

# Immigrant and Refugee Affairs

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## Department Overview

The mission of the Office of Immigrant and Refugee Affairs (OIRA) is to improve the lives of Seattle's immigrant and refugee families. OIRA works to strengthen immigrant and refugee communities by engaging them in decisions about the City of Seattle's future and improving the City's programs and services to meet the needs of all constituents.

OIRA collaborates with the Immigrant and Refugee Commission, community partners, government agencies, faith-based institutions, the private sector, and City departments to define and achieve desired outcomes for City investments for immigrants and refugees. According to the 2014 American Community Survey, immigrants and refugees comprise approximately 18% of Seattle's population. OIRA helps ensure that these residents can understand and access City services.

OIRA is dedicated to supporting the City's Race and Social Justice Initiative by consistently using the racial equity toolkit analysis, operationalizing racial equity in our workplans, and engaging directly with immigrant and refugee communities. Our racial equity analyses and discussions help us both evaluate our workplans and inform how we enhance strategy and service delivery each new cycle.

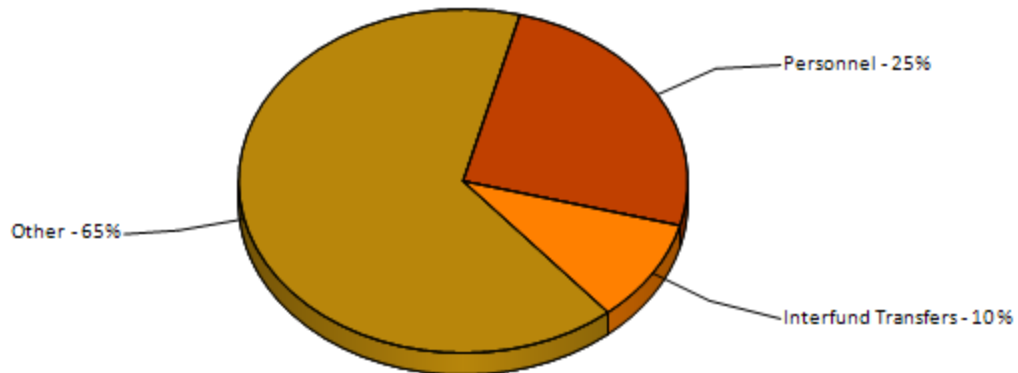
## Budget Snapshot

Department Support	2018 Adopted	2019 Proposed	2020 Proposed
General Fund Support	\$3,212,009	\$5,056,318	\$4,902,341
<b>Total Operations</b>	<b>\$3,212,009</b>	<b>\$5,056,318</b>	<b>\$4,902,341</b>
<b>Total Appropriations</b>	<b>\$3,212,009</b>	<b>\$5,056,318</b>	<b>\$4,902,341</b>
Full-time Equivalent Total*	9.00	9.50	9.50

\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.

# Immigrant and Refugee Affairs

## 2019 Proposed Budget - Expenditure by Category



### Budget Overview

Mayor Durkan is strongly committed to protecting Seattle immigrants and their families from threats to their well-being and safety. The Mayor envisions a city that is both safe and welcoming for immigrants. The 2019-2020 Proposed Budget reflects our shared values to help deliver on the promise of America to our immigrant friends and neighbors.

#### Legal Defense Network

In response to increased federal immigration enforcement against immigrants, regardless of legal status, the City stands with King County to protect those in need. In 2017, the City provided \$1 million in one-time funding and the County added \$550,000 in one-time funds to create the Seattle-King County Immigrant Legal Defense Network (LDN) and provide free legal services to qualifying immigrants in Seattle and the County. This program was to run from October 2017 through December 2018.

There continues to be a significant need for legal services for people in immigration proceedings. According to the American Immigration Council, immigrants in court proceedings with legal representation are up to ten times more likely to obtain relief than those without a lawyer. However, 35% of immigrants in proceedings at the Seattle immigration court and 92% of detained immigrants at the Tacoma immigration court do not have lawyers. Beyond immigration proceedings, lawyers can help immigrants who fail to realize their legal options simply due to a lack of information and resources. The Legal Defense Network includes various services to help remedy the problem including consultations with immigration lawyers, and legal representation for those facing deportation.

The proposed budget continues the City's commitment to LDN, in partnership with King County, which included increasing levels of funding for legal services for immigrants and refugees in its Veterans, Seniors and Human Services Levy (VSHSL) to run from 2019-2023. Contingent on the availability of VSHSL funds for LDN, the proposed

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budget assumes the City and County will contribute equally to the Network: \$795,000 in 2019 and \$810,000 in 2020. This even split reflects the current split between Seattle residents and workers and County residents using the LDN. The City will continue to review its funding level to ensure its share of total funding matches the share of Seattle residents using LDN.

## **New Citizen Program Database**

The proposed budget includes funding for a new database for the New Citizen Program (NCP). NCP is a means-tested program within the New Citizen Campaign that provides free naturalization legal assistance, citizenship classes, and related case management services to low-income immigrants and refugees, many of whom are elderly, illiterate, have limited English proficiency, or are individuals with disabilities. The City receives reimbursement from the State for assisting NCP-eligible clients who receive state Department of Social and Health Services (DSHS) benefits. This current database is at the end of its life cycle and will no longer be supported by Seattle Information Technology.

## **Citywide General Fund Efficiencies**

The Mayor called for City departments to meet General Fund reduction targets to prioritize funding for the delivery of essential services. The proposed budget includes efficiencies found because of reductions to consultant contracts and program realignment. The Office of Immigrant and Refugee Affairs (OIRA) intends to reprioritize or otherwise absorb these functions in-house.

The proposed budget also reallocates funding for the New Citizen Campaign (NCC) mega workshop in favor of more monthly clinics to improve service delivery. NCC is an effort to help naturalize Seattle immigrants who are eligible to become U.S. citizens. The citizenship clinics offers immigrants access to volunteer attorneys, interpreters, and others to assist them in completing their naturalization application through a step-by-step process. This shift helps to better prepare people to complete their naturalization applications.

## **Community Development Block Grant Funding**

The Human Services Department acts on behalf of all City departments as the custodian and grantee for funding from the United States Department of Housing and Urban Development (HUD). As part of the budget conversion process in 2017, the CDBG fund was dissolved and the appropriations are now spread across multiple funds and departments. The proposed budget for OIRA includes a continuation of the base level of CDBG funding in the amounts of \$400,000 in 2019 and \$400,000 in 2020 for the Ready to Work program, which helps immigrant job-seekers improve their English language skills to earn a better living.

## **Technical Compensation Adjustments**

The office initiated two compensation adjustments and will offset these costs with reductions in their existing budget. Generally, department-initiated compensation adjustments are absorbed within the base budget or requested in the budget process.

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## Incremental Budget Changes

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	2019		2020	
	Budget	FTE	Budget	FTE
<b>2018 Adopted Budget</b>	<b>\$ 3,212,009</b>	<b>9.00</b>	<b>\$ 3,212,009</b>	<b>9.00</b>
<b>Baseline Changes</b>				
Citywide Adjustments for Standard Cost Changes	\$ 311,769	0.00	\$ 229,482	0.00
<b>Proposed Changes</b>				
Legal Defense Network	\$ 1,590,000	0.50	\$ 1,620,000	0.50
New Citizen Program Database Replacement	\$ 109,795	0.00	\$ 8,105	0.00
Citywide General Fund Efficiencies	-\$ 41,000	0.00	-\$ 41,000	0.00
Reduce Discretionary Contracting Resources	-\$ 126,255	0.00	-\$ 126,255	0.00
<b>Proposed Technical Changes</b>				
Compensation Adjustments	\$ 0	0.00	\$ 0	0.00
<b>Total Incremental Changes</b>	<b>\$ 1,844,309</b>	<b>0.50</b>	<b>\$ 1,690,332</b>	<b>0.50</b>
<b>2019 - 2020 Proposed Budget</b>	<b>\$ 5,056,318</b>	<b>9.50</b>	<b>\$ 4,902,341</b>	<b>9.50</b>

## Descriptions of Incremental Budget Changes

### Baseline Changes

#### **Citywide Adjustments for Standard Cost Changes - \$311,769**

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, health care, and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process. This technical adjustment also transfers internal services costs for Human Resources, Finance and Administrative Services, and Information Technology from Finance General to the department. With this change, department budgets will better reflect support costs. Previously these costs were included in the Finance General budget.

### Proposed Changes

#### **Legal Defense Network - \$1,590,000/.50 FTE**

This item maintains and strengthens legal assistance for Seattle and King County's immigrants and their families. The Legal Defense Network (LDN) began in the fall of 2017 as a response to the federal government's increasingly

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aggressive immigration-related actions, affecting immigrants regardless of legal status. In 2017, the City contributed \$1 million in one-time funding and the County added \$550,000 in one-time funding. By the end of 2018, LDN partners are expected to meet or exceed their target results of 762 screenings and intakes and 318 individuals with legal representation in immigration proceedings. As of July 2018, there were 569 intakes and of those intakes 261 were accepted for legal representation for help with applications for legal status or help in removal proceedings.

The 2019-2020 Proposed Budget increases the overall funding of this program and provides equal levels of ongoing funding by both the City and County, which included increasing levels of funding for legal services for immigrants and refugees in its Veterans, Seniors and Human Services Levy (VSHSL) to run from 2019-2023. Contingent on the availability of VSHSL funds for LDN, the budget includes \$795,000 each in 2019 and \$810,000 in 2020. This is to reflect the equal level of participation in the program by City residents and workers and County residents outside of Seattle. The funding also supports a part-time Grants and Contracts analyst position to oversee the grants to various partner agencies. Funding for this position will be three-quarters of the full costs in 2019, at \$44,836, and \$57,395 in 2020. The City will regularly review its funding level to ensure it matches the participation rate of Seattle residents in the program. Revenues anticipated from King County support half of this total appropriation increase.

## **New Citizen Program Database Replacement - \$109,795**

To receive reimbursements from the state for serving eligible immigrant participants, the office must provide confirmation that these immigrants meet the state requirements for eligibility, such as being low-income. Verification requires that the office submit unique identifying information to match against the records of the state database. The database is no longer supported by Seattle Information Technology and must be replaced. This general fund support for a database replacement is one-time but there will be \$8,105 in ongoing general fund for licensing.

## **Citywide General Fund Efficiencies - (\$41,000)**

This item includes two reductions to help the office meet its General Fund reduction target:

- The office proposed a service model change to the New Citizen Campaign (NCC) that will improve service delivery for naturalization assistance. The previous annual model included eight monthly clinics, each serving about 30-50 people, and a large mega workshop typically serving between 500 and 1,000 people. Data shows that people who attended the clinics have had a higher rate of completing their naturalization application than those who attended the workshop, on average 75% versus 50%. This is likely due to various factors, including pre-screening that allows partnering agencies to prepare in advance for the language needs of participants, clinics taking place in familiar settings for participants and often led by community partners they know and trust, and a lower ratio of participants to staff so there is typically more consideration and oversight in each case. Further, clinics are relatively cost-effective since workshops require 10 months of preparation to manage various arrangements, including the venue, increased staffing, marketing, and more than 1,000 volunteers. Eliminating the funding for the workshop, \$31,000, and shifting the program model to providing 12 monthly clinics provides more regular access to participants, more staff time with participants, and improves the readiness of participants to complete their naturalization application due to better preparation and screening.
- Also included is the elimination of unnecessary funding for administrative support in the Legal Defense Network program. When the City Council added one-time funding of in 2017 to create the Legal Defense Network it also provided ongoing funding of \$10,000 for administrative support. The proposed budget includes sufficient staffing.

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## Reduce Discretionary Contracting Resources - (\$126,255)

At the direction of the Mayor, the department pursued budget efficiencies by reviewing resources for discretionary contracts and consultants. The office identified \$126,255 in discretionary contracting reductions. This reduction achieves efficiency in budgeting without service reductions. The reductions include:

- Elimination of \$78,750 for a consultant to provide general support for the office as a whole, including program support, organizational development, project management, and community engagement since this work can be done by existing staff and with remaining resources.
- Elimination of \$17,505 for a consultant to provide general support for the office and some support for specific programs, including the Immigrant Family Institute and the New Citizen Campaign since this work can be done by existing staff and with remaining resources.
- Elimination of \$10,000 for a consultant to provide community outreach and engagement and program support for the office's programs. This work can be done in partnership with the Community Liaisons program in the Department of Neighborhoods using existing resources.
- Elimination of \$5,000 for a consultant to provide girls' programming for the Immigrant Family Institute (IFI) and plan the sessions. This is no longer necessary as OIRA now has the content it needs to run the program.
- Elimination of \$10,000 for Language Access data analysis. This work can be done by existing capacity.
- Elimination of \$5,000 for software access to help immigrants applying for naturalization, but applicants are rarely using this software.

## Proposed Technical Changes

### Compensation Adjustments

This item includes two office-initiated compensation adjustments and will be offset by reductions to the professional services budget:

- \$25,253 for a Strategic Advisor 3, Exempt, the finance and operations manager
- \$6,928 for a Strategic Advisor 1, Exempt, a New Citizen Campaign program specialist

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## Expenditure Overview

Appropriations	2018 Adopted	2019 Proposed	2020 Proposed
<b>Office of Immigrant and Refugee Affairs Budget Summary Level</b>			
General Fund	3,212,009	5,056,318	4,902,341
<b>Total for BSL: BO-IA-X1N00</b>	<b>3,212,009</b>	<b>5,056,318</b>	<b>4,902,341</b>

<b>Department Total</b>	<b>3,212,009</b>	<b>5,056,318</b>	<b>4,902,341</b>
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<b>Department Full-time Equivalents Total*</b>	<b>9.00</b>	<b>9.50</b>	<b>9.50</b>
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\* FTE totals are provided for information purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.

## Budget Summary by Fund for Immigrant and Refugee Affairs

	2018 Adopted	2019 Proposed	2020 Proposed
00100 - General Fund	3,212,009	5,056,318	4,902,341
<b>Budget Totals for OIRA</b>	<b>3,212,009</b>	<b>5,056,318</b>	<b>4,902,341</b>

## Appropriations By Budget Summary Level (BSL) and Program

### Office of Immigrant and Refugee Affairs Budget Summary Level

The purpose of the Office of Immigrant and Refugee Affairs Budget Summary Level is to facilitate the successful integration of immigrants and refugees into Seattle's civic, economic, and cultural life, and to advocate on behalf of immigrant and refugee communities so that the City's programs and services better meet the unique needs of these constituents.

Program Expenditures	2018 Adopted	2019 Proposed	2020 Proposed
Office of Immigrant and Refugee	3,212,009	5,056,318	4,902,341
<b>Total</b>	<b>3,212,009</b>	<b>5,056,318</b>	<b>4,902,341</b>
Full-time Equivalents Total*	9.00	9.50	9.50

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