



**CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF CIVIC ENGAGEMENT & IMMIGRANT AFFAIRS**

**REQUEST FOR PROPOSALS:
SAN FRANCISCO IMMIGRANT ASSISTANCE
PROGRAMS: DEFERRED ACTION GRANTS**

INFORMATION PACKET #2015-02

Date Issued:	April 15, 2015
Pre-proposal Conference:	April 22, 2015
Proposals Due:	5:00 p.m. PDT, May 1, 2015

SAN FRANCISCO IMMIGRANT ASSISTANCE PROGRAMS: DEFERRED ACTION 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 San Francisco Immigrant Assistance Programs: Deferred Action 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 Deferred Action Grants, a competitive grant opportunity for nonprofit and community-based organizations based in San Francisco to plan for, implement, and support the success of the current and expanded Deferred Action for Childhood Arrivals (DACA) and Deferred Action for Parental Accountability (DAPA) policies. The program will provide up to \$550,000 in grants annually in four categories: legal services; outreach and education; media; and technical assistance. Applications are due by 5:00 p.m. PDT on May 1, 2015.

The Request for Proposal ("RFP") process will select San Francisco non-profit/community-based organizations ("CBOs") with expertise in one or more of the identified project priority areas.

This grant opportunity will focus on the implementation of the recently-announced Deferred Action Programs—Expanded DACA and Deferred Action for Parental Accountability (DAPA)¹ - as well as the ongoing implementation of the original DACA program. The purpose of the Deferred Action Grants program is to maximize number of San Francisco residents that are aware of, apply for, and obtain deferred action approval.

All program activities must be conducted in San Francisco and will be focused on, but not limited to, areas of the city with the highest concentration of immigrants or undocumented individuals.

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.

¹ The federal government's implementation of the Expanded DACA and DAPA programs has been delayed due to a temporary injunction granted on February 16, 2015 by a federal district court judge in Texas. The original DACA program was unaffected by the injunction.

Costs incurred by applicants in responding to this RFP are entirely the responsibility of the applicants and will not be reimbursed.

Pre-proposal Workshop: Organizations are encouraged to attend the following pre-proposal session:

Date: Wednesday, April 22 from 1:00pm – 2:30pm PDT

Location: 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.

All questions and answers addressed at the workshop or submitted by 5:00 p.m. PDT on Thursday, April 23, 2015 will be posted at OCEIA's website www.sfgov.org/oceia, by 5:00 p.m. PDT on Friday, April 24, 2015.

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 MSWORD or PDF format to civic.engagement@sfgov.org and received by OCEIA no later than **5:00 p.m. PDT on Friday, May 1, 2015**. 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. PDT on the due date or thereafter will not be accepted — no exceptions.

II. NOTICE OF AVAILABILITY OF REQUEST FOR PROPOSALS



CITY AND COUNTY OF SAN FRANCISCO OFFICE OF CIVIC ENGAGEMENT & IMMIGRANT AFFAIRS

Edwin M. Lee, Mayor
Naomi Kelly, City Administrator

Adrienne Pon, Executive Director

NOTICE OF FUNDING AVAILABILITY (NOFA) SAN FRANCISCO IMMIGRANT ASSISTANCE PROGRAMS: DEFERRED ACTION GRANTS RFP#2015-02

Date Issued:	April 15, 2015
Pre-proposal Conference:	April 22, 2015
Proposals Due:	5:00 p.m. PDT, May 1, 2015

The Office of Civic Engagement & Immigrant Affairs (OCEIA) is pleased to announce the availability of a Request for Proposals (RFP) for 2015-2016 under the following general fund program, Immigrant Assistance Programs: Deferred Action Grants. The RFP will be available electronically on OCEIA's website at www.sfgov.org/oceia on **Wednesday, April 15, 2015**. Alternative formats for persons with disabilities will be available upon request to OCEIA at (415) 581.2360 or civic.engagement@sfgov.org. **All proposals must be submitted electronically and received by 5:00 p.m. PDT on Wednesday, May 1, 2015.**

Deferred Action Grant Program Purpose

The purpose of this funding opportunity is to maximize number of San Francisco residents that are aware of, apply for, and obtain deferred action through the Deferred Action for Childhood Arrivals (DACA) and Deferred Action for Parental Accountability (DAPA) policies. The program will provide grants in four categories: legal services; outreach and education; media; and technical assistance. Potential applicants are encouraged to carefully read all eligibility and program requirements before applying.

Pre-Proposal Information Workshops

OCEIA will conduct one pre-proposal technical assistance and information workshop on Wednesday, April 22, 2015 from 1:00 - 2:30 p.m. PDT at 50 Van Ness Avenue, 2nd Floor Conference Room, San Francisco, to assist interested applicants with the scope of services sought through this RFP, respond to questions, review RFP requirements and application processes, and explain other administrative requirements for potential applicants.

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: **Deferred Action Grants** or call the OCEIA main number at 581.2360 and your call will be directed to the appropriate staff person. OCEIA is the authorized Department overseeing Deferred Action Program Grants covered under President Obama's Executive Actions on Immigration Accountability. Applicants are directed not to contact officials of the city or any other employees outside of OCEIA regarding this grant program. Unauthorized contact may be cause for rejection of proposals at the city's sole and absolute discretion.

III. SCHEDULE

REQUEST FOR PROPOSALS FOR SAN FRANCISCO IMMIGRANT ASSISTANCE PROGRAMS: DEFERRED ACTION GRANTS RFP# 2015-02

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

SCHEDULE*		CITY-APPLICANT COMMUNICATIONS
Notice of Funding Availability	April 14, 2015	<p>One pre-proposal information session will be held on Wednesday, April 22, 2015 at 50 Van Ness Avenue, 2nd Floor Conference Room from 1:00pm – 2:30 p.m. PDT.</p> <p>The Office of Civic Engagement & Immigrant Affairs (OCEIA), under Executive Director Adrienne Pon, is the authorized Department overseeing Immigrant Assistance Programs for Deferred Action announced in President Obama’s Executive Actions of November 20, 2014 and as outlined in Mayor Lee’s Executive Directive 14-03 issued on November 21, 2014.</p> <p>Applicants are advised not to contact officials of the city or any other employees outside of OCEIA regarding this grant program. Unauthorized contact may be cause for rejection of proposals at the city’s sole and absolute discretion.</p>
RFP Available Online	April 15, 2015	
RFP Pre-Proposal Information & Technical Assistance Workshop	April 22, 2015	
Answers to RFP Questions Posted Online	April 24, 2015	
Proposal Due Date	May 1, 2015, 5:00 p.m. PDT	
Proposal Review Period	May 4 – May 8, 2015	
Contract Award Intent Notification	May 8, 2015	
Final Contracts/Work Plans Due	May 15, 2015	
Service Implementation	May 18, 2015	
Biannual Reports Due	December 1, 2015 June 1, 2016 December 1, 2016 June 1, 2017 December 1, 2017	
Comprehensive Final Report Due	June 1, 2018	
End of Grant Cycle	May 1, 2018	

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

IV. REQUEST FOR PROPOSALS #2015-02 FOR DEFERRED ACTION

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; groups that are least likely to respond to mainstream English-language communications and media; and groups that have been disproportionately underrepresented among DACA applicants.

“DACA” refers to the original Deferred Action for Childhood Arrivals program, which was first announced by the Obama Administration on June 15, 2012 and implemented on August 15, 2012. DACA provides the opportunity for undocumented immigrants who came to the United States before as children to receive temporary relief from deportation and work authorization.²

“Expanded DACA” refers to the revised DACA program that includes the new eligibility criteria announced by President Obama on November 20, 2014, expanding the program’s reach to a larger number of potentially eligible individuals as part of a broader set of Executive Actions.

“DAPA” refers to Deferred Action for Parental Accountability, a new program announced on November 20, 2014, that allows undocumented parents of U.S. citizens and legal permanent residents to receive temporary relief from deportation and work authorization.

A. INTRODUCTION AND BACKGROUND

Regardless of political ideology, there is little disagreement that this nation’s immigration system is broken and in desperate need of reform. Of the 40.8 million immigrants currently in the United States, an estimated 11.7 million are undocumented individuals living in the shadows, often in fear. According to the National Immigration Law Center, more than 1,100 immigrants are separated from their families and communities each day through deportations.

With no Congressional action in sight to reform immigration laws, President Obama announced a series of Executive Actions on November 20, 2014, using his legal authority to provide

² For specific DACA eligibility criteria, see U.S. Citizenship and Immigration Services, “Consideration of Deferred Action for Childhood Arrivals (DACA),” <http://www.uscis.gov/humanitarian/consideration-deferred-action-childhood-arrivals-daca>.

Administrative Relief for individuals or groups facing deportation. These measures build upon the foundation laid by the Obama Administration's Deferred Action for Childhood Arrivals (DACA) Program, which was announced on June 15, 2012. DACA offers relief from deportation for undocumented immigrant youth who were brought to the United States before age 16. Those who demonstrate that they meet the program's criteria—including having a high school diploma or being enrolled in school—are eligible to receive deferred action for a period of two years and are also eligible to apply for temporary work authorization. While approximately 1.2 million individuals nationwide were eligible to apply for DACA as of its launch in 2012, the new deferred action programs announced in November 2014 expand the scope of the population eligible for temporary relief from deportation to a total of 5.2 million immigrants. These deferred action programs are unprecedented in scope, and they represent an important—though temporary—step toward common-sense comprehensive immigration reform.

Immigration Accountability Executive Actions of 2014

The Immigration Accountability Executive Actions announced by President Obama in November 2014 authorize the Department of Homeland Security (DHS) to significantly expand its use of deferred action, in conjunction with changes to immigration enforcement. Key initiatives of the President's plan relevant to this RFP include:

- **Expanded Deferred Action for Childhood Arrivals (Expanded DACA)** – Removes the age ceiling on the DACA program (which originally required applicants to have been under age 31 as of June 15, 2012); requires applicants to have been continuously present in the United States since January 1, 2010 (originally June 15, 2007); extends the period of DACA and work authorization from two years to three years.
- **Deferred Action for Parental Accountability (DAPA)**; also known as Deferred Action for Parents of Americans and Legal Permanent Residents (LPRs) – A new deferred action program that allows undocumented parents of U.S. citizens and LPRs who have been present in the country since January 1, 2010, to request relief from deportation and temporary employment authorization for three years, provided they pass required background checks.

Implementation of DAPA and the Expanded DACA program was temporarily blocked by a federal court injunction on February 16, 2015, but the original DAPA program was unaffected by the injunction. Additional Executive Actions that were not affected by the injunction, and are outside the scope of this RFP were also announced. These include:

- **Expanded Use of Provisional Waivers of Unlawful Presence** - Expands the family members eligible to apply for provisional waivers of unlawful presence to include the spouses and minor children of LPRs, and the adult children of U.S. citizens. Currently, only spouses and minor children of U.S. citizens are allowed to apply for provisional waivers of inadmissibility from within the U.S. (also known as “stateside processing”), which reduces the amount of time they must remain outside the country while applying for legal permanent residency.

This action also clarifies the meaning of the “extreme hardship” standard that must be met to obtain a waiver.

- **Promotion of the Naturalization Process** –Implement credit card payment options for naturalization fees and promotes citizenship education and public awareness for LPRs. Calls for partial fee waivers to be assessed in the next biennial fee study.
- **Modernizing, improving and clarifying immigrant and nonimmigrant programs to grow our economy and create jobs** – Directs the Secretaries of State and Homeland Security, in consultation with various other cabinet secretaries and the White House, to make recommendations to streamline and improve the nation's legal immigration system. Such efforts will focus on reducing government costs, improving services for applicants, reducing burdens on employers, and fighting waste, fraud, and abuse in the system, while safeguarding the interests of American workers.
- **Immigrant and Refugee Integration** - Establishes a White House Task Force on New Americans consisting of executive branch officials who will develop recommendations for a national immigrant integration strategy. The strategy will emphasize working with state and local elected officials and other stakeholders, and will focus on the civic, economic, and linguistic integration of immigrants and refugees in the United States.

Immigration Assistance Initiatives in San Francisco

The current funding opportunity builds on a range of complementary immigration assistance programs directed by the Office of Civic Engagement and Immigrant Affairs (OCEIA). Following the announcement of the original DACA program in 2012, OCEIA launched the DreamSF initiative, a coordinated response to ensure that potentially eligible DACA applicants are engaged, well-informed with accurate information, and have access to culturally and linguistically competent legal assistance. Established with support from the Department of Children, Youth and their Families, the initiative consists of community based grants; collaboration with city agencies, the San Francisco Unified School District, the Youth Commission and service providers; outreach, education, legal services, application and fee-waiver assistance; and a Fellowship Program to provide employment and leadership development opportunities for DACA-approved youth.

Recognizing that full immigrant integration is a long-term process that involves legal rights and civic participation, OCEIA also supports naturalization opportunities for LPRs through the Pathways to Citizenship program. The San Francisco Pathways to Citizenship Initiative is a three-year public-private partnership between local foundations and the City and County of San Francisco’s Office of Civic Engagement & Immigrant Affairs (OCEIA) aimed at promoting citizenship and civic participation among San Francisco’s naturalization-eligible immigrants. SF Pathways aims to significantly increase the number of new citizens in the City and County of San Francisco by supporting new models of collaboration and innovation among a select group of legal and social services providers. Service providers offer free legal advice, application assistance, language services, and fee waiver application assistance.

OCEIA also provides Language Access Community Grants to increase community and city capacity to meet the language access needs of underserved immigrant communities and monolingual or Limited English Proficient (LEP) individuals who live or work in San Francisco.

The Deferred Action Grants Program is a natural extension of OCEIA's ongoing efforts to ensure that San Francisco's foreign-born residents 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.

B. DEFERRED ACTION GRANTS PROGRAM PURPOSE AND PRIORITIES

This grant opportunity will focus on the implementation of the recently-announced Deferred Action Programs—Expanded DACA and Deferred Action for Parental Accountability (DAPA) - as well as the ongoing implementation of the original DACA program. OCEIA is seeking to fund efforts that will support the ongoing legal, economic, educational, and civic integration of individuals potentially eligible for deferred action. The purpose of the Deferred Action Grants Program is to maximize number of San Francisco residents who are aware of, apply for, and obtain deferred action approval. This goal will be achieved through a multi-pronged approach that will include building community capacity to provide culturally and linguistically appropriate outreach, education, and legal immigration services; enhancing media coverage of deferred action opportunities; and supporting technical assistance and coordination among key stakeholders during this critical moment for the immigration field.

Priorities

1. Work with OCEIA and grantee collaborative partners to implement a cohesive, efficient, locally-executed Deferred Action campaign.
2. Expand access to reputable sources of free legal immigration services, including eligibility screening and application processing, for individuals who are potentially eligible for DACA or DAPA.
3. Identify and develop effective approaches for informing and educating the general public about the importance of deferred action programs and opportunities to apply.
4. Successfully combat immigration fraud and scams targeting vulnerable individuals through timely, complete, accurate, and multilingual community education strategies.
5. Develop 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. Provide ongoing support for the educational, economic, social, and civic integration of deferred action recipients.

Grant Categories

Grants will be awarded in four categories (applicants may apply to only **one** category):

LEGAL SERVICES	Grants will support DACA and DAPA application processing and eligibility screening by qualified nonprofit organizations providing legal immigration services. Activities will include a combination of office-based consultations and case review as well as group processing events.
OUTREACH & EDUCATION	Grants will support the efforts of community-based nonprofit organizations to provide accurate, reputable, and culturally and linguistically relevant information about deferred action programs to potentially eligible individuals, including traditionally underserved immigrant groups; refer potential applicants to legal 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 deferred action recipients and potential applicants.
MEDIA	One grant will be awarded to develop a multi-faceted, citywide communications campaign, including the use of traditional, non-traditional, alternative, ethnic and social media, to widely and strategically disseminate information on deferred action opportunities and fraud prevention to targeted audiences. Grantee will coordinate all activities closely with OCEIA.
TECHNICAL ASSISTANCE	One grant will be awarded to an organization to provide technical assistance—including trainings, tools, resources, and coordination—for other Deferred Action grantees and partners. The technical assistance provider will leverage partnerships and coordinate strategies and resources with a wide range of stakeholders involved in implementing administrative relief programs.

Work Phases & Expected Outcomes³

PHASE 1: EXISTING DACA PROGRAM AND ADMINISTRATIVE RELIEF (AR) PLANNING

May 2015 – Fall 2015

During the initial phase of the grant period, efforts will focus on assisting individuals who are eligible for the original DACA program (based on the 2012 eligibility criteria), as well as

³ The work phases and expected outcomes are based on the expectation that the Expanded DACA and DAPA programs will clear legal hurdles and receive approval for implementation; RFP priorities and outcomes are therefore subject to revision at OCEIA's discretion.

comprehensive planning to ensure that grantees are prepared for the full implementation of Expanded DACA and DAPA once the federal court injunction on these programs is lifted. Fraud prevention will also be a critical component of Phase 1, in order to address misinformation and protect immigrant communities from unscrupulous practitioners who may attempt to charge for services before the application process begins.

PHASE 2: INITIAL IMPLEMENTATION OF ADMINISTRATIVE RELIEF (AR)

Anticipated Fall 2015 – Summer 2016

This phase will involve the full implementation of the Expanded DACA and DAPA programs, including an ongoing outreach campaign, and legal and application assistance.

PHASE 3: CONTINUED IMPLEMENTATION AND HARD-TO-REACH POPULATIONS

Anticipated Summer 2016 – End of Grant Term

This phase will build upon lessons learned from initial implementation. Grantees will work with collaborative partners and OCEIA to identify eligible populations that have not yet applied and tailor services, outreach, and communication strategies to the needs of these groups.

Potential activities and outcomes for each phase in all grant categories include:

	PHASE 1: Planning & Original DACA	PHASE 2: Initial Implementation of AR	PHASE 3: Hard-to-Reach
Legal Services	<ul style="list-style-type: none"> ✓ DACA Legal Services: screening, application processing, case review, and consultations for initial and renewal applicants for original DACA program ✓ AR Planning: pre-screening; training; mobilization; developing resources; coordination with OCEIA and grantee collaborative partners to develop shared screening, intake and referral processes for full implementation of AR 	<ul style="list-style-type: none"> ✓ Expanded DACA and DAPA Legal Services: screening, application processing, case review, and consultations ✓ DACA Renewal: renewal application assistance for current DACA-approved individuals 	<ul style="list-style-type: none"> ✓ Expanded DACA and DAPA Legal Services: screening, application processing, case review, and consultations ✓ DACA Renewal: renewal application assistance for current DACA-approved individuals
Outreach & Education	<ul style="list-style-type: none"> ✓ DACA Outreach for targeted groups: 1) hard-to-reach populations, 2) individuals who have not yet applied for original DACA program, and 3) those “aging in” to the eligible population upon turning 15. Provide information on DACA eligibility and referrals to legal services grantees. ✓ AR Planning and Outreach: pre-screening; training; mobilization; developing 	<ul style="list-style-type: none"> ✓ Comprehensive outreach to populations potentially eligible for AR: provide eligibility information and referrals to legal services grantees and other city funded immigration programs ✓ Community education events: information sessions and fraud prevention activities 	<ul style="list-style-type: none"> ✓ Targeted outreach to identified demographic groups with lower participation rates in Expanded DACA and DAPA: provide eligibility information and referrals to legal services grantees and group processing events ✓ Community education events: information sessions and fraud

	resources; coordination with OCEIA and grantee collaborative partners to develop shared screening, intake and referral processes for full implementation of AR ✓ Community education events: information sessions and fraud prevention activities ✓ Community navigation support for DACA grantees and potentially eligible individuals	✓ Community navigation support for deferred action grantees and potentially eligible individuals	prevention activities targeted to hard-to-reach groups Community navigation support for deferred action grantees and potentially eligible individuals
Media	✓ AR Planning: development of citywide media campaign, including ethnic and non-traditional media ✓ Fraud prevention media campaign	✓ Media campaign to raise awareness of and promote participation in Expanded DACA, DAPA and other immigration legal services initiatives	✓ Targeted media campaign for identified demographic groups with lower participation rates in Expanded DACA and DAPA
Technical Assistance	✓ AR Planning: strategic direction; training; coordination; developing resources; providing legal updates for grantee collaborative partners	✓ Ongoing technical support and strategic direction for grantee collaborative partners, including training; coordination; and process improvements	✓ Ongoing technical support and strategic direction for grantee collaborative partners, including training; coordination; and process improvements

Organizations must be ready to begin implementing their activities by May 18, 2015. Grantees are expected to coordinate their efforts with OCEIA, city departments, and other identified partners to leverage resources and address service or policy gaps.

C. PROPOSAL CATEGORIES AND AVAILABILITY OF FUNDS

Funding is available for the following categories and **annual** ranges:

CATEGORY	GRANT RANGE	# OF GRANTS	TOTAL FUNDS AVAILABLE
Legal Services	\$30,000 - \$60,000 per grant	Up to 8 Grants	\$375,000
Outreach & Education	\$10,000 - \$25,000 per grant	Up to 8 Grants	\$100,000
Media	One grant up to \$50,000	1 Grant to a collaborative or organization	\$50,000
Technical Assistance	One grant up to \$25,000	1 Grant to an organization	\$25,000

The City reserves the right to:

1. Not allocate the full amount of available funding, 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.

D. ELIGIBILITY AND USE OF FUNDS

The Deferred Action 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 Deferred Action 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).
- ✓ Demonstrate a long-term benefit to the identified San Francisco populations and City.
- ✓ Provide a time bound schedule of when activities will occur.
- ✓ Be within the demonstrated capacity of the applying organization.
- ✓ Propose achievable goals, specific activities and measurable objectives.
- ✓ Be willing to work as a collaborative with other grantees and OCEIA.
- ✓ Utilize standardized procedures and tools, including screening procedures, intake forms and referral processes, as designated by OCEIA.

Applicants may apply to only **one** funding category. In addition, applicants for each category must meet the minimum criteria as shown below:

CATEGORY	ELIGIBILITY CRITERIA
Legal Services	<ul style="list-style-type: none">✓ Immigration attorney on staff; BIA accreditation/recognition✓ A track record of providing DACA application assistance in San Francisco (at least 50 previously completed DACA applications)✓ Prior experience as part of a collaborative providing immigrant assistance
Outreach & Education	<ul style="list-style-type: none">✓ 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

Media	<ul style="list-style-type: none"> ✓ Demonstrated track record of executing targeted, successful media campaigns to immigrant and hard-to-reach communities using culturally competent and multilingual communications strategies, and engaging both traditional and ethnic media outlets
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 ✓ Active participation in a regional, Statewide or national immigration network

All applicants must be compliant City Vendors prior to submitting proposals to be eligible for funding. All proposals will be screened before the review process begins, and non-compliant organizations will not be considered. Applicants can obtain the necessary forms from the Office of Contract Administration, Room 430 or online: <http://sfgov.org/oca>. To determine if an applicant organization or fiscal sponsor is compliant, contact the Controller's Office at (415) 554-6702.

All proposed activities must be directly related to immigrant assistance programs outlined in this RFP. Detailed guidelines as well as terms and conditions will be outlined in the final grant agreement. No funds received through this RFP may be used to provide financial assistance for any program that involves political or religious activities. Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Code which outlines specific requirements for the use of City funds, including accessibility, non-discrimination, procurement, eligible and ineligible reimbursements, and other activities.

City departments are not eligible for funds. Funds may be used for printing, equipment or software costs related to the delivery or implementation of language services as outlined in this RFP but may not constitute the majority of the proposed budget.

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.

E. FUNDING PERIOD

Grants will be awarded for work performed by nonprofit and community-based organizations over a thirty six (36) month period between May 18, 2015 and May 1, 2018.

F. 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 may include local philanthropic foundation partners and experts. The OCEIA Executive Team (Executive Director, Deputy Director and Associate Director) will determine the final awardees and amounts. 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 thereby.

Proposal Evaluation Criteria (100 points)

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

A.	Quality of Proposal <ol style="list-style-type: none">1. How well does the proposal clearly, directly and specifically relate and respond to the needs and requirements outlined in the RFP?2. Are the proposed activities culturally and linguistically relevant and appropriate for the targeted populations that are potentially eligible for DACA and DAPA?3. Are the proposed goals, objectives and activities measurable and relevant to the RFP?4. How much evidence is there in the proposal that the applicant thought about and responded with integrity to the requirements of the RFP?	35 points
B.	Capacity <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 what evidence is provided to substantiate this?3. Does the Respondent meet standards for delivering services in a quality and timely manner?	25 points

C.	Staff Qualifications & Experience 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?	20 points
D.	Costs, Work Efforts and Timeframes Are the costs, work efforts, approaches and timeframes appropriate and reasonable for the proposed activities?	10 points
E.	Submission Requirements and Proposal Information Does the proposal adhere to the submission requirements set forth in the RFP? Is the information provided complete, accurate and applicable to the RFP?	10 points
TOTAL POINTS POSSIBLE		100 points

G. 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

Within five business days of the City's issuance of a notice of intent to award the grant, 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 the fifth business 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. of the due date. 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: 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 applicants forms should be scanned and prepared as either a single file in MSWORD or PDF (or in a ZIP file) and emailed to civic.engagement@sfgov.org with the subject line: RFP 2015-02 Deferred Action Grants Program.

All proposals must be received by 5:00 p.m. PDT on Friday, May 1, 2015 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.