**Equal Justice Works Fellowship Program – DAPA/DACA Fellowships**

**Host Organization Application**

***Instructions***

This application is designed to capture information regarding your plan for working with an Equal Justice Works Fellow and paralegal to provide high-quality, high-volume legal services to immigrants seeking relief under the Deferred Action for Parents of Americans and Lawful Permanent Residents (DAPA) and expanded Deferred Action for Childhood Arrivals (DACA) at your individual host site.

***Contact Information***

Host Organization contact information:

Executive Director contact information:

Supervisor contact information:

***Questions***

1. Describe the breadth and depth of your organization’s immigration practice, with specific reference to DAPA/DACA, and removal defense work. Include a description of your youth law practice, if any.
2. What are your organizational plans for DAPA/expanded DACA work and how would this Fellowship enhance your ability to achieve your goals?
3. Utilizing a two-year timeline, describe the major milestones that would be accomplished, in six-month increments, in order to achieve the overall project goals.
4. How would the organization make initial contact with each qualifying DACA/DAPA applicant?
5. Based on the anticipated volume of qualifying DAPA/DACA applicants, how many applications do you anticipate your Fellow would handle during the Fellowship term (September 2015 to August 2017)?
6. Will your organization be able to provide representation to all individuals qualifying for DAPA/DACA in your community? If no, please describe your triage plan for case acceptance, including whether you plan to provide pro se support and/or pro bono matching for clients whose cases you do not accept for representation.
7. Describe how you would collaborate with other legal or non-legal service providers in the community.
8. Describe your organization’s experience hosting large-scale clinics and workshops.
9. An important aspect of the program is that your organization must maintain a close partnership with the College Track office in your city. (You may read more about College Track’s mission and services [here](http://collegetrack.org/).) A special effort must be made to provide College Track families with DAPA/DACA service. Describe your plan for cultivating this relationship.
10. Fellowship host organizations will be responsible for interviewing a slate of Fellowship applicants and recommending their top candidates to an anonymous sponsor for final selection. Please elaborate on the criteria your host organization will use to evaluate prospective candidates. If your organization works with particular communities that require proficiencies in certain languages, please specify this information.
11. Please describe your plans for the Fellow and paralegal if DAPA and extended DACA implementation is further delayed by litigation.
12. Has the organization hosted Equal Justice Works Fellows in the past?

If yes:

 Please provide the names of past and current Fellows

 Were the above Fellows hired as full-time staff after their Fellowships ended?

 Please explain:

 Did the above Fellowship projects continue at the host organization after the Fellowships?

 Please explain:

1. State the number of attorneys in the office:

How many of these attorneys practice immigration law?

Describe their backgrounds and experiences.

1. State the number of non-attorneys in the office:
2. Do you anticipate utilizing pro bono attorneys for this project? If so, please explain:
3. Does the host organization have experience working with pro bono attorneys? If yes, please explain and give examples of recent work.
4. Does the organization have experience running large-scale workshops?

If yes, please explain and give examples of recent work.

1. Fellowship host organizations are required to provide thorough orientation, training, support, and supervision throughout the term of the Fellowship. Please answer the following questions related to support:

Name of the Fellow's primary supervisor:

Please confirm whether the Fellow's supervisor works in the same office where the Fellow will work; and will serve as the subject matter supervisor for the Fellow. If the answer to either question is no, please explain:

Please provide a brief description of the supervisor's past or current experience relevant to DACA/DAPA work, including the number of years and capacity in which experience was gained.

How many years of experience does the supervisor have in supervising and managing attorneys? Please describe that experience.

How often will the supervisor meet with the Fellow? Please describe the supervisor’s level of interaction with the Fellow and proposed project.

Please describe how your organization plans to provide substantive training and technical support to the Fellow and paralegal, both initially and throughout the course of the Fellowship.

1. Please confirm if the Fellow will be provided with the following:

Desk:

Office or Cubicle:

Computer:

Phone:

1. Describe the technology that will be available to the Fellow and paralegal.