SF PATHWAYS TO CITIZENSHIP
NATURALIZATION SERVICES GRANT

Pre-Submission Workshop
April 2, 2019

Adrienne Pon, Executive Director
Richard Whipple, Deputy Director– Programs
Today’s Agenda

• Welcome and Overview
• RFP Introduction and Review
• SF Pathways to Citizenship Background & Context
• Grant Categories and Amounts
• City Contracting Requirements
• RFP Timeline and Next Steps
• Questions and Answers
The Office of Civic Engagement & Immigrant Affairs (OCEIA) is a policy, compliance, direct services, and grant making City department.

OCEIA’s mission is to promote inclusive policies and foster immigrant assistance programs that lead to full civic, economic and linguistic integration.
Promoting citizenship and civic participation among San Francisco’s naturalization-eligible immigrants.
SFPCI History & Background

• Established in 2013 by Mayor Edwin Lee
• Public-private partnership jointly funded by City & local foundations
• Funded community-based collaborative of immigration legal service providers to increase number of new citizens in SF
• Leverages group processing models
Citizenship improves the wellness and vibrancy of our City and immigrant communities. For immigrants, benefits of citizenship include the ability to:

- Be protected from deportation
- Vote
- Travel with a U.S. passport
- Bring family members to the U.S.
- Obtain citizenship for children under 18 years of age
- Obtain government benefits
- Gain access to more job opportunities
- Become eligible for federal grants and scholarships
According to recent estimates*, nearly 50,000 LPRs are eligible to naturalize in SF:

- Mexico: **11%**
- Central America: **11%**
- South America & Caribbean: **4%**
- Asia: **50%**
- Africa: **2%**
- Europe: **18%**
- Other: **5%**

Interactive Map: Eligible-To-Naturalize Populations in the U.S. (2016), USC Center for the Study of Immigrant Integration (CSII), [https://dornsife.usc.edu/csii/eligible-to-naturalize-map](https://dornsife.usc.edu/csii/eligible-to-naturalize-map)
Naturalization Services Collaborative

• Goal: a nonprofit collaborative to conduct an effective and innovative citywide campaign to motivate, educate, and support LPRs in successfully applying for citizenship.

• Number of grants: 1 Collaborative Grant

• Amount: $525,000 per year ($1,050,000 total)

• Term: 2 year term
Services of the collaborative must include:

• Group processing workshops
• Citizenship application assistance
• Fee waiver and application fee assistance
• Filing and packaging assistance
• Attorney consultations
• Complex case support
• Eligibility screenings
• English-acquisition and citizenship preparation classes
• Civic and voter engagement efforts
Grant Requirements

**Applicant Qualifications:**

- San Francisco based 501(c)(3) non profit
- Be located in SF with all major activities taking place in SF
- Serve individuals who live, work or attend school in SF
- Cultural and linguistic competence, credibility and capacity to reach, assist and motivate targeted populations
- *Existing* written agreement or evidence of a prior coalition relationship
- Experience implementing large group processing workshops
- All collaborative organizations must be accredited by the Department of Justice and/or have licensed immigration attorney(s) on staff.
- Utilize standardized processes and tools as designated by OCEIA
Contracting Requirements

- Tax Status
- Equal Benefits (12B) Compliance
- Supplier Compliance
Contracting Requirements:
Tax Status

To become a Supplier, you must complete Business Tax Registration with the Treasurer and Tax Collector's Office. New Business Registration Instructions can be found here:

https://sftreasurer.org/newbizinstructions

All San Francisco businesses must renew their business registration annually. The 2020 Business Registration Online Renewal for July 1, 2019 through June 30, 2020 is not yet available.

For more information, see https://sftreasurer.org/registration
The Chapter 12B Equal Benefits Ordinance:

- Prohibits the City from entering into contracts with firms that do not offer benefits equally to employees with domestic partners and employees with spouses

- Compliance Process:
  1. Complete online 12B declaration
  2. Provide supporting documentation that a) confirms equal coverage in all benefits that are offered, and b) verifies the employee count for your firm
For 12B compliance information and assistance in completing the online 12B Declaration, contact the Equal Benefits Unit

415-581-2310

cmd.equalbenefits@sfgov.org
Contracting Requirements: Supplier Compliance

New to City Business?

If you are new to doing business with the City of San Francisco, you should start by registering in our system as a bidder. Our easy 5 step instructions are below. If you are already a supplier with a supplier I.D. number, go here.

1. Gather Your Info
   - A completed W-9 form (the W-9 Form can be found at irs.gov)
   - Federal Tax Identification Number or Social Security Number
   - Official Name of Company, as listed on W-9
   - Business Type, Contact Name and Address

2. Register
   - Go to the supplier portal. You will create a username for logging into our system while registering as bidder.
   - After completing this step you will receive a Bidder ID and password to the portal.
   - You can then log in using this password and your username.

3. Contact User Support
   - After registering as a Bidder, contact User Support by email or by phone to let them know your intent to become a supplier and receive a Supplier ID.
   - User Support will assign your ticket to Supplier Management.

4. Complete Compliance
   - To become a Supplier, you must complete Business Tax Registration with the Treasurer and Tax Collector’s Office (see link below).
   - Suppliers must also submit a 12B Compliance Declaration.
   - Bidders can submit the 12 Compliance Declaration by logging onto the Supplier Portal.
   - Once your business registration is processed and 12B Compliance Declaration is approved, the City will convert your profile from bidder to supplier and send you a Supplier ID number via email.
   - Please allow 3 business days to receive a Supplier ID number.
Contracting Requirements: Supplier Compliance

For general questions regarding the registration process, contact the User Support Desk

415-944-2442

sfcitypartnersupport@sfgov.org
## RFP Timeline

### SFPCI Naturalization Services – Grants Program Schedule

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Status</th>
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<tbody>
<tr>
<td>Notice of Funding Availability</td>
<td>March 25, 2019</td>
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<tr>
<td>RFP Available Online</td>
<td>March 26, 2019</td>
<td>Complete</td>
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<tr>
<td>RFP Pre-Proposal Information &amp; Technical Assistance Workshop</td>
<td>April 2, 2019</td>
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<td>Deadline to Submit RFP Questions to OCEIA</td>
<td>April 5, 2019</td>
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<td>Answers to RFP Questions Posted Online</td>
<td>April 8, 2019</td>
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<tr>
<td>Proposal Due Date</td>
<td>April 12, 2019</td>
<td>Next Steps</td>
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<td>Contract Award Intent Notification</td>
<td>April 19, 2019</td>
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<td>Protest Period Ends</td>
<td>April 26, 2019</td>
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<td>Service Implementation Begins</td>
<td>July 2019</td>
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<td>End of Grant Cycle</td>
<td>June 2021</td>
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Questions and Answers

- Additional questions may be asked via email to civic.engagement@sfgov.org
- Questions may be submitted until April 5th, 2019
- Questions and answers will be posted at https://sfgov.org/oceia/grants on April 8th, 2019
Connect With Us!

@sf_immigrants
/sfgov.oceia
@oceia_sf