



# Immigration Legal Services Sustainability Assessment Form

This form is a necessary tool that allows your organization to determine whether or not it has the community support, finances, staff, resources, etc. to develop a sustainable immigration legal services program. As such, you will need to do research and engage with your organizational leadership before you are able to complete this form in full. Please provide as much detail as possible and fill out the questionnaire in full. If you are unfamiliar with the Department of Justice (DOJ) Recognition & Accreditation Program, please first review the process on the [DOJ website](#) and read the [Step by Step Guide](#) and [Church Leader's Resource Kit](#).

**Organization Name:**

**Location**

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**You must complete the following along with this form prior to applying for WR's Legal Support Network:**

**Fundamentals Course in Basic Immigration Law (in-person or online)**

**40+ Hours of Hands-On Shadowing Experience**

**Read Step by Step Guide and Church Leader's Resource Kit**

**Federal Tax Exempt Non-Profit Status**

**Confidential Office Space, Leadership & Community Support**

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## **Community Demographics**

[Click here for some research site suggestions](#)

**What is the total immigrant population (include native country breakdown)?**

**What are the main languages spoken by the immigrant community?**

**What is the average income level of the community at large? What is the average immigrant income level?**

**What are the needs of the immigrant community i.e. English classes, citizenship classes, education, legal assistance?**

**If legal assistance is needed, which immigration legal services in particular i.e. naturalization, green cards, DACA, TPS, etc?**

**Name the immigration legal service providers that exist in your community. What services do they provide?**

**What are the gaps in immigration legal services in your community?**

**What community relationships does your organization have that can support this program?**

**Identify three community relationships (churches, non-profits, foundations, social service providers, community members, businesses, local/ state officials, etc.) that you plan on developing.**

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## **Church/ Nonprofit Buy-in and Funding Analysis**

**Has the Board of Directors/ Executive Leadership been presented with an explanation of the DOJ Recognition & Accreditation Process?**

**Yes**

**Name at least three funding sources that will finance this program.**

**Staffing - Identify the following by name and email address:**

**Authorized Officer - Program liaison between organization & DOJ overseeing ILS program (1 person with 2 hour weekly commitment)**

**DOJ Accredited Representative(s) (1+ people with 20+ hour weekly commitment)**

**Administrative Support Staff (1+ people with 10 hour weekly commitment)**

**Completed by:**

**Date:**