status Code and Employer ID Number:

Total Amount Requested:

Part II. Required Questions

1. What is your organization's mission and area of focus as it relates to serving unaccompanied immigrant children and/or similarly situated youth? Do you have a geographic focus? What population of unaccompanied immigrant children and/or similarly situated youth do you propose to serve with this funding?
2. Please describe how your organization currently provides legal and/or social services or case management to unaccompanied immigrant children and/or similarly situated youth. Include information regarding client eligibility, referrals, screenings, direct representation or pro bono mentoring, social services and other relevant services.
3. What is your proposed staffing for this work? Please provide a short summary of the requested FTEs and their proposed scope of work under this funding.
4. Please indicate whether your organization is able to provide services to children in South Jersey, in which counties, and what percentage of your caseload will be South Jersey cases.
5. What is your current method of data tracking and reporting? What databases or systems do you use for external or internal reporting? How will you ensure timely and accurate data reporting as required under the program?

Part III. Budget Template

Please complete the attached budget template indicating personnel and any other proposed costs.