

**TWELFTH MODIFICATION AND EXTENSION
OF
INTERAGENCY AGREEMENT
BETWEEN
NEW YORK CITY DEPARTMENT OF SOCIAL SERVICES /
HUMAN RESOURCES ADMINISTRATION
AND
NEW YORK CITY MAYOR’S OFFICE OF IMMIGRANT AFFAIRS
AND
THE CITY UNIVERSITY OF NEW YORK
for
LEGAL AND SUPPORT INITIATIVES (Formerly known as “Action
NYC”)**

July 1, 2019 through June 30, 2025

This **Twelfth Modification and Extension Agreement** (“**Twelfth Modification and Extension Agreement**”), dated Oct. 30, 2024, modifies the Interagency Agreement (“**Agreement**”) between the **City of New York** (the “**City**”), acting through its **Department of Social Services / Human Resources Administration** (“**HRA**” or “**Agency**”) located at 150 Greenwich Street, New York, New York 10007, the **New York City Mayor’s Office of Immigrant Affairs** (“**MOIA**”) with offices located at 253 Broadway, 14th Floor, New York, New York 10007, and **The City University of New York** (“**CUNY**”) with its principal office at 205 East 42nd Street, New York, New York 10017. HRA, MOIA, and CUNY are referred to individually as a “**Party**” and collectively as the “**Parties**.”

WHEREAS, the Parties entered into the Agreement on October 4, 2019, to administer the Action NYC program, which offers free, safe, and high-quality immigration legal services to immigrants residing or working in New York City, with funding provided by HRA (herein after, the “**Agreement**”); and

WHEREAS, the Parties entered into a Modification Agreement on December 12, 2019 to increase funding for Action NYC and modify the budget for Fiscal Year 2020; and

WHEREAS, the Parties entered into a Second Modification Agreement to increase funding for Action NYC during Fiscal Year 2020, to extend the term of the Agreement through June 30, 2021, to provide funding for said extension, and to specify the services to be funded during the extension; and

WHEREAS, the Parties entered into a Third Modification Agreement to increase funding for Action NYC during the Extension Term, in order to support an increased volume of services being provided by the program; and

WHEREAS, the Parties entered into a Fourth Modification Agreement to increase the funding for Action NYC during the Extension Term, in order to extend the Data Analyst position for six months and to fund two additional initiatives; and

WHEREAS, the Parties entered into a Fifth Modification Agreement to increase the funding for Action NYC during the Extension Term to fund two additional initiatives; and

WHEREAS, the Parties entered into a Sixth Modification Agreement to extend the term of the Agreement through Fiscal Year 2022 and provide appropriate funding for the continuation of services; and

WHEREAS, the Parties entered into a Seventh Modification Agreement to increase funding for Action NYC during Fiscal Year 2022 to fund hotline expansion services and CUNY Citizenship Now! Program; and

WHEREAS, the Parties entered into an Eighth Modification Agreement to provide additional funding in Fiscal Year 2022 to support the increase in costs associated with pandemic related inflation and increase in demand for services provided by Know Your Rights program, Action, NYC Hotline, Rapid Response Legal Collaborative, Haitian Response Initiative and Haitian TPS Town Hall & Clinic and to implement MOIA's initiative to provide legal assistance to Ukrainian New Yorkers impacted by the Russian-Ukrainian war; and

WHEREAS, the Parties entered into a Ninth Modification Agreement to continue providing uninterrupted services by extending the Term of the Agreement for one (1) year from the period of July 1, 2022 through June 30, 2023 and by providing additional funding in Fiscal Year 2023 in the amount of \$6,662,944.00; and

WHEREAS, the Parties entered into a Tenth Modification Agreement to increase funding in the amount \$133,429.00 to cover costs of expended hotline operations to serve additional individuals due to migrant crisis (identifying as "recent arrivals" in New York City) requesting support or information regarding removal proceedings; and

WHEREAS, the Parties entered into an Eleventh Modification and Extension Agreement to continue existing initiatives and expand the Scope of Work for Fiscal Year 2024 to include two new initiatives, NYC Asylum Application Help Center ("NYC AAHC") and the Asylum Seeker Legal Assistance Network ("ASLAN") and extended the Term of the Agreement from July, 1, 2023 to June 30, 2024 ; and

WHEREAS, in consideration of above, the Parties now wish to enter into a Twelfth Modification and Extension Agreement to extend the term of the Agreement from July 1, 2024 through June 30, 2025 and provide appropriate funding for the continuation and expansion of services for Fiscal Year 2025; and

WHEREAS, the Parties also wish to modify the Program's name from "Action NYC" to "Legal and Support Initiatives" to better reflect the purpose and nature of the programs within the initiative, and the Parties also wish to continue existing initiatives, expand the Scope of Work to include a new initiative, MOIA English Learning and Support Centers, and update the CUNY Citizenship Now! ("CUNY CN!") initiative for Fiscal Year 2025; and

NOWTHEREFORE, in consideration of the mutual promises and covenants herein set forth, the Parties agree as follows:

ARTICLE 1. EFFECT OF MODIFICATION

Except as modified herein or as previously modified by the Parties in a writing signed by both, all of the original covenants, terms and conditions of the Agreement, renewal agreement, any extensions, and modifications remain unchanged and are hereby ratified and confirmed as in full force and effect.

ARTICLE 2. MODIFICATION OF PROGRAM'S NAME

As of the Effective Date of this Modification and Extension Agreement, the Parties hereby modify the name of the Program from “Action NYC” to “Legal and Support Initiatives.”.

ARTICLE 3. MODIFICATION OF SCOPE.

The Parties hereby update and expand the Scope of Services to include **Exhibit A-2**, attached hereto and incorporated by reference, and provide services accordingly hereunder.

ARTICLE 4. MODIFICATION OF TERM

The Term of the Agreement is hereby extended by one (1) year from July 1, 2024 to June 30, 2025 (“Fifth Extension Term”), unless sooner terminated in accordance with the terms of the Agreement.

ARTICLE 5. MODIFICATION OF COMPENSATION AND PAYMENT SCHEDULE

The total “not-to-exceed” amount stated in Article 3 of the Agreement, as previously modified, is hereby increased by **\$6,350,953.00** from **\$35,779,591.00** to **\$42,130,544.00**, which shall be payable in accordance with terms of the Agreement and the Twelfth Modification and Extension Agreement Budget, attached hereto as **Exhibit B-12** and incorporated herein.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties have duly executed this Twelfth Modification and Extension Agreement on the dates appearing below their respective signatures.

NEW YORK CITY OF HUMAN RESOURCES ADMINISTRATION

By: Vincent Pullo

Name: Vincent Pullo

Title: ACCO

Date: 11/12/2024

NEW YORK CITY MAYOR'S OFFICE OF IMMIGRANT AFFAIRS

By: 

Name: Manuel Castro

Title: Commissioner

Date: 9/5/2024

CITY UNIVERSITY OF NEW YORK

By: 

Name: Derek Davis

Title: General Counsel

Date: 10/30/2024

APPROVED AS TO FORM:

Name: 

The City University of New York Office of the General Counsel

Date: 10/22/2024

STATE OF NEW YORK)

: ss:

COUNTY OF NEW YORK)

On this _____ day of _____, 20 _____, before me personally
came _____, to me known and known to me to be
_____ of the DEPARTMENT OF SOCIAL
SERVICES/HUMAN RESOURCES ADMINISTRATION of the CITY OF NEW YORK, the
person described in and who executed the foregoing instrument, and she/he acknowledged to me
that she/he executed the same for the purpose therein mentioned.

NOTARY PUBLIC

STATE OF NEW YORK)

: ss:

COUNTY OF NEW YORK)

On this _____ day of _____, 20 _____, before me personally
came _____, to me known and known to me to be
_____ of the MAYOR'S OFFICE OF
IMMIGRANT AFFAIRS of the CITY OF NEW YORK, the person described in and who
executed the foregoing instrument, and she/he acknowledged to me that she/he executed the
same for the purpose therein mentioned.

NOTARY PUBLIC

STATE OF NEW YORK)

: ss:

COUNTY OF NEW YORK)

On this 30th day of October 2024, before me personally
came Derek Davis, to me known and known to me to be
General Counsel of the CITY UNIVERSITY OF NEW
YORK, the person described in and who executed the foregoing instrument, and she/he acknowledged to
me that she/he executed the same for the purpose therein mentioned.



NOTARY PUBLIC

ADRIANA E BLANCO
NOTARY PUBLIC, State of New York
No. 01BL6420660
Qualified in New York County
My Commission Expires August 16, 2025

EXHIBIT A-2

EXHIBIT A-2 SCOPE OF WORK

List of Initiatives

MOIA English Learning and Support Centers

The MOIA English Learning and Support Centers initiative is dedicated to increasing access to high-quality English instruction for immigrant communities across New York City. By establishing centers in areas with high immigrant populations and ensuring consistent, quality instruction, we are fostering environments that promote both language learning and community integration. Each center offers additional support services, such as case management, to address the broader needs of our students. Through partnerships with community-based organizations and public libraries, we standardize instructor training programs and organize community events, enhancing engagement and learning outcomes. Our collaboration with these organizations not only expands the reach of our services but also strengthens community ties, providing immigrants with the tools they need to succeed in their new home.

CUNY Citizenship Now! (CUNY CN!) (Fiscal Year 2025)

I. Program Background

CUNY Citizenship Now! (CN!) has proudly served New York’s immigrant community with free, high-quality, and confidential pro se legal services for the last 27 years. Throughout NYC, they have assisted individuals and families on their path to U.S. citizenship. Their dedicated attorneys and paralegals offer one-on-one consultations to assess participants’ eligibility for legal benefits and help them apply for citizenship, DACA, TPS and other forms of immigration relief, supporting thousands of immigrants.

II. Target Population

CN! will assist any interested individual residing in New York City with pro se asylum application assistance. Individuals must have arrived on or after 7/1/2022 to ensure that applicants eligible for TPS and EADs are not excluded.

III. Definitions

- a. “The Program” (hereinafter “Asylum Seeker Legal Assistance Network (ASLAN)” or “the Program”) means a MOIA-funded coordinated effort to expand access to immigration legal assistance for recently arrived migrants and asylum seekers provided at community-based locations citywide and remotely, in collaborating with partner organizations providing orientation sessions, legal screenings, application assistance, pro se assistance clinics, self-help materials, workshops, and other services. Members include African Services Committee, CUNY Citizenship Now, CUNY Law School, Lutheran Social Services of New York, and the Pro Se Plus Project (African Communities Together, Catholic Migration

Services, Central American Legal Assistance, Masa, New York Legal Assistance Group, and UnLocal).

- b. “Partner Organization” means a legal service provider, social service provider, or community-based organization that has been contracted by the Research Foundation to provide services under the Program.
- c. “Affiliated Organization” or “Affiliated Legal Service Provider” means a legal service provider, social service provider, or community-based organization that has been approved by MOIA and/or the Program to receive referrals from a Partner Organization for Participants to receive legal and/or social services.
- d. “MOIA Immigration Legal Support Hotline” means the information and referral service for Participants and potential Participants starting January 1, 2025, that is managed by Catholic Charities, a Partner Organization, and staffed MOIA Hotline Counselors (hereinafter “Hotline Counselors”).
- e. “MOIA Legal Service Provider” (hereinafter “Legal Service Provider”) means a Partner Organization that provides immigration legal services for MOIA Legal Support Centers, carried out by MOIA Legal Support Center Attorneys or Accredited Representatives (hereinafter “Attorneys”).
- f. “Successful Referral” means either making an appointment with a legal or social service provider or making a referral or direct connection to a legal or social service provider, until December 31, 2024, in accordance with MOIA Legal Support Centers protocols or ASLAN protocols, or assisting the caller to navigate the MOIA website list of available programs and resources, such as the MOIA Legal Support Centers or AAHC, after December 31, 2024, in accordance with MOIA Immigration Legal Support protocols or ASLAN protocols.
- g. “Personal Identifying Information” (hereinafter “PII”) means any information provided to, or obtained by, a Partner Organization in connection with this sub agreement, that may be used on its own or with other information to identify or locate an individual.

IV. Scope of Services

- a. CUNY Citizenship Now! (CN!) will provide legal assistance with asylum applications and continue to support the citywide effort to manage the crisis by:
 - i. Providing 20 initial screenings each week (390 applications in the program year) and limited scope legal assistance with asylum, TPS, and employment authorization documents (EADs);
 - ii. Providing support for supplemental applications, including but not limited to change of address (COA) and change of venue (COV) requests;
 - iii. Connecting migrants to essential resources provided by the City;

- iv. Providing information for indirect referrals to other agencies and organizations for other assistance, including anti-fraud materials, guidance, and self-help information provided by MOIA; and
 - v. Assisting applicants with specific language needs by pairing paralegals and attorneys with interpreters, as needed.
- b. CN! will provide this asylum assistance by following the workflow below:
- i. Create an electronic self-guided Formstack form for applicants to get on their list of interested individuals seeking asylum service. Partner organizations, local community-based organizations (CBOs), and other city representatives will have access to this form for referring interested individuals, and applicants will also be able to directly submit the form.
 - ii. Use the form as a pre-screening tool to confirm basic eligibility and collect contact information for those who meet the requirements. Afterwards, the administrative assistants will use this contact information to reach out and schedule an appointment.
 - iii. Gather necessary information (i.e. date of entry, manner of entry, etc.) through a phone call, schedule initial intake appointments for applicants, send reminder text messages and emails, answer questions related to the appointment, and inform the individual of what documents to bring.
 - iv. Provide contact information to follow up with CN!, and make appointments available for applicants with complex cases who may need more assistance.
- c. In addition to the workflow above, the following individuals will perform separate duties:
- i. Paralegals will assist identified asylum seekers in preparing the biographic and data collection part of the asylum application, and they will complete EAD and TPS applications. They will also complete supplemental applications and assist with needed administrative work.
 - ii. Attorneys will complete Form I-589 and screen for other forms of immigration relief. They will sign off on the application before releasing it to the applicant.
 - 1. When attorneys conduct general consult screenings and cover applications that are outside their limited scope of services, they will provide an *Acknowledgement of Services* stating the screening outcome.
 - 2. If eligible but outside the scope, CN! attorneys will provide a list of organizations that applicants can reach out to on their own.
 - 3. If not eligible for any services, including those outside their scope, CN! attorneys will share what relief applicants may be eligible for in the future, with information on where to reach out in the future.
- d. CN! will also aid qualified applicants in Brooklyn and the Bronx with the recent Haitian TPS extension and redesignation by:
- i. Hosting a clinic in August at CUNY's Medgar Evers College to assist Haitians seeking to reregister before the August 30th deadline;
 - ii. Registering 75 applicants during the second clinic in September, in which applicants will be pre-screened for eligibility to attend the clinic and receive an appointment;
 - 1. 25 slots will be filled by CUNY, and 50 slots will be filled by MOIA.

- iii. Screening applicants for benefits they seek and assisting them with applications on clinic days;
 - iv. Completing application packets, including supporting documents, which will be reviewed by an attorney or U.S. Department of Justice accredited representative, and assembled, packaged, and prepared for mailing; and
 - v. Scheduling follow-up appointments to provide personalized, one-on-one support in their office for applicants unable to complete their application at the clinic due to the missing documents or other issues.
- e. CN! will prioritize individuals who are within four (4) weeks of the one-year filing deadline (OYFD) and are not in shelter. Those in shelters will be referred to the AAHC.
- f. CN! will meet these deliverables by hiring:
- i. One (1) full-time supervising attorney;
 - ii. One (1) part-time attorney;
 - iii. Two (2) full-time paralegals;
 - iv. Four (4) full-time administrative assistants; and
 - v. One (1) community outreach coordinator to help migrants navigate resources and provide additional administration support, such as helping with NYID applications, ensuring documents are completed and mailed accurately, and assisting with COA requests.
- g. CN! will seek the support of the following administrators who have overseen their previous efforts to alleviate the migrant crisis:
- i. One (1) program and operations manager;
 - ii. One (1) database manager; and
 - iii. One (1) account manager
- h. CN! will also complete the following: MOIA and ASLAN partners will be hosting bimonthly meetings for staff and volunteers from community-based organizations, faith-based institutions, and other groups supporting newly arrived migrants and asylum seekers. Each ASLAN partner will prepare and lead one (1) 60-minute virtual meeting in FY25. The presentation will include (1) a 30-minute presentation on a legal or practical topic relevant to organizations serving asylum-seekers and new arrivals, and (2) a 30-minute session of Q&A.

V. Breakdown of Costs

- a. Total Funding: \$1,086,020 Total
- b. Asylum Assistance & Legal Screenings: \$991,981
 - i. 20 initial screening appointments per week
 - ii. 390 initial screenings & limited scope legal assistance with TPS, EAD, and Asylum as the primary services for 100% of individuals potentially eligible for these services.
- c. Haiti TPS Clinics: \$94,039
 - i. One (1) August clinic in Brooklyn, and one (1) September clinic in the Bronx, in partnership with MOIA.

VI. Protocols & Systems

- a. Ensure that CUNY CN!'s protocols and systems are being followed by adhering to all MOIA/ASLAN policies and procedures, as well as adhering to MOIA branding and marketing protocols, as defined in "FY25 MOIA Branding Guidelines for Funded Programs."

VII. Referrals

- a. CUNY CN! will ensure that all eligible screened individuals who request legal or non-legal assistance, such as social services, are referred to a trusted immigration legal services provider or non-legal service provider and/or provided with information to facilitate their ability to seek services on their own at a later time.

VIII. Privacy

- a. In addition to the confidentiality and privacy requirements stated in this Agreement, CUNY CN! shall adhere to confidentiality and privacy requirements as outlined in the American Bar Association's Model Rules of Professional Conduct.

IX. Budget Management

- a. The payment structure for the Contract shall be 100% line-item reimbursement, but full payment shall be contingent on meeting certain performance metrics, as described in Section 10 below.
- b. Subcontracting by Contractor other than those organizations listed in Contractor's proposal to the RFP is not permitted unless approved in writing by MOIA and DSS/HRA.
- c. CUNY CN! must submit quarterly invoices and supporting financial documents to MOIA and the Human Resources Administration/Department of Social Services (HRA/DSS) monthly as per HRA/DSS rules.

X. Program Timeline

- a. The term of services will begin on July 1, 2024 and terminate on June 30, 2025.

XI. Reporting

- a. CUNY CN! will submit reports on the outcomes described in section II to the MOIA Program Manager on a quarterly basis per the schedule:

July - September	10/15/2024
October - December	1/15/2025
January - March	4/15/2025
April - June	7/1/2025

XII. Billing

- a. CUNY CN! will submit quarterly invoices and supporting financial documents to the Research Foundation of the City University of New York per the following schedule:

July - September	10/15/2024
October - December	1/15/2025
January - March	4/15/2025
April - June	7/1/2025
Final FY25 Budget Modification	4/15/2025

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

EXHIBIT B-12

	<i>FY25 MOU - 12th Amendment</i>
<u>Personnel</u>	
<u>Position</u>	
Full-time	
Program Staff	\$120,000
Fiscal Management	\$125,000
Total Salaries	\$245,000
<i>Fringe Benefits</i>	
F/T at 38%	\$93,100
MTA Tax @ .0034	\$833
Total Fringe Benefits	\$93,933
Total Personnel	\$338,933
<u>Other Than Personnel Services (OTPS)</u>	
Subcontracts with community-based organizations and legal service providers	\$1,178,200
Subcontracts for technology and hotline	\$1,304,170
Central Coordination /staff cell phone and local transport expenses	\$30,000
RRLC	\$450,000
Haitian Migrant Assistance Funding	\$1,485,000
CUNY ASLAN	\$987,291
Total OTPS	\$5,434,661
Total Direct Cost	\$5,773,594
Indirect Cost at 10%	\$577,359.40
Total Budget	\$6,350,953