
REQUEST FOR PROPOSALS: IMMIGRANT COMMUNITY CAPACITY BUILDING GRANTS

INFORMATION PACKET #2022-02

Date Issued:	Friday, September 30, 2022
Deadline to Submit RFP Questions:	5:00 p.m. PT, Tuesday, October 11, 2022
Proposals Due:	5:00 p.m. PT, Monday, October 17, 2022



IMMIGRANT COMMUNITY CAPACITY BUILDING GRANTS

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I. OVERVIEW

This overview is intended to assist applicants with the Request for Proposal (“RFP”) process and introduce the focus of the Immigrant Community Capacity Building Grants. Please read this section carefully, along with the RFP, to determine whether your organization and proposed project align with the strategic goals and priorities of the program as outlined in this document. These goals and priorities, as well as each applicant’s demonstrated expertise to achieve outcomes will be the basis upon which all funding decisions are made.

The Office of Civic Engagement & Immigrant Affairs (“OCEIA”) is accepting proposals for specific Immigrant Community Capacity Building Projects, a competitive grant opportunity for nonprofit and community-based organizations based in the City & County of San Francisco (“the City”) to plan and develop a set of programs and services for immigrant families in San Francisco. These grant opportunities will focus on supporting specific vulnerable immigrant populations and building capacity of targeted local immigrant communities. The program will provide approximately \$330,000 annually in grants across three areas:

- 1. Immigrant Gardening and Leadership Development Project**
- 2. Forensic Medical and Psychological Evaluations for Immigrants**

Applications are due by 5:00 p.m. PT on Monday, October 17, 2022.

The RFP process will select San Francisco non-profit/community-based organizations (“CBOs”) and/or a collaborative with access to and expertise in one or more of the identified project priority areas.

All program activities must be conducted in San Francisco and will be focused on, but not limited to, specific at-risk or targeted communities as defined below.

Applicants should propose activities that leverage their own ability to reach and motivate targeted populations while employing street-smart, relevant, and creative approaches.

Selected applicants must demonstrate the cultural and linguistic competence, credibility, and capacity to reach, assist, and motivate targeted populations and communities to action. As determined by OCEIA, selected applicants must coordinate closely with the City and other program partners to achieve outcomes that will benefit targeted populations and all San Francisco residents.

Costs incurred by applicants in responding to this RFP are entirely the responsibility of the applicants and will not be reimbursed.

All questions regarding this RFP must be submitted by **5:00 p.m. PT on Tuesday, October 11, 2022** and will be posted at OCEIA's website <https://sf.gov/oceiagrants>, by 5:00 p.m. PT on Wednesday, October 12, 2022. OCEIA will not respond to questions submitted after the above deadline. Questions may be emailed to civic.engagement@sfgov.org. **To ensure that all applicants have access to the same information, OCEIA staff members are not permitted to answer RFP content questions via telephone or in person.**

All proposals must be submitted electronically in Microsoft Word or PDF format to civic.engagement@sfgov.org and received by OCEIA no later than **5:00 p.m. PT on Monday, October 17, 2022**. An email response will be sent within 24 hours to confirm receipt of completed proposals submitted on time.

Applicants to this program bear the sole responsibility for ensuring that all submitted proposals, including attachments and application forms, are complete, accurate, and received on time. Incomplete proposals or proposals sent after 5:00 p.m. PT on the due date or thereafter will not be accepted — no exceptions.

II. NOTICE OF AVAILABILITY OF REQUEST FOR PROPOSALS



London N. Breed, Mayor
Carmen Chu, City Administrator
Richard Whipple, Acting Executive Director

NOTICE OF FUNDING AVAILABILITY (NOFA) IMMIGRANT COMMUNITY CAPACITY BUILDING GRANTS

RFP#2022-02

Date Issued:	September 30, 2022
Deadline to Submit RFP Questions:	5:00 p.m. PT, October 11, 2022
Proposals Due:	5:00 p.m. PT, October 17, 2022

The Office of Civic Engagement & Immigrant Affairs (OCEIA) is pleased to announce the availability of funds and a Request for Proposals (RFP) for the RFP#2022-02 Immigrant Community Capacity Building Grants.

All RFP materials will be available electronically on OCEIA's website at <https://sf.gov/oceiagrants> on **Friday, September 30, 2022**. Alternative formats for persons with disabilities will be available upon request at (415) 581-2360 or civic.engagement@sfgov.org. **All proposals must be submitted electronically and received by 5:00 p.m. PT on Monday, October 17, 2022.**

IMMIGRANT COMMUNITY CAPACITY BUILDING GRANT CATEGORIES

IMMIGRANT GARDENING AND LEADERSHIP DEVELOPMENT PROJECT

This grant involves building community and cultivating immigrant leadership through community gardening projects at two specific sites: Hummingbird Farm and Sisterhood Gardens. This grant will support the operations of garden projects and must also advance the goals of building community capacity and resiliency during the COVID-19 pandemic by establishing mutual aid; enhancing healthy food access; growing immigrant community leadership; teaching urban farming methods; and forming/expanding mechanisms for immigrant civic engagement.

FORENSIC MEDICAL AND PSYCHOLOGICAL EVALUATIONS FOR IMMIGRANTS

This grant will support efforts by a local nonprofit organization to provide forensic medical and psychological evaluation services for immigrants and asylum seekers. The organization must work closely with OCEIA and the City's funded immigration legal services partners to provide comprehensive evaluations that ensure complete, thorough immigration petitions and cases. Grantees must also conduct outreach and community education on matters related to medical evaluations and healthcare concerns for newcomers and immigrants and engage a wide range of community institutions to facilitate access to asylum evaluations and referrals.

1155 Market Street, 1st Floor, San Francisco, CA 94103 | 415.581.2360 | sf.gov/oceia



Requirements:

Proposers for all programs must be 501(c)(3) nonprofit organizations based in the City and County of San Francisco (the City). Program activities must be conducted in San Francisco and will be focused on assisting individuals who live, work, or attend school in the City. Selected grantees must be City-compliant vendors that demonstrate cultural and linguistic competence; have a history of assisting and serving San Francisco communities; demonstrate extensive knowledge of neighborhood services, issues, and resources; and demonstrate credibility and capacity to reach target populations.

How to contact OCEIA:

If you have any questions regarding the RFP, please send an email to civic.engagement@sfgov.org with the subject line referencing the RFP#2022-02. All questions received by 5:00 p.m. PT on Tuesday, October 11, 2022 will be answered and posted on OCEIA's website (<https://sf.gov/oceiagrants>) by 5:00 p.m. PT on Wednesday, October 12, 2022. OCEIA will not respond to questions after the above deadline. To ensure that all applicants have access to the same information, OCEIA staff members are not permitted to answer RFP content questions via telephone or in person.

III. SCHEDULE

**REQUEST FOR PROPOSALS SCHEDULE
SAN FRANCISCO
IMMIGRANT COMMUNITY CAPACITY BUILDING GRANTS
RFP# 2022-02**

**Contact: Office of Civic Engagement & Immigrant Affairs
Email: civic.engagement@sfgov.org | Telephone: 415.581.2360**

SCHEDULE*		CITY-APPLICANT COMMUNICATIONS The Office of Civic Engagement & Immigrant Affairs (OCEIA), under Acting Director Richard Whipple, is the authorized Department overseeing various programs and grants under this RFP. Applicants are directed not to contact officials of the city or any other employees outside of OCEIA regarding this RFP. Unauthorized contact may be cause for rejection of proposals at the City’s sole and absolute discretion.
Notice of Funding Availability	September 29, 2022	
RFP Available Online	September 30, 2022	
Deadline to Submit RFP Questions to OCEIA	October 11, 2022 5:00 p.m. PT	
Answers to RFP Questions Posted Online	October 12, 2022 5:00 p.m. PT	
Proposal Due Date	October 17, 2022 5:00 p.m. PT	
Proposal Review	October 18-20, 2022	
Contract Award Intent Notification	October 21, 2022	
Protest Period Ends	October 28, 2022	
Final Grant Agreements/Work Plans Due	November 14, 2022	
Service Implementation Begins	November 21, 2022	
End of Grant Cycle	June 30, 2024	

*All dates are subject to change at the discretion of OCEIA. Please check the OCEIA website for the latest schedule.

IV. REQUEST FOR PROPOSALS #2022-02 IMMIGRANT COMMUNITY CAPACITY BUILDING GRANTS

General terms used in this RFP:

“Applicant” refers to any entity submitting a proposal to this Request for Proposals (“RFP”). “Grantee” refers to the applicant awarded an agreement for services under this RFP. “City” refers to the City and County of San Francisco. The Office of Civic Engagement & Immigrant Affairs (“OCEIA”), a division of the City Administrator’s Office/General Services Agency (“CAO/GSA”), is the authorized City department responsible for overseeing all Language Access programs and grants.

For the purposes of this program, the term “Hard-to-Reach (“HTR”) populations” refers to individuals that are Limited English Proficient (“LEP”); individuals with low levels of literacy or formal education; and groups that are least likely to respond to mainstream English-language communications and media.

A. INTRODUCTION AND BACKGROUND

OCEIA is a policy, compliance, direct services, and grant-making office that promotes civic participation and inclusive policies to improve the lives of San Francisco’s residents, particularly immigrants, newcomers, underserved, and vulnerable communities. OCEIA seeks to bridge cultural, linguistic, and economic barriers to ensure that San Francisco’s diverse residents have equal access to City services and opportunities to participate and contribute in meaningful ways to the success of the community and to the City.

OCEIA’s integrated civic engagement and immigrant assistance programs involve out-of-the-box, street-smart, relevant and creative approaches to engage, inform, and mobilize the public, and ensure equity, inclusion, and meaningful civic participation. Specifically, OCEIA directs programs that assist immigrants and their families, including citizenship, affirmative relief programs, civic participation, community capacity, and language access. In addition, as the Citywide monitoring and compliance office for language access and services, OCEIA also provides technical assistance, training and direct language services support to City and community agencies.

OCEIA’s integrated community grants are a natural extension of OCEIA’s ongoing efforts to ensure that San Francisco’s immigrant residents and newcomers are able to access the comprehensive range of protections and opportunities currently available to them, and to support the integration and empowerment of immigrant youth and families. OCEIA’s grant opportunities focus on supporting specific vulnerable immigrant populations and building capacity of targeted local immigrant communities, in specific areas of the City, including the Southeast neighborhoods (Bayview, Sunnyside, Visitacion Valley), Excelsior, Outer Mission, OMI (Oceanview, Merced, and Ingleside), and near sites for gardening projects. Potential applicants are encouraged to carefully read all eligibility and program requirements before applying.

B. IMMIGRANT COMMUNITY CAPACITY BUILDING GRANTS – PURPOSE AND CATEGORIES

The Immigrant Community Capacity Building Grants are a natural extension of OCEIA’s ongoing efforts to ensure that San Francisco’s immigrant residents and newcomers are able to access the comprehensive range of services and opportunities currently available to them, and to support the integration of immigrants and their families. The funding opportunities listed in this RFP are part of an integrated set of immigrant assistance programs that include civic participation, leadership development, capacity building, healthy communities, and access to critical resources.

Grant Program Overall Priorities

1. Work with OCEIA and grantee collaborative partners to align and implement specific, measurable projects that facilitate service delivery, meaningful engagement and improve the lives of immigrants and LEP individuals in San Francisco.
2. Expand access to, and knowledge of, resources, services and programs for immigrant families, including: immigration legal services and immigration petitions, immigrant rights, public benefits and social programs (food, employment, health, housing etc.), family support services and childcare, language access and English-acquisition services, health and wellness services, workforce development programs, and other stabilizing resources including COVID-19 relief.
3. Identify and develop effective approaches for informing and educating the immigrant community and general public about current immigrant assistance programs and opportunities for success and empowerment.
4. Create multilingual outreach and education strategies tailored to the needs of historically underserved and hard-to-reach immigrant communities in San Francisco and promote full, meaningful and inclusive participation;
5. Provide ongoing support for the educational, economic, social, and civic integration of immigrant residents and families.

Grant Category

Grants will be awarded in the following category:

CATEGORY	DESCRIPTION & PURPOSE
IMMIGRANT GARDENING AND LEADERSHIP DEVELOPMENT PROJECT	This grant involves building community and cultivating immigrant leadership through community gardening projects at two specific sites: Hummingbird Farm and Sisterhood Gardens. This grant will support the operations of garden projects and must also advance the goals of building community capacity and resiliency during the COVID-19 pandemic by establishing mutual aid; enhancing healthy food access; growing immigrant community leadership; teaching urban farming methods; and forming/expanding mechanisms for immigrant civic engagement.
FORENSIC MEDICAL AND PSYCHOLOGICAL EVALUATIONS FOR IMMIGRANTS	This grant will support efforts by a local nonprofit organization to provide forensic medical and psychological evaluation services for immigrants and asylum seekers. The organization must work closely with OCEIA and the City's funded immigration legal services partners to provide comprehensive evaluations that ensure complete, thorough immigration petitions and cases. Grantees must also conduct outreach and community education on matters related to medical evaluations and healthcare concerns for newcomers and immigrants and engage a wide range of community institutions to facilitate access to asylum evaluations and referrals. This project must provide pro-bono services and prioritize immigrants with a meaningful connection to San Francisco (living, working, attending school, etc)

Expected Outcomes & Scope of Work:

CATEGORY	OUTCOMES & SCOPE OF WORK
IMMIGRANT GARDENING AND LEADERSHIP DEVELOPMENT PROJECT	<p>The following elements must be included in the project scope of work:</p> <p>Deep Neighborhood Partnership & Outreach – Local residents, with a focus on immigrant families, must be involved in planning and execution of project and ongoing operation of the garden. Neighborhood organizations and community groups must be part of collaborative effort.</p> <p>Community Building, Engagement & Resiliency – Ensure that neighborhoods emerge from the pandemic stronger and that residents have the resources and tools to be healthy, safeguard their livelihoods, and have a voice in the City's recovery roadmap. Develop innovative approaches to educate the members, volunteers and broader community about important issues including immigration, COVID-19 updates, public benefits and community issues.</p> <p>Urban Farming/Gardening Education – Provide hands-on experience with the environment and urban farming. connect to ancestral land-based practices with a focus on immigrant and/or Latinx cultural traditions.</p> <p>Development of Inclusive Leadership Models – Membership of the garden</p>

	to elevate mutual aid activities and develop responsive strategies to meet the needs of the community that may include COVID-19 testing education. Improved Community Health – Through mutual aid, healthy food access and security, and information about COVID-19 testing and education.
FORENSIC MEDICAL AND PSYCHOLOGICAL EVALUATIONS FOR IMMIGRANTS	The scope of work must include providing pro-bono forensic medical and psychological evaluations for immigrants in support of accurate, comprehensive immigration petitions. The proposer must also collaborate with OCEIA and community grantees to coordinate services for newcomers and provide technical assistance in supporting assessment of newcomers.

Funding Availability & Terms:

CATEGORY	MAXIMUM ANNUAL GRANT AMOUNT*	# OF GRANTS	YEARS FUNDED & GRANT TERM
IMMIGRANT GARDENING AND LEADERSHIP DEVELOPMENT PROJECT	Up to \$115,000 per grant	Up to 2 Grants	2 years
FORENSIC MEDICAL AND PSYCHOLOGICAL EVALUATIONS FOR IMMIGRANTS	\$75,000 – \$100,000	1 grant	1 year

**All amounts subject to available funds. OCEIA may choose to provide multiple year grants or extend grants by up to one additional year based on availability of funds*

The City reserves the right to:

1. Not allocate the full amount of available funding, combine, or make adjustments in the number of grants and/or award amounts for this program if insufficient qualified proposals are received;
2. Modify applicant goals and targets of outreach, collaboration, and coordination to avoid duplication and/or increase appropriate outreach to historically hard-to-reach LEP and underserved non-English speaking communities in San Francisco; and to,
3. Reject any and all proposals.

Eligibility Criteria & Requirements:

CATEGORY	ELIGIBILITY CRITERIA & CATEGORY REQUIREMENTS
IMMIGRANT GARDENING AND LEADERSHIP DEVELOPMENT PROJECT	<ul style="list-style-type: none"> ✓ Previous track record with immigrant leadership development and conducting efforts in culturally and linguistically competent ways. ✓ Previous track record operating urban farms and conducting education on gardening and environment. ✓ Demonstrated experience in providing leadership development, managing volunteers, and implementing educational trainings.

	<ul style="list-style-type: none"> ✓ Demonstrated experience providing education, connection and referrals to related social services to immigrants, particularly individuals who are limited-English proficient (LEP). ✓ Track record of working collaboratively with community partners, local businesses and city agencies to conduct environmental projects. ✓ Collaborate closely with OCEIA and immigrant assistance grantees and programs to support collaborative models to assist immigrant families.
<p>FORENSIC MEDICAL AND PSYCHOLOGICAL EVALUATIONS FOR IMMIGRANTS</p>	<ul style="list-style-type: none"> ✓ At least 2 years of experience providing forensic medical and psychological evaluations for immigrants in San Francisco, with all necessary medical licensing and credentials ✓ Demonstrated connection and relationship of trust with immigrant community members and track record of conducting outreach and navigation services to hard-to-reach immigrant communities on immigrant-related services and health services, and referring eligible individuals to trusted partners. ✓ Prior experience collaborating with multidisciplinary partners with expertise in healthcare and medical services for immigrants, facilitating increased access to evaluations and health referrals. ✓ Must provide services at no cost to San Francisco residents. ✓ Must be located in San Francisco

C. ELIGIBILITY AND USE OF FUNDS

The Immigrant Community Capacity Building Grants RFP process is open to all San Francisco-based non-profit 501(c) (3) organizations that wish to implement projects as outlined in this RFP. To be eligible for a grant, proposed projects must:

- ✓ Be located in San Francisco with all major activities taking place in San Francisco.
- ✓ Serve the targeted populations in San Francisco (residents or individuals who live, work or attend school in the City).
- ✓ Must be a 501(C)(3) non-profit corporation registered with the Internal Revenue Service; and must be in good standing with the State of California's Registry of Charitable Trusts.
- ✓ Demonstrate that staff performing the work have cultural and linguistic competency in reaching and engaging the targeted populations.
- ✓ Demonstrate a long-term benefit to the identified San Francisco populations and City.
- ✓ Provide a time-bound schedule of when activities will occur.
- ✓ Demonstrate organizational capacity, history and track record of successfully providing the activities and services within the proposed category.
- ✓ Propose achievable goals, specific activities and measurable objectives.
- ✓ Be willing to work as a collaborative with other grantees and OCEIA.
- ✓ Utilize standardized procedures, processes and tools as designated by OCEIA.

Compliant City Supplier

All Applicants, or their fiscal sponsors, must be compliant City Suppliers in order to be eligible for funding. All proposals will be screened prior to the review process and non-compliant organizations will not be considered. To determine if an applicant organization or fiscal sponsor is compliant, contact (415) 944-2442. Applicants may obtain the necessary forms online: <https://sfcitypartner.sfgov.org/pages/index.aspx>.

Applicants Representing a Collaborative

Applicants representing a collaborative must have an existing written agreement or evidence of a prior coalition relationship with each collaborative member, in addition to demonstrating a successful track record of performing work as described in this RFP. A single application from the lead agency or fiscal sponsor must be submitted. OCEIA may require additional documentation and forms from each of the collaborative members at a later time. The lead agency or fiscal sponsor will be responsible for collecting and providing any and all documents as requested by OCEIA.

Note: Successful applicants will be required to execute and meet the provisions of a grant agreement. Additional documentation, including an annual work plan and an annual budget, must be completed and approved by OCEIA prior to any funds being committed or spent. Financing is based on a schedule to be determined by OCEIA. Successful applicants will be expected to participate in all OCEIA joint activities and financial/data reporting systems. Expenses incurred prior to start of the contract are not eligible for reimbursement.

The use of City funds is subject to numerous local requirements. A few of the requirements are listed below and are briefly summarized.

- ✓ **Accessibility:** programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.
- ✓ **Non-Discrimination:** agencies must comply with federal, state and San Francisco prohibitions against discrimination in fair housing and equal employment opportunity, and in awarding contracts. Agencies must also comply with the Equal Benefits Ordinance for domestic partners.
- ✓ **Procurement:** projects must comply with federal conflict of interest regulations, and regulatory procedures for obtaining and contracting for goods and services.
- ✓ **Ineligible Reimbursements:** funds for activities occurring prior to the commencement date of the grant agreement cannot be reimbursed.
- ✓ **Religious Activity:** funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.
- ✓ **Political Activity:** funds may not be used for political activity.

D. REVIEW PROCESS, SCHEDULE AND SELECTION CRITERIA

All submitted proposals will be initially screened by OCEIA staff to determine completeness and eligibility. Incomplete or ineligible proposals will not be considered. Evaluation and rating of eligible proposals will be conducted by a committee of OCEIA and City staff and/or philanthropic foundation grant makers. Please see the schedule outlined in Section III for specific dates and times.

Applicants selected for contract negotiations are not guaranteed a contract. The selection of any applicant for contract negotiations shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiation and approvals before the City may be legally bound.

Proposal Evaluation Criteria (100 points)

Each proposal will be evaluated in accordance with the criteria below.

A.	<p>Quality of Proposal</p> <ol style="list-style-type: none"> 1. How well does the proposal clearly, directly and specifically relate and respond to the needs and requirements outlined in the RFP? 2. Are the proposed activities culturally and linguistically relevant and appropriate for the targeted populations? 3. Are the proposed goals, objectives and activities measurable and relevant to the RFP? 4. How much evidence is there in the proposal that the applicant thought about and responded with integrity to RFP requirements? 	35 points
B.	<p>Capacity</p> <ol style="list-style-type: none"> 1. How well does the proposal clearly and specifically demonstrate the applicant’s structural capacity, experience, and proven approach delivering activities and services specified in the RFP? 2. Does the applicant have a proven track record of successfully serving or engaging the targeted populations and what evidence is provided to substantiate this? 3. Does the applicant meet standards for delivering services in a quality and timely manner? 	25 points
C.	<p>Staff Qualifications & Experience</p> <ol style="list-style-type: none"> 1. Do the applicant’s staff members proposed to perform the work have sufficient qualifications and experience to implement the proposed services, and does the proposal provide proof of this? 2. Do proposed staff reflect the communities served and what evidence of cultural and linguistic competency is provided? 	20 points
D.	<p>Costs, Work Efforts, and Timeframes</p> <p>Are the costs, work efforts, approaches and timeframes appropriate and reasonable for the proposed activities?</p>	10 points
E.	<p>Submission Requirements and Proposal Information</p> <ol style="list-style-type: none"> 1. Does the proposal adhere to the submission requirements set forth in the RFP? 2. Is the information provided complete, accurate and applicable to the RFP? 	10 points
TOTAL POINTS POSSIBLE		100 points

E. PROTEST PROCEDURES

Protest of Non-Responsiveness Determination

Within five business days of the City's issuance of a notice of non-responsiveness, any respondent that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth business day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the respondent, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

Protest of Grant Award

Any applicant that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest by mail or e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before 5:00pm PT Friday, October 28, 2022. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

Delivery of Protests

All protests must be received by 5:00 p.m. PT on Friday, October 28, 2022. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or by fax will not be considered. Protests must be delivered to:

Acting Director

Office of Civic Engagement & Immigrant Affairs
1155 Market Street, 1st Floor, San Francisco, CA 94103
Email: civic.engagement@sfgov.org

If the City determines that a meeting with the party submitting the appeal is necessary, such meeting will be scheduled within ten (10) calendar days of the receipt of a protest to review and attempt to resolve the protest.

V. APPLICATION FORM

Applicants must use the attached form (Attachment A) which has been prepared to streamline and simplify the application process. Applicants are encouraged to be concise and include only essential and specific information as requested.

Applicants are directed not to alter, delete, or otherwise change any section in the form. All sections in the form must be completed with the required information. Additional information related to the proposal may be included in an attachment. OCEIA reserves the right to request additional information or documents after the due date if needed.

Proposed work plans are subject to final approval by OCEIA during contract negotiations and successful applicants may be asked to change details of their proposed plans.

Completed application forms should be prepared and submitted as either a Microsoft Word or PDF file or in a ZIP file and emailed to civic.engagement@sfgov.org with the subject line: RFP#2022-02 Immigrant Community Capacity Building Grants.

All proposals must be received by 5:00 p.m. PT on Monday, October 17, 2022 to be considered.

A confirmation and Grant Applicant Identification number will be sent via email within 24 hours of receipt of the proposal by OCEIA.