



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

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IMMIGRANT ASSISTANCE PROGRAMS: DEFERRED ACTION GRANTS

RFP #2015-02

QUESTIONS AND ANSWERS

- 1. Q: If an organization has a large profile of work that is unrelated to immigration, must the applicant include the entire organizational budget in the application or can they report only the budget for the relevant programmatic area/division?**

A: For purposes of completing the budget section of the application, large agencies that provide multiple services may use their department, division or program budget for immigrant-related services. The City will verify all overall agency budgets through other financial documents.

- 2. Q: Who will be reviewing the proposals?**

A: All submitted proposals will be initially screened by OCEIA staff for completeness and eligibility. Evaluation and rating of eligible proposals will be conducted by a committee of OCEIA executive staff and representatives from city departments, local, regional and/or national foundations and other experts in the grantmaking field.

- 3. Q: How should applicants write their proposals in light of the uncertainty around the timeline for lifting the injunction blocking USCIS implementation of extended DACA and DAPA? How can we promise deliverables when this program remains uncertain?**

A: The proposal is organized into three phases to accommodate unexpected outcomes and the uncertain timeline around administrative relief implementation. The purpose of this grant program is broadly conceived as “immigrant assistance,” and the City will work with grantees to develop strategic work plans and readjust programmatic goals and allowable activities if necessary.

- 4. Q: In terms of budgeting for proposed activities and deliverables, it advisable for applicants to present a gradual plan, with the bulk of expenditures occurring later in the grant period?**

A: Applicants are advised to present a phased-in plan that includes activities and deliverables spread over the three-year grant term. Applicants should refer to the specific guidelines in the RFP and plan activities based on the priorities stated in the RFP and the specific funding category for which they are applying.

5. Q: What amount of money is being allocated to this grant program from the City, in its entirety?

A: The total amount of the Deferred Action Grant Program is \$550,000 per year for the next three years. That figure does not include the amount allocated to other immigrant assistance programs and projects. Ranges for each category are outlined in the RFP packet.

6. Q: What allowance is given to grant recipients for indirect costs?

A: Generally speaking, indirect costs should not exceed 10-15 percent of the requested amount. OCEIA will confirm allowable amounts and categories with selected applicants during the negotiation period.

7. Q: How can applicants outline realistic outcomes in their proposals around programs that have never been previously implemented? We do not yet know what the DACA application rate will look like.

A: If selected, OCEIA will have individual conversations with grantees during the grant agreement negotiation process to define realistic, measurable goals and outcomes. On the application, applicants should provide their best estimate of metrics that can be achieved, based on their experience and past successes. Plans must include activities, goals and objectives that are practical, proven and achievable to reach and serve the targeted population. OCEIA will closely monitor national application rate trends once DAPA and Expanded DACA have been implemented, and will make appropriate adjustments to grantee plans as needed.

8. Q: If an organization is selected, can this grant be used to do immediate work focused on the original DACA programming?

A. Yes, it is highly encouraged to continue doing work for the existing DACA program which is not affected by the temporary injunction.

9. Do we have an estimate of the number of eligible individuals in San Francisco who have not yet applied for DACA?

A: There is not a precise figure. It was estimated that San Francisco County had a population of 4,000-5,500 individuals who were immediately eligible for DACA when the program was announced in 2012. Nationally, it is estimated that a little over half of the original DACA-eligible

population had applied by the end of 2014. Organizations participating in the previous OCEIA-funded DACA Community Grants program completed 550 DACA applications from San Francisco residents, so there is still a significant DACA-eligible population out there that has not applied for the existing program.

Additionally, there are an estimated 9,000 individuals who are DAPA-eligible residing in San Francisco County; the number is higher if individuals who work or attend school in San Francisco are included. Applicants are encouraged to consider these estimates in their proposal, but also think creatively on how they can expand their outreach to broader immigrant communities, including mixed status families.

10. Q: Are grantees allowed to serve even a small percentage of clients outside of San Francisco?

A: Yes, but they must either work in or attend school in the City. Applicants must be nonprofit 501 (c) (3) organizations located in San Francisco with all major activities taking place in San Francisco. Applicants for this grant program must serve the targeted populations in San Francisco: residents or individuals who live, work or attend school in San Francisco.

11. Q: Can organizations apply as a collaborative group?

A: Applicants may choose to apply as a pre-existing collaborative or individual organization, however, the total grant award will not change in any category (for example, the maximum grant range for Legal Services is \$60,000, so the award will not exceed that amount for any grantee, regardless of whether the applicant is a single organization or several organizations).

12. Q: Will culturally-specific nuances be taken into consideration in the selection process? For instance, some outreach and legal service strategies are less effective in reaching particular ethnic groups, which may affect the metrics of success.

A: Yes, please refer to specific sections of the RFP that address this issue, particularly sections that identify priorities and eligibility criteria for each grant category. For example, the Outreach & Education category supports the efforts of community-based nonprofit organizations to provide accurate, reputable and culturally and linguistically relevant information. Applicants must have a track record of engaging and reaching the targeted audiences and should propose approaches and activities that they feel will be most effective. The City recognizes that these approaches will vary according to communities and populations.

13. Q: What is the breakdown of languages spoken by 9,000 undocumented individuals in San Francisco?

A: The estimates for the entire undocumented population in San Francisco are: 50% Spanish-

speaking; 20% Chinese-speaking; the remainder speak other lower-incidence languages.

- 14. Q: If an organization's current fiscal documents have not yet been audited for this year, may an organization apply assuming they file audited documents by the beginning of the grant period?**

A: Applicants should provide the most recently audited financials to OCEIA. OCEIA may request updated documents if the applicant is selected.

- 15. Q: Is the endorsement letter the same as the additional insured line at the bottom of our certificate of insurance that lists SF as additional insured? Or do you need a separate letter from our insurance company?**

A: No these are different types of documents. Please refer to the checklist in the application. Applicants are required to provide proof of insurance coverage as outlined in the application (specifically, General Liability, Automobile Liability and Workers Compensation Coverage, and additionally, for Legal Services applicants, Professional Liability). The required documents that demonstrate appropriate coverage include 1) Certificates of Liability Insurance listing the Office of Civic Engagement & Immigrant Affairs as the certificate holder; and 2) an endorsement letter listing the "City and County of San Francisco, its officers, agents and employees" as additional insured on the policy.