
REQUEST FOR PROPOSALS: IMMIGRANT COMMUNITY ENGAGEMENT GRANTS

INFORMATION PACKET #2023-01

Date Issued:	Friday, March 24, 2023
Deadline to Submit RFP Questions:	5:00 p.m. PT, Monday, April 3, 2023
Proposals Due:	5:00 p.m. PT, Friday, April 14, 2023



IMMIGRANT COMMUNITY ENGAGEMENT 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 Engagement 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 Engagement 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 engagement and integration of specific vulnerable immigrant populations through services such as naturalization assistance, language access rights, outreach and services, immigration fee assistance, and professional development programs. This RFP will provide up to \$2,000,000 annually in grants across three areas:

1. LANGUAGE ACCESS COMMUNITY GRANTS	2. NATURALIZATION SERVICES AND CIVIC PARTICIPATION	3. IMMIGRATION FEE ASSISTANCE
CATEGORIES: <ul style="list-style-type: none">• CITYWIDE LANGUAGE ACCESS COLLABORATIVE• FILIPINO LANGUAGE CAPACITY BUILDING• SOUTHEAST ASIAN LANGUAGE SERVICES & CAPACITY BUILDING• CENTRAL AMERICAN INDIGENOUS LANGUAGES CAPACITY BUILDING• COMMUNITY INTERPRETERS CAPACITY BUILDING• LANGUAGE SUPPORT SERVICES FOR ARABIC SPEAKING FAMILIES IN THE TENDERLOIN	CATEGORY: <ul style="list-style-type: none">• SF PATHWAYS TO CITIZENSHIP – NATURALIZATION SERVICES COLLABORATIVE• YOUTH CIVIC ENGAGEMENT	CATEGORIES: <ul style="list-style-type: none">• IMMIGRATION FEE ASSISTANCE

Applications are due by 5:00 p.m. PT on Friday, April 14, 2023.

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 Monday, April 3, 2023** and will be posted at OCEIA's website <https://sf.gov/oceiagrants>, by 5:00 p.m. PT on Tuesday, April 4, 2023. 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 Friday, April 14, 2023**. 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



NOTICE OF FUNDING AVAILABILITY (NOFA) IMMIGRANT COMMUNITY ENGAGEMENT GRANTS

RFP#2023-01

Date Issued:	March 23, 2023
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Deadline to Submit RFP Questions:	5:00 p.m. PT, April 3, 2023
Proposals Due:	5:00 p.m. PT, April 14, 2023

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#2023-03 Immigrant Community Engagement Grants.

All RFP materials will be available electronically on OCEIA's website at <https://sf.gov/oceiagrants> on Friday, March 24, 2023. 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 Friday, April 14, 2023.

IMMIGRANT COMMUNITY ENGAGEMENT GRANT CATEGORIES:

1. LANGUAGE ACCESS COMMUNITY GRANTS

This grant opportunity is for non-profit and community-based organizations based in San Francisco to develop and implement a set of programs and services to increase community and City capacity to meet the language access needs of underserved immigrant communities and monolingual or Limited English Proficient (LEP) individuals who live or work in San Francisco. Emphasis will be placed on 1) building community-based language access leadership and capacity through community outreach and education, 2) collaborative work to assess, evaluate, and document language access needs in the community and ensure City departments are effectively communicating with and delivering services to residents who speak languages other than English, and 3) building community capacity to deliver community-based interpretation and translation services.

- CITYWIDE LANGUAGE ACCESS COLLABORATIVE
- FILIPINO LANGUAGE CAPACITY BUILDING
- SOUTHEAST ASIAN LANGUAGE SERVICES & CAPACITY BUILDING
- CENTRAL AMERICAN INDIGENOUS LANGUAGES CAPACITY BUILDING
- COMMUNITY INTERPRETERS CAPACITY BUILDING
- LANGUAGE SUPPORT SERVICES FOR ARABIC SPEAKING FAMILIES IN THE TENDERLOIN



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

2. NATURALIZATION SERVICES AND CIVIC PARTICIPATION

This grant opportunity is for non-profit, community-based collaboratives or coalitions to promote citizenship and youth civic participation among San Francisco's naturalization-eligible immigrants and young residents. Emphasis will be placed on collaboratives or coalitions that 1) aim to increase the number of naturalized citizens in San Francisco by providing free immigration legal services and application preparation through group processing workshops; and 2) conduct an effective, innovative, and non-partisan Citywide campaign to increase the voter registration, civic participation, and leadership development of young people in San Francisco between the ages of 16-34, specifically among the lowest engaged demographics and underserved communities. These projects should propose a thoughtful approach to an innovative program model for conducting broad-reaching outreach, education, and engagement for naturalization-eligible immigrants and hard-to-reach young people in San Francisco.

- SF PATHWAYS TO CITIZENSHIP – NATURALIZATION SERVICES COLLABORATIVE
- YOUTH CIVIC ENGAGEMENT

3. IMMIGRATION FEE ASSISTANCE

The purpose of this program is to provide immigration fee assistance and financial empowerment initiative supporting folks applying for immigration applications and relief.

- IMMIGRATION FEE ASSISTANCE

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 suppliers 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#2023-01. All questions received by 5:00 p.m. PT on Monday, April 3, 2023 will be answered and posted on OCEIA's website (<https://sf.gov/oceiagrants>) by 5:00 p.m. PT on Tuesday, April 4, 2023. 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 ENGAGEMENT GRANTS RFP# 2023-01

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) 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	March 23, 2023	
RFP Available Online	March 24, 2023	
Deadline to Submit RFP Questions to OCEIA	April 3, 2023 5:00 p.m. PT	
Answers to RFP Questions Posted Online	April 4, 2023 5:00 p.m. PT	
Proposal Due Date	April 14, 2023 5:00 p.m. PT	
Proposal Review	April 17-21, 2023	
Contract Award Intent Notification	April 24, 2023	
Protest Period Ends	May 1, 2023	
Final Grant Agreements/Work Plans Due	May 15, 2023	
Service Implementation Begins	June/July 2023	
End of Grant Cycle	June 30, 2025	

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

IV. REQUEST FOR PROPOSALS #2023-01 IMMIGRANT COMMUNITY ENGAGEMENT 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.

“CBOs” refers to community-based organizations located in San Francisco.

“Deferred Action” or “DACA” refers to the executive action program Deferred Action for Childhood Arrivals program, which was first announced by the Obama Administration on June 15, 2012, and implemented on August 15, 2012. DACA provided the opportunity for undocumented immigrants who came to the United States as children to receive temporary relief from Deportation and work authorization.

“DreamSF Fellows” refers to the DreamSF Fellows Program operated by the San Francisco Office of Civic Engagement & Immigrant Affairs, which is a leadership and professional development program for current and recently graduated immigrant students in the San Francisco Bay Area.

“LEP” refers to Limited-English Proficient individuals: individuals for whom English is not a primary language, do not read, write, speak or understand English well, and/or are unable to otherwise communicate effectively in English because this is not their native or primary language.

“LPR” refers to Legal Permanent Residents or “green-card” holders.

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. Potential applicants are encouraged to carefully read all eligibility and program requirements before applying.

B. IMMIGRANT COMMUNITY ENGAGEMENT GRANTS – PURPOSE AND CATEGORIES

The Immigrant Engagement & Integration 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. These grant opportunities will focus on supporting engagement and integration of specific vulnerable immigrant populations through services such as: naturalization assistance, language access rights and services, civic engagement, and immigration fee assistance. Potential applicants are encouraged to carefully read all eligibility and program requirements before applying.

Grant Program Overall Priorities

1. Work with OCEIA and grantee collaborative partners to align and implement specific, measurable projects that facilitate efficient service delivery, meaningful engagement and improve the lives of immigrants and LEP individuals in San Francisco.
2. Expand access to, and knowledge of, immigrant services and programs, including language access rights and services, immigration services, civic engagement opportunities, family support programs, and other stabilizing resources.
3. Identify and develop effective approaches for informing and educating the immigrant community and general public about current immigrant assistance programs, resources 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 AREA 1: LANGUAGE ACCESS COMMUNITY GRANTS

Grant Area Priorities & Purpose

1. Building community-based language access leadership and capacity – This work will involve organizing community-based organizations that primarily serve immigrant, LEP, monolingual and linguistically vulnerable populations around community outreach, and education. Expected tasks include 1) conducting in-language “Know Your Rights” trainings and education efforts, and 2) implementing robust community outreach campaigns and strategies that include opportunities for community leadership development, collaboration with City departments and programs, and integration into immigration workshops and immigrant-oriented events.

2. Assessing and addressing language access needs in the community – The scope of this work includes identifying barriers and gaps in meeting the language access needs of communities for which English is not a primary language and working collaboratively with the City to develop solutions and innovative approaches to ensure that City departments and public institutions are responding appropriately and adequately to language access needs in targeted communities. This work will involve 1) providing useful information, data, and materials to OCEIA and City departments on cultural and linguistic best practices for specific language groups; 2) developing both qualitative and quantitative documentation of cases where City departments and other institutions serving the public have not adequately provided information and services in language to individuals for which English is not a primary language; 3) working with OCEIA to assess the City’s provisioning of culturally and linguistically appropriate language services; 4) working with OCEIA to provide technical assistance to City departments to more effectively reach and serve targeted and emerging populations, and establish practices and mechanisms to solicit community participation and feedback; and 5) assisting OCEIA with identifying and reporting LAO violations among City departments and agencies.

3. Building community capacity to deliver centralized interpretation and translation services – This priority involves working with OCEIA to continue building community-based leadership and capacity for interpretation and multilingual services, including the development of a citywide language bank. Based on OCEIA’s previous work to recruit, train, and certify community-based interpreters, this work will help expand the pool of community-based interpreters, develop cultural and linguistic competency standards, expand language resources and glossaries, and build language certification tools for the City. This work may also involve enhancing current community-based language service programs for English learners.

Grant Categories

Grants will be awarded in the following categories:

CATEGORY	DESCRIPTION, REQUIREMENTS, OUTPUTS & ELIGIBILITY
CITYWIDE LANGUAGE	✓ Must propose a comprehensive plan that addresses all three priority areas listed in this RFP as a citywide coalition, including assessing and addressing

ACCESS COLLABORATIVE	<p>community language access needs, building community knowledge through education about language rights, and building capacity for language services.</p> <ul style="list-style-type: none"> ✓ All collaborative organizations may be required to participate in language access advisory committees and trainings identified by OCEIA. ✓ Must propose efforts to review, check and inform access to city services and collaborate with City agencies on ways to promote multilingual services ✓ The lead agency or fiscal sponsor will be responsible for collecting and providing any and all documents requested by OCEIA, as well as ensuring the performance of the collaborative. All participating organizations must also fully meet performance objectives and guidelines to receive funding
FILIPINO LANGUAGE CAPACITY BUILDING	<ul style="list-style-type: none"> ✓ Must propose community engagement activities, safety education, and programs specific to Filipino LEP needs, including civics training and community engagement, in order to increase the civic participation of LEP Filipinos and improve access to City programs and services. Community education efforts should be responsive to emerging gaps and trends
SOUTHEAST ASIAN LANGUAGE SERVICES & CAPACITY BUILDING	<p>Must propose community engagement activities, safety education, and programs specific to supporting LEP Southeast Asian community member needs, including:</p> <ul style="list-style-type: none"> ✓ Languages services (interpretation and translation) in Vietnamese and other as-needed Southeast Asian languages). ✓ Community outreach and education to promote language access rights, community safety, and City resources and programs available to the community. Community education efforts should be responsive to emerging gaps and trends ✓ Supporting OCEIA's work of ensuring Citywide language access compliance.
CENTRAL AMERICAN INDIGENOUS LANGUAGES CAPACITY BUILDING	<p>Must propose community engagement activities and programs specific to supporting Mayan and other indigenous community member needs, including:</p> <ul style="list-style-type: none"> ✓ Increasing community capacity for interpretation in multiple indigenous languages. ✓ Community outreach and education to promote language access rights, community safety, and City resources and programs available to the community. Community education efforts should be responsive to emerging gaps and trends ✓ Increased visibility and education about indigenous language needs for City agencies and contractors.
COMMUNITY INTERPRETERS CAPACITY BUILDING	<p>Must propose activities related to building community-based leadership and capacity for interpretation and multilingual services, including the development and piloting of community language bank models. Projects must include:</p> <ul style="list-style-type: none"> ✓ Plans to recruit, train, and certify community-based interpreters in partnership with OCEIA, and to expand and grow existing community-based interpreter pools ✓ Development of cultural and linguistic competency standards, language resources and glossaries, and language certification tools for languages of high need in San Francisco ✓ Plan to activate, compensate, and coordinate interpretation services for a range of city and community scenarios such as large community events, emergency response efforts and naturalization workshops.

LANGUAGE SUPPORT SERVICES FOR ARABIC SPEAKING FAMILIES IN THE TENDERLOIN	<p>This program seeks to fill gaps in current language access and assistance programs by providing support services for Arab immigrant families in the Tenderloin area of San Francisco. Support services may include ESL instruction and English language acquisition for workforce development, educating community members on their language and other rights, providing access to language services, and assisting parents and their families in navigating systems and processes resulting from impacts of federal policies/executive orders. The project will also develop useful and relevant data about client interactions and service delivery trends over time, allowing City agencies and service providers to improve outreach and services for these underserved, vulnerable and monolingual communities.</p> <ul style="list-style-type: none"> ✓ Increase awareness of community and City programs and services available to Arabic-speaking families in the Tenderloin area. ✓ Increase the English language proficiency of Arabic-speaking immigrants, including basic literacy, life skills, understanding American culture and community resources, and civic participation. ✓ Educate families on immigration relief opportunities, local government programs and how to navigate multiple systems for education, healthcare, housing and other essential services. ✓ Provide language assistance and rights education to immigrant Arab families, with a priority on low wage earners and monolingual individuals. ✓ Provide case management and referrals to social services and immigration legal services
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Grantees are expected to coordinate their efforts with OCEIA, City departments, and other identified partners to leverage resources and address service or policy gaps.

Funding Availability & Terms:

Funding is available for the following category and **annual** ranges as indicated. OCEIA may choose to provide multiple year grants depending on available funds:

CATEGORY	ANNUAL GRANT AMOUNT	# OF GRANTS	GRANT TERM
CITYWIDE LANGUAGE ACCESS COLLABORATIVE	\$475,000 per year (\$950,000 total)	1 Grant	2 years (July 2023 – June 2025)
FILIPINO LANGUAGE CAPACITY BUILDING	Up to \$90,000 per year (\$180,000 total)	1 Grant	2 years (July 2023 – June 2025)
SOUTHEAST ASIAN LANGUAGE SERVICES & CAPACITY BUILDING	Up to \$35,000 per year (\$70,000 total)	1 Grant	2 years (July 2023 – June 2025)
CENTRAL AMERICAN INDIGENOUS LANGUAGES CAPACITY BUILDING	Up to \$80,000 per year (\$160,000 total)	1 Grant	2 years (July 2023 – June 2025)
COMMUNITY INTERPRETERS CAPACITY BUILDING	\$10,000 – 35,000 per year (\$20,000 – 70,000 total) (depending on number of proposals)	Up to 2 Grants	2 years (July 2023 – June 2025)

LANGUAGE SUPPORT SERVICES FOR ARABIC SPEAKING FAMILIES IN THE TENDERLOIN	Up to \$200,000 per year (\$400,000 total)	1 Grant	2 years (July 2023 – June 2025)
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**All amounts subject to available funds. OCEIA may choose to increase funding, provide multiple year grants, or extend grants by up to two additional years based on availability of funds*

GRANT AREA 2: NATURALIZATION SERVICES AND CIVIC PARTICIPATION

Grant Priorities & Purpose:

1. Work with OCEIA and grantee collaborative partners to conduct an effective and innovative citywide campaign to motivate and support LPRs in successfully navigating the naturalization process.
2. Expand access to, and knowledge of, free naturalization services and resources, including: naturalization legal services, attorney consultations, eligibility screenings, application assistance, application fee assistance, English-acquisition and citizenship preparation classes, civic engagement processes, and other related resources.
3. Expand access to, and knowledge of civic engagement processes and leadership development resources for youth ages 16-34, specifically among the lowest engaged demographics and underserved communities.
4. Identify and develop effective approaches for informing and educating the immigrant community and LPRs about naturalization events, current policy issues, resources, and opportunities for success and empowerment.
5. Create multilingual outreach and education strategies that target and motivate historically underserved and hard-to-reach naturalization-eligible and young residents of San Francisco.
6. Provide ongoing support for the educational, economic, social, and civic integration of immigrant residents and families, particularly as it relates to voter engagement and other forms of civic participation.

Eligibility Criteria & Requirements:

A single collaborative grant will be awarded in the following category:

CATEGORY	DESCRIPTION, REQUIREMENTS, OUTPUTS & ELIGIBILITY
SF PATHWAYS TO CITIZENSHIP – NATURALIZATION SERVICES COLLABORATIVE	Funds a single non-profit coalition to conduct an effective and innovative Citywide campaign to motivate and support LPRs in successfully navigating the naturalization process through group processing workshops. Specific grant activities include, but are not limited to: naturalization legal services, attorney consultations, eligibility screenings, application assistance, application fee assistance, English-acquisition and citizenship preparation classes, and civic engagement processes.

	<p>Requirements:</p> <p>Applicants representing a collaborative must have an <i>existing</i> written agreement or evidence of a prior coalition relationship with each collaborative member. In addition, coalitions must have experience in developing and coordinating group processing workshops and conducting in-language outreach and education in multiple languages. Lead agencies must have a demonstrated history of leading and organizing previous collaboratives in immigration services, citizenship education and multilingual outreach. All collaborative members must be accredited and recognized by the Department of Justice and/or have licensed immigration attorneys on staff.</p>
YOUTH CIVIC ENGAGEMENT	<p>Funds a single non-profit coalition to conduct an effective, innovative, and non-partisan Citywide campaign to increase the voter registration, civic participation and leadership development of young people in San Francisco between the ages of 16-34, specifically among the lowest engaged demographics and underserved communities. This project should propose a thoughtful approach to youth leadership development, and an innovative program model for conducting broad-reaching outreach, education and engagement for hard-to-reach young people. The project should include the following activities:</p> <ul style="list-style-type: none"> ✓ Effective engagement and outreach strategies such as social media campaigns, canvassing, phone banking, door knocking, texting and peer-to-peer engagement. ✓ Voter registration presentations and tabling at high schools and college campuses to target young people between the ages of 18-24, as well as pre-registration or engagement of individuals 16 and 17 years old. ✓ Conduct similar voter outreach and engagement of other young people between the ages of 18 - 34 years old <p>Civic engagement efforts should center voter engagement and registration, but also incorporate other issues and forms of local civic engagement, such as immigrant parent voting, redistricting, language access, and participation on City boards, task forces, and commissions. Grantee should collaborate closely with OCEIA and other City agencies to identify important topics and issues, and to ensure alignment with other Citywide efforts. Proposal must include multilingual, culturally competent efforts and approaches.</p> <p>Requirements:</p> <p>Applicants representing a collaborative must have an <i>existing</i> written agreement or evidence of a prior coalition relationship with each collaborative member. In addition, coalitions must have experience in developing and coordinating youth engagement projects. Lead agencies must have a demonstrated history of leading and organizing previous collaboratives in youth engagement, leadership development, and multilingual outreach.</p>

Funding Availability & Terms:

Funding is available for the following category and **annual** ranges as indicated. OCEIA may choose to provide multiple year grants depending on available funds:

CATEGORY	ANNUAL GRANT AMOUNT	# OF GRANTS	GRANT TERM
SF PATHWAYS TO CITIZENSHIP – NATURALIZATION SERVICES COLLABORATIVE	\$600,000 per year (\$1,200,000 total)	1 Grant to a collaborative	2 years (July 2023 – June 2025)
YOUTH CIVIC ENGAGEMENT	\$50,000 per year (\$100,000 total)	1 Grant to a collaborative	2 years (July 2023 – June 2025)

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

GRANT AREA 3: IMMIGRATION FEE ASSISTANCE

Grant Categories Descriptions & Purpose:

The purpose of this program is to provide administrative, financial, and systems support to OCEIA's immigrant assistance programs and initiatives. Program support includes the immigration fee assistance and financial empowerment initiative.

CATEGORY	DESCRIPTION & PURPOSE
IMMIGRATION FEE ASSISTANCE	This program will provide immigration application fee assistance to immigrants living, working, or attending school in San Francisco. This program will help provide partial and full grants to cover application fees for citizenship, deferred action and other immigration applications, in addition to other emergency immigration needs. The program will also integrate financial education and economic inclusion elements

Expected Outcomes & Scope of Work:

CATEGORY	POTENTIAL OUTCOMES
IMMIGRATION FEE ASSISTANCE	<ul style="list-style-type: none">✓ Maximize the number of individuals who apply for immigration relief (specifically deferred action and citizenship programs) by removing financial and cost barriers through partial and full fee subsidies.✓ Maximize the number of partial and full fee subsidies provided to SF immigrant applicants.✓ Provide financial education and build linkages to long-term financial literacy using products such as bank accounts, financial coaching, and building credit.✓ Achieve demonstrated improvements in financial stability and specific household economic indicators for participants (for example, increases in savings, credit scores, et cetera).

Funding Availability & Terms:

CATEGORY	ANNUAL GRANT AMOUNT	# OF GRANTS	FUNDING TERM*
IMMIGRATION FEE ASSISTANCE	\$150,000 per year (\$300,000 total)	1 Grant	2 years (July 2023 – June 2025)

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

Eligibility Criteria & Requirements:

CATEGORY	ELIGIBILITY CRITERIA & CATEGORY REQUIREMENTS
IMMIGRATION FEE ASSISTANCE	<ul style="list-style-type: none"> ✓ Ability to provide full grants (100% fee coverage) for hardship cases (as defined in partnership with OCEIA), and ✓ Ability to provide partial grants (such as 50% immigration fee coverage) paired with no/low interest loans integrated with financial empowerment elements ✓ Full grants and 50% match products must be available for the following immigration applications: <ul style="list-style-type: none"> ○ Citizenship ○ Deferred Action for Childhood Arrivals (DACA) ○ Adjustment of Status (Green Cards) ○ U and T Visas ○ Temporary Protected Status (TPS) ○ Family Petitions ○ Advance Parole ✓ Willingness to partner with OCEIA's immigrant inclusion programs such as DreamSF Fellows, SF Pathways to Citizenship Initiative, and DACA/Affirmative Relief Immigration providers to prioritize local immigrants for services ✓ Demonstrated track record of providing financial assistance with immigration applications and removing financial barriers to immigration services ✓ Utilizes proven strategies and culturally and linguistically competent tools to further financial education, stability and inclusion. ✓ Prior experience as part of a collaborative promoting immigrant assistance, and willingness to support collaborative workshops and events with in-person application/enrollment services and outreach and education efforts

C. ELIGIBILITY AND USE OF FUNDS

The Immigrant Community Engagement 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 and corresponding project budget
- ✓ 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.

The City reserves the right to:

1. Not allocate the full amount of available funding, provide additional funding, combine (or make adjustments in the number of) grants and/or award amounts for this program if insufficient qualified proposals are received;
2. Request modifications of project goals and activities to avoid duplication and/or increase coordination, or to ensure 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.

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.	Applicant Qualifications, Capacity and Experience <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. 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? 3. Do proposed staff reflect the communities served and what evidence of cultural and linguistic competency is provided? <p>Does the applicant have a proven track record of successfully serving or engaging the targeted populations and what evidence is given?</p>	30 points
B.	Project Approach, Activities and Outcomes <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. Clearly outlines thoughtful strategy and approach to the project, including measured and relevant goals, objectives and evidence-based practices that inform project design. 4. Describes the services to be provided and relevant operational details (types of activities; # of hours; frequency, methods and location of services) 5. Describes the qualitative and quantitative outcomes to be achieved and projections of the accomplishments to be achieved for each activity or function proposed (e.g. # activities or # served) 6. Provides a project timeline including all major milestones and target dates and plan to manage unanticipated project hurdles 	40 points
C.	Project Budget & Costs <ol style="list-style-type: none"> 1. Are the costs, work efforts, approaches and timeframes appropriate and reasonable for the proposed activities? 2. Provides a thorough narrative justification for items in the budget 3. Describes the financial tracking systems and capabilities needed to generate all financial information for required reports, including data needed to monitor, evaluate and modify program performance. 4. Provides clear explanation and rationale for management fees/fiscal fees 	20 points
D.	Submission Requirements and Proposal Information <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 Monday, May 1, 2023. 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 Monday, May 1, 2023. 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:

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#2023-01 Immigrant Community Engagement Grants.

All proposals must be received by 5:00 p.m. PT on Friday, April 14, 2023 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.