1. Q: We just saw the new RFP go out. Does this mean our existing grant ended on June 30, 2020, and that there will be no July 2020 funding?

A: Yes – grant terms for the previous Immigrant Assistance Programs expired on June 30, 2020. Funding for this new RFP is based on annual funding allocations for FY2020-21 and FY2021-22, and is not pro-rated on a monthly basis.

2. Q: Do we [previous grantees] have to submit an RFP for renewal consideration purposes?

A: Yes – this is a new RFP for a new term. All responders, including previously funded organizations, must submit a proposal for a new term of funding. This is true across all the various categories available in this RFP.

3. Q: Under the eligibility criteria for the RFP, it states that only 501(c)3 organizations are eligible to apply. Does this exclude applicants that are fiscally-sponsored? We are a fiscally-sponsored organization of the Tides Center and currently a recipient of a few city contracts.

A: Yes - fiscally sponsored organizations are eligible and may apply, so long as their fiscal sponsor is a 501(c)3 (as is the case with Tides).

4. Q: On page 6, the RFP Schedule states the Service Implementation Begins date as September 18, 2020. Should applicants budget for the period 09/18/2020 - 06/30/2022? Or should the budget be back-dated to 07/01/2020?

A: Applicants should assume the mid-September start date. Final details of the grant term and deliverables can be negotiated with awardees before the grant agreement is executed.

5. Q: In the Funding Availability Chart for each service area, it lists the Funding Term as "August 2020 - June 2022." Should we budget for 11 months in FY2020-21 and 12 months in FY2021-22? If so, which year’s total request amount should be listed on the Cover Sheet under "Annual Amount Requested"?

A: Funding for the upcoming term is based on annual funding allocations and is not pro-rated on a monthly basis. Applicant proposals may request the full amount of annual funding regardless of the start date.
6. **Q:** In regards to the audited financial statements, can you exempt organizations with an annual operating budget of under $500k from needing to submit an audited financial statement? Alternatively, for smaller organizations (like ones with less than $500k in its annual budget), would a financial review, as opposed to an audit, be sufficient?

**A:** Yes – organizations with operating budgets under $500,000 do not need to submit audited financial statements. Financial reviews or other documents showing organizational operating budgets may be submitted in place of the audit.

7. **Q:** Also on the topic of financial statements, can we submit them AFTER we have been selected as a grantee and during the execution of the contract? Partly due to COVID, we have not been able to find someone to audit our financial statements.

**A:** Yes – financial audits may be submitted after the proposal submission, but must be provided before grants are awarded and executed.

8. **Q:** What time frame does the grant cover in year 1? Aug 1, 2020 to June 30, 2021? There’s a September implementation date that makes it sound like the grant starts in September.

**A:** The grant period begins as soon as grant agreements are signed and executed – likely early September.

9. **Q:** Also on the financial statements, for the requirement of applicant with an annual operating budget of over $250k needing to submit audited financial statements, is that for the current 2020 calendar year? Or is that for the 2019 calendar year? For 2019, our budget was less than $250k. But for 2020, over budget is over $250k. If we do an audited financial statement, it would be for the 2019 year, for less than $250k in operating budget.

**A:** For the most recently completed fiscal year for the organization (2019 for organizations who capture financial information in line with the calendar year).

10. **Q:** RFP states that the funding term is August 2020-June 2022. Even though the contract will likely not be signed until September, will grantees be allowed to count services from August 2020?

**A:** Applicants should assume the mid-September start date. Final details of the grant term and deliverables can be negotiated with awardees before the grant agreement is executed.

11. **Q:** On OCEIA RFP #2020-02, the Service Implementation Start Date is September 18, 2020 but later in the RFP the contract period is listed as August 2020 to June 2022. When creating our budget for FY21 (Year 1 of the contract), should our budget start date be August 01, 2020 or September 18, 2020?

**A:** Applicants should assume the mid-September start date. Funding for the upcoming term is based on annual funding allocations and is not pro-rated on a monthly basis. Applicant proposals may
request the full amount of annual funding regardless of the start date. Final details of the grant term and deliverables can be negotiated with awardees before the grant agreement is executed.

12. Q: In light of the challenges presented by current immigration policies and the pandemic, would OCEIA consider maintaining similar funding levels as in the past even if applicants’ deliverables may need to be altered due to the aforementioned challenges?

A: Applicants are encouraged to propose activities and deliverables that are achievable, measurable, and maximize support offered to the community. There are no requirements for the minimum level of services provided, unless specified in the RFP, though a limited number of proposals will be recommended for funding, as this is a competitive process. Final grant amounts and deliverables will be negotiated in a meeting with selected awardees before the grant agreement is executed. All funding is subject to final approval of the City budget.

13. Q: What are reporting requirements for this grant? (Especially in regards to client personal information)?

A: Grant reports must be completed every six months in order to receive subsequent grant payments. Report templates will be provided, and include progress on measurable grant outcomes, budget and expense reports, and documentation of claimed outcomes. For some grant categories, specific documentation may be required for services provided. In the case of legal services, OCEIA will provide a supplemental intake sheet to capture limited information (minimal personal information) on individuals who receive legal services through the grant. Grantees are expected to keep detailed records on site of all services provided.

14. Q: For funding area "Language services for Arabic speaking families in the Tenderloin," do all of the clients need to be residents of Tenderloin and have Tenderloin zip code? What about low-income Arabic speaking clients who may live in other neighborhoods, but receive services in the Tenderloin?

A: The primary focus of this grant should be on residents of the Tenderloin neighborhood, although individuals who receive services in the Tenderloin may also be included as a secondary focus.

15. Q: Do you have specific zip codes outlined for "Language services for Arabic speaking families in the Tenderloin" funding area (i.e. service provider zip code or client zip code?)

A: No specific zip codes are required, as long as they are within the general Tenderloin area. Proposal should name specific zip codes, housing developments, community centers and other areas where they plan to execute the work.

16. Q: Do you have a specific minimum [number] of clients that need to be served for the funding area "Language services for Arabic speaking families in the Tenderloin"?

A: No minimum number, though applicants are encouraged to propose activities and deliverables that are achievable and maximize support offered to the community. There are no requirements for
the minimum level of services provided, unless specified in the RFP, though a limited number of proposals will be recommended for funding, as this is a competitive process. Final grant amounts and deliverables will be negotiated in a meeting with selected awardees before the grant agreement is executed.

17. Q: We have a history of working in the Tenderloin with refugee and immigrant communities, and we would like to expand by hiring an Arabic speaker to serve Arabic speakers in the Tenderloin. Can this grant be used to hire an Arabic speaking staff, to expand our existing language services into this community?

A: Yes – this grant includes general language support services, and may include an immersion teacher for the monolingual Arabic speaking women in the Tenderloin. All proposers for these categories must demonstrate cultural and linguistic competence and experience working with the target community.

18. Q: Can the demonstrated track record of working with this language community, be in other geographical areas? (i.e. track record working with Arabic speakers in Oakland and experience working with other language communities in the Tenderloin?)

A: Yes – the track record of working with Arabic speakers can include work done in other geographic areas, though demonstrating work in the Tenderloin specifically is beneficial for this grant.

19. Q: If the latest financial statements are for FY2018-2019 ending 06/30/2019, and the audit was completed in Spring 2020, is the organization eligible?

A: Yes.

20. Q: For clarification, if the grant terms are [for] one grant in this category, [the grant amount would be] up to $150,000 for two years, totaling $300,000. Is this correct?

A: Yes.

21. Q: What is the start date of the project? August 1, 2020?

A: Applicants should assume the mid-September start date. Final details of the grant term and deliverables can be negotiated with awardees before the grant agreement is executed.

22. Q: We are currently providing services remotely. Is there flexibility to adjust the project methodologies should we return to in-person service provision during the course of the grant cycle?

A: Yes. Applicants should propose services and activities that reflect the current limitations of social distancing and safe operations given the current Public Health Order. However, grant amendments and work plan adjustments will be considered as needed to adapt to the changing situation.
23. Q: [We] would like to understand better the expectations for immigrant “Community Navigation & Education” category of services. Is there somewhere that we could find more detail about what that normally entails? We serve immigrant families with young children in San Francisco with child care navigation and education on a regular basis – and also connection to basic needs especially during the pandemic. We do similar work with immigrant microentrepreneurs who are running or want to run home-based child care businesses or consulting services. We offer them training, technical assistance and connection to many other resources to help them successfully provide quality early education (often to other immigrant families). Does that qualify in this category?

A: The primary focus of this category is to provide community navigation and education as it relates to DACA and Affirmative Relief Immigration options. The original intention of this grant category was for awarded groups to identify and conduct outreach to individuals potentially eligible for DACA (and now other forms of immigration relief options such as asylum, U Visa, T Visas, etc.) with the goal of referring them to funded legal services partners who can help them file their immigration petitions.

In addition to the primary goal of referring immigrants to immigration legal services (required for all applicants), the category also allows respondents to propose activities related to community education on issues connected to immigration needs, such as eligibility for (and changes to) various immigration programs (DACA, asylum, etc.), changes to immigration policies that may impact immigrant community members decisions to apply for benefits (public charge, USCIS filing fee changes), and general information about immigrant rights and resources in San Francisco.

24. Q: Do all existing (previous) grantees have to submit an RFP for renewal consideration purposes?

A: Yes – this is a new RFP, so all organizations seeking a grant must submit a new proposal. This applies to all grant categories available in this RFP.

25. Q: We are thinking about applying to category 2 – DACA/Affirmative Relief. Since we currently handle asylum applications, would this be a good category for us to apply?

A: Yes - asylum services can be considered in the Affirmative Relief category, but note that all organizations must be able to support DACA renewals, and potentially support group processing workshops for DACA (if needed).

26. Q: For the budget portion, can we use our own budget templates, or should we stick to the template in the RFP packet?

A: Applicants may use their own budget format as long as it includes the same level of detail on the project budget as required in the application form, and so long as it clearly outlines in detail how grant funds will be utilized to advance the work of the proposal. Submissions should include the total project budget and itemized list of expenses, with breakdowns of the key expense categories, including wages, fringe benefits, materials, equipment, subcontracts, etc.