



UNDOCUMENTED  
STUDENT  
PROGRAM



UNIVERSITY  
OF CALIFORNIA  
BERKELEY

# Funding and Budget

Includes:

- Internal Funding Proposal for Immigration Attorney
- Internal Funding Proposals for UndocuAlly Training Program

# Funding and Budget

Funding for the USP's programs and services comes from on-campus sources, the President of the University of California, and major donors. The bulk of the USP's expenses relate to personnel costs, such as staff salaries and benefits.

## Our three funding approaches

We use three main approaches to fund the USP's programs and services:

- leveraging sources of support from UC Berkeley
- helping secure support from the University of California (UC) system
- cultivating major donors

## UC Berkeley provides 30% of the USP's income

UC Berkeley funds pay for our director position, the Office of Learning and Organizational Development has funded our UndocuAlly training program, and student fees have helped fund our immigration attorney.

## The UC Berkeley President's Office provides 17% of the USP's income

In her first major speech as President, Ms. Napolitano announced a two-year initiative to support undocumented students across the UC system. The USP received \$125,000, which we used to support seven different programs, including Summer Bridge, Emergency Grants, and Legal Services.

In May 2016, the President renewed support for her UC system funding initiative, announcing a three-year commitment of \$8.4 million per year. UC Berkeley receives \$300,000 per year, of which the USP gets \$150,000.

## Private Donors provide 53% of the USP's income

In order to connect with these donors, and reach new ones, we share key materials, such as our five-year strategic plan, and data to demonstrate the program's impact. We have faced challenges in broadening our base of private donors. However, in 2016, the USP hired its own fundraising staff, so we are working toward improvements in this regard.

## Key USP expenses

The bulk of the USP's expenses, 61%, are personnel costs. Support for students accounts for 23%, and the final 16% of the budget helps us share our model with other campuses across the country.

Paying for UC BerkeleyPART 2 - Due March 15th

# Student Service Fee Full Proposal Application

Thank you for your abstract and congratulations on being advanced to complete a full proposal. Please answer the questions below by March 15, 11:59pm. Information about the Student Services Fee Policy and CACSSF can be found at <http://sa.berkeley.edu/committee-on-student-services-and-fees>.

If you have any questions about the proposal process, please contact [CACSSF@berkeley.edu](mailto:CACSSF@berkeley.edu).

## Submission Deadline

Tuesday, March 15, 11:59pm

## Basic Details

Title of your project

USP Immigration Attorney

Name of primary contact

Liliana Iglesias

Title of primary contact

Academic Counselor/ Coordinator, Undocumented Student Program

Email address of primary contact

[liglesias@berkeley.edu](mailto:liglesias@berkeley.edu)

## Narrative Questions

In 2-3 sentences, please provide a short description of your program, service, or project.

Limit: 150 words

The Undocumented Student Program (USP) is requesting CACSSF ongoing funding for the purpose of converting our current limited one year Immigration Attorney position into an ongoing career position. This would allow ongoing, free of charge, legal support to all UC Berkeley students, with a focus on supporting undocumented students and their families. With the immigration vitriol surrounding the presidential election, there is a lot of uncertainty when it comes to the political climate for undocumented students and families. Having a permanent USP Immigration Attorney to support our students and their families is critical in these times. This would further help to relieve financial stress associated with legal barriers, which would ultimately empower students to succeed academically.

Which student populations will be served and roughly how many students do you expect will be impacted?

Limit: 150 words

Undocumented students in particular would continue being served, and all Cal students, regardless of their immigration or resident status, would also have access to meet with or get their questions answered by the USP Immigration Attorney. This year, undergraduate, graduate students and students' families have received free legal support from our attorney. Furthermore, our Immigration Attorney has provided invaluable consultation to staff working directly with undocumented students (i.e., academic counselor, mental health provider). Based on the number of students and families the USP Immigration Attorney has been able to serve in the last 7 months since her position began (providing 108 legal services to 96 clients/students), we estimate that she would meet with nearly all undocumented students on campus at some point, which currently is about 420 students, and she would meet some of those students more than once.

Please provide any performance metrics your program has used and what the results have been.

Limit: 250 words

We have been keeping track of the student cases the USP Immigration Attorney has worked on since she was hired in June. According to that compilation of information, the attorney has provided 108 legal services to 96 clients, providing free legal services and representation for immigration related issues. Also, out of the 108 legal services we provided, 13 were related to green card applications, 23 were DACA related, 4 were related to employment authorization documents (EAD), 4 were requests of government information on behalf of the client, 22 were general consultations regarding various immigration issues, 1 was a naturalization application, 27 were related to advance parole, 3 were special immigration juvenile status (SIJS) for abused, abandoned, and neglected youth, and 9 were U Visas for victims of crimes in the U.S. Out of the 108 legal services provided, 32 services were direct legal representation resulting in 32 (100%) successful case outcomes. 19 brief and limited scope services were provided, and 57 legal issues are still pending. As this information shows, having the USP Immigration Attorney has allowed for

our students to receive effective legal support related to their own or their family members' immigration status. Furthermore, it is necessary that we sustain the Immigration Attorney position in the long term for the well-being and success of our students.

## What is your plan for sustaining this program, project or service? Who will oversee it in future years?

Limit: 250 words

The Undocumented Student Program, along with the East Bay Community Law Clinic would continue overseeing the USP Immigration Attorney. It would be incredibly helpful to be approved for ongoing CACSSF Funding, and if it did get approved, sustaining this position in the long term would become a reality. Since CACSSF might only be able to support with half the funding needed to have the Immigration Attorney working full time, USP plans to accumulate additional funding that matches CACSSF funds from donors, by showing the impact and outcomes that have been generated from having an Immigration Attorney to serve our students. Ideally, altogether, the CACSSF funding and donor funds would allow for the USP Immigration Attorney position to be a full time career position.

## If full funding is not available, could the program, project or services be implemented with partial funding?

YES

## If yes, please describe the essential components of your program and their cost.

Limit: 150 words

The USP Immigration Attorney currently works full time, and is constantly seeing students or working on student cases. Since laws are constantly changing, the need for her support and services is prevalent among the undocumented student community. Hence, having the Immigration Attorney work only half time would not be enough to meet the needs of our increasing undocumented student population. If the Ongoing CACSSF Grant funds were approved, USP would talk with past, current, and potential donors to inform them of this need, including the positive outcomes that having an Immigration Attorney has yielded in the short time that she has been here. Since the beginning of its existence, USP has successfully been able to acquire funds from generous donors who are aware of the needs of undocumented students and are committed to contributing funds to the program so that we can continue supporting our students. Therefore, we would ask donors to match the CACSSF Grant amount and are confident that sufficient funds from donors would allow us to move forward with a full time Immigration Attorney.

If your allocation would cover a student or staff position, please provide a description of the specific functions this position will undertake. Please put N/A if not applicable.

Limit: 250 words

Since undocumented students are constantly facing legal barriers, they are in great need of legal support. The USP Immigration Attorney would continue meeting one on one with students regarding their immigration questions, and would assess whether the students are eligible for any type of relief, whether it be a green card, DACA, or other. If they are eligible, she would support them in filling out the documents necessary to move forward for the student to qualify for that type of relief.

She would also hold workshops informing students about their legal rights, how to complete the forms necessary to go abroad, and other topics that would be important for undocumented students to learn about.

If the committee requested additional information or posed an additional question in its feedback, please address that here.

Limit: 250 words

N/A

## Budget

Proposed budget including any modifications that may have been recommended by CACSSF and detailed in your advancement email. Please answer all questions with the amount of relevant funding you are requesting per year.

### Total Personnel Expenses

Dollar amount requested for personnel-related costs

\$50,700 (0.5 FTE position)

### Detail Personnel Expenses

Please itemize and explain what makes up the total dollar amount for personnel costs.

\$40,700 Salary

\$10,000 Benefits

## Total Non-Personnel Expenses

Dollar amount requested for non-personnel-related costs

\$0

## Detail Non-Personnel Expenses

Please itemize and explain what makes up the total dollar amount of non-personnel costs.

n/a

## Subtotal

Personnel + non-personnel costs

\$50,700

## Funding from other sources

Potentially \$50,000 (from Donors, which combined would allow for 1 FTE)

## Total Student Service Fee funding requested

Subtotal - Funding from other sources.

\$50,700

[SUBMIT](#)

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PART 1

CACSSF Grant - Ongoing Funds -- Due Dec. 15, 2015

## ABSTRACT

### Contact Information

Name of Proposed Program, Service or Project

USP Immigration Attorney

Name of campus unit or student organization that would receive funding

Undocumented Student Program (USP)

Primary Contact Name

Liliana Iglesias

Primary Contact Title

Academic Counselor/ Coordinator

Primary Contact Email

liglesias@berkeley.edu

Primary Contact Phone Number

510.643.5740

Name of the person submitting the abstract

Liliana Iglesias

Title of the person submitting the abstract

Academic Counselor/ Coordinator

### General Information

Who will directly benefit?

Check one or both.

- Undergraduate Students X
- Graduate Students X

Type of funding requested

- ongoing funding X

Proposed start date for funding **July 1, 2016**

Is this a student proposal submitted on behalf of a campus unit?

If yes, please email a brief confirmation in writing from the department director stating support of the proposal, consent to accept funding, and commitment to carry out the proposed programs. The confirmation can be a brief email or letter. Please send it to [CACSSF@berkeley.edu](mailto:CACSSF@berkeley.edu).

- Yes
- No X

For student organization proposals, indicate where funding will be distributed:

- ASUC
- Graduate Assembly

Dept ID (and CF1, if any) for funding allocation if approved: **XXXXXX**



## Abstract Narrative Questions

Describe the program, service or project. Please describe the direct benefit(s) to students, which student populations will be served, and estimated number of students who will be impacted.

Please limit your response to 300 words / 2000 characters.

The Undocumented Student Program (USP) is requesting CACSSF ongoing funding for the purpose of converting our current limited one year Immigration Attorney position into an ongoing career position. This would allow ongoing, free of charge, legal support to all UC Berkeley students, with a focus on supporting undocumented students.

Last June, USP received a one time private donor grant to hire an Immigration Attorney for a one year appointment (June 2015 to June 2016). We partnered with the East Bay Community Law Center, a local nonprofit that provides legal services and policy advocacy to low-income communities, to hire someone to fulfill this role. This year, undergraduate and graduate students have received free legal support from our attorney, helping to relieve financial stress associated with legal barriers, and ultimately empowering students to succeed academically. Furthermore, our Immigration Attorney has provided invaluable consultation to staff working directly with undocumented students (i.e., academic counselor, mental health provider).

The one year funding that made this possible will be exhausted in June 2016. Hence, we are looking to CACSSF for ongoing funding so that USP can continually sustain the Immigration Attorney position. In addition to the funding for personnel, we are requesting funds to support students with legal expenses. While the legal consultation and support provided is free, fees associated with processing required legal documentation is significantly cost restrictive, and in many cases, unaffordable for undocumented students. For instance, a fee of \$465 is required every time a student files a Deferred Action for Childhood Arrivals (DACA) application, which students must renew every two years in order to continue having legal permission to work and to be safe from deportation. Supporting our students with this financial support would help relieve a tremendous burden, allowing them to focus on their academic goals.

Describe the student need you would be addressing, the goals of the program, how they will be achieved, and what you anticipate the outcomes will be.

Please limit your response to 300 words / 2000 characters.

Since undocumented students are constantly facing legal barriers, they are in great need of legal support. The impact of legal stress is seen in many areas of their experiences, one of which is mental health. For instance, undergraduate undocumented students report significantly elevated levels of anxiety (28.5%-36.7% above clinical levels) compared to a norm sample (4%-9%; Teranishi, Suárez-Orozco & Suárez-Orozco, 2015). This makes sense, given that legal status is not fixed and policies are constantly changing. Our immigration attorney can continue to make a direct impact by meeting with students and assessing eligibility for various forms of relief including green cards, DACA, Visas, or other.

Since our Immigration Attorney joined the team this past June, she has been working with 96 cases and has consulted additional students regarding DACA renewal; Advance Parole, which allows students to go abroad, re-enter the country legally, and stay safe from deportation; and on pathways to citizenship. Financial hardship also adds to undocumented students' elevated levels of anxiety, hence our request for non-personnel funds to be able to financially support students who might otherwise not have the resources to pay for the fees attached to some of these legal forms and processes. The anticipated outcome is increased access to legal support and security resulting in reduced stress, which in turn supports their academic and holistic wellness.

Describe the student consultation process, including which students were consulted and the number who provided input. Describe the input you received and a student name and contact information in case CACSSF members want to follow up. Consultation needs to include elected representatives (e.g. Graduate Assembly delegates or executive officers, ASUC senators or executive officers).

Please limit your response to 150 words / 1000 characters.

A coalition of undocumented student spaces (USP, RISE, ASUC, DREAM House, etc) have come together in solidarity to submit this proposal and outline our collective vision for an immigration attorney. The need for legal support is evident from the coalition of all these organizations which collectively support and serve the undocumented population on campus.

Students involved in the consultation process:

ASUC Senator Grace Kim - [hkgk377@berkeley.edu](mailto:hkgk377@berkeley.edu)

Yongbin Chang - [cadarian@berkeley.edu](mailto:cadarian@berkeley.edu)

Juan Alfredo Prieto - [j.prieto@berkeley.edu](mailto:j.prieto@berkeley.edu)

Paola Mora - [mora.paola@berkeley.edu](mailto:mora.paola@berkeley.edu)

Oscar Alvarez - [oalvarez@berkeley.edu](mailto:oalvarez@berkeley.edu)

Angelica Vargas - [a.vargas@berkeley.edu](mailto:a.vargas@berkeley.edu)

Where else have you looked for funding and what was the outcome?

Please limit your response to 150 words / 1000 characters.

We are consistently trying to look for funding to be able to sustain our support services.

- private donors (Haas Family, Jeff Hawkins)

We have engaged in active fundraising efforts and have received encouraging support from the Haas family, foundations such as the W.K Kellogg Foundation, and individuals from the Silicon Valley tech community for some of our services. However, this issue remains a politically sensitive one. Many philanthropists and foundations, while supportive in theory, are taking "a wait and see" approach until the issue becomes less politically challenging, or until they see other funders make investments. Hence, ongoing funding from CACSSF is very important in helping USP sustain an Immigration Attorney that can continue providing legal support to our students in the long run.

If full funding is not available, could the project, program, or service be implemented with partial funding?

- Yes X
- No

If yes, please describe the essential components of your program and their cost.

Please limit your response to 150 words / 1000 characters.

If it would be possible to only grant a portion of funding for this request, granting ongoing funding for the Immigration Attorney would be essential. As mentioned earlier, students have greatly benefited from the free legal support provided from USP's Immigration Attorney. If USP did not have an Immigration Attorney,

legal support from an attorney might be out of reach from students due to the fact that attorneys can charge a lot of money. In other cases, students might encounter attorneys who might lie, take advantage, and commit fraud to make money off of people, doing more of a disservice to students. Unfortunately, some of our students have experienced this. Having an Immigration Attorney is important to be able to continue providing holistic support to undocumented students, as students' legal status affects their academics and well being as a whole.

## Proposed Budget

Total Personnel Expenses **\$80,000**

Detail personnel expenses

Benefits: **\$11,000**

Salary: **\$69,000**

Total Non-Personnel Expenses **\$20,000**

Detail non-personnel expenses

This amount would allow us to cover processing expenses for students that have high financial need and cannot afford the high cost of processing legal paperwork. such as Deferred Action for Childhood Arrivals (DACA) (\$465 per application, filed every two years), Advance Parole (\$360 per application filed), etc.

Subtotal

**\$100,000**

Funding from Other Sources

\$0

Total Student Services Fee Funding Requested

**\$100,000**



## University of California, Berkeley Student Services Fee Funding Proposal Form 2013-14

### Proposal Narrative (to be attached)

Please answer the following questions in no more than two pages, using Arial 12 point font.

1. Describe the program, service or project. Please describe the direct benefit(s) to students, which student populations will be served and estimated number of students who will be impacted.
2. What are the goals of your program and how will they be achieved. Please describe your plan, including timeline, and how you will measure impact. If applicable, describe how students will be selected to participate.
3. If this proposal is for start-up funding, please describe your sustainability plan (e.g., what is your plan for future resources, etc.).
4. Describe the student consultation process about this proposal, including which students were consulted and the number who provided input. Please describe the input you received about this proposal. You may provide a student name and contact information.
5. If full funding is not available, could the project, program or service be implemented with partial funding? (Yes/No). If yes, please describe the essential components of your program.

### Proposal Budget

	Start-up or short-term costs (one-time)	Ongoing costs (annual)
Salaries and Wages	_____	_____
Employee Benefits (use 41.5% for 2013-14, 44.6% for 2014-15)	_____	_____
<b>Total Personnel Expenses</b>		
Non-Personnel Expenses (please describe)		
Student scholarship/stipend	\$5,000.00	_____
Training program expenses (food, materials, venue, etc.)	\$1,000.00	_____
Video Production	\$3,000.00	_____
UndocuAlly Sticker Production	\$1,000.00	_____
Educational/Networking gathering of allies/student leaders	\$2,000.00	_____
<b>Total Non-Personnel Expenses</b>	\$12,000.00	
<b>Total Expenses</b>		
Funding from other sources	_____	_____
<b>Total Student Services Fee funding requested</b>	\$12,000.00	_____

## Student Services Fee Funding Proposal (One-Time Funding)

### Proposal Narrative

#### Question 1

In the spring of 2012, a team of UC Berkeley staff and students came together in support of undocumented students on our campus. The team began meeting regularly to develop their vision, which included a campus training for staff/faculty, as well as an ally sticker project. “UndocuAlly” is a term that the team adopted to refer to campus allies for our undocumented students. With the support of one-time funding from the [Office of the Vice Chancellor for Equity & Inclusion](#) and the [Center for Organizational and Workforce Effectiveness \(now L+OD\)](#), the team developed and launched this project in the 2012-2013 academic year. Although this proposal is being submitted under Staff Diversity Initiatives, the project is a collaboration between [Staff Diversity Initiatives](#), [Educational Opportunity Program/Undocumented Student Program](#), [Counseling & Psychological Services](#), [Financial Aid & Scholarships Office](#), [Multicultural Community Center](#), and [Multicultural Student Development](#).

The plan is to offer the [UndocuAlly Training Program](#) at least once each semester. Our Fall 2013 workshop filled and wait-listed within 36 hours of the first marketing message to staff (20+ people were unable to make it off of the wait list). We hope for staff/faculty members to leave this training with an understanding of the history, legislation, and current/future physical, social, and emotional realities of this student community. This 8 hour training (2 half days) will directly impact the campus climate for students, particularly for our growing and diverse undocumented undergraduate and graduate student community. There is an estimated 250-300 students who fall into this category. This training program will allow staff/faculty to support and serve the undocumented student community in a holistic and comprehensive manner, as well as contribute to a more positive and inclusive campus culture. Allies who are trained can also then spread their knowledge and skills with their home departments and networks.

Upon completing the Training Program, Berkeley staff/faculty can sign an agreement committing their support of undocumented students, and are issued an “UndocuAlly sticker” to post in their offices to signify this commitment. In addition, all allies are included in a public UndocuAlly Directory on the [Undocumented Student Program](#) website. Our hope is that undocumented students will see these stickers and feel safe about asking for support specifically tailored to their unique realities and challenges as UC Berkeley students.

The first year of funding allowed us to create a video sharing the stories of current undocumented students on campus. Our student committee members recommended that we ask for funding the next time around to create another video sharing the stories of current staff and faculty allies on campus.

This program has several components that allow for a well-rounded service: (1) UndocuAlly Training Curriculum, (2) UndocuAlly Sticker, (3) UndocuAlly Directory, (4) UndocuAlly Training Website (5) Videos featuring UC Berkeley student/staff stories

#### Question 2

##### *Goals*

1. To increase awareness and educate UCB staff/faculty about the experiences and realities of undocumented immigrant students so that they can better meet the needs of these students. This goal will be met through the Training Program curriculum.
2. To collaborate in an integrative approach by including local community partners, various campus departments and undocumented students to broaden the range of skills, knowledge, and ideas for our training. This goal will be met through the Planning Committee made up of staff and students from various backgrounds, as well as their networks.
3. To continue to improve campus climate for undocumented students by building community among UndocuAllies. In addition to training more individual allies, to also foster more “UndocuSafe Spaces” like the Dreamers Resource Center, Multicultural Community Center, Chicana Latino

Student Development office, and Asian Pacific American Student Development office. This will be met through the community built among UndocuAllies, particularly if funds are offered for annual educational/networking gatherings of all allies.

### *Timeline, Plan, Evaluation*

The Planning Committee of staff and students will be selected each fall (the 2013-14 committee is finalized and has begun meeting). Depending on funding, at least 1 training will be scheduled each semester. The Committee will meet every 2 weeks to touch base on curriculum updates as well as video projects and other logistics (materials, space, etc.). Sub-teams will meet additionally as needed. Depending on funding, we will also try to expand the training offerings and consider requests we have received from specific campus departments for training. Staff who registered for this training complete both a pre-evaluation and a post-evaluation survey. Evaluation results from the two trainings offered in the 2012-2013 year showed positive change and knowledge development across all variables measured. For instance, in the pre-evaluation staff participants were asked to rate on a scale of 0-7 "How prepared do you feel to advise undocumented students in your current position on campus?" They were asked the same question in the post-evaluation, and there was a 77% increase in the average (3.1 to 5.5). A project summary report will be written at the end of each academic year (a 2012-13 report is complete and available on request).

### Question 3

N/A, this is year 2 of funding.

### Question 4

Five student members to the Planning Committee were selected through an application process (developed by the previous year's student members) in order to show a diverse representation and/or knowledge of the undocumented student experience (subject knowledge, community experience, graduate vs. undergraduate student, etc.). These 5 students reviewed drafts and offered edits to this proposal.

### Question 5

Yes, we would make adjustments based on fund availability. Priorities would focus on:

- Funds to support stipends for our student members who work 5+ hours per week.
- Minimum budget for materials, snacks, and venue for training
- Sticker production



**Berkeley**  
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