****

**Returning Host Organization Application – 2020 Justice Fellows**

Immigrant Justice Corps (IJC) is the country’s first dedicated immigration fellowship program. IJC recruits the nation’s most talented law graduates and connects them with premier legal service institutions to reduce the justice gap for immigrant families. Host Organizations play a critical role in providing quality supervision and direct representation opportunities for IJC Fellows. IJC is now recruiting for our sixth class of Justice Fellows, who will join the program in the fall of 2020.

This year IJC will again evaluate Justice Fellow applications and Host Organization applications together in the fall of 2019 to ensure alignment between demand by prospective fellows and need for Fellows by institutions. IJC will also continue to engage in a matching process similar to what we have done in the past so that the process is transparent and mutually beneficial. IJC provides finalist Fellow applicants and Host Organization applicants information about each other and asks each to give rankings of 1, 2, or 3 based on whether the Fellow/Host would rank the other as a top choice, a good choice, or a less desirable choice. IJC will then make an offer to the Fellow finalist and Host Organization together, i.e. Jane Doe will go to Non-Profit X. The Fellow finalist and the prospective Host Organization will then have one week to tell IJC whether they accept the match or not. If either the Fellow finalist or the Host Organization finalist declines the match, there is no guarantee that another offer with a different Fellow/Host will be extended.

Our goal will be to have the Selection Committee meeting on October 18, 2019 with a pre-meeting conference call that outlines the criteria for Fellows beforehand. The Selection Committee is the body that provides insight and recommendations on prospective candidates by reviewing and ranking applications in a single session. IJC will interview Justice Fellow candidates in late October through early December; Justice Fellow and Host Organization finalists will go through the matching process in December; and IJC will make offers in early January.

Host Organization applicants may apply to host 2 Justice Fellows or 1 Justice Fellow and 1 Community Fellow. All new Fellows will join the Host Organization’s payroll on August 31, 2020 and commence work before October 2020 following an extensive training. Justice Fellows must provide direct legal services on complex immigration matters, including but not limited to asylum, removal defense, VAWA, and SIJ, T, and U-visa applications. Community Fellows work on “light touch” cases such as naturalization, TPS, green card renewals, consular processing, and straightforward adjustment of status cases.

Note: The Community Fellow application process will take place in early spring and we will make decisions about Host Organizations that seek Community Fellow placements at that time. However, it is helpful for us to understand Host Organizations’ potential plans for both Justice Fellows and Community Fellows before we decide about Justice Fellow placements.

We prefer to place Fellows in pairs, either two (2) Justice Fellows or one (1) Justice Fellow and one (1) Community Fellow, though we have occasionally placed a single fellow.

Please answer the following questions and submit via email to [info@justicecorps.org](mailto:info@justicecorps.org) by September 20, 2019. For any questions about the application or the process, please contact Christa Stewart, Deputy Director of IJC at 646.690.0482 or cstewart@justicecorps.org.

**Host Organization Cover Sheet**

Date of application: \_\_\_\_\_\_\_\_\_\_\_

Legal name of applicant organization:

Main Address:

Address(es) of organization where Fellows will be hosted:

Contact person for this application:

Please provide the name, telephone and email information for:

Executive Director:

Legal Supervisor(s):

Operations contact person (to respond to questions regarding benefits, payroll, etc.):

Please indicate how many Justice Fellows (law graduates/new lawyers) your organization seeks to host (1 or 2):

Please indicate whether your organization is applying for a Community Fellow (college graduate):

**Application to Host Justice Fellows for Returning Host Organizations**

**Part One: Organization Background**

1. **Immigration Practice – Who do you serve? Please describe the geographic and demographic parameters of your current client base, and any changes you anticipate. Please describe the language breakdown of your client base.**
2. **How is your organization’s immigration practice structured and where do you anticipate a Justice Fellow fitting in to that structure? (e.g., are there practice groups focused on niche areas, specific supervisors for particular case types or geographical catchments, etc.?)**
3. **Fill in the number of cases and percentages of your organization’s immigration practice that involved each of the below in the last year.**

Please complete the chart below to provide us with data on the types of cases you worked on last year. We recognize that removal defense cases may also, often, be properly characterized as one of the substantive categories above (i.e., adjustment). For purposes of this chart removal defense cases should be solely counted in the appropriate removal defense category (i.e., detained or non-detained), with the exception of asylum and SIJ cases (those matters that arise in removal proceedings should be characterized as defensive). Insofar as your removal defense practice has a particular focus, please add a note explaining the focus below the chart. **If you choose the category “other” you must describe in detail what case types you are including in this category.**

|  |  |  |
| --- | --- | --- |
| **Case Type** | **Percent of Cases** | **Number of Cases** |
| 1. Affirmative asylum |  |  |
| 1. Defensive asylum |  |  |
| 1. Detained removal defense |  |  |
| 1. Non-detained removal defense |  |  |
| 1. VAWA |  |  |
| 1. Affirmative SIJ |  |  |
| 1. Defensive SIJ |  |  |
| 1. T & U Visas |  |  |
| 1. Naturalization |  |  |
| 1. Adjustment |  |  |
| 1. Other (explain below) |  |  |
| 1. **Total** |  |  |
|  | **100%** |  |

1. **Staffing**

* 1. Who do you anticipate will supervise your new Justice Fellow(s) if you receive a Fellow or Fellows next year? [If you are listing supervisors different from/additional to those in last year’s application, please attach copies of their resumes.]
  2. What is their experience (i.e., years of practice in immigration law, areas of expertise, substantial achievements as practitioners and managers)?
  3. How many people do they each supervise?
  4. Do they carry a caseload? If so, approximately how many cases?
  5. Not counting current/future IJC Fellows, how many other legal Fellows does your organization anticipate having next year?
  6. Do you anticipate any increases or decreases in the staffing of your immigration practice in the next year (other than the Fellows)?
  7. What are your plans for integrating the Fellow into the organization’s work as a whole? How will they interact with permanent staff?

1. **What types of training and professional development opportunities will your organization provide to Fellows?**
2. **Does your organization ever charge nominal fees for services? Please describe the circumstances and fees charged.**
3. **Does your organization have a policy on child protection/safeguarding? (If so, please attach; if not, please describe current protocols.)**

**Part Two: Plan for 2020 Justice Fellows**

**Breakdown of Fellows’ legal work** –Please use the table below to explain what types of matters you anticipate the new Justice Fellow(s) will handle in year one, the approximate percentage of time they will spend on each type of matter and the approximate number of cases they will handle on each type of matter.[[1]](#footnote-1) **If you choose the category “other” you must describe in detail what case types you are including in this category.**

|  |  |  |
| --- | --- | --- |
| **Case Type** | **Percent of Cases** | **Number of Cases** |
| 1. Affirmative asylum |  |  |
| 1. Defensive asylum |  |  |
| 1. Detained removal defense |  |  |
| 1. Non-detained removal defense |  |  |
| 1. VAWA |  |  |
| 1. Affirmative SIJ |  |  |
| 1. Defensive SIJ |  |  |
| 1. T & U Visas |  |  |
| 1. Other[[2]](#footnote-2) (explain in narrative below) |  |  |
| **Total** | **100%** |  |

Target caseloads are 65 cases by the end of year two. IJC communicates to the Fellows that they are expected to file 25 cases their first year and 40 during their second year to allow a ramping up process. We define “open” cases as cases for which a Fellow is primarily responsible. We do not require that the Fellow be the one to actually open the case (that is, the case could have been pending at the office when the fellow arrived) but you may not “count” cases towards IJC data if you are already counting them on other grants. The same is true of cases worked on by IJC Fellows, you may not count them as deliverables for other grants.

1. **Do you hope/anticipate that Fellows will do other kinds of legal work? Examples could include community intake; staffing legal clinics; running court dockets; mentoring pro bono attorneys, etc. Please describe.**
2. **Please describe the impact, if any, the enforcement-focus of the current administration is having/will have on your Fellow(s’) work experience. (If you are applying for both Justice Fellows and Community Fellows, please describe the anticipated impact on each.)**

1. **If Immigrant Justice Corps could provide additional supervision, are there other types of cases you would want Justice Fellows to do?**
2. **Please describe any restrictions imposed by your organization’s funding and/or mission to provide legal services.** 
   1. Do you have geographic restrictions?
   2. Are you required to take certain types of cases/cases for particular populations?
   3. Are there any cases you are prohibited from taking/populations you are barred from serving?
   4. Are there types of cases/populations/geographies for which you receive funding from other sources that would affect what IJC Fellows could work on?

**Part Three: Relationship to Other IJC Fellows**

1. **Describe the work you envision of any new Justice Fellow(s) and your current Fellows undertaking. Will there be any differences in scope or types of work? How do you anticipate the Fellows interacting?**
2. **Please describe how your referral process works.**
   1. **Are there any restrictions on Justice Fellows receiving referrals from other Justice Fellows or from IJC Community Fellows (college graduate Fellows performing intakes in community-based organizations)?**
   2. **Would your organization prioritize accepting IJC referrals assuming the case types fall within your organization’s mission and geographic catchment?**

**Part Four: Additional Services**

1. **Part of IJC’s mission is to expand legal services to under-served communities, either geographically or to under-served immigrant populations. Please describe how an IJC Fellow would help your organization serve immigrants who otherwise might not receive high quality legal services.**

**Part Five: Additional Information**

1. **Are there particular language abilities that it would be helpful for IJC Fellows to have? Is it possible for you to host a Fellow who speaks no foreign language or speaks a rare foreign language?**
2. **Bar exam. Is it possible for you to host a Fellow who has passed or sat for a bar exam other than the state bar where you are located?**

**Part Six: Information Concerning Benefits**

**IJC Fellows become employees of their host organizations for the term of the fellowship. IJC requires all Fellows to receive at least three weeks’ Paid Time Off. IJC also requires that Justice Fellows who receive the minimum base salary ($56,000 for 2019 Justice Fellows) do not contribute towards their monthly health insurance premium for themselves. If a Host Organization generally requires an employee to contribute monthly to his or her own health insurance coverage, IJC will require the Host Organization to increase the Justice Fellow’s salary out of the fringe payment we pay to the Host Organization.**

**Please note: if the Justice Fellow whom IJC has placed with your Host Organization learns that he or she did not pass the July bar exam, we will require the Host Organization to give the Fellow one month off to study for the February bar exam. This time off should not be counted against the Fellow’s vacation time; it is additional paid time off. IJC understands that by reducing the Fellow’s work year by one month, the Fellow’s total case load may be decreased during the first year of the fellowship.**

1. **Does your organization have a policy on the impact of vicarious trauma and/or stress? If so, please attach or if not please describe efforts to address.**

**Miscellaneous. If there is any further information you would like to share to support your application, please do so here.**

**Application to Host Community Fellows**

**Instructions**

Immigrant Justice Corps (IJC) will place Community Fellows with Host Organizations to provide direct representation on “light touch” cases, including, naturalization, TPS, and adjustment of status. Community Fellows can also conduct outreach, Know Your Rights trainings, and assist in attorney preparation of “heavy touch” cases (for example, drafting U visa affidavits). However, Community Fellows may not be used as administrative assistants or paralegals primarily providing administrative support. They must have their own caseload.

**Terms of Placement**

* Community Fellows will be employees of their host organizations and host organizations will be responsible for all direct supervision of the fellows. The individuals that the fellows serve will be clients of the host organization, not of the IJC.
* Host organizations will receive $53,750 per year per fellow. These funds are to be used to compensate the fellows at an annual salary of not less than $43,000 and to reimburse the host organizations for fringe at a flat rate of $10,750.
* IJC will match Community Fellows with host organizations with the primary factor in matching being the Fellow’s language abilities and the Host Organization’s language needs. **Selection of Community Fellow Host Organizations and matching for Community Fellows will take place in the spring.**
* Host Organizations must provide their Fellows with health insurance and the full bundle of benefits provided to staff at the Host Organization. Health insurance must be provided for the entire term of the fellow’s placement. For any month in which health insurance cannot be provided, IJC will deduct the cost of alternative coverage from the grant. IJC also requires that Community Fellows who receive the minimum base salary -- $43,000 -- do not contribute towards their monthly health insurance premium for themselves. If a Host Organization generally requires an employee to contribute monthly to his or her own health insurance coverage, IJC will require the Host Organization to increase the Community Fellow’s salary out of the fringe payment we pay to the Host Organization.
* Host Organizations must also ensure that all fellows are covered by the organization’s malpractice insurance.
* Community Fellows will be placed with Host Organizations for one year with a possibility of the Community Fellow staying with the host for a second year if the host and IJC agree to a second year with the host. However, IJC reserves the right to cut short the Host Organization placement if it determines that Community Fellows should be deployed at centralized executive action processing centers or for any other reason.
* IJC requires its Community Fellows to become DOJ/OLAP accredited and sees this as an integral part of our program and of the Community Fellow’s experience. **Host Organizations must apply for DOJ/OLAP accreditation on behalf of IJC Community Fellows.** If the Host Organization is not currently DOJ/OLAP recognized, it must apply for DOJ/OLAP recognition by June 2020. Host Organizations must apply for DOJ/OLAP accreditation for the IJC Fellow no later than October 31, 2020. If Host Organizations do not comply with this timeline, IJC reserves the right to terminate the placement and place the Fellow with a different Host Organization.
* At least ninety percent of the Community Fellows’ time must be used to deliver direct legal services to low-income clients on “light touch” immigration matters, such as naturalization, TPS, and adjustment of status. Community Fellows may also conduct intakes and screening. Intake and screening activities can be included within the 90% target of core activities.
* Community Fellows are expected to provide 240 screenings and file 120 “light touch” applications per year.
* IJC does not see Community Fellows as traditional paralegals. They are not to be used for administrative or support work; rather they are to maintain their own caseloads of “light touch” cases. The one exception to this rule is if the Community Fellow is working closely with an IJC Justice Fellow on the Justice Fellow’s caseload. In that circumstance, the Community Fellow could have lower overall numbers, provided the Justice Fellow’s overall numbers increase proportionally.
* Fellows participate in a 3-week training program run by the IJC in September, which is mandatory for all new Fellows. Ongoing, IJC-led professional development activities take place once or twice a month during the fellowship, and are also required. IJC runs these programs, and Host Organizations must permit their fellows to participate. IJC may ask Fellows to participate in occasional public speaking or recruiting engagements, as well as professional development opportunities that may arise.
* IJC may require Fellows to spend some portion of their time that will not exceed 10% of their total fellowship time to serve urgent immigration needs. This could include but is not limited to: staffing clinics for executive action, and/or providing pro bono legal services at family detention facilities out of state. If IJC intends to use Fellows in this way, it will give the Host Organization adequate notice so that the Fellow’s case load can be covered.
* Host Organizations will be responsible for providing fellows with a dedicated workspace, computer, phone, IT support, and all relevant office supplies as well as integrating Fellows into the Host Organization’s staff activities and workplace environment.
* Host Organizations are responsible for ensuring that Fellows meet IJC’s reporting requirements, and that hosts themselves respond to occasional requests for information about the progress of the program, Fellow development, data or other topics relevant to the fellowship.

**Host Organization Requirements**

To be eligible to host a Community Fellow, an organization must:

* Provide “light touch” immigration services to a substantial number of immigrants.
* Be able to supervise Community Fellows in screening and completing “light touch” applications.
* Apply for organizational recognition from the DOJ/OLAP (if the organization is not already recognized) and DOJ/OLAP accreditation for the Community Fellows under the timeline outlined above.
* Be committed to the development of a new professional handling complex issues.

**Part One: Plan for 2020 Community Fellows**

**1. Breakdown of Community Fellows’ legal work** –Please use the table below to explain what types of matters you anticipate the Fellow(s) will handle in year one, the approximate percentage of time they will spend on each type of matter and the approximate number of cases they will handle on each type of matter. **If you choose the category “other” you must describe in detail what case types you are including in this category.**

|  |  |  |
| --- | --- | --- |
| **Case Type** | **Percent of Cases** | **Number of Cases** |
| a. Naturalization |  |  |
| b. Adjustment of Status |  |  |
| c. Green card renewal |  |  |
| d. TPS |  |  |
| e. Other “light touch” cases[[3]](#footnote-3) (specific “other” case types in narrative below.) |  |  |
| **Total** |  |  |
|  | **100%** |  |

Community Fellows are expected to file 120 light touch applications each per year.

**2. Do you anticipate using Community Fellows for case screenings or intakes? If yes, please describe how your intake works and how many screenings you anticipate each community fellow will perform.**

**3. Community Fellows work on “light touch” cases. IJC is very interested in the possibility of Justice Fellows and Community Fellows working collaboratively on “heavy touch” cases. That is, we could envision Community Fellows, besides carrying a “light touch” caseload, also performing discreet tasks on “heavy touch” cases (either those of IJC Justice Fellows or other host organization attorneys.) For example, IJC recognizes that many organizations have long waiting lists for assistance with U visas, affirmative SIJS cases, and naturalization with complicating issues. If you could envision a role that a Community Fellow could play in working on these types of cases, please describe that role here. [If Community Fellows were working substantially on “heavy touch” cases, we would allow for their caseload to decrease. However, we would not want Community Fellows engaging in administrative duties on other legal staff’s work.]**

**4. Staffing**

* 1. Who do you anticipate will supervise your Community Fellow? [please attach copies of their resumes.]
  2. What is their level of experience?
  3. How many people do they each currently supervise?
  4. Do you anticipate any increases or decreases in the staffing of your immigration practice in the next year (other than the Fellows)?
  5. Regarding all significant categories of immigration practice you anticipate the fellows will engage in, list approximately how many cases of each type the supervisor has handled over her or his career.
  6. What are your plans for integrating the Fellow into the organization’s work? How will they interact with permanent staff?
  7. Where will staff be situated? Is the office space accessible to staff and/or clients?

1. **What types of training and professional development opportunities will your organization provide to Fellows?**
2. **Does your organization ever charge nominal fees for services? Please describe the circumstances and fees charged.**
3. **Does your organization have a policy on child protection/safeguarding? (If so, please attach: if not, please describe current protocols.)**
4. **Does your organization have a policy on the impact of vicarious trauma and/or stress? If so, please attach or if not please describe efforts to address.**

**Part Two: Additional Information**

**1. Supplemental Salary – We understand that some organizations have a policy of supplementing Fellow salaries to ensure that Fellow salaries are on par with other similarly situated employees. IJC requires that the Fellows make the same salary offered to commensurate first year staff attorneys. Please indicate if this is the case:**

We do intend to supplement Fellows’ salary with an additional $\_\_\_\_\_\_\_\_ in year one and $\_\_\_\_\_\_\_\_ in year two.

**2. Health Insurance** –**If there is any difference in benefits for Community Fellows than for Justice Fellows, please explain Community Fellows’ benefits package here.**

**NOTE: IJC considers Community Fellows to be “non-exempt” employees. Therefore IJC requires that host organizations do not permit Community Fellows to work more than a 40 hour work week, unless the Host Organization pays over-time pay to its Community Fellows out of its own budget.**

**3. Miscellaneous. If there is any further information you would like to share to support your application please do so here.**

**Part Three: Supporting Documents**

**Please include the following items as part of your application:**

1. Resumes of attorneys or DOJ/OLAP accredited representatives who will be directly supervising the Community Fellow.

1. If you anticipate that the different Fellows will handle different dockets, please provide this table for each Fellow. [↑](#footnote-ref-1)
2. **If you use the “other” category, please explain what the “other” work will encompass**. We do not consider routine naturalization, add adjustment cases to be complex immigration matters within the meaning of this application. However, Justice Fellows can work on a limited number of complex cases in these categories, particularly if there are criminal issues involved. [↑](#footnote-ref-2)
3. These may include green card renewals; EAD applications; advance parole applications etc. [↑](#footnote-ref-3)