



**2020 GREATER HARRISBURG COMMUNITY FOUNDATION
UPSTREAM GRANT APPLICATION
DATE DUE: AUGUST 1, 2020**

Thank you for applying to the Greater Harrisburg Foundation, a regional foundation of The Foundation for Enhancing Communities. Tell your story clearly and concisely. Attachments are required; follow all directions. Failure to answer questions, utilize this template, or attach required documents will disqualify your application. **Answer all questions using information that applies to the project seeking support of grant funds.** Contact Jennifer Strechay, Program Offer for Community Investment, at jstrechay@tfec.org or 717-236-5040 with questions.

APPLICANT PROFILE

Applicant Organization Name

Compass Immigration Legal Services

Provide your organization's name as currently recognized by the IRS

(N/A) **Check box if the Applicant Organization Name above is a "Doing Business As" name and the provided 501c3 letter states a different name. To be recognized by the "Doing Business As" name, attach ONE legal document using the provided name. If not provided, TFEC will utilize the 501c3 name.**

(N/A) **Check box if the Applicant Organization uses a Fiscal Sponsor and provide name here**

Name, Title, Email, Phone of Executive Leader

John Leedock
Executive Director
jleedock@compassimmigration.org
866-275-2457

All contracts and notifications of grant status will be addressed to the individual provided here

Applicant Organization's Physical Address

331 Schuylkill Street
Harrisburg, PA 17110

Applicant Organization's Address for Mailed Communications

331 Schuylkill Street
Harrisburg, PA 17110

All contracts and notifications of grant status will be sent to the address provided here

Name, Title, Email, Phone of Contact Completing Application

Christina Szoke-Luo
Senior Staff Attorney
cszoke-luo@compassimmigration.org
866-275-2457

If application questions arise, this individual will be contacted by TFEC staff

Organization's Mission Statement

Compass Immigration Legal Services' mission is twofold. First, we provide accessible, high-quality trauma-informed immigration legal services to individuals, families, and businesses who could not otherwise afford the cost of a private attorney or law firm. Second, we serve as a community resource for immigrants and service providers alike, offering workshops, webinars, and other trainings on a variety of pertinent immigration law or immigration law adjacent topics.

Organization History (Do not exceed this page)

Headquartered in Harrisburg, Pennsylvania, Compass Immigration Legal Services (CILS) began in 2019 as a response to our community's need for accessible and affordable services and education about U.S. Immigration policy and deep understanding that we are, truly, a "nation of immigrants." Our service area covers all of Central Pennsylvania. Currently, we have clients from Chambersburg to Lebanon and from Scranton to York.

CILS is not a traditional immigration law office or firm. Rather, it is a non-profit offering immigration legal services. All clients are charged fees for services at a rate that is affordable to them according to an analysis of their income level and unique financial situation. For those clients who cannot afford to pay any fees, CILS maintains a "Charity Care" program for in-house or external pro-bono placement.

Shortly after we opened, CILS realized that a number of our clients were eligible for humanitarian immigration relief such as asylum, T visas (for victims of trafficking), or U visas (for victims of terrible crimes). But, they could not afford to pay any legal fees at all. To better serve their needs and prevent the over-burdening our "Charity Care" program, we created our Humanitarian Law Clinic (colloquially known as our "Asylum Clinic"). Staffed by attorneys and also by legal interns from Dickinson and Widener Law Schools and funded by grants and donations, it provides humanitarian immigration legal services to the most vulnerable.

Although CILS primarily provides family-based and humanitarian immigration services to those in need, our organization is also a resource for the community. In that latter capacity, we offer family safety trainings and "Know Your Rights" workshops for immigrants in need. We also offer workshops, webinars, and other trainings for local non-profit organizations, businesses, places of worship, community centers, health care providers, and others interested in learning how to help meet the needs of immigrants to our region. (Recent topics include the latest developments in immigration law, DACA, Religious Worker Visas, and cultural competency in an anti-racism context.)

PROJECT PROFILE

Project Title

Humanitarian Law Clinic Expansion
DOJ Accredited Representative Program

Project Title must match title listed throughout application and online.

Project Areas of Focus

UPSTREAM GENERAL

Choose Upstream General if your project utilizes upstream strategies but is not principally centered upon the categories below. See the grant guidelines for additional detail.

UPSTREAM: FOCUS AREAS

Choose an Upstream Focus Area (if your project is principally centered upon one or more of the categories below). Please select only those area(s) that apply to this project. See the grant guidelines for additional detail.

<p>EDUCATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Programs & projects that focus upon or nurture access to early childhood education <input type="checkbox"/> Education & development programs for children & youth <input type="checkbox"/> Educational programs serving adults 	<p>ENVIRONMENT & PARKS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Environmental stewardship <input type="checkbox"/> Horticulture & the arts <input type="checkbox"/> Health & environment <input type="checkbox"/> Park beautification & improvement
<p>HEALTH</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health & human services <input type="checkbox"/> Cancer awareness and/or research <input type="checkbox"/> Dental care for those in need <input type="checkbox"/> Health & human services <input type="checkbox"/> HIV & AIDS <input type="checkbox"/> Individuals with debilitating or terminal illness <input type="checkbox"/> Individuals with intellectual disabilities <input type="checkbox"/> Prevention of head and/or spinal cord injury <input type="checkbox"/> Purchasing of devices that improve accessibility 	<p>HOMELESSNESS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Homelessness & hunger
<p>MENTAL HEALTH</p> <ul style="list-style-type: none"> <input type="checkbox"/> Counseling for children with terminally ill family members <input type="checkbox"/> Guidance, counseling, or programming that includes guidance and/or counseling for youths <input type="checkbox"/> Mental health 	<p>SENIORS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Programs & projects serving older adults
<p>COMMUNITIES OF FOCUS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disaster relief & human services that serve the communities of Lebanon City, PA and Cressona, PA <input type="checkbox"/> Programs and projects that benefit residents of Millersburg, a borough of Dauphin County, PA <input type="checkbox"/> Projects to enhance Camp Hill Borough parks provided by youth organizations such as Scout programs or other youth organizations; programs & projects that focus upon or nurture access to early childhood education within Camp Hill. 	

Counties to be served as part of project; check all that apply.

Cumberland Dauphin Franklin Lebanon Perry Northern York (Dillsburg Area)

Projected Number of Individuals to be served by project

_____ Total number of ADULTS served
_____ Total number of CHILDREN (ages 17 and under) served
_____ Total number of ALL INDIVIDUALS served by the project

If above data is not appropriate to project, be sure to fully state the audience type and numbers to be served in Question 2 of the Impact Narrative.

This sort of data isn't appropriate to the project; please see Question 2 of the Impact Narrative.

PROJECT SNAPSHOT

1.

Currently, Compass Immigration Legal Services is the only provider of low or no cost legal services to those seeking asylum in Central Pennsylvania. Our project involves expanding our Humanitarian Law Clinic to include a DOJ Accredited Representative Program to address the need for more local immigration law practitioners in a way that will produce professionals with the expertise required to provide competent, skillful immigration legal representation. This is an “upstream” project, because it directly addresses the problem – a lack of representation – at its source by providing high-quality, academic training led by attorneys with decades of professional experience.

PROJECT NARRATIVE

Answer questions 2-10 clearly and concisely; no limit.

2. The GHCF UPstream grant opportunity seeks to improve our area communities by supporting existing or

new “upstream” systems, interventions, programs, or projects that attempt to create positive social change by addressing a problem at its source rather than managing its “downstream” symptoms. Describe your proposed upstream project, the geographic area it will serve, and the audience to be served; state why this audience was selected. Include how/why your project is “upstream” and how your project is working to address a specific need or needs. You **MUST** use and complete the following statement within your answer, “Grant funds will be used to _____”.

Recent changes in United States Immigration law have caused historic rates of denial among asylum applicants. Affirmative applications, heard locally at USCIS’ asylum office in Newark, New Jersey, currently have an approximately 80% denial rate. Defensive applications, heard locally at the nearest Immigration Court, in York, Pennsylvania, have an average denial rate of 78%.

Most asylum seekers appearing in the York Immigration Court are not represented by an attorney, as hiring a private attorney is cost prohibitive. Applicants who are able to afford an immigration attorney account for the majority of the 22% of cases won. The statistics relative to affirmative asylum are even starker. It is unlikely an affirmative asylum applicant appearing in Newark, New Jersey, will, without the help of an attorney, prevail in his or her case.

Consequently, competent, experienced legal counsel is a necessity. At this time, Compass Immigration Legal Services is the only organization providing low or no cost legal services to those seeking asylum in Central Pennsylvania. Moreover, as the few attorneys who practice asylum law turn their efforts to taking more affirmative and defensive asylum cases, they are left with less time for other types of immigration representation – adjustments of status, DACA applications, and similar.

In order to address this lack of representation, CILS is expanding its Humanitarian Law Clinic to include a Department of Justice (DOJ) Accredited Representative Program (CILS’ DOJ AR Program). Grant funds will be used to help achieve this expansion.

Federal regulations allow non-attorney Accredited Representatives to provide immigration legal counsel and representation to individuals seeking immigration relief. In order for someone to become an accredited representative, they must be recognized by the DOJ as having completed rigorous training in immigration law. Moreover, they must be affiliated with a non-profit that has been recognized by the DOJ, as well. There are two levels of accredited representative.

Of course, CILS is working to become a recognized non-profit so that we can hire individuals who have become accredited. In this manner, we can expand our immediate ability to represent clients. However, our goal is much broader. The second part of our mission is to provide education, both to immigrants and to community providers. We genuinely believe that only through education the changes necessary to create parity and true justice for individuals intending to immigrate to the United States can be achieved.

With this project, therefore, we intend to further that essential education to become a training site for accredited representatives. Currently, the closest trainings all occur outside of Central Pennsylvania. This makes attendance difficult for those potential accredited representatives who are continuing to work during their training.

DATES & LOCATIONS

3. When and where will the project take place? List dates and locations as appropriate in chronological order. State if provided dates/locations are confirmed, estimated, or to be determined.

The project will take place in 2021, from January through August of that year.

ROLES & RESPONSIBILITIES

4. Does the project involve partnerships, collaborations, service, or affiliations with other organizations that will strengthen the project? If so, LIST their name(s) and corresponding role(s) within the categories below OR if this does not apply to you, state why your project is best positioned for success as a single organization.

SINGLE ORGANIZATION STATEMENT:

This project is best positioned for success as a single organization. It is intricately linked to CILS' Humanitarian Law Clinic and, of course, to the practice of immigration law. That being said, CILS does maintain a number of affiliations with organizations that will be assisting us in this project. Please see below for more information on those affiliations.

PARTNERSHIPS: *We are equally invested in providing this project and success is dependent upon all organizations and shared roles although one entity serves as the applicant for this grant. Our application includes a letter from each partner that states their role in this relationship.*

N/A

COLLABORATIONS: *We are working with other organizations to make this project happen, but we serve as the lead organization for this grant opportunity and our project success is enriched by, but not dependent upon, our collaborators. An additional letter is NOT required, but may help the application.*

N/A

SERVICE: *Our project will serve these organizations and cannot take place without their commitment to accept service. Our application includes a letter from each organization (this includes schools) that states their intent to participate.*

N/A

AFFILIATIONS: *Our project may be affiliated with these organizations in some way, but is not 100% dependent upon their participation. An additional letter is NOT needed.*

CLINIC – Catholic Legal Immigration Network
Dickinson University School of Law
Widener University School of Law
MILPA – Movement of Immigrant Leaders in Pennsylvania
PAIRWN – Pennsylvania Immigrant and Refugee Women's Network

COMPARABLES

5. Are other organizations in your service area providing services that are similar to your proposed project? If yes, state their names or services and explain how your project differs. If no, state NA.

N/A

ASSESSMENT & IMPACT

- 6a. What will project success look like? Provide a brief overview of the project's key outcomes, outputs, and/or other results of success.

Our primary outcome will be the development of various curricula for the 40-hour trainings. Other, secondary outcomes will be the allocation of practitioner hours to do the administrative work necessary for the creation of the program, and the successful enrollment, education, and matriculation of our first class of students. Project success will be the creation of a self-sustaining DOJ Accredited Representative program.

- 6b. How will project success be measured and documented (i.e.: how will you know the project is successful? Are you collecting value statements, numbers served, surveys, photos, before and after images, or using other methods)?

Project success will be measured and documented via student and affiliate surveys, the number of students enrolled, and an evaluation of performance metrics built into the curricula.

FUNDING & SUPPORT

7. If this proposal is not funded at the level requested, will you be able to implement the project as stated? Explain as needed.

If this project is not funded at the level request, we will be able to implement the project with the assistance of donations and additional grants, but our timeline will be extended considerably, perhaps taking years to achieve.

8. This grant opportunity will not fund 100% of any project. Restate the amount you are seeking and describe other funding sources and amounts.

This project will cost approximately \$15,000. We are requesting \$10,000 with this grant. The remaining we expect to receive via donations and additional grants.

9. Did the applicant organization end its most recent fiscal year with a budget surplus or deficit? If so, briefly state the amount of the surplus or deficit and state how the surplus may be used (i.e. is it earmarked for another program) and/or how the deficit may be handled.

In 2019, CILS was only in operation for two fiscal quarters. Our operating budget was \$71,799.04. We finished the year with a \$5,967 deficit, for just those two quarters. Although the requirements necessitated by the Covid-19 crisis are a factor, we expect to handle this deficit by increasing our marketing and donor development programs.

ACCESS & INCLUSION

10. As a community foundation, TFEC fosters a climate of purposeful inclusion that values diversity of gender, age, race, ethnicity, national origin, range of abilities, sexual orientation, and socio-economic status. Please state how your project will be made accessible to all individuals who qualify for participation in the project and describe any accommodations, modifications, technologies, or services you will offer to ensure that all eligible participants experience the best possible services or outcomes.

CILS is focused on fostering a climate of inclusion. This is reflected in our hiring practices, our client representation, and our educational philosophies. Curricula will be created with the advice and oversight of individuals knowledgeable in combating the systemic ills of institutional racism/xenophobia, sexism/gender discrimination, ableism, and similar. Materials will, ideally, be translated into multiple languages. Students will of course be accepted into the program with an eye to parity and helping nurture DOJ Accredited Representatives who are members of specific communities in need (for example, individuals from the Bhutanese community, the Nigerian community, or similar).

BUDGET WORKSHEET

Complete the Budget Worksheet below; a Project Total is required.

ITEM OR SERVICE <i>Examples include: Contracted Services, Equipment, Personnel, Supplies; list your own as appropriate.</i>	DESCRIPTION OF ITEM OR SERVICE	REQUESTED GRANT FUNDS <i>Indicate where funds sought through this grant opportunity will be applied.</i>	OTHER FUNDING SOURCES <i>State the names and amounts of all other funding sources.</i>	PENDING, COMMITTED, OR RECEIVED <i>Using a P, C, or R, indicate the status of all funding sources.</i>	\$ TOTALS <i>Add across to provide a total for each row. Total columns as indicated in bottom row.</i>
Curricula Creation		\$5,000	N/A	P	\$5,000
Staff Attorney Hours at \$35/hr		\$5,000	N/A	P	\$5,000
Staff Attorney Hours at \$35/hr		\$	\$5,000 – Donations and other grants	P	\$5,000
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
TOTALS		\$10,000 Total: Requested Grant Funds	\$5,000 Total: Other Funding Sources		\$15,000 PROJECT TOTAL

Compass Immigration Legal Services Board Membership

Compass Immigration Legal Services Board

John Leedock, MBA, Executive Director, Compass Immigration Legal Services, Chair
Christina Szoke-Luo, MA, JD, Senior Staff Attorney, Compass Immigration Legal Services, Treasurer
[Currently, our Secretary position is unfilled.]
Susan Ray Kempinski, MEd, JD, Attorney, Compass Immigration Legal Services
Amin Habib, Director of Refugee Resettlement, Catholic Charities, Harrisburg
Shane Montross, MBA, Photographer, Information Technology Consultant
Richard Morrison, JD, Attorney, retired

CILS Humanitarian Law Clinic Advisory Board

Mary Diskerud, LCSW, Private Practice Clinician
Jill Family, JD, Professor, Widener Commonwealth School of Law
Holly Hoffman, MD, Pediatrician, ELCA Representative
Charlene Lane, PhD, Professor, Messiah College Social Work Department
John Leedock, MBA, Executive Director, Compass Immigration Legal Services
Medha Makhoul, JD, Professor, Dickinson School of Law, Medical/Legal Partnership Clinic Founder
Christina Szoke-Luo, MA, JD, Senior Staff Attorney, Compass Immigration Legal Services



RE: Compass Immigration Legal Services

Dear Sir or Madam:

I am writing to express support from the Stevenson School for Ministry for the grant request from Compass Immigration Legal Services.

I recognize the many regional benefits of Compass and the wonderful service it provides in our community. Therefore, I am pleased to support their Humanitarian Law Clinic Expansion for the creation of a DOJ Accredited Representative Program. Compass is the only provider of low or no cost legal services to those seeking asylum in Central Pennsylvania. But, through this expansion, they will be positioned to positively impact the community by producing more local immigration law practitioners – with the expertise and federal certification required to provide competent, skillful legal representation to those most in need.

The proposed investment, I believe, will strengthen Compass in the following ways:

- 1) It will allow for increased capacity to become a training site for accredited representatives, in turn bringing more high-quality trauma-informed immigration legal services to individuals, families, and businesses who could not otherwise afford the cost of a private attorney or law firm.
- 2) It will further their commitment to community education and community service resources. The Stevenson School for Ministry welcomes Compass to offer workshops and webinars for the benefit of the community as they provide for immigrants and service providers.

Compass is positioned to create positive social change. Recent changes in United States Immigration law have caused an incredible increase in the need for immigration legal services. Indeed, the need is great, since Pennsylvania is also home to an increasing number of immigrants. About 1 in 14 residents of the state is an immigrant. Support for CLIS to develop various curricula for the 40-hour trainings and to become a training site for accredited representatives is, therefore, critical at this time of challenge and change.

The Stevenson School for Ministry supports this grant because it is in keeping with our continued vision and formation to offer trainings and educational systems that work to end the systemic ills of institutional racism, gender discrimination, and xenophobia

Let me know if you have any other questions.

Sincerely,

Robyn Coolidge

The Very Rev. Robyn Coolidge
Dean, Stevenson School for Ministry
Diocese of Central PA
101 Pine St. Harrisburg PA

2020 GREATER HARRISBURG COMMUNITY FOUNDATION UPSTREAM SIGN & SUBMIT FORM

Provide signatures from the applicant organization, below. Both organization representatives must sign.

By providing your original OR digital signature below, you agree that the provided information in this application is true to the best of your knowledge and may be submitted for review. Completion of this form is one component of your Complete Application.

<input checked="" type="checkbox"/>	President/CEO	_____	<i>John Leedock</i>	
		Ink Signature		Digital Signature
<input checked="" type="checkbox"/>	Board President	_____	<i>John Leedock</i>	
		Ink Signature		Digital Signature

REQUIRED ATTACHMENTS TO BE UPLOADED & SUBMITTED BY 4PM ON THE DEADLINE DATE

All grant materials must be submitted through the TFEC online application system by 4pm on the deadline date.. This grant opportunity does not utilize delivered or mailed materials.

- Complete Application:** Applicant Profile, Project Profile, Project Snapshot, Project Narrative, Budget Worksheet, and Sign & Submit Form with original or digital signatures.
- Board of Directors List:** Professional affiliations (ie: work positions and/or titles as applicable) must be included.
- ONE, TWO, or THREE letters of support with original or digital signatures. Applicants may submit the number of letters that will best support their application.** Letters of support from the applicant organization's Board of Directors will not be accepted. Identical form letters are discouraged. A minimum of ONE letter of support is REQUIRED for this grant opportunity regardless of response to Question 4.
- If you have indicated PARTNERSHIP with or SERVICE to other Agencies as stated in Question 4, you must upload letters with original or digital signatures documenting the relationship.** A letter of partnership or service may also serve as a letter of support if support is expressly stated.
- Applicants who utilize a FISCAL SPONSOR** must include a letter signed by the Executive Leader of the Fiscal Sponsor organization indicating agreement to serve as the Fiscal Sponsor. An original or digital signature is required.
- IRS 501(c)(3) determination letter.**
- 1st Page of Applicant Organization's Most Recent 990.** If 990 is not available, upload applicant organization's most recent audit or financial statement to meet this requirement.

QUESTIONS