

**CITY OF NORWICH**  
**COMMUNITY DEVELOPMENT BLOCK GRANT • APPLICATION FOR FUNDING**  
**PUBLIC SERVICES**

**PROGRAM YEAR 2020 (PY 46) • SEPTEMBER 1, 2020 – AUGUST 31, 2021**

**DUE: WEDNESDAY MARCH 11, 2020 AT 4 PM AT 23 UNION STREET, NORWICH, 2<sup>ND</sup> FLOOR**

Office of Community Development

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**PART I: GENERAL INFORMATION**

**AGENCY:** Immigration Advocacy & Support Center

**LEGAL NAME**  
(if different from Agency) \_\_\_\_\_

**ADDRESS:** 8 Washington Street  
New London, CT 06320

**E-MAIL:** [info@iascct.org](mailto:info@iascct.org)

**EXECUTIVE DIRECTOR:** Joseph Marino, Esq.

**CONTACT NAME AND TITLE:** Kathy Parker, IASC Board Treasurer

**TELEPHONE:** 860-629-7758

**AGENCY FISCAL YEAR:** January 1 December 31  
Begin End

**PROGRAM OR PROJECT NAME:** Changing Lives, Empowering All Residents (CLEAR) - Norwich

**CDBG REQUEST & AWARD AMOUNTS:**

	REQUEST	AWARD
<b>UPCOMING FISCAL YEAR:</b> (September 1, 2020 - August 31, 2021)	\$ <u>3,000</u>	\$ _____
<b>CURRENT FISCAL YEAR:</b> (September 1, 2019 – August 31, 2020)	\$ <u>N/A</u>	\$ _____

The information contained herein and attached as exhibits hereto is, to the best of our knowledge and belief, true, correct and complete and that the City of Norwich can rely upon these statements in determining whether to fund this project. We certify that the Agency Board of Directors has approved this application.

\_\_\_\_\_  
**EXECUTIVE DIRECTOR/DEPT. HEAD**

Joseph Marino  
Printed Name

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRESIDENT, BOARD OF DIRECTORS**

Dianna Rodriguez  
Printed Name

\_\_\_\_\_  
**DATE**

Immigration Advocacy & Support Center  
Norwich CDBG – PY46

A. INTRODUCTION/AGENCY INFORMATION

- A1: *Brief History* - The Immigration Advocacy & Support Center (IASC) is a not-for-profit, **legal services organization** whose mission is to provide quality low-cost immigration related legal services to under-served communities in Southeast Connecticut.
- The Church of the City served as IASC’s fiscal sponsor for its December 2014 inception, and the church has donated utilities, administrative assistance, and office space. IASC, however, has always operated independently, serving people of all religions and ethnicities. In late 2017, IASC became an independent 501(c)(3) and replaced its advisory group with a governance board.
  - In June of 2018, Founding Director Michael Doyle announced his departure. In September of 2018 the organization welcomed a new Executive Director, Attorney Joseph Marino. IASC’s legal assistant started March 2018 to help with managing case work.
- A2: *Location / Hours* - IASC is located at 8 Washington Street in New London, and is opened to clients Monday – Thursday, 9:30am – 2:30pm. Most client appointments are scheduled between 10am – 2pm. Presentations and clinics take place periodically at a variety of locations such as Norwich Adult Education and Otis Library. Morning, afternoon, and evening sessions accommodate all schedules.
- A3: *Number Employed* - IASC employs a full-time immigration lawyer as its Executive Director and a full-time bilingual (English / Spanish) legal assistant.
- IASC partners with volunteers to magnify its impact. Part-time office support includes a retired MBA who provides bookkeeping and grant writing services and a retired paralegal who manages client files and process improvements. Connecticut College students provide case work support and language translations.
  - Board Members include a bank manager, an education specialist, and community leaders with strong ties to the local immigrant population.
  - IASC has also magnified its impact by working closely with other service organizations including Safe Futures, Otis Public Library, UCFS, DCF, and the United Way. These organizations refer vulnerable clients and partner with IASC to host presentations and legal clinics.
- A4: *Compliance* - N/A
- A5: *Federal Funding* - IASC does not currently have an endowment or receive any Federal Funding. **IASC is currently receiving \$5,000 from the City of New London CDBG program for PY45.**

B. STATEMENT OF NEED

- B1: *Problem Statement* - Legal immigrants need expert assistance to understand constantly changing immigration policies and procedures. Immigrant residents are required to file complicated casework to maintain their status, reunite with family members, marry non-citizens, and become citizens. IASC is seeing an increased number of anxious residents seeking guidance, has noted an increased risk of deportation or failed applications for ANY form mistakes, and has seen an increased risk of citizenship test failure. Private legal services are too expensive for low-income residents (\$5,000 - \$10,000 per Rita Provatas, private attorney). Assistance with many “routine” immigration services are needed:
- RENEWAL: Green cards need to be renewed at least every 10 years.

- REPLACEMENT: Individuals sometimes lose their green cards and they need to replace them for identification and to maintain employment.
- REMOVAL OF CONDITIONS: Individuals can get green cards when they marry. These need to be converted from "short term" to "long term" status after two years. This is an onerous activity that can include detailed documentation to reaffirm the validity of the marriage.
- SPONSORING FAMILY MEMBERS: A resident may want to reunite with family members by sponsoring them to come to the US: a wife, child, parent or sibling living outside the US.
- CITIZENSHIP: Once the individual has lived for long enough in the country with a green card, they are eligible to apply for citizenship. USCIS is now looking back to the person's green card application and interview, and any other documentation. It is critical that employees have legal guidance, or they can inadvertently end up in deportation hearings.
- CITIZENSHIP FOR CHILDREN: When an employee obtains citizenship, their children under age 18 are automatically citizens as well. BUT they need to file for citizenship papers. *We have one casino client who came in to renew his green card and found out that he was already a citizen because his mother had been granted status when he was still under 18!*

B2: *Service Overlap* - IASC is the ONLY local non-profit focused on providing specialized immigration legal services; Catholic Charities ceased immigration operations in New London and Norwich in 2018, and Connecticut Legal Services offers only minimal immigration support locally, with a focus on deportation cases. The lack of affordable legal guidance is occurring as the need for support has skyrocketed. Representative Courtney's office refers clients, as does Catholic Charities.

B3: *Addressing Need* – IASC allows low-income residents access to expert immigration legal guidance. IASC's process begins with individuals scheduling a visit with our attorney either at the office or at an offsite clinic. If the situation warrants moving forward, the attorney and client may decide to open a case which will require analysis and documentation to complete. Our attorney then represents clients at USCIS interviews in Hartford. Cases almost always take longer than one year and consume days to weeks to pull together; submissions to USCIS can be inches thick.

B4: *Waiting List* - There is no waiting list. IASC currently manages 60-70 cases at any given time. About 40% of the workload is from Norwich clients, and about 60% from New London area clients. Each case involves 20+ pages of forms and documents which must be carefully managed. IASC's lawyer has 4-8 visits a week with immigrants to address questions and determine if additional case work is warranted. IASC holds outreach clinics at "trusted" sites such as libraries where clients can meet with the lawyer one-on-one. Additional activities support citizenship applications and provide information on IASC services. Clients are typically very low-income individuals who face extreme challenges in filling out required paperwork on their own.

## C. PROGRAM DESCRIPTION

C1a: *Alignment with Plan* - Changing Lives, Empowering All Residents (CLEAR) – Norwich is a continuing program that provides free educational presentations on immigration legal requirements, free 1:1 guidance to immigrants offered at host-site clinics, low cost (\$20) office visits, and sliding-scale fee casework for immigration legal work.

- The need for immigration legal assistance appears not to be addressed at all by the 5-year Consolidated Plan. The plan identifies racial and ethnic groups such as Black / African Americans, Hispanics, and Asians as being particularly at risk (p. 40, 42, 44) and in impoverished areas (p. 101) – it is likely, though not clarified, that many of these individuals are in fact immigrants. Certain

immigrant specific needs, such as the need for providing education to those with limited English (p. 52) are identified, but legal needs are not.

- CLEAR-Norwich addresses all three of the main priorities of the Consolidated Plan. The support provided by IASC’s services allows residents to continue to earn income and work legally, and the low-cost / sliding-scale fees allow residents to save money for food and housing. In addition, as individuals achieve citizenship, they become eligible for health and housing benefits, supplemental income like social security, and financial aid for college. Thus, immigration legal services 1) support residents ability to afford decent and safe housing 2) allow residents to access benefits, education and healthcare; and 3) provide access to jobs and improved employment opportunities, particularly for jobs where citizenship is a requirement (ie, Electric Boat).

C1b: *Service Collaborations* - CLEAR-Norwich collaborates closely with Otis Library and with Norwich Adult Education. Attorney Marino will conduct at least 5 presentations at these venues, at various times of the day and on Saturday to educate many immigrants on the pathway to citizenship. In addition, organizations such as Safe Futures and Madonna Place refer clients needing assistance.

C1c: *Links* - CLEAR-Norwich is a foundational program that augments the success of many other programs targeted at safe housing, health benefits, and jobs. Legal status is a necessity for employment, and citizenship brings with it many housing and health benefits. Many of the poorest and most needy residents of Norwich are immigrants. The Chamber of Commerce of Eastern Connecticut has identified immigrants as economic drivers of the local economy.

C1d: *Partnerships* - CLEAR-Norwich relies on existing partnerships with Otis Library and Norwich Adult Education, and other social service agencies such as Safe Futures and Madonna Place.

C1e: *Status* - CLEAR- Norwich is an existing program that ran a deficit last year. Funding from the Long Foundation (\$2,000) and from Charter Oak Foundation (\$2,000) was insufficient to cover the cost for Norwich residents. CDBG funding would assist in covering this deficit. IASC also runs CLEAR- New London which the City of New London CDBG has funded for the past 5-years (PY45 for \$5,000).

C2a-e: *Service Expectations* - For each person directly served by CLEAR-Norwich, IASC calculates that an additional 3 family members benefit. Service is spread across the year. Presentations often take place during the school year (fall / spring) when Adult Education classes are in session. Often, office visits will swell after the presentations. Visits take place either at the office in New London or in host sites such as Otis Library and Norwich Adult Education. Most office visits take place Monday – Thursday between 10am and 2pm. The need is real: in the first 2 months of 2020, IASC has opened 8 new cases for Norwich residents. **A total of ~800 are expected to be served in PY46.**

Norwich CDBG	Location	Number / Frequency	Expected Clients	Including Family
<b>Legal</b>				
Case Management Services	New London Office	30 cases	30	120
Client 1:1 Guidance (offsite)	Otis / Norwich Adult Ed	3 clinics	30	120
Client 1:1 Guidance (office)	New London Office	80 / year	80	320
Presentations / Outreach *	Otis / Norwich Adult Ed	5 presentations	250	250
* only attendees included, not family members			390	<b>810</b>

C3: *Staffing* - If fully funded, a part-time Haitian Creole employee would be hired. For the program budget of \$63,075, \$61,000 (or 97%) is associated with salaries in direct support of the program. Additional costs including postage, travel, printing and copying, and telephone account for 3% of the program. IASC funds other administrative costs with donations.

C4: *Theory of Change* - Achieving Citizenship is truly transformational for immigrants. Such a status change creates opportunity for economic advancement and improved health through better housing; access to loans, jobs, health insurance, and education; as well as decreased stress and an overall ability to become an active, voting, community member. However, there are many steps along the way, and each of these steps also confers benefits towards economic achievement and physical health. Only direct participants are shown – **however, for each one, an additional 3 family members are estimated to benefit.**

- Inputs: Inputs include Director and Legal assistant time for Presentations, Visits (office and offsite), and Case Management.
- Presentations: The Director is expected to make 5 presentations to 50 residents each (250 total). Each presentation takes approximately 5 hours of time, including preparation. The **Short-Term Outcomes** are general awareness of pathways to citizenship and the requirements for each stage.
- Visits: Based on Presentations, 80 individuals are expected to seek office appointments for 1:1 counseling, and another 30 are expected to take advantage of offsite counseling sessions. Each session takes approximately 1.5 hours of the Director’s time, and another 0.75 hours of the Legal Assistant’s time. The **Interim Outcomes** are stress reduction through accurate, expert, customized immigration legal information.
- Case Initiation: Based on the customized information, approximately 30 Norwich residents are anticipated to open cases to advance their legal status. Case management is time intensive and long in duration because of processing time at US Citizenship and Immigration Services (USCIS). Each case initiation is expected to take 5.5 hours of the Director’s time and 6.25 hours of the Legal Assistant’s time. The **Interim Outcome** is empowerment through taking active steps to resolve a situation.
- Cases Successfully Completion: Successful completion requires legal filing of complex forms and supporting documentation, and an intensive in-person interview at USCIS. With better screening criteria and intensive preparation, IASC has been improving the likely success of clients at successfully achieving a favorable status update from around 60% in 2018 to an anticipated 90% in 2020. The **Long-Term Outcome** is advancement of status which provides better job opportunities, and improved access to healthcare and housing.

E1: *Funding Sources* - Program funds will come from sliding-scale service fees as well as grants. Additional funds have not yet been secured but are being sought from the following sources. Conversations with the Tribal Nations are underway; applications for Charter Oak and the Long Foundation are due in April; and August for the RS Gernon Foundation.

**Changing Lives, Empowering All - Norwich**

Charter Oak Bank	\$7,500
Long Foundation	\$2,500
RS Gernon	\$2,000
Mohegan Tribal Nation *	\$20,000
Mashantucket Tribal Nation *	\$20,000

E2. *Impact of Funding Shortfall* - In 2019, IASC covered much of the shortfall from the program through generous contributions, however the agency faced a \$5,000 deficit for the year. If funding continues to lag for Norwich, IASC will eventually need to raise fees for this population / and or stop service.

E3. *Reductions* - A part-time Haitian Creole speaker will not be hired until funds are secured. IASC would be better able to serve Norwich clients with these translation abilities.

F1: *Similar Services* - No other agencies provide similar services in Southeastern Connecticut. In other areas of the state, the Connecticut Institute for Refugees and Immigrants (CIRI) provides low-cost immigration services. IASC refers deportation and asylum cases to CIRI, which has offices in Hartford and Bridgeport.

F2: *CDBG History* - There has previously not been a request for funding from the Norwich CDBG program. In 2019, Norwich funding sources included the Long Foundation (\$2,000) and Charter Oak Bank Foundation (\$2,000).

**ADDRESSING THE NATIONAL OBJECTIVE**

The program addresses both objectives below.

- X Address the needs of low- and/or moderate-income residents (see income chart below)? AND/OR
- X Serve seniors; severely disabled adults; homeless; battered spouses; abused/neglected children and youth; illiterate adults; migrant farm workers, persons living with HIV/AIDS and persons who use food banks or meals programs.

FY 2019 Income Limits Summary									
FY 2019 Income Limit Area	FY 2019 Income Limit Category	Persons in Family							
		1	2	3	4	5	6	7	8
Norwich-New London, CT HUD Metro FMR Area	Very Low (50%) Income Limits	\$35,350.00	\$40,400.00	\$45,450.00	\$50,450.00	\$54,500.00	\$58,550.00	\$62,600.00	\$66,600.00
Median Family Income	Extremely Low Income Limits	\$21,200.00	\$24,200.00	\$27,250.00	\$30,250.00	\$32,700.00	\$35,100.00	\$39,010.00	\$43,430.00
\$94,500	Low (80%) Income Limits	\$52,850.00	\$60,400.00	\$67,950.00	\$75,500.00	\$81,550.00	\$87,600.00	\$93,650.00	\$99,700.00

**PROGRAM BENEFICIARY OUTCOME STATISTICS:**

<b>OUTCOME: Norwich Residents Achieve Citizenship / Legal Status Advancement</b>				Finish
<b><i>Long Term Outcome: Legal Status Advanced through Successful Case Conclusion (NORWICH cases successfully completed)</i></b>	<b>2018-Actual</b>	<b>Estimated 2019</b>	<b>2020 Anticipated</b>	
Total Number of Participants (direct / not including family)	17	22	30	
Total Number of Participants Achieving Outcome:	10	18	26	
Percent Who Achieved Outcome:	58.8%	81.8%	86.7%	
<b><i>Interim Outcome: NORWICH Residents Take Steps Towards Advancing Legal Status (cases initiated)</i></b>				
<b>2018-Actual</b>	<b>Estimated 2019</b>	<b>2020 Anticipated</b>		
Total Number of Participants (direct / not including family)	17	22	30	
Total Number of Participants Achieving Outcome:	17	22	30	
Percent Who Achieved Outcome:	100.0%	100.0%	100.0%	
<b><i>Short Term Outcome: Stress Reduction through Accurate, Customized Immigration Information (NORWICH visits)</i></b>				
<b>2018-Actual</b>	<b>Estimated 2019</b>	<b>2020 Anticipated</b>		
Total Number of Participants (direct / not including family)	54	93	110	
Total Number of Participants Achieving Outcome:	54	93	110	
Percent Who Achieved Outcome:	100.0%	100.0%	100.0%	
<b><i>Output: NORWICH Residents Educated on Immigration Rules / Requirements</i></b>				
<b>2018-Actual</b>	<b>Estimated 2019</b>	<b>2020 Anticipated</b>		
Total Number of Participants:	124	232	250	Start
Total Participants that are Norwich Residents:	124	232	250	
Total Number of Participants Achieving Outcome:	124	232	250	
Percent Who Achieved Outcome:	100.0%	100.0%	100.00%	

**STAFFING RESOURCES:** Identify every person involved in the implementation and administration of the program. Use the chart below and additional sheets if necessary. Please refer to page 15 regarding Section 3 to determine if you are or will be a Section 3 concern. If you are/will meet Section 3 criteria, it will be mandatory for you to complete the attached Section 3 documentation.

Position/Title	Salary Range	CDBG Portion of Salary	Full-Time or Part Time?	Hired As a Result of Funding (Y/N)
Executive Director	\$60 - \$70K	2.4%	Full Time	No
Legal Assistant	\$20 - \$30K	2.4%	Full Time	No
Translator / Legal Aide	\$10K - \$12K	2.4%	Part Time	Yes, if Fully Funded

**PART III: BUDGET INFORMATION****A. AGENCY FINANCIAL DATA**

SUPPORT & REVENUE	Current	Anticipated
	FY 19-20	FY 20-21
Program Fees	\$21,358	\$16,825
Other Grants including foundations	\$34,900	\$102,000
Donations	\$27,401	\$20,200
CDBG	\$6,430	\$8,000
General Fund		
State & Federal Grants		
Other Revenue		
<i>Honoraria</i>	\$350	
<b>TOTAL REVENUE</b>	<b>\$90,439</b>	<b>\$147,025</b>
EXPENSES	Current	Anticipated
	FY 19-20	FY 20-21
Salaries	\$63,044	\$110,000
Employee Benefits		
Payroll Taxes	\$5,320	\$12,000
Professional Fees & Service	\$5,606	\$5,750
Operations / Phones / Postage	\$4,266	\$4,450
Insurance (other)	\$3,682	\$4,100
Equipment Rental, Maintenance	\$3,346	\$200
Printing & Publication	\$980	\$925
Travel / Conferences / Conventions	\$3,140	\$3,600
Legal Fees		
Vehicle-Lease / Repair		
Other Expense (specify)		
<i>Contribution in lieu of Rent</i>	\$6,000	\$6,000
<b>TOTAL EXPENSES</b>	<b>\$95,384</b>	<b>\$147,025</b>
<b>BALANCE (total revenue less expenses)</b>	<b>-\$4,945</b>	<b>\$0</b>

**B. PROGRAM SPECIFIC FINANCIAL DATA**

**FOR CLEAR - NORWICH**

SUPPORT & REVENUE	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Program Fees		\$8,075	0.0%
Other Grants/foundations (non-government)		\$52,000	0.0%
Donations			
CDBG	\$3,000		100.0%
General Fund			
State Government			
Federal Government			
Other Revenue			
<b>TOTAL REVENUE</b>	<b>\$3,000</b>	<b>\$60,075</b>	<b>4.8%</b>
EXPENSES	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Salaries	\$2,615	\$52,385	4.8%
Employee Benefits			
Payroll Taxes	\$285	\$5,715	4.8%
Professional Services (incl. accounts and attorneys)			
General Operations & Supplies (incl. Overhead and Printing)	\$80	\$1,595	4.8%
Travel / Conferences	\$20	\$380	5.0%
Equipment Rental, Maintenance			
Vehicle Expense			
Other Expenses (specify)			
Charitable in lieu of Rent			
<b>TOTAL EXPENSES</b>	<b>\$3,000</b>	<b>\$60,075</b>	<b>4.8%</b>
<b>BALANCE (total revenue less expenses)</b>	<b>\$0</b>	<b>\$0</b>	