

**LANE COUNTY FY 20-21 BUDGET COMMITTEE  
COMMUNITY FUNDING REQUEST INFORMATION FORM**

**Due Date: March 4, 2020**

**Instructions:** Complete all questions and submit to:  
**Budget Office, 125 E. 8<sup>th</sup> Ave, Eugene, OR 97401**

**Contact Person:** Joseph Szelesta  
[Joseph.Szelesta@lanecountyor.gov](mailto:Joseph.Szelesta@lanecountyor.gov)  
541-682-3741

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**Agency/Organization Name:** Centro Latino Americano

**Contact Person and Title:** David Sáez, Executive Director **Email:** [dsaez@centrolatinoamericano.org](mailto:dsaez@centrolatinoamericano.org)

**Mailing Address:** 944 W. 5<sup>th</sup> Ave., Eugene, OR 97402 **Phone:** (541) 687-2667

**Amount Requested from County:** \$ \$7,500.00

Please note: Due to Oregon Public Contracting laws, the county may be required to hold a competitive selection process in order to award funds for this project/service.

**Project/Service Name and Description:** (please include target population, #of persons to be served, length of project, how & where services will be delivered, other community partners, and measurable outcome result to be achieved)

Centro Latino Americano’s Immigrant Legal Services Program will conduct 150 initial legal intakes for low-income community members who are needing affordable immigration legal services. This funding will assist Centro Latino Americano (CLA) establish low- or no-cost immigration legal services by covering the intake and initial intake costs (\$50/person) as we begin this program. It is at that point where our accredited representative will evaluate if services can be provided in-house or needs to be referred out to an immigration attorney. We are partnering with local attorney, Raquel Hecht, who is providing legal supervision to our accredited representative, who can provide a limited amount of legal services if approved by the U.S. Department of Justice. Our partners who will be a source of referral and outreach will be the Integration Network for Immigrants of Lane County, Lane County Migrant Education, the LatinX Alliance of Lane County, Huerto de la Familia, Downtown Languages, local school districts, and Head Start of Lane County. Our measurable outcome will be that 150 individuals who are at or below 130% of the U.S. Federal Poverty Guidelines will receive an initial intake at no cost in order to evaluate eligibility for immigration legal services.

(to be completed by County Administration)

**Advisory Committee Assigned for review:** \_\_\_\_\_

**Advisory Committee Recommendation:** \_\_\_\_\_

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**Project/Service Name:** Centro Latino Americano's Immigration Legal Services

**Project/Service Budget:** \$7,500 (requested)/\$58,810 (total)

- Include/describe other revenue sources that will be leveraged to implement this project/service.
- If this service has been provided in the past, please provide historical data of funding sources and project expenses.

Revenue	FY 19-20 Actual	% of Tot	FY 20-21 Request
Federal	0	0%	0
State	0	0%	0
Cities	0	0%	0
Other: Donations, client fees, private grants (OCF, Meyer Memorial Trust)	\$44,823.15	100%	\$51,310.00
<b>TOTAL</b>			
<b>Expense</b>			
Personnel	\$39,671.60		\$51,810.00
Materials & Services	\$3,486.92		\$5,000.00
Other: Training and Travel	\$1,664.63		\$2,000.00
<b>TOTAL</b>	\$44,823.15		58,810.00
<b>Net Request</b>			\$7,500
<b>FTE</b>	.75		1.00

**Do any other entities, public or private, provide this service?** Yes  or No . If Yes, Who? And describe your relationship with those agencies:

Lane County has five bilingual private attorneys and also has the Oregon Law Center/Legal Aid of Lane County Clinic who provide select immigration legal services, such as VAWA, U Visas, T Visas, among other humanitarian statuses. Our goal is to work with those attorneys and clinic to improve local capacity. We have developed connections with attorneys and the clinic and make referrals to them. We have also worked closely with four of the attorneys, one of which helped train staff and another who has committed to provide legal supervision free of charge. Neither local attorneys nor the clinic has the capacity to serve all individuals who experience financial hardship, and CLA is seeking to fill a gap seen in the community. No local nonprofit primarily serving Latino immigrants has an accredited representative on staff in Lane County.

Please attach additional information about this service and your organization you would like to tell us.

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**Describe the demand for this service and the impact on citizens/customers if this service is not provided.**

Since January 2017, Centro has experienced a significant growth in the number of client contacts related to immigration and legal services. In 2017, staff documented 60 visits related to immigration and legal services, while we have seen 349 such visits the last two years. This service helps meet an emerging need for low-cost bilingual immigration legal services. Without this program, community members would be unable to afford needed legal services.

**If this is an ongoing service, how do you plan to sustain the service beyond June 30, 2021?**

CLA is seeking this support to help launch our immigration legal services. The intention is to increase access to low-income residents, begin building a caseload, and generate community awareness about the services. Once individuals receive an initial intake, staff determine what legal service we can offer, which will be provided on a sliding-scale basis. These fees will not sustain the project, so CLA will pursue grant funding from private foundations and will pursue federal grants from the U.S. Citizenship and Immigration Services.

**Please attach additional information about this service and your organization you would like to tell us.**

## **Centro Latino Americano Immigration Legal Services Program Development Summary**

Centro Latino Americano is working to provide immigration legal services by becoming recognized by the U.S. Department of Justice's Recognition and Accreditation (R&A) Program. The R&A program is a way for nonprofit and other charitable organizations to create and develop legal service programs to serve low income immigrant communities. This recognition of agencies and accreditation of their non-attorney staff allows nonprofits and other charitable organizations to provide legal services (legal advice, form filling assistance, representation in courts *{in some cases}*, etc) without on-staff attorneys and for nominal fees.

Once approved, nonprofit staff who receive their accreditation and the agency's recognition from the DOJ are able to assist immigrant community members with their immigration cases. They are able to give legal advice, help the community fill out immigration benefit applications, and submit applications to United States Citizenship Immigration Services.

Throughout the last several years, Centro Latino Americano (CLA) has seen an increased need for low-cost to no-cost immigration legal services that range from naturalization services to removal defense. Currently, there are very few low-cost to no-cost options in Lane County for low income community members who need immigration legal assistance. The only agency in our county providing this resource is Oregon Law Center/Legal Aid of Lane County and they are currently only accepting very select cases relating to those who may be eligible for humanitarian legal benefits, such as VAWA, U Visas, T Visas, and SIJS. This, however, does not fill the demand for other types of immigration legal services, such as naturalizations, DACA renewals, legal permanent resident card renewals, and adjustments of status, among others.

As a result of the need for immigration legal services and lack of low-cost to no-cost options in our county, CLA has worked on developing a legal services program that can fill this void in our county.

### **CLA's Process to Obtaining R&A**

Over the last 2 years, CLA has been training a staff member on legal topics that range from a general overview of immigration law to more select training on naturalizations and even asylum. Part of this staff's member professional development has included taking courses in program management and sustainability, ethics and malpractice. She also interned with a local immigration attorney that provided her the opportunity to work on specific client cases. This included filling out a variety of immigration applications depending on the type of case the client had. In addition to this, the same staff member has created a plan for implementation of the new immigration legal services program, which is planning on launching Fall 2020.

CLA sent their Recognition and Accreditation application to the DOJ in January 2020 and are currently waiting for the DOJ's decision to accept the application. Please find attached our Fee Schedule, Fee Waiver & Reduction Policy, and letter of support from a local immigration attorney, Raquel Hecht, who will provide CLA with legal supervision of the program. We can provide you with additional documentation regarding our DOJ R&A application if requested.



## Centro Latino Americano

944 West 5th Ave.  
Eugene, Oregon 97401  
Phone: (541) 687 - 2667  
Fax: (541) 284 - 2139

[www.centrolatinoamericano.org](http://www.centrolatinoamericano.org)

## Fee Policies

As a DOJ-recognized organization, CLA will charge nominal fees for its services. Clients who meet certain income guidelines are eligible to receive services at no cost or low cost. No one will be denied services based on inability to pay. A fee waiver or fee reduction is available for clients who can demonstrate financial hardship. If CLA cannot meet a client's needs, we will refer the client to trusted immigration attorneys or other agencies that provide legal services at low to no cost.

CLA will reevaluate its fee schedule on a rolling basis to ensure that fees are appropriate for the work involved in each matter. As immigration laws and regulations change, the complexity of our work can also change, thus we occasionally may need to adjust our fees. Fees for services will always be discussed with clients before a decision to open a case is made.

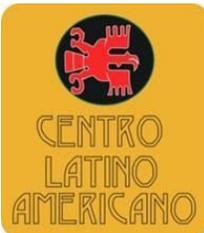
Fees listed cover the following agency expenses: client appointments, staff time, use of case management system, use of equipment, translation of documents, and use of office supplies, among other expenses used for each client case.

Agency fees do not include USCIS filing fees.

Fees are payable at the time of service. CLA does not offer payment plans.

## Services & Fees

Form	Service	Fee
---	Intake Consultation	\$50
N-400	Application for Naturalization	\$300
I-90	Renew/Replace Legal Permanent Resident Card	\$100
I-765	Application for Employment Authorization	\$100
I-821D	Consideration of Deferred Action for Childhood Arrivals	\$100
I-912	Request for Fee Waiver	\$25
G-639	Freedom of Information/Privacy Act Request	\$15



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G-1145	e-Notification of Application/Petition Acceptance	\$0; <i>included in each application package</i>
AR-11	Change of Address	\$15
EOIR-33/IC	Alien's Change of Address/Phone Number Form	\$15

## Other Services

Service	Fee
Document Creation and Review	\$20 per page for basic documents Up to \$30 per page for more complex documents
Document Notarization	\$10 per stamp
Permit Letter	\$27
Power of Attorney	\$27
Photocopies	\$0.15 per page
Fax - Local	\$0.85 per page
Fax - International	\$3 per page

## Translation Services

As mentioned above, translation fees are built into agency fees per service. No additional translation cost will be incurred by clients.

Service	Clients	Nonprofit Organizations	Private Sector
Document Translation		\$0.15 - \$0.18 per word with 1 week turnaround	\$0.18 - \$0.21 per word with 1 week turnaround
		\$0.12 - \$0.15 per word with 2 week turnaround	\$0.15 - \$0.18 per word with 2 week turnaround
Certificate	\$55.00 for 1 week	\$55.00 for 1 week	\$55.00 for 1 week



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<b>Translation</b>	turnaround \$45.00 for 2 week turnaround <i>(minimum \$20.00)</i>	turnaround \$45.00 for 2 week turnaround <i>(minimum \$20.00)</i>	turnaround \$45.00 for 2 week turnaround <i>(minimum \$20.00)</i>
<b>General Letter Translation</b>	\$25.00	\$25.00	\$25.00
<b>Certified Translations</b>	Additional \$10.00 for certified letter and notarization	Additional \$10.00 for certified letter and notarization	Additional \$10.00 for certified letter and notarization
<b>48-Hour or Less Turnaround</b>	\$0.25 per word <i>or</i> \$50.00 minimum	\$0.25 per word <i>or</i> \$50.00 minimum	\$0.25 per word <i>or</i> \$50.00 minimum

The fees listed for document translation are general quotes and are subject to change depending on language usage and the formatting of each document.

For more information on translation services and fees, please contact Maria Paz Aguirre by phone (541) 687-2667 or by email [maguirre@centrolatinoamericano.org](mailto:maguirre@centrolatinoamericano.org).



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## Fee Waiver & Fee Reduction Policy

CLA will reduce or waive fees for clients who formally request and prove that they cannot afford to pay the immigration legal service fees charged by CLA. Clients requiring a waiver of fees charged by USCIS must submit a separate waiver directly to the Federal Government, though CLA Immigration Legal Services can assist clients with their fee waiver applications.

The criteria for reducing or waiving fees will be based on the U.S. Federal Poverty Guidelines. The following sliding fee scale is implemented:

- If a client falls at or below 130% of the U.S. Federal Poverty Guidelines, 100% of the agency fees may be waived.
- If a client falls between 131% and 200% of the U.S. Federal Poverty Guidelines, 50% of the agency fees may be waived.
- If a client falls at or above 201% of the U.S. Federal Poverty Guidelines, they must pay CLA's fee in full.

The Executive Director and Chief Operations Officer will decide all fee waiver and fee reduction requests based on a client's inability to pay CLA Immigration Legal Service fees. If a client is unable to pay service fees or can only pay part of the fees, CLA's receptionist will schedule the client with a case manager to determine the circumstances surrounding their inability to pay the fees, this will include submitting a Fee Waiver/Reduction Form and presenting acceptable documentation to verify income. These include, but are not limited to, their most recent federal tax return, pay stubs, bank statements, proof of current public benefits received, proof of extreme economic hardship, or other form of documentation.

The case manager will fill out the Fee Waiver/Reduction Form on our organization-wide database (see below) and will submit this to the Executive Director and Chief Operations Officer. At that point, the Executive Director and Chief Operations Officer will evaluate the case and grant or deny the request.

Once the decision has been made, the case manager working with the individual will notify the client of the decision and inform the client of their next steps. If a client is granted a fee waiver, a copy of the approved request will be added to their file.

*\*Accredited Representatives will not handle any payment transactions or make any fee waiver determinations. CLA has the right to amend this fee waiver policy at any time.*

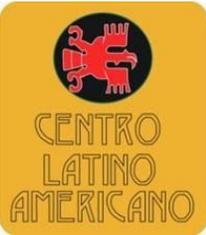


## U.S. Federal Poverty Guidelines

The 2019 U.S. Federal Poverty Guidelines for the 48 Contiguous States and the District of Columbia are located at the following chart and webpage:

2020 Annual			
Household/ Family Size	100%	130%	200%
1	\$12,760	\$16,588	\$25,520
2	\$17,240	\$22,412	\$34,480
3	\$21,720	\$28,236	\$43,440
4	\$26,200	\$34,060	\$52,400
5	\$30,380	\$39,884	\$61,360
6	\$35,160	\$45,708	\$70,320
7	\$39,640	\$51,532	\$79,280
8	\$44,120	\$57,356	\$88,240
9	\$48,600	\$63,180	\$97,200
10	\$53,080	\$69,004	\$106,160

2020 Monthly			
Household/ Family Size	100%	130%	200%
1	\$1,063	\$1,329	\$2,127
2	\$1,437	\$1,868	\$2,873
3	\$1,810	\$2,353	\$3,620
4	\$2,183	\$2,838	\$4,367
5	\$2,557	\$3,324	\$5,113
6	\$2,930	\$3,809	\$5,860



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7	\$3,303	\$4,294	\$6,607
8	\$3,677	\$4,780	\$7,353
9	\$4,050	\$5,265	\$8,100
10	\$4,423	\$5,750	\$8,847

U.S. Department of Health and Human Services: <https://aspe.hhs.gov/poverty-guidelines>

**Eugene**

329 E. 8th Ave.  
Eugene, OR 97401

Ph: 541-465-2173  
Fax: 541-465-2176

**Salem**

1342 Capitol St. NE  
Salem, OR 97301

Ph: 503-363-9903  
Fax: 503-589-9415

January 7, 2019

Recognition and Accreditation Program Coordinator  
Executive Office for Immigration Review  
Office of Legal Access Programs  
5107 Leesburg Pike, Suite 2500  
Falls Church, VA 22041

RE: Agreement to provide technical legal supervision for Centro Latino Americano (CLA) office located at 944 W. 5th Ave. Eugene, OR 97401

Dear Recognition and Accreditation Program Coordinator:

I am pleased to write this letter of recommendation for Department of Justice recognition for CLA. I am familiar with CLA and I fully support the organization's application to become recognized because the need for charitable immigration services is so much greater than the existing resources in Lane County, which has a large immigrant population. I understand that CLA will be focusing on naturalizations, legal permanent resident card renewals, DACA renewals, fee waiver requests, and FOIA requests for low income immigrants.

I am a licensed attorney with over 25 years of experience in immigration law. I am admitted to the bar in the state of Oregon. My practice assists with a variety of immigration cases, such as business immigration, non-immigrant visas, family-based immigration, naturalization, deportation and removal defense, appeals, solutions for Victims of Crimes, persecution and related applications, investigations and opinion letters, and VAWA. I have known CLA for over 20 years and the Executive Director, David Saez, for the last 6 years. I have met with Mr. Saez and Ms. Schmidt Murillo and have agreed to provide technical legal supervision on a pro bono basis. I am available to answer any immigration questions the CLA staff may have by phone or email.

If you have any questions, please contact me at 541-465-2173.

Sincerely,



Raquel Hecht  
Immigration Attorney  
Hecht & Norman LLP