
REQUEST FOR PROPOSALS: IMMIGRANT ASSISTANCE PROGRAMS GRANTS

INFORMATION PACKET #2024-01

Date Issued:	April 12, 2024
Deadline to Submit RFP Questions:	5:00 p.m. PT, April 19, 2024
Proposals Due:	5:00 p.m. PT, May 3, 2024



IMMIGRANT ASSISTANCE PROGRAMS 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 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 and communities 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. Subject to the budgetary and fiscal provisions of the Charter, OCEIA may receive funding to provide up to \$2,000,000 annually across three grant areas:

1. FOCUSED IMMIGRANT COMMUNITY PROJECTS	2. DACA & AFFIRMATIVE IMMIGRATION SERVICES	3. IMMIGRANT PARENT VOTING ENGAGEMENT & EDUCATION
<p>Grant Categories:</p> <ul style="list-style-type: none"> • API Community Access to Services • Immigrant Workers Program • Assistance & Services for Immigrant Union Members 	<p>Grant Categories:</p> <ul style="list-style-type: none"> • DACA & Affirmative Immigration Legal Services • Community Navigation Services • Immigration Technical Assistance • Forensic Medical & Psychological Evaluations for Immigration Applications 	<p>Grant Categories:</p> <ul style="list-style-type: none"> • Immigrant Parent Voting Engagement & Education in School Board Elections

**All awarded grants are subject to the availability of funds. Applications are due by 5:00 p.m. PT on Friday, May 3, 2024.*

The RFP process will select non-profit/community-based organizations (“CBOs”) and/or a collaborative that are located in San Francisco or with all major activities taking place in San Francisco with access to and expertise in one or more of the identified grant areas.

All program activities must be conducted in San Francisco and focus on, but not be 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 and assist targeted populations and communities. 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, April 19, 2024** by email to civic.engagement@sfgov.org. Responses will be posted on OCEIA's website <https://sf.gov/oceiagrants>, by **5:00 p.m. PT on Monday, April 22, 2024**. OCEIA will not respond to questions submitted 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.**

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, May 3, 2024**. 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#2024-01

Date Issued:	April 11, 2024
RFP Available:	April 12, 2024
Deadline to Submit RFP Questions:	5:00 p.m. PT, April 19, 2024
Proposals Due:	5:00 p.m. PT, May 3, 2024

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#2024-01 Immigrant Assistance Programs Grants.

All RFP materials will be available electronically on OCEIA's website at <https://sf.gov/oceiagrants> on **Friday, April 12, 2024**. 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, May 3, 2024.**

IMMIGRANT ASSISTANCE PROGRAMS GRANT 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 immigrant engagement, immigration support services, and immigrant workforce and development initiatives. Categories are:

- **ASIAN PACIFIC ISLANDER (API) COMMUNITY ACCESS TO SERVICES**
- **IMMIGRANT WORKERS PROGRAM**
- **ASSISTANCE & SERVICES FOR IMMIGRANT UNION MEMBERS**

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



2. DACA & AFFIRMATIVE IMMIGRATION SERVICES

This program seeks to assist community organizations involved in providing affirmative immigration legal services and community navigation and education support for immigrants currently eligible for DACA, or would have been eligible for DACA or Deferred Action for Parents (DAPA), or who may be eligible in the future for potential immigration reform. Immigrants supported by this project must live, work, or have demonstrated a connection to San Francisco. Categories in this area include:

- **DACA & AFFIRMATIVE IMMIGRATION LEGAL SERVICES**
- **COMMUNITY NAVIGATION SERVICES**
- **IMMIGRATION TECHNICAL ASSISTANCE**
- **FORENSIC MEDICAL & PSYCHOLOGICAL EVALUATIONS FOR IMMIGRATION APPLICATIONS**

3. IMMIGRANT PARENT VOTING ENGAGEMENT & EDUCATION IN SCHOOL BOARD ELECTIONS

The purpose of this program is to promote legally-safe inclusion and education in San Francisco school board elections.

- **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 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#2024-01**. All questions received by 5:00 p.m. PT on Friday, April 19, 2024 will be answered and posted on OCEIA's website (<https://sf.gov/oceiagrants>) by 5:00 p.m. PT on Monday, April 22, 2024. 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 ASSISTANCE PROGRAMS GRANTS
RFP# 2024-01**

**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	April 11, 2024	
RFP Available Online	April 12, 2024	
Deadline to Submit RFP Questions to OCEIA	April 19, 2024 5:00 p.m. PT	
Answers to RFP Questions Posted Online	April 22, 2024 5:00 p.m. PT	
Proposal Due Date	May 3, 2024 5:00 p.m. PT	
Proposal Review	May 6-10, 2024	
Notice of Intent to Award	May 10, 2024	
Protest Period Ends	5 working days after award notification	
Final Grant Agreements/Work Plans Due	May 29, 2024	
Service Implementation Begins	June/July 2024	
End of Grant Cycle	June 2028	

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

IV. REQUEST FOR PROPOSALS: #2024-01 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 (“ADM/GSA”), is the authorized City department responsible for overseeing all Language Access programs and grants.

“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 grantmaking office that promotes civic engagement 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 strategic, trusted service delivery models and creative approaches to engage the public, thereby ensuring equity and inclusion. Specifically, OCEIA directs programs that assist immigrants and their families, including immigration legal services (citizenship, DACA, affirmative relief options and general screenings), immigrant economic inclusion projects, 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.

B. IMMIGRANT ASSISTANCE PROGRAMS – PURPOSE & CATEGORIES

The Immigrant Assistance Programs Grants are an extension of OCEIA’s ongoing efforts to ensure that San Francisco’s immigrant residents and newcomers can access the comprehensive range of services and opportunities currently available to them, and to support the inclusion and 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 immigrant worker programs, immigration legal services, community outreach and navigation, and projects supporting focused immigrant communities.

Grantmaking Priorities & Principles

1. Work with OCEIA and grantee collaborative partners to align and implement specific, measurable projects that facilitate effective 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, rights and programs, including immigration legal 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.
4. Create multilingual outreach 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 and social inclusion of immigrant residents and families.

Grants will be awarded in several categories across three grant 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.

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.

GRANT AREA 1: FOCUSED IMMIGRANT COMMUNITY PROJECTS

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 immigration support services, and immigrant workforce and development initiatives:

CATEGORY	DESCRIPTION & PURPOSE
ASIAN PACIFIC ISLANDER (API) COMMUNITY ACCESS TO SERVICES	This project seeks to build access to resources for the API community which is inclusive of Asian Americans, Native Hawaiians, and Pacific Islanders through a comprehensive, citywide collaborative effort of community-based organizations. This grant will fund a coalition that can jointly identify key community needs of all API communities in San Francisco and develop innovative, effective strategies to provide API communities access to those needs. This project seeks to assist in supporting the needs of APIs residing or working in San Francisco, and particularly for underserved, vulnerable, linguistically isolated, immigrant, or hard-to-reach segments of the population.
IMMIGRANT WORKERS PROGRAM	This category seeks to fund economic inclusion for immigrant workers through the operation of a worker center that facilitates job opportunities for day laborers and domestic workers. This project should provide job training, professional development, and social service supports/connections for day laborers and domestic workers in San Francisco. The primary objectives are to: 1) increase job opportunities and income generation for day laborers and domestic workers; 2) develop models and systems of excellence in skill building, professional development, training, program operations and high-quality service delivery; and 3) support, address, and provide referrals to workers' rights, social services, safety and other needs and concerns of day laborers, employers, communities and neighborhood residents
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, service 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.

Expected Outcomes & Scope of Work:

CATEGORY	POTENTIAL OUTCOMES
ASIAN PACIFIC ISLANDER (API) COMMUNITY ACCESS TO SERVICES	<ul style="list-style-type: none"> ✓ Development and implementation of comprehensive, citywide strategic priorities and initiatives that support the needs and resources of API populations and service providers in San Francisco ✓ Completion of research, analysis, and information gathering on issues and needs of the API community. ✓ Development and execution of programming to help support vulnerable, immigrant and high-need API communities and the community organizations that serve them. ✓ Provide direct technical assistance to organizations on accessing community services and resources. ✓ Effective outreach and education on issues, service and supports for API populations, including immigration assistance programs, fraud prevention, safety, financial empowerment, and health and social services.
IMMIGRANT WORKERS PROGRAM	<p>Develop and operate an effective, well-run program that can receive and assign job opportunities to immigrant workers, as well as create inclusive systems to grow membership and capacity of new day laborers and domestic workers</p> <p><u>Potential Tasks and Deliverables:</u></p> <ul style="list-style-type: none"> ✓ Facilitate and increase job opportunities for immigrant workers. ✓ Increase the number of immigrant workers in program membership, as well as the number of employers with job opportunities ✓ Establish and implement a program design that addresses the needs of day laborers and domestic workers, as well as potential employers ✓ Provide education and training to immigrant workers and prospective employers on basic employment rights and laws. ✓ Provide culturally and linguistically competent outreach to existing and prospective day laborers and domestic workers on the range of social services available to them, as well as important updates on immigration policy changes, and on-site direct services and referrals to other community and City services). ✓ Develop and provide a comprehensive job training program for day laborers.
ASSISTANCE & SERVICES FOR IMMIGRANT UNION MEMBERS	<ul style="list-style-type: none"> ✓ Increase awareness of immigration relief opportunities and local government programs among immigrant members of SF Labor Unions. ✓ Develop streamlined referral processes and placements for complete legal representation and support. ✓ Provide consultation and screenings at no charge to immigrant union members or their families, with a priority on low wage earners. ✓ Provide comprehensive case management for immigrant union members who need assistance navigating local and state government programs. ✓ Maximize the number of immigrant union members and their family members receiving legal screenings and applying for various forms of immigration relief.

Funding Availability & Terms:

CATEGORY	MAXIMUM ANNUAL GRANT AMOUNT*	# OF GRANTS	FUNDING TERM
ASIAN PACIFIC ISLANDER (API) COMMUNITY ACCESS TO SERVICES	Up to \$75,000	1 Grant	1, up to 4 years in total (July 2024 – June 2028)
IMMIGRANT WORKERS PROGRAM	Up to \$400,000	1 Grant	1, up to 4 years in total (July 2024 – June 2028)
ASSISTANCE & SERVICES FOR IMMIGRANT UNION MEMBERS	Up to \$100,000	1 Grant	1, up to 4 years in total (July 2024 – June 2028)

*All amounts are subject to available funds. OCEIA may choose to increase funding, make additional grant awards, provide multiple-year grants, or extend grants based on the availability of funds.

Eligibility Criteria & Requirements:

CATEGORY	ELIGIBILITY CRITERIA & CATEGORY REQUIREMENTS
ASIAN PACIFIC ISLANDER (API) COMMUNITY ACCESS TO SERVICES	<ul style="list-style-type: none"> ✓ Applicant must be an existing citywide collaborative with an infrastructure to support API communities throughout San Francisco, as well as the organizations that serve them. ✓ Demonstrated track record of providing capacity building (strategic planning, training, consultation, systems development and troubleshooting) to support the provision of resources to populations in need. ✓ 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.
IMMIGRANT WORKERS PROGRAM	<ul style="list-style-type: none"> ✓ Minimum three years of experience successfully operating a worker center for day laborers and domestic workers ✓ 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 and domestic workers, particularly individuals who are immigrant and/or limited-English proficient (LEP). ✓ Track record of attracting employers and generating job opportunities for immigrant workers ✓ Track record of working collaboratively with employers, community partners, businesses and city agencies to provide quality services and working conditions.
ASSISTANCE & SERVICES FOR IMMIGRANT UNION MEMBERS	<ul style="list-style-type: none"> ✓ 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.
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GRANT AREA 2: DACA & AFFIRMATIVE IMMIGRATION SERVICES

Grant Categories Descriptions & Purpose:

This program seeks to fund community organizations to provide affirmative immigration legal services, general screenings, and community navigation and education support for immigrants currently eligible for DACA, or would have been eligible for DACA or Deferred Action for Parents (DAPA), or who may be eligible in the future for potential immigration reform. Immigrants supported by this project must 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, including participation in group processing workshops supporting DACA, general screenings, employment authorization and other emerging community immigration needs.
2. Expanding access to reputable sources of **free immigration legal services**, including eligibility screenings, application preparation and processing, full representation, and interview accompaniment for individuals who are (or would have been) eligible for DACA and similar affirmative immigration relief options, with focus on highest-need communities with least access to immigration opportunities.
3. Identifying and developing effective approaches for **informing and educating immigrant communities** about the availability of immigration relief options, immigration policy updates on changes in public charge policies, USCIS rule changes, status of DACA and other immigration programs, and opportunities to apply and receive free support from community-based organizations.
4. Providing community navigation, accompaniment, and other support services to maximize access to immigration services and improve outcomes of petitions/applications.
5. Successfully combating immigration fraud and scams targeting vulnerable individuals through timely, complete, accurate, and multilingual education strategies.

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 and those in highest need by providing immigration screenings, supporting affirmative legal remedies, or providing community navigation support to immigrant communities, as described in the categories below:

CATEGORY	DESCRIPTION & PURPOSE
DACA & AFFIRMATIVE IMMIGRATION LEGAL SERVICES	<p>Grants will focus on providing affirmative immigration legal services to currently or formerly undocumented immigrants with a San Francisco connection. Applicants must provide DACA renewal 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 for undocumented immigrants are also encouraged. Affirmative immigration remedies and applications may include immigration applications such as Temporary Protected Status (TPS), U-Visas, T-Visas, Asylum, DACA, Green Card renewals, Adjustment of status, Naturalization, VAWA, or Family Petitions, Affirmative Asylum, in addition to related forms associated with the mentioned applications that provide immigration relief.</p>
COMMUNITY NAVIGATION SERVICES	<p>Grants will support the efforts of community-based organizations to:</p> <ul style="list-style-type: none"> ✓ Provide community navigation, accompaniment, and other support services to maximize access to immigration services and improve outcomes of petitions/applications. ✓ Provide accurate, culturally and linguistically relevant outreach and information about affirmative relief and deferred action immigration programs to potentially eligible individuals, including traditionally underserved immigrants. ✓ Conduct outreach on related immigration policy updates such as the public charge rule and fee schedule, and community health (mental health resources for immigrants) ✓ Integrate immigration services 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	<p>One grant will be awarded to an organization that will provide technical assistance — including trainings, tools, resources, and coordination — for other DACA & Affirmative Relief 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 affirmative relief programs.</p>
FORENSIC MEDICAL AND PSYCHOLOGICAL EVALUATIONS FOR	<p>This grant will support efforts by a local nonprofit organization to provide forensic medical and psychological evaluation services for immigrants and asylum seekers. The organization must work closely with OCEIA and the City’s funded immigration legal services partners to provide comprehensive evaluations that ensure complete, thorough immigration petitions and cases.</p>

IMMIGRATION APPLICATIONS	Grantees must also conduct outreach and community education on matters related to medical evaluations and healthcare concerns for newcomers and immigrants and engage a wide range of community institutions to facilitate access to asylum evaluations and referrals. This project must provide pro-bono services and prioritize immigrants with a meaningful connection to San Francisco (living, working, attending school, etc.)
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Expected Outcomes & Scope of Work:

CATEGORY	POTENTIAL OUTCOMES
DACA & AFFIRMATIVE IMMIGRATION LEGAL SERVICES	Immigration legal services and full scope representation for DACA recipient and affirmative relief beneficiaries. Affirmative immigration remedies and applications may include 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. Activities may include a combination of office-based consultations and case review as well as participation in group processing workshops supporting DACA, general screenings, employment authorization (EADs) and other emerging community immigration needs.
COMMUNITY NAVIGATION SERVICES	<ul style="list-style-type: none"> ✓ Services may include but not be limited to: community navigation, immigration referrals, accompaniment, education, and other support services to maximize access to immigration services and improve outcomes of petitions/applications. ✓ Targeted outreach to undocumented immigrants and hard-to-reach populations. ✓ Provide eligibility information, pre-screening and referrals to legal services grantees, City-funded immigration programs, and group processing events. ✓ Community education efforts and information sessions about immigrant rights and resources, fraud prevention, immigration policy (i.e. public charge) and benefits and social services for immigrants. ✓ Community navigation support for undocumented immigrants, DACA recipients and potentially eligible individuals. ✓ Accompaniment and application support as related to immigration issues/needs.
IMMIGRATION TECHNICAL ASSISTANCE	<ul style="list-style-type: none"> ✓ 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, planning and technical assistance workshops.
FORENSIC MEDICAL AND PSYCHOLOGICAL EVALUATIONS	The scope of work must include providing pro-bono forensic medical and psychological evaluations for immigrants in support of accurate, comprehensive immigration petitions. The proposer must also collaborate with OCEIA and

FOR IMMIGRATION APPLICATIONS	community grantees to coordinate services for newcomers and provide technical assistance in supporting assessment of newcomers.
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Funding Availability & Terms:

CATEGORY	ANNUAL GRANT RANGE*	# OF GRANTS	FUNDING TERM
DACA & AFFIRMATIVE IMMIGRATION LEGAL SERVICES	\$50,000 - \$75,000 per grant**	Up to 11 grants	1, up to 4 years in total (July 2024 – June 2028)
COMMUNITY EDUCATION & NAVIGATION SERVICES	\$25,000 - \$40,000 per grant	Up to 6 grants	1, up to 4 years in total (July 2024 – June 2028)
IMMIGRATION TECHNICAL ASSISTANCE	\$20,000 - \$40,000	1 grant	1, up to 4 years in total (July 2024 – June 2028)
FORENSIC MEDICAL AND PSYCHOLOGICAL EVALUATIONS FOR IMMIGRATION APPLICATIONS	\$75,000 – \$100,000	1 grant	1, up to 4 years in total (July 2024 – June 2028)

**All amounts subject to available funds. OCEIA may choose to increase funding, make additional grant awards, provide multiple year grants, or extend grants based on availability of funds*

*** One legal services grantee may receive a grant of up to \$100,000 annually if willing to play a lead role in supporting and leading legal services for group processing workshop efforts*

Eligibility Criteria & Requirements:

CATEGORY	ELIGIBILITY CRITERIA & CATEGORY REQUIREMENTS
DACA & AFFIRMATIVE IMMIGRATION LEGAL SERVICES	<ul style="list-style-type: none"> ✓ Immigration attorney on staff; BIA accreditation/recognition. ✓ Must provide DACA renewal services, and prioritize immigration services for most vulnerable immigrant groups, including those who would have been eligible for initial DACA or Deferred Action for Parents (DAPA), or who may be eligible in the future for potential DACA successor programs or other immigration reform. ✓ A demonstrated track record of providing affirmative immigration relief support to undocumented immigrants in San Francisco. ✓ Proficiency in providing other forms of affirmative relief. ✓ 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 participate in group processing workshops supporting DACA, general screenings, employment authorization (EADs) and other emerging community immigration needs.

	<ul style="list-style-type: none"> ✓ Collaborative applications may be submitted, although OCEIA may request or suggest additional collaborative members to maximize inclusiveness and efficiency of a Citywide effort. ✓ Applicants may designate whether they are willing to play a lead role in supporting and leading legal services for group processing workshop efforts, especially for work authorization clinics. Lead applicants may receive additional funding
COMMUNITY NAVIGATION SERVICES	<ul style="list-style-type: none"> ✓ Demonstrated connection and relationship of trust with immigrant community members. ✓ Track record of conducting outreach and navigation services 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	<ul style="list-style-type: none"> ✓ 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.
FORENSIC MEDICAL AND PSYCHOLOGICAL EVALUATIONS FOR IMMIGRATION APPLICATIONS	<ul style="list-style-type: none"> ✓ At least 2 years of experience providing forensic medical and psychological evaluations for immigrants in San Francisco, with all necessary medical licensing and credentials ✓ Demonstrated connection and relationship of trust with immigrant community members and track record of conducting outreach and navigation services to hard-to-reach immigrant communities on immigrant-related services and health services, and referring eligible individuals to trusted partners. ✓ Prior experience collaborating with multidisciplinary partners with expertise in healthcare and medical services for immigrants, facilitating increased access to evaluations and health referrals. ✓ Must provide services at no cost to San Francisco residents. ✓ Offices must be located in San Francisco

GRANT AREA 3: IMMIGRANT PARENT VOTING ENGAGEMENT & EDUCATION IN SCHOOL BOARD ELECTIONS

Grant Categories Descriptions & Purpose:

The purpose of this program is to promote legally-safe inclusion and education in San Francisco school board elections.

CATEGORY	DESCRIPTION & PURPOSE
IMMIGRANT PARENT VOTING ENGAGEMENT & EDUCATION	The purpose of this program is to educate non-citizen immigrant parents on their rights and the risks involved in participating in San Francisco Board of Education voting for members of the Board of Education, while supporting a broader campaign to increase civic engagement and participation amongst immigrant residents

Expected Outcomes & Scope of Work:

CATEGORY	POTENTIAL OUTCOMES
IMMIGRANT PARENT VOTING ENGAGEMENT & EDUCATION	<p>Services may include but not be limited to:</p> <ul style="list-style-type: none"> ✓ Comprehensive outreach strategy and plans across communities, sectors and agencies. ✓ Non-partisan and non-political community education about immigrant parent voting via presentations, workshops or other information sessions, and development of other non-political training content and curriculum. ✓ Referrals to immigrant service providers for related questions and situations. ✓ Providing community feedback and input to Department of Elections on voting process and systems to ensure safety and legality of participation ✓ Community navigation and accompaniment support as related to immigrant parent voting and related immigration issues/needs.

Funding Availability & Terms:

CATEGORY	MAXIMUM ANNUAL GRANT AMOUNT*	# OF GRANTS	FUNDING TERM
IMMIGRANT PARENT VOTING ENGAGEMENT & EDUCATION	Up to \$250,000	1 Grant	1, up to 4 years in total (July 2024 – June 2028)

**All amounts subject to available funds. OCEIA may choose to increase funds, provide multiple year grants, or extend grants based on availability of funds.*

Eligibility Criteria & Requirements:

CATEGORY	ELIGIBILITY CRITERIA & CATEGORY REQUIREMENTS
IMMIGRANT PARENT VOTING ENGAGEMENT & EDUCATION	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 upcoming school years and school board elections within the proposed grant term.

C. ELIGIBILITY AND USE OF FUNDS

The Immigrant Assistance Programs Grants RFP process is open to non-profit 501(c)(3) organizations that wish to implement projects as outlined in this RFP. To be eligible for a grant, proposed projects, or their fiscal sponsors, must:

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

Compliant City Supplier

All Applicants, or their fiscal sponsors, must be compliant City Suppliers to be eligible for funding. 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, including supporting campaigns or candidates.

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. The final selection will be based on a combination of scores from the application evaluation and depend on the number of qualified proposals received and available funds. Please see the schedule outlined in Section III for specific dates and times.

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

Proposal Evaluation Criteria (100 points)

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

A.	<p>Quality of Proposal</p> <ol style="list-style-type: none"> 1. How well does the project proposal clearly, directly and specifically relate and respond to the needs and requirements outlined in the RFP? 2. Are the proposed activities appropriate to meet the needs of the targeted populations? Are the proposed activities culturally and linguistically relevant? 3. Are the proposed goals, objectives and activities measurable and relevant to the RFP? 	35 points
B.	<p>Capacity</p> <ol style="list-style-type: none"> 1. How well does the proposal clearly and specifically demonstrate the applicant’s structural capacity, experience, and proven approach delivering activities and services specified in the RFP? 2. Does the applicant have a proven track record of successfully serving or engaging the targeted populations and was sufficient evidence provided to substantiate this? 3. Does the applicant clearly outline relevant outcomes to meet standards for delivering services in a quality and timely manner? 	25 points
C.	<p>Staff Qualifications & Experience</p> <ol style="list-style-type: none"> 1. Do the applicant’s staff members proposed to perform the work have sufficient qualifications and experience to implement the proposed services, and does the proposal provide proof of this? 2. Do proposed staff and/or collaborative reflect the communities served and what evidence of cultural and linguistic competency is provided? 	20 points
D.	<p>Costs, Work Efforts, and Timeframes</p> <p>Are the costs, work efforts, approaches and timeframes appropriate and reasonable for the proposed activities?</p>	10 points
E.	<p>Submission Requirements and Proposal Information</p> <ol style="list-style-type: none"> 1. Does the proposal adhere to the submission requirements outlined 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 (5) 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

Within five (5) calendar days of the City's issuance of a notice of intent to award the contract or notice of non-selection, any respondent 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. Such notice of protest must be received by the City on or before the fifth calendar day after the City's issuance of the notice of intent to award.

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 within five (5) calendar days of the City's issuance of a notice of intent to award or notice of non-selection. 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 and addressed to:

Executive Director

Office of Civic Engagement & Immigrant Affairs
1155 Market St, 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 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#2024-01 Immigrant Assistance Programs Grants.

All proposals must be received by 5:00 p.m. PT on Friday, May 3, 2024 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.