REQUEST FOR PROPOSALS:
IMMIGRANT ASSISTANCE PROGRAMS GRANTS

INFORMATION PACKET #2020-02

Date Issued: Tuesday, August 4, 2020
Deadline to Submit RFP Questions: 5:00 p.m. PT, Friday, August 7, 2020
Proposals Due: 5:00 p.m. PT, Friday, August 14, 2020
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      2. DACA & Affirmative Relief Immigration Services
      3. Immigrant Civic Engagement & Participation
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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 Assistance Programs 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 Immigrant Assistance Programs, 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 addressing targeted needs of local immigrant communities, as identified across multiple categories. The program will provide approximately $2,100,000 annually in grants across four areas:

<table>
<thead>
<tr>
<th>1. FOCUSED IMMIGRANT COMMUNITY PROJECTS</th>
<th>2. DACA &amp; AFFIRMATIVE RELIEF IMMIGRATION SERVICES</th>
<th>3. IMMIGRANT CIVIC PARTICIPATION &amp; EDUCATION</th>
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<tbody>
<tr>
<td>GRANT CATEGORIES:</td>
<td>GRANT CATEGORIES:</td>
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<tr>
<td>• API Community Capacity Building</td>
<td>• Immigration Legal Services</td>
<td>• Immigrant Parent Voting Engagement &amp; Education in School Board Elections</td>
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<td>• Day Labor Program</td>
<td>• Community Navigation &amp; Education</td>
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<tr>
<td>• Faith-Based Immigrant Engagement &amp; Services</td>
<td>• Immigration Technical Assistance</td>
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<tr>
<td>• Irish Immigrant Support &amp; Capacity Building</td>
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<tr>
<td>• Assistance &amp; Services for Immigrant Union Members</td>
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<tr>
<td>• Language Support Services for Arabic Speaking Families in the Tenderloin</td>
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</table>

All awarded grants will be subject to available funds in the City’s final adopted budget for FY2020-2021 and FY2021-22. Applications are due by 5:00 p.m. PT on Friday, August 14, 2020.
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 Friday, August 7, 2020 and will be posted at OCEIA’s website www.sfgov.org/oceia/grants, by 5:00 p.m. PT on Monday, August 10, 2020. 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, August 14, 2020. 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 FUNDING AVAILABILITY

NOTICE OF FUNDING AVAILABILITY (NOFA)

IMMIGRANT ASSISTANCE PROGRAMS GRANTS
RFP#2020-02

Date Issued: August 4, 2020
Deadline to Submit RFP Questions: 5:00 p.m. PT, August 7, 2020
Proposals Due: 5:00 p.m. PT, August 14, 2020

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#2020-02 Immigrant Assistance Programs Grants.

All RFP materials will be available electronically on OCEIA's website at www.sfgov.org/oceia/grants on Tuesday, August 4, 2020. 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, August 14, 2020.

IMMIGRANT ASSISTANCE PROGRAMS AREAS & CATEGORIES:

1. FOCUSED IMMIGRANT COMMUNITY PROJECTS
This grant area includes categories and opportunities for the implementation of a broad range of immigrant assistance projects that focus on specific immigrant communities. Services and projects will provide a range of services, including community capacity building, immigrant engagement, immigration support services, and immigrant workforce and development initiatives. Categories are:

✓ ASIAN PACIFIC ISLANDER (API) COMMUNITY CAPACITY BUILDING
✓ DAY LABOR PROGRAM
✓ FAITH-BASED IMMIGRANT ENGAGEMENT & SERVICES
✓ IRISH IMMIGRANT SUPPORT & CAPACITY BUILDING
✓ ASSISTANCE & SERVICES FOR IMMIGRANT UNION MEMBERS
✓ LANGUAGE SUPPORT SERVICES FOR ARABIC SPEAKING FAMILIES IN THE TENDERLOIN

2. AFFIRMATIVE RELIEF & DEFERRED ACTION IMMIGRATION SERVICES
This program seeks to assist community organizations involved in providing affirmative legal services and community navigation and education support to immigrants who live, work, or have demonstrated a connection to San Francisco. Categories in this area include:

✓ IMMIGRATION LEGAL SERVICES
✓ COMMUNITY NAVIGATION & EDUCATION
✓ IMMIGRATION TECHNICAL ASSISTANCE
3. IMMIGRANT CIVIC PARTICIPATION & EDUCATION

The purpose of this program is to promote engagement, civic participation and integration of immigrant, limited English-speaking, and vulnerable communities with local and federal processes. Specifically, this program seeks to promote safe inclusion and education regarding local voting processes and preparation for successful participation in the 2020 Census. Categories in this area include:

✓ IMMIGRANT PARENT VOTING ENGAGEMENT & EDUCATION IN SCHOOL BOARD ELECTIONS

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 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#2020-02. All questions received by 5:00 p.m. PT on Friday, August 7, 2020 will be answered and posted on OCEIA’s website (www.sfgov.org/oceia/grants) by 5:00 p.m. PT on Monday, August 10, 2020. 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.
### REQUEST FOR PROPOSALS SCHEDULE

**SAN FRANCISCO**

**IMMIGRANT ASSISTANCE PROGRAMS GRANTS**

**RFP# 2020-02**

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

#### SCHEDULE*

<table>
<thead>
<tr>
<th>CITY APPLICANT COMMUNICATIONS</th>
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<tbody>
<tr>
<td>The Office of Civic Engagement &amp; Immigrant Affairs (OCEIA), under Executive Director Adrienne Pon, 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.</td>
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<thead>
<tr>
<th><strong>SCHEDULE</strong>*</th>
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<tbody>
<tr>
<td>Notice of Funding Availability</td>
<td>August 4, 2020</td>
</tr>
<tr>
<td>RFP Available Online</td>
<td>August 4, 2020</td>
</tr>
<tr>
<td>Deadline to Submit RFP Questions to OCEIA</td>
<td>August 7, 2020 5:00 p.m. PT</td>
</tr>
<tr>
<td>Answers to RFP Questions Posted Online</td>
<td>August 10, 2020 5:00 p.m. PT</td>
</tr>
<tr>
<td>Proposal Due Date</td>
<td>August 14, 2020 5:00 p.m. PT</td>
</tr>
<tr>
<td>Proposal Review</td>
<td>August 17-21, 2020</td>
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<tr>
<td>Contract Award Intent Notification</td>
<td>August 21, 2020</td>
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<tr>
<td>Protest Period Ends</td>
<td>August 28, 2020</td>
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<tr>
<td>Final Grant Agreements/Work Plans Due</td>
<td>Sept. 11, 2020</td>
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<tr>
<td>Service Implementation Begins</td>
<td>Sept. 18, 2020</td>
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<tr>
<td>End of Grant Cycle</td>
<td>June 30, 2022</td>
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*All dates are subject to change at the discretion of OCEIA. Please check the OCEIA website for the latest schedule.
IV. REQUEST FOR PROPOSALS: #2020-02 IMMIGRANT ASSISTANCE PROGRAMS 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.

“LEP” refers to Limited-English Proficient individuals: those for whom English is not a primary language and who have difficulty speaking, understanding, reading, or writing English.

“DACA” refers to Deferred Action for Childhood Arrival Programs

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 of immigrant youth and families. This grant program will focus on supporting specific vulnerable immigrant populations and addressing targeted needs by increasing community capacity of childcare resource and referral services for immigrant families
in San Francisco and the southeast neighborhoods. Potential applicants are encouraged to carefully read all eligibility and program requirements before applying.

B. IMMIGRANT ASSISTANCE PROGRAMS – PURPOSE AND CATEGORIES

The Immigrant Assistance Programs 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 and engagement, day labor programs, immigration legal services, financial empowerment, community safety, systems support, and projects supporting focused immigrant communities.

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, immigrant services and programs, including language access and English-acquisition services, immigration legal services, healthcare services, workforce and 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 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.

Grants will be awarded in several categories across three areas. Applicants to Focused Immigrant Community Projects categories may not apply to any other categories, unless they are different divisions or departments within large organizations.
Grant Categories Descriptions & Purpose:
This grant area includes categories and opportunities for the implementation of a broad range of immigrant assistance projects that focus on specific immigrant communities. Services and projects will provide a range of services, including community capacity building, immigrant engagement, immigration support services, and immigrant workforce and development initiatives as outlined below:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DESCRIPTION &amp; PURPOSE</th>
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<tr>
<td>ASIAN PACIFIC ISLANDER (API)</td>
<td>This project seeks to assist in assessing the needs of Asian Americans and Native Hawaiians/Pacific Islanders (AA/NHPis) residing or working in San Francisco, and particularly for underserved, vulnerable, linguistically isolated or hard-to-reach (HTR) segments of the population. This project also seeks to build community capacity and access to resources through a collaborative effort of community-based organizations that can jointly identify key community issues and develop strategies to support community need.</td>
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<tr>
<td>COMMUNITY CAPACITY BUILDING</td>
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<tr>
<td>DAY LABOR PROGRAM</td>
<td>This category seeks to continue the general operation of the San Francisco Day Laborers Program while also providing job training, professional development, and social service support for day laborers in San Francisco. A successful Day Laborers Program will provide practical solutions to the issues and problems with day labor, while addressing concerns of day laborers, employers, neighborhoods and communities and local government. All services should be provided in a culturally and linguistically appropriate manner. The primary objectives of the City are to 1) increase employment and training opportunities for day laborers; 2) support, address and provide solutions to safety, workers’ rights and other needs and concerns of day laborers, employers, communities and neighborhood residents; and 3) develop models and systems of excellence in program operations and high-quality service.</td>
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<tr>
<td>FAITH-BASED IMMIGRANT</td>
<td>This program seeks to support immigrants by working through their places of worship (and faith-affiliated organizations) to integrate immigrant rights information, resources and services into congregations throughout San Francisco. Services may include but not be limited to: community navigation, immigration referrals, accompaniment, community capacity building, know your rights education, volunteer engagement, and immigrant rights engagement and outreach.</td>
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<tr>
<td>ENGAGEMENT &amp; SERVICES</td>
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<tr>
<td>IRISH IMMIGRANT SUPPORT &amp;</td>
<td>This project will fund a community-based organization to assess the economic, employment, health and social service needs of Irish immigrants residing or working in San Francisco City and County. In addition to assessing community needs, this project will build the capacity of community organizations and leaders to meet the needs of this population, particularly underserved, low-income, or vulnerable individuals, resulting in the</td>
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<tr>
<td>CAPACITY BUILDING</td>
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development of programs and activities that engage, inform, and support immigrant community members.

ASSISTANCE & SERVICES FOR IMMIGRANT UNION MEMBERS
This program seeks to provide legal and wraparound social services to immigrant union members and their families, at various work sites throughout San Francisco. Services may include but not be limited to: providing legal assistance and referrals for various forms of immigration relief; case management and assisting union members and workers in navigating immigration and government processes; and educating and informing workers and families about programs, rights and resources available to immigrants.

LANGUAGE SUPPORT SERVICES FOR ARABIC SPEAKING FAMILIES IN THE TENDERLOIN
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.

Expected Outcomes & Scope of Work:

<table>
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<tr>
<th>CATEGORY</th>
<th>POTENTIAL OUTCOMES</th>
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| ASIAN PACIFIC ISLANDER (API) COMMUNITY CAPACITY BUILDING | ✓ Development and implementation of strategic Plan for capacity building and coordination of services across SF API populations and service providers  
✓ Effective outreach and education on immigrant assistance programs, fraud prevention, financial empowerment, and health and social services.  
✓ Development and execution of programming and activities to help support vulnerable, immigrant and high-need API communities |
| DAY LABOR PROGRAM | Employment – How day laborer skills can be matched with relevant job opportunities to meet emerging and changing labor needs/demands of businesses and employers.  
Social Services – How day laborers will be informed on how to access eligible community-based and city language and social services (including COVID-19 testing, shelter, clothing, medical, mental health, legal and wraparound services, et cetera).  
Integration – How to build leadership and decision-making capacity in the day laborer population and promote civic engagement.  
Education & Outreach – Innovative approaches to educate the day laborer population and broader community about immigration issues, COVID-19 updates and information (contact tracing, proper protective equipment and protocols for workers), and important civic engagement efforts including the 2020 Census. Additional outreach and community engagement to mitigate tensions with neighbors and communities, reframe negative perceptions and |
stereotypes of day laborers, and create bridges to collaboration with government, employers, businesses, community and neighborhoods.

**Potential Tasks and Deliverables:**
- Develop and increase permanent and temporary employment opportunities.
- Establish and implement an employment program design that addresses the needs of day laborers, both male and female, and employers while reflecting sensitivity to the surrounding neighborhood.
- Provide education and training to day laborers and prospective employers on basic employment rights and laws.
- Provide culturally and linguistically competent outreach to day laborers on the range of social services available to them, as well as important updates on critical issues such COVID-19, 2020 Census, and on-site direct services and referrals to other community and City services).
- Work with OCEIA and the City to develop and provide a comprehensive job training and leadership development path for day laborers that encourages civic engagement and participation.
- Develop metrics and assessment tools for determining the successful achievement of outcomes and goals. Track and report on day laborer data and demographic information.

<table>
<thead>
<tr>
<th>FAITH-BASED IMMIGRANT ENGAGEMENT &amp; SERVICES</th>
<th>✓ Maximize the number of individuals who apply for immigration relief and seek general immigration screenings.</th>
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<tbody>
<tr>
<td>✓ Maximize the number of immigrants who are connected to immigration service providers.</td>
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<td>✓ Increase the faith community’s knowledge of immigrant rights and resources.</td>
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<td>✓ Motivate faith community and places of worship to support immigrant communities and volunteer to support and accompany immigrants in need.</td>
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<tr>
<td>✓ Develop and host community workshops to support immigrant communities and integrate legal resources and immigrant rights info.</td>
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<tr>
<th>IRISH IMMIGRANT SUPPORT &amp; CAPACITY BUILDING</th>
<th>✓ Effective outreach and education on immigrant assistance programs, fraud prevention, financial empowerment, and health and social services.</th>
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<tr>
<td>✓ Community Needs Assessment for Irish Immigrant Community in San Francisco.</td>
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<tr>
<td>✓ Strategic Plan for capacity building and coordination of services.</td>
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<tr>
<td>✓ Development and execution of programming and activities to help support vulnerable and high-need Irish immigrant community members.</td>
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<tr>
<th>ASSISTANCE &amp; SERVICES FOR IMMIGRANT UNION MEMBERS</th>
<th>✓ Increase awareness of immigration relief opportunities and local government programs among immigrant members of SF Labor Unions.</th>
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<tr>
<td>✓ Develop streamlined referral processes and placements for complete legal representation and support.</td>
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<td>✓ Provide consultation and screenings at no charge to immigrant union members or their families, with a priority on low wage earners.</td>
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<tr>
<td>✓ Provide comprehensive case management for immigrant union members who need assistance navigating local and state government programs.</td>
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</table>
✓ Maximize the number of immigrant union members and their family members receiving legal screenings and applying for various forms of immigration relief.

**LANGUAGE SUPPORT SERVICES FOR ARABIC SPEAKING FAMILIES IN THE TENDERLOIN**

✓ 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

### Funding Availability & Terms:

<table>
<thead>
<tr>
<th>CATEGORY*</th>
<th>MAXIMUM ANNUAL GRANT AMOUNT**</th>
<th># OF GRANTS</th>
<th>FUNDING TERM</th>
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<tbody>
<tr>
<td>ASIAN PACIFIC ISLANDER (API) COMMUNITY CAPACITY BUILDING</td>
<td>Up to $150,000</td>
<td>1 Grant</td>
<td>2 years (August 2020 – June 2022)</td>
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<tr>
<td>DAY LABOR PROGRAM</td>
<td>Up to $380,000</td>
<td>1 Grant</td>
<td>2 years (August 2020 – June 2022)</td>
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<tr>
<td>FAITH-BASED IMMIGRANT ENGAGEMENT &amp; SERVICES</td>
<td>Up to $45,000</td>
<td>1 Grant</td>
<td>2 years (August 2020 – June 2022)</td>
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<tr>
<td>IRISH IMMIGRANT SUPPORT &amp; CAPACITY BUILDING</td>
<td>Up to $150,000</td>
<td>1 Grant</td>
<td>2 years (August 2020 – June 2022)</td>
</tr>
<tr>
<td>ASSISTANCE &amp; SERVICES FOR IMMIGRANT UNION MEMBERS</td>
<td>Up to $100,000</td>
<td>1 Grant</td>
<td>2 years (August 2020 – June 2022)</td>
</tr>
<tr>
<td>LANGUAGE SUPPORT SERVICES FOR ARABIC SPEAKING FAMILIES IN THE TENDERLOIN</td>
<td>Up to $140,000</td>
<td>1 Grant</td>
<td>2 years (August 2020 – June 2022)</td>
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*Applicants to the Focused Immigrant Community Projects Categories may not apply to any other categories.

**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:

### Eligibility Criteria & Requirements:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ELIGIBILITY CRITERIA &amp; CATEGORY REQUIREMENTS</th>
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<tbody>
<tr>
<td>ASIAN PACIFIC ISLANDER (API) COMMUNITY</td>
<td>✓ Applicant must be an existing collaborative with an infrastructure to support API communities and the organizations that serve them.</td>
</tr>
</tbody>
</table>
| CAPACITY BUILDING | ✓ Demonstrated track record of providing capacity building (strategic planning, training, consultation, systems development and troubleshooting).
| ✓ Experience leading, organizing and collaborating with diverse community organizations serving underserved, monolingual/LEP and vulnerable API communities.
| ✓ Track record of conducting outreach to hard-to-reach immigrant communities on immigration-related services and issues, and referring eligible individuals to legal and community-based resources. |
| DAY LABOR PROGRAM | ✓ Minimum three years of experience successfully operating a day labor program.
| ✓ Demonstrated experience in providing employment training and managing day labor and membership driven community employment program.
| ✓ Demonstrated experience providing connection and referrals to related social services to day laborers, particularly individuals who are immigrant and/or limited-English proficient (LEP).
| ✓ Track record of working collaboratively with employers, community partners, businesses and city agencies to provide quality services and working conditions. |
| FAITH-BASED IMMIGRANT ENGAGEMENT & SERVICES | ✓ Demonstrated track record of conducting outreach to immigrants and families of faith-affiliated organizations and congregations in San Francisco and the Bay Area.
| ✓ Capacity to conduct outreach on a broad range of immigrant-related services and issues, and referring eligible individuals to professionals.
| ✓ Prior experience as part of a collaborative promoting immigrant assistance, know-your-rights education, and immigrant rights engagement. |
| IRISH IMMIGRANT SUPPORT & CAPACITY BUILDING | ✓ Demonstrated track record of working effectively with the San Francisco Irish immigrant community.
| ✓ Capacity to conduct outreach on a broad range of immigrant-related services and issues, and referring eligible individuals to professionals.
| ✓ Minimum five years of experience coordinating immigration, legal, employment and other relevant programs for vulnerable, underserved Irish immigrants and newcomers. |
| ASSISTANCE & SERVICES FOR IMMIGRANT UNION MEMBERS | ✓ Demonstrated track record of conducting outreach and providing wraparound direct services to immigrant union members and their families.
| ✓ Capacity to conduct outreach on a broad range of immigrant-related services and issues, including referring eligible individuals to legal and social service professionals.
| ✓ Prior experience as part of a collaborative promoting immigrant assistance.
| ✓ Capacity to provide immigration legal assistance to San Francisco labor union members and their families. Expertise providing information and guidance on a variety of programs, including but not limited to Affirmative Immigration Relief Options, Deportation Defense, AB60 Drivers Licenses, Municipal ID cards, legal protections and rights for workers and employers. |
| LANGUAGE SUPPORT SERVICES FOR | ✓ Successful track record of conducting culturally and linguistically appropriate outreach to targeted, hard-to-reach immigrant communities |
GRANT AREA 2: DACA & AFFIRMATIVE RELIEF IMMIGRATION SERVICES

Grant Categories Descriptions & Purpose:
This program seeks to fund community organization to provide affirmative immigration legal services, general screenings, and community navigation and education support to immigrants who live, work, or have demonstrated a connection to San Francisco. Overall program priorities include:

1. Participating in a collaborative partnership to implement a cohesive, efficient, locally-executed DACA & Affirmative Relief Immigration Program
2. Expanding access to reputable sources of free legal immigration services, including eligibility screenings, application preparation and processing, full representation and interview accompaniment for individuals who may be eligible for DACA and other affirmative immigration relief options
3. Identifying and developing effective approaches for informing and educating immigrant communities about the availability of immigration relief options, immigration policy updates (changes in public charge policies, USCIS proposed rule changes, status of DACA and other immigration programs, etc) and opportunities to apply and receive free support from community-based organizations.
4. Successfully combating immigration fraud and scams targeting vulnerable individuals through timely, complete, accurate, and multilingual community education strategies.
5. Developing outreach strategies tailored to the needs of historically underserved and hard-to-reach immigrant communities in San Francisco and promote full and inclusive participation;
6. Providing ongoing support for the educational, economic, social, and civic integration of deferred action recipients.

In light of recent challenges and changes to the Deferred Action for Childhood Arrivals (DACA) Program and Temporary Protected Status (TPS) for some designated countries, this grant program will prioritize ongoing support for these impacted communities by providing immigration screenings, supporting affirmative legal remedies or providing community navigation support to immigrant communities, as described in the categories below:
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DESCRIPTION &amp; PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMIGRATION LEGAL SERVICES</td>
<td>Grants will support DACA and Affirmative Relief Immigration services and support functions, including DACA renewal applications, and general immigration eligibility screenings by qualified nonprofit organizations providing legal immigration services. In addition to providing services related to DACA and any potential DACA successor program, other affirmative immigration services are also desired and encouraged. Affirmative immigration remedies and applications may include immigration applications such as U-Visas, T-Visas, Asylum, DACA, Green Card renewals, Adjustment of status, Naturalization, VAWA, or Family Petitions, in addition to related forms associated with the mentioned applications that provide immigration relief.</td>
</tr>
</tbody>
</table>
| COMMUNITY NAVIGATION & EDUCATION | Grants will support the efforts of community-based organizations to:  
  ✓ Provide accurate, culturally and linguistically relevant outreach and information about affirmative relief and deferred action programs to potentially eligible individuals, including traditionally underserved immigrants.  
  ✓ Conduct outreach and community education on related immigration policies and updates (public charge rule changes, fee schedule changes), community health (mental health resources for immigrants, COVID-19 information and resources) and civic engagement programs (2020 Census)  
  ✓ Integrate immigration services education and training into other social services programs and delivery.  
  ✓ Make referrals to community immigration service providers and group processing events.  
  ✓ Engage a wide range of community institutions that have a high level of interaction with potentially eligible populations including schools, libraries, faith-based organizations, and other sites.  
  ✓ Conduct fraud prevention education and provide community navigation assistance for immigrants and affirmative relief applicants. |
| IMMIGRATION TECHNICAL ASSISTANCE | One grant will be awarded to an organization that will provide technical assistance — including trainings, tools, resources, and coordination — for other grant program partners and OCEIA. The technical assistance provider will leverage partnerships and coordinate strategies and resources with a wide range of stakeholders involved in implementing administrative relief programs. |

**Expected Outcomes & Scope of Work:**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>POTENTIAL OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMIGRATION LEGAL SERVICES</td>
<td>Activities will include a combination of office-based consultations and case review as well as group processing events. Affirmative immigration remedies and applications may include immigration applications such as U-Visas, T-Visas, Asylum, DACA, Green Card renewals, Adjustment of status, Naturalization, VAWA, or Family Petitions, in addition to related forms associated with the mentioned applications that provide immigration relief.</td>
</tr>
</tbody>
</table>
COMMUNITY NAVIGATION & EDUCATION

✓ Services may include but not be limited to: community navigation, immigration referrals, accompaniment, community capacity building, know your rights education, volunteer engagement, and immigrant rights engagement and outreach.

✓ Targeted outreach to identified demographic groups and hard-to-reach populations: provide eligibility information and referrals to legal services grantees, City-funded immigration programs, and group processing events.

✓ Pre-screening; training; mobilization; developing resources; coordination with OCEIA and grantee collaborative partners to develop shared screening, intake and referral processes.

✓ Community education events: information sessions and fraud prevention activities.

✓ Community navigation support for DACA grantees and potentially eligible individuals.

✓ Accompaniment and client support as related to immigration issues/needs.

IMMIGRATION TECHNICAL ASSISTANCE

✓ Sharing and developing resources and tools to assist immigrant service providers.

✓ Providing immigration policy and legal updates for grantee collaborative partners and city agencies.

✓ Providing ongoing technical support and strategic direction for grantee collaborative partners, including training; coordination; and process improvements.

✓ Support with regional and state coordination, organizing and technical assistance workshops.

Funding Availability & Terms:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ANNUAL GRANT RANGE*</th>
<th># OF GRANTS</th>
<th>FUNDING TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMIGRATION LEGAL SERVICES</td>
<td>$40,000 - $60,000 per grant.</td>
<td>Up to 10 Grants</td>
<td>2 years (August 2020 – June 2022)</td>
</tr>
<tr>
<td>COMMUNITY NAVIGATION &amp; EDUCATION</td>
<td>$20,000 - $30,000 per grant</td>
<td>Up to 6 Grants</td>
<td>2 years (August 2020 – June 2022)</td>
</tr>
<tr>
<td>IMMIGRATION TECHNICAL ASSISTANCE</td>
<td>$20,000 - 40,000</td>
<td>1 Grant</td>
<td>2 years (August 2020 – June 2022)</td>
</tr>
</tbody>
</table>

*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:

Eligibility Criteria & Requirements:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ELIGIBILITY CRITERIA &amp; CATEGORY REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMIGRATION LEGAL SERVICES</td>
<td>✓ Immigration attorney on staff; BIA accreditation/recognition.</td>
</tr>
<tr>
<td></td>
<td>✓ A demonstrated track record of providing affirmative immigration relief support in San Francisco (at a minimum must provide DACA renewal services), and commit to providing legal services support for potential DACA successor</td>
</tr>
</tbody>
</table>
programs such as the Dream Act). Proficiency in providing multiple other forms of affirmative relief (when not associated with defense cases).

- Prior experience as part of a collaborative providing immigrant assistance.
- Must provide legal services at no cost to San Francisco residents, except in rare, high-cost situations
- Willingness to provide group processing workshops with other community and City partners, potentially using a virtual format
- Collaborative applications may be submitted, although OCEIA may request or suggest additional collaborative members to maximize inclusiveness and efficiency of a citywide effort.
- Applicants should indicate if they are willing to act as a lead agency.

**COMMUNITY NAVIGATION & EDUCATION**

- Demonstrated connection and relationship of trust with immigrant community members.
- Track record of conducting outreach to hard-to-reach immigrant communities on immigrant-related services and issues, and referring eligible individuals to professionals.
- Prior experience as part of a collaborative promoting immigrant assistance.
- Capacity to conduct outreach on a broad range of immigrant integration services funded and supported by the City.
- Must provide services at no cost to San Francisco residents.

**IMMIGRATION TECHNICAL ASSISTANCE**

- Demonstrated track record of providing technical assistance — including training, consultation, policy analysis, and expert legal advice — for a range of service providers and collaboratives on DACA and other immigration policy issues.
- Immigration attorneys and legal experts on staff.

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**GRANT AREA 3: IMMIGRANT CIVIC PARTICIPATION & EDUCATION**

**Grant Categories Descriptions & Purpose:**
The purpose of this program is to promote engagement, civic participation and integration of immigrant, limited English-speaking, and vulnerable communities with local and federal processes. Specifically, this program seeks to promote safe inclusion and education regarding local voting processes. Categories in this area include:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DESCRIPTION &amp; PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMIGRANT PARENT VOTING ENGAGEMENT &amp; EDUCATION</td>
<td>The purpose of this program is to educate non-citizen parents on their rights and the risks involved in participating in San Francisco Board of Education voting for members of the Board of Education, and to support a broader campaign to increase community civic engagement and participation amongst immigrant residents. In addition to the primary goal of promoting voting in school board elections, grant funding for this program may also be used to support other forms of immigrant civic participation and inclusion, such as participation in 2020 Census or other local programs.</td>
</tr>
</tbody>
</table>
Expected Outcomes & Scope of Work:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>POTENTIAL OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMIGRANT PARENT VOTING ENGAGEMENT &amp; EDUCATION</td>
<td>Services may include but not be limited to: educational presentations, development of training content and curriculum, joint strategies/outreach plans with SF Unified School District (including charter and faith-based schools), and outreach schedules and timelines</td>
</tr>
</tbody>
</table>

Funding Availability & Terms:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>MAXIMUM ANNUAL GRANT AMOUNT*</th>
<th># OF GRANTS</th>
<th>FUNDING TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMIGRANT PARENT VOTING ENGAGEMENT &amp; EDUCATION</td>
<td>Up to $250,000</td>
<td>1 Grant</td>
<td>2 years (August 2020 – June 2022)</td>
</tr>
</tbody>
</table>

*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.

Eligibility Criteria & Requirements:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ELIGIBILITY CRITERIA &amp; CATEGORY REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMIGRANT PARENT VOTING ENGAGEMENT &amp; EDUCATION</td>
<td>In order to qualify for this grant program, organizations must demonstrate their cultural and linguistic competence and ability to effectively outreach to the communities that will be impacted by this new voting policy. Applications should include: 1) the organization’s track record with underserved immigrant communities and monolingual or Limited English Proficient (LEP) individuals who have school aged children in kindergarten through grade 12; 2) an outreach plan to public schools, including alternative and charter schools; private schools, including faith-based schools; and afterschool, out of school, and summer program; and 3) an outreach schedule that includes the 2020-21 school year, the summer of 2021, and the 2021-2022 school year.</td>
</tr>
</tbody>
</table>

Organizations must be ready to begin implementing their activities as soon as possible. Grantees are expected to coordinate their efforts with OCEIA, City departments, and other identified partners to leverage resources and address service or policy gaps.

The City reserves the right to:
1. Not allocate the full amount of available funding or 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.
C. ELIGIBILITY AND USE OF FUNDS

The Immigrant Assistance Programs 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 Vendor

All Applicants, or their fiscal sponsors, must be compliant City Vendors 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 the Controller's Office at (415) 554-6702. Applicants may obtain the necessary forms from the Office of Contract Administration, Room 430 or online: http://sfgov.org/oca.

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.

<table>
<thead>
<tr>
<th>A. Quality of Proposal</th>
<th>35 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How well does the proposal clearly, directly and specifically relate and respond</td>
<td></td>
</tr>
<tr>
<td>to the needs and requirements outlined in the RFP?</td>
<td></td>
</tr>
<tr>
<td>2. Are the proposed activities culturally and linguistically relevant and appropriate</td>
<td></td>
</tr>
<tr>
<td>for the targeted populations?</td>
<td></td>
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<tr>
<td>3. Are the proposed goals, objectives and activities measurable and relevant to the</td>
<td></td>
</tr>
<tr>
<td>RFP?</td>
<td></td>
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<tr>
<td>4. How much evidence is there in the proposal that the applicant thought about and</td>
<td></td>
</tr>
<tr>
<td>responded with integrity to the requirements of the RFP?</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Capacity</th>
<th>25 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How well does the proposal clearly and specifically demonstrate the applicant’s</td>
<td></td>
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<tr>
<td>structural capacity, experience, and proven approach delivering activities and</td>
<td></td>
</tr>
<tr>
<td>services specified in the RFP?</td>
<td></td>
</tr>
<tr>
<td>2. Does the applicant have a proven track record of successfully serving or engaging</td>
<td></td>
</tr>
<tr>
<td>the targeted populations and what evidence is provided to substantiate this?</td>
<td></td>
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<tr>
<td>3. Does the applicant meet standards for delivering services in a quality and timely</td>
<td></td>
</tr>
<tr>
<td>manner?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Staff Qualifications &amp; Experience</th>
<th>20 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do the applicant’s staff members proposed to perform the work have sufficient</td>
<td></td>
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<tr>
<td>qualifications and experience to implement the proposed services, and does the</td>
<td></td>
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<tr>
<td>proposal provide proof of this?</td>
<td></td>
</tr>
<tr>
<td>2. Do proposed staff reflect the communities served and what evidence of cultural</td>
<td></td>
</tr>
<tr>
<td>and linguistic competency is provided?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Costs, Work Efforts, and Timeframes</th>
<th>10 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the costs, work efforts, approaches and timeframes appropriate and reasonable</td>
<td></td>
</tr>
<tr>
<td>for the proposed activities?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Submission Requirements and Proposal Information</th>
<th>10 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the proposal adhere to the submission requirements set forth in the RFP?</td>
<td></td>
</tr>
<tr>
<td>2. Is the information provided complete, accurate and applicable to the RFP?</td>
<td></td>
</tr>
</tbody>
</table>

| 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 August 28, 2020. 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 August 28, 2020. 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:

Executive Director
Office of Civic Engagement & Immigrant Affairs
50 Van Ness Avenue, San Francisco, CA 94102
Email: language.access@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 scanned and prepared as either a single file in Microsoft Word or PDF (or in a ZIP file) and emailed to civic.engagement@sfgov.org with the subject line: RFP#2020-02 Immigrant Assistance Programs Grants.

All proposals must be received by 5:00 p.m. PT on Friday, August 14, 2020 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.