



CITY AND COUNTY OF SAN FRANCISCO

## OFFICE OF CIVIC ENGAGEMENT & IMMIGRANT AFFAIRS

Mark Farrell, Mayor  
Naomi Kelly, City Administrator

Adrienne Pon, Executive Director

### NOTICE OF AVAILABILITY OF FUNDS AND REQUEST FOR PROPOSALS: IMMIGRANT ASSISTANCE PROGRAM GRANTS RFP#2018-01

**Date Issued:**  
**Proposals Due:**

April 9, 2018  
April 24 by 5:00 p.m. PT

The Office of Civic Engagement & Immigrant Affairs (OCEIA) is pleased to announce the availability of funds and a Request for Proposals (RFP) for the following general fund program: Immigrant Assistance Programs Grants. The RFP will be available electronically on OCEIA's website at [www.sfgov.org/oceia](http://www.sfgov.org/oceia) on **Tuesday, April 10, by 12:00 p.m.** Alternative formats for persons with disabilities will be available upon request by calling (415) 581.2360 or emailing [civic.engagement@sfgov.org](mailto:civic.engagement@sfgov.org). **All proposals must be submitted electronically and received by 5:00 p.m. PT on Tuesday, April 24, 2018.**

#### **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**
- ✓ **LABOR IMMIGRANT ASSISTANCE**

##### **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:

- ✓ **PROPOSITION N NON-CITIZEN SCHOOL BOARD VOTING ENGAGEMENT & EDUCATION**
- ✓ **2020 CENSUS ADDRESS CANVASSING**

### **4. OCEIA IMMIGRANT PROGRAMS ADMINISTRATIVE SUPPORT**

The purpose of this program is to provide administrative, financial, and systems support to OCEIA'S immigrant assistance programs and initiatives. Program support includes the immigration fee assistance and financial empowerment initiative, as well as systems, training, and fiscal support to OCEIA'S direct programs, including the Community Ambassadors Program and the DreamSF Fellows Program. Categories in this area include:

- ✓ **IMMIGRATION FEE ASSISTANCE**
- ✓ **TRAINING & ADMINISTRATIVE SUPPORT FOR OCEIA PROGRAMS**

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 primarily 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 vendors that demonstrate cultural and linguistic competence; have a history of assisting and serving the San Francisco community; extensive knowledge of neighborhood services, issues, and resources; and credibility and capacity to reach target populations.

### **PRE-PROPOSAL WORKSHOP**

Organizations are encouraged to attend the pre-proposal session on

**Thursday, April 12, 2018 from 1:00pm – 2:30pm PT located at 50 Van Ness Avenue, San Francisco**

This is **not** a required meeting; however the pre-proposal workshop is intended to assist potential applicants, describe the scope of services sought through this RFP, respond to questions, review RFP requirements and application processes, and explain other administrative requirements.

### **HOW TO CONTACT OCEIA**

If you have any questions regarding the RFP, please send an email to **[civic.engagement@sfgov.org](mailto:civic.engagement@sfgov.org)** with the subject line: **RFP 2018-01 Immigrant Assistance Programs Grants**, or call the OCEIA main number at (415) 581.2360 and your call will be directed to the appropriate staff person.