



**Planning, Development & Transportation**

281 North College Avenue  
 P.O. Box 580  
 Fort Collins, CO 80522.0580

**970.221.6376**  
 970.224.6134 - fax

**MEMORANDUM**

**DATE:** December 6, 2021

**TO:** Mayor Arndt and City Councilmembers

**THRU:** Kelly DiMartino, Interim City Manager  
 Kyle Stannert, Deputy City Manager  
 Caryn Champine, Director, Planning, Development & Transportation  
 Paul Sizemore, Director, Community Development & Neighborhood Services

**FROM:** JC Ward, Sr. City Planner, Neighborhood Services  
 Leo Escalante, Program Coordinator, Neighborhood Services

**RE:** Immigration Legal Fund Pilot Quarterly Report - Q3 2021

---

The purpose of this memo is to provide City Councilmembers with an update on activities conducted and opportunities identified for the implementation of the City of Fort Collins Immigration Legal Fund. Additional memos will be submitted to City Councilmembers on a quarterly basis to report on the progress made.

**Immigration Legal Fund Quarterly Report Overview**

The City of Fort Collins Immigration Legal Fund appropriation was approved by City Council on July 6, 2021. After the Second Reading of Appropriation Ordinance was passed, City staff worked on developing the pilot and the competitive grant application process to contract with qualifying immigration legal service providers who could meet the most urgent need and reach the greatest number of impacted immigrant community members. A more detailed description of activities is provided below.

**Grant Recipients**

The Grant Review Team, made up of community members, experts in immigration law, partners from Larimer County, Colorado State University, and City staff selected three Grant Recipients for the Immigration Legal Fund pilot. Applications from the organizations are attached and are available to the public at <https://www.fcgov.com/neighborhoodservices/immigration-legal-fund>.

<b>Grant Recipient</b>	<b>Grant Award</b>	<b>Service Delivery Model</b>	<b>Case Types Served</b>
Alianza NORCO	\$50,000	Recruiting for their first immigration attorney position based in Fort Collins dedicated to this pilot	<ul style="list-style-type: none"> <li>- Family reunification</li> <li>- Refugee petitions</li> <li>- Travel documents</li> <li>- Adjustment of status</li> <li>- Work authorizations</li> <li>- Citizenship applications</li> <li>- DACA renewals and DACA initials</li> <li>- Applications for certificate of citizenship</li> <li>- Fee Waivers</li> <li>- Applications to renew and replace permanent resident card</li> </ul>

			<ul style="list-style-type: none"> <li>- Temporary Protected Status applications</li> <li>- Self-Advocacy Resources, Outreach, &amp; Education</li> </ul>
Interfaith Solidarity and Accompaniment Coalition	\$50,000	Connecting participants with attorneys and paying a negotiated fee for legal representation without the organization employing an attorney	<ul style="list-style-type: none"> <li>- Detention/Deportation</li> <li>- DACA</li> <li>- Special Immigrant Juvenile Status</li> <li>- Crime Victim &amp; Human Trafficking Victim (U &amp; T Visas)</li> <li>- Work Visas</li> <li>- Lawful Permanent Resident</li> <li>- Naturalization/Citizenship</li> <li>- Forensic Mental Health Evidentiary Exams</li> <li>- Self-Advocacy Resources, Outreach, &amp; Education</li> </ul>
Rocky Mountain Immigrant Advocacy Network	\$50,000	Legal representation through their staff attorneys based in Denver and Aurora	<ul style="list-style-type: none"> <li>- Detention/Deportation</li> <li>- Family Reunification</li> <li>- DACA</li> <li>- Special Immigrant Juvenile Status</li> <li>- Crime Victim &amp; Human Trafficking Victim (U &amp; T Visas)</li> <li>- Work Visas</li> <li>- Lawful Permanent Resident</li> <li>- Self-Advocacy Resources, Outreach, &amp; Education</li> </ul>

**Status of Components**

Completed	<p><b>Development of Information and Communications Materials</b></p> <p>City staff created the Request for Proposals, tools, and resources to give general information about the grant, promote the grant application, and gather community members' feedback on priorities; Staff also published a webpage for comprehensive information on the pilot and process</p>
Completed	<p><b>Grant Review Team Recruitment</b></p> <p>Promotion and recruitment for Grant Review Team among community members and community partners</p>
Completed	<p><b>Immigration Legal Fund Competitive Grant Application Open Aug. 20-Oct. 1, 2021</b></p>
Completed	<p><b>Grant Applicants' Workshop - Sept. 24, 2021</b></p> <p>Workshop organized with Grant Applicants to share information on the application's next steps and answer questions</p>
Completed	<p><b>Closing Date of Immigration Legal Fund Competitive Grant Application</b></p> <p>City staff received applications from three organizations: Alianza NORCO, Rocky Mountain Immigrant Advocacy Network ("RMIAN"), and the Interfaith Solidarity and Accompaniment Coalition ("ISAAC") requesting \$50,000 each for a wide range of services</p>
Completed	<p><b>Community Outreach for Grant Application Review Priorities</b></p> <p>City staff conducted outreach activities at different community events to promote the fund and gather community members' feedback on priorities</p>

Completed	<b>Grant Review Core Team Deliberation Meeting - Oct. 22, 2021</b> Meeting with Grant Review Team to deliberate on the applications received
Completed	<b>Grant Recipients' Collaboration Workshop – Nov. 2, 2021</b> Workshop with Grant Recipients to discuss expectations, methods of communication, coordination of services, invoicing, and reporting guidelines
In Progress	<b>Contracting Activities</b> City staff from the City Attorney's Office are meeting with Grant Recipients to review and make any necessary amendments to contracts with the City
In Progress	<b>Preparation for Start Date of Services</b> Grant Recipients that have completed contracting are beginning attorney recruitment in early November, developing outreach materials, and collaborating on intake and referral processes
Next Step – Dec. 2021	<b>Promotion of Services</b> City staff will work with Grant Recipients to develop and disseminate information materials to advertise the fund and services offered with primary marketing conducted by Grant Recipients
Next Step – Dec. 2021	<b>Begin Service Delivery</b>
Next Step – Jan. 20, 2022	<b>First Quarterly Meeting with Grant Recipients</b> Meeting with Grant Recipients to discuss progress and challenges.
Next Step – Jan. 21, 2022	<b>Next Quarterly Report for City Councilmembers</b>

### **Evaluation Criteria**

The evaluation criteria below were outlined in materials provided to City Council in support of agenda items for the Immigration Legal Fund related to pilot design and metrics and communicated to grant applicants and recipients. Future quarterly reports will include tracking of these metrics from all grant recipients and service providers.

Metrics for the Immigration Legal Fund pilot:

- **Output** - indicators of the amount of service provided
  - Number of people receiving direct representation (including age of the client and the case type\*)
  - Number of Fort Collins residents released on bond from an immigration detention facility during the program
  - Status or outcomes of the cases or hearings
  - Number of referrals to the program by other participants
  - Number of people receiving free legal advice, training, or other self-advocacy resources
- **Outcomes** - measures of the quality and effectiveness of the service in achieving pilot goals
  - Percent of participants who are more knowledgeable about their pathways to citizenship or lawful presence after the program
  - Percent of participants reporting greater likelihood of accessing City or community resources due to the program
  - Percent of participants who feel they are safer due to the legal services and resources provided by grant recipients
  - Individual or organizational stories of impact
  - Number of applicants ineligible for participation and reason for ineligibility\*
- **Efficiency** – resources required to achieve certain outcomes
  - Number of hours spent or average hours per case
  - Cost per case
  - Cost per hour of case work

\*As discussed during the appropriation process, a 12-month residency requirement for adults makes asylum seekers ineligible to receive these services, as they must file for asylum within the first 12 months of arriving in the U.S. Through this request for proposals and application process, immigration attorneys made Staff aware that the residency requirement also excludes children who are accompanied into the U.S. whose asylum cases are tied to a caregiver's primary asylum application.

Staff will coordinate with Grant Recipients to collect and report data on the number of impacted adults and children seeking asylum who apply for participation in the program or attend information sessions on services offered through the pilot but are ineligible.