
REQUEST FOR PROPOSALS: COMMUNITY ENGAGEMENT & SUPPORT GRANTS

INFORMATION PACKET #2025-01

Date Issued:	Friday, May 23, 2025
Deadline to Submit RFP Questions:	5:00 p.m. PT, Tuesday, June 2, 2025
Proposals Due:	5:00 p.m. PT, Friday, June 13, 2025
RFP Administrator:	Richard Whipple, civic.engagement@sfgov.org



COMMUNITY ENGAGEMENT & SUPPORT GRANTS

TABLE OF CONTENTS

I.	Overview	p	2
II.	Notice of Funding Availability	p	4
III.	Schedule	p	6
IV.	Request for Proposals (RFP)	p	7
	A. Introduction and Background		
	B. Community Engagement & Support Grants - Purpose and Categories		
	C. Eligibility and Use of Funds		
	D. Review Process, Schedule and Selection Criteria		
	E. Protest Procedures		
	F. Reporting & Monitoring Requirements		
V.	Attachments	p	25
	A. Application Form		
	B. Sample G-100 Grant Agreement		

I. OVERVIEW

This overview is intended to assist applicants with the Request for Proposal (“RFP”) process and introduce the focus of the Community Engagement & Support 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 specific Community Engagement & Support Grants, 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 vulnerable families in San Francisco. These grant opportunities will focus on supporting engagement and inclusion of specific vulnerable immigrant populations through services such as: language access rights; capacity building and services; immigration legal services, including assistance with naturalization and asylum; and related fee assistance, regardless of immigration status. This RFP may provide up to \$1,600,000 annually in grants across four areas:

1. LANGUAGE ACCESS COMMUNITY GRANTS <ul style="list-style-type: none">• Citywide Language Access Collaborative• Filipino Language Services & Capacity Building• Southeast Asian Language Services & Capacity Building• Central American Indigenous Language Services & Capacity Building• Community Interpreters Capacity Building• Language Support Services for Families in the Tenderloin	2. NATURALIZATION SERVICES COLLABORATIVE
	3. FEE ASSISTANCE FOR IMMIGRATION-RELATED SERVICES
	4. ASYLUM IMMIGRATION LEGAL SERVICES, INCLUDING EXPERIENCE REACHING TRANSGENDER & GENDER-NONCONFORMING RESIDENTS

Proposals are due by 5:00 p.m. PT on Friday, June 13, 2025.

The RFP process will select San Francisco non-profit/community-based organizations (“CBOs”) and/or a collaborative with access to and expertise in one or more of the identified project priority areas.

All program activities must be conducted in San Francisco and will be focused on, but not limited to, specific at-risk or targeted communities for outreach as defined below.

Proposers should propose activities that leverage their own ability to reach and motivate community members while employing street-smart, relevant, and creative approaches. Selected proposers must demonstrate the cultural and linguistic competence, credibility, and capacity to reach, assist, and motivate communities to action. As determined by OCEIA, selected proposers must coordinate closely with the City and other program partners to achieve outcomes that will benefit all San Francisco residents with specific outreach to hard-to-reach communities.

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

Proposer Questions and Requests for Clarification

Proposers shall address any questions regarding this RFP to the RFP Administrator whose name and contact information appears on the cover page of this RFP. Proposers who fail to submit questions concerning this RFP and its requirements will waive all further rights to protest based on the specifications and conditions herein. All questions regarding this Solicitation must be submitted to civic.engagement@sfgov.org by **5:00 p.m. PT on Tuesday, June 3, 2025**. OCEIA will not respond to questions submitted after the above deadline. A written Addendum will be executed addressing each question and answer and posted publicly on OCEIA's website <https://sf.gov/oceiagrants>, by 5:00 p.m. PT on Thursday, June 5, 2025. It is the responsibility of the Proposer to check for any Addenda and other updates that will be posted on <https://sf.gov/oceiagrants>.

Limitation on Communications During Solicitation

From the date this Solicitation is issued until the date the competitive process of this RFP is completed (either by cancelation or final Award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer's control, shall communicate solely with the RFP Administrator whose name appears in this Solicitation. Any attempt to communicate with any party other than the RFP Administrator whose name appears in this RFP – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this RFP. Conversations with City staff regarding project feasibility (permitting and approvals) is allowed.

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, June 13, 2025**. An email response will be sent within 24 hours to confirm receipt of completed proposals submitted on time.

Proposers to this RFP 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) COMMUNITY ENGAGEMENT & SUPPORT GRANTS

RFP#2025-01

Date Issued:	May 23, 2025
RFP Issued:	May 23, 2025
Deadline to Submit RFP Questions:	5:00 p.m. PT, June 3, 2025
Proposals Due:	5:00 p.m. PT, June 13, 2025

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#2025-01 Community Engagement & Support Grants.

All RFP materials will be available electronically on OCEIA's website at <https://sf.gov/oceiagrants> on Friday, May 23, 2025. Alternative formats for persons with disabilities will be available upon request at (415) 554-0600 or civic.engagement@sfgov.org. All proposals must be submitted electronically and received by 5:00 p.m. PT on Friday, June 13, 2025.

COMMUNITY ENGAGEMENT & SUPPORT GRANT AREAS:

1. LANGUAGE ACCESS COMMUNITY GRANTS

This grant opportunity is for non-profit and community-based organizations based in San Francisco to develop and implement a set of programs and services to increase community and City capacity to meet the language access needs of underserved vulnerable communities and monolingual or Limited English Proficient (LEP) individuals who live or work in San Francisco. Emphasis will be placed on 1) building community-based language access knowledge, capacity, and leadership through community outreach and education; 2) collaborative work to assess, evaluate, and address language access needs in the community and ensure City departments are effectively communicating with and delivering services to residents who speak languages other than English; and 3) building community capacity to deliver community-based interpretation and translation services.

- CITYWIDE LANGUAGE ACCESS COLLABORATIVE
- FILIPINO LANGUAGE SERVICES & CAPACITY BUILDING
- SOUTHEAST ASIAN LANGUAGE SERVICES & CAPACITY BUILDING
- CENTRAL AMERICAN INDIGENOUS LANGUAGES SERVICES & CAPACITY BUILDING
- COMMUNITY INTERPRETERS CAPACITY BUILDING
- LANGUAGE SUPPORT SERVICES FOR FAMILIES IN THE TENDERLOIN



1145 Market Street, Suite #100, San Francisco, CA 94103 | 415.554.0600 | sf.gov/oceia

2. NATURALIZATION SERVICES COLLABORATIVE

This grant opportunity is for non-profit, community-based collaboratives or coalitions to conduct an effective and innovative citywide campaign to motivate and support legal permanent residents (LPRs) in successfully navigating the naturalization process. Emphasis will be placed on collaboratives or coalitions that aim to increase the number of naturalized citizens in San Francisco by providing free immigration legal services and application preparation through group processing workshops.

3. FEE ASSISTANCE FOR IMMIGRATION-RELATED SERVICES

The purpose of this program is to provide fee assistance and financial empowerment initiative supporting folks applying for immigration-related applications and relief.

4. ASYLUM IMMIGRATION LEGAL SERVICES, INCLUDING EXPERIENCE REACHING TRANSGENDER & GENDER-NONCONFORMING RESIDENTS

This grant involves expanding access for asylum immigration services and related legal services and representation to those in need, regardless of immigration status, including transgender and gender-nonconforming (TGNC) immigrants in San Francisco. This program aims to ensure that San Francisco's TGNC immigrants, regardless of immigration status, are able to navigate complex systems and application processes with culturally competent support.

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#2025-01. All questions received by 5:00 p.m. PT on Tuesday, June 3, 2025 will be answered and posted on OCEIA's website (<https://sf.gov/oceiagrants>) by 5:00 p.m. PT on Thursday, June 5, 2025. 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
COMMUNITY ENGAGEMENT & SUPPORT GRANTS
RFP# 2025-01**

**Contact: Richard Whipple
Email: civic.engagement@sfgov.org**

SCHEDULE*		CITY-APPLICANT COMMUNICATIONS The Office of Civic Engagement & Immigrant Affairs (OCEIA) is the authorized Department overseeing various programs and grants under this RFP. Proposers 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	May 23, 2025	
RFP Available Online	May 23, 2025	
Deadline to Submit RFP Questions to OCEIA	June 3, 2025	
Answers to RFP Questions Posted Online	June 5, 2025	
Proposal Due Date	June 13, 2025	
Proposal Review	June 16-20, 2025	
Notice of Intent to Award Posted	June 23, 2025	
Protest Period Ends	June 30, 2025	
Grant Negotiation Meetings	July 1-8, 2025	
Service Implementation Begins	July 2025	
End of Grant Cycle	June 30, 2029	

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

IV. REQUEST FOR PROPOSALS #2025-01 COMMUNITY ENGAGEMENT & SUPPORT GRANTS

General terms used in this RFP:

“Proposer” 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 these programs and grants.

“CBOs” refers to community-based organizations located in San Francisco.

“LEP” refers to Limited-English Proficient individuals: individuals for whom English is not a primary language, do not read, write, speak or understand English well, and/or are unable to otherwise communicate effectively in English because this is not their native or primary language.

“LPR” refers to Legal Permanent Residents or “green-card” holders.

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, including immigrants regardless of immigration status, 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 community 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 vulnerable communities, including immigrants regardless of immigration status, that includes immigration legal services, 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. COMMUNITY ENGAGEMENT & SUPPORT GRANTS – PURPOSE AND CATEGORIES

The Community Engagement & Support Grants are an extension of OCEIA’s ongoing efforts to ensure that San Francisco’s residents, including immigrants regardless of immigration status, are able to access the comprehensive range of services and opportunities currently available to them, and to support the inclusion and empowerment of vulnerable communities in San Francisco. These grant opportunities will focus on supporting engagement and inclusion of vulnerable populations, including immigrants regardless of immigration status, through services such as: language access rights; capacity building and services; immigration legal services, such as naturalization and asylum assistance; and related fee assistance. Potential applicants are encouraged to carefully read all eligibility and program requirements before applying. Grants will be awarded in several categories across four grant areas.

Overall Priorities

- Work with OCEIA and grantee collaborative partners to align and implement specific, measurable projects that facilitate efficient service delivery, meaningful engagement and improve the lives of vulnerable populations, including immigrants regardless of immigration status and LEP individuals in San Francisco.
- Expand access to, and knowledge of services and programs, such as: language access rights, capacity building and services, immigration legal services and related fee assistance programs, and other stabilizing resources.
- Identify and develop effective approaches for empowering, educating, and informing the vulnerable populations, including immigrants, regardless of immigration status, about available resources, services, and programs.
- Develop effective, culturally competent, multilingual education and empowerment strategies tailored to the needs of underserved and hard-to-reach vulnerable communities, including immigrants regardless of immigration status, in San Francisco.
- Provide ongoing support for the educational, economic, social, and civic inclusion of vulnerable residents and families, including immigrants regardless of immigration status.

Requirements

- 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.
- Proposals must include at least one quantitative service objective and one impact-based outcome measure, as described in each grant area. Performance will be monitored and assessed based on these measures.

- **Service objectives** measure the quantity of service a grantee is responsible for delivering and must be within the grantee's control, such as the number of screenings conducted or number of individuals educated.
- **Outcome measures** assess the quality, effectiveness, and/or immediate impact of grantee's services and should focus on short-term indicators that reflect progress toward broader program goals. These measures help determine whether services meet their intended purpose within the grant period, such as percentage of applications submitted.

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: LANGUAGE ACCESS COMMUNITY GRANTS

Grant Area Priorities & Purpose

1. Building community-based language access knowledge, capacity, and leadership – Empowering, educating, and informing vulnerable populations about language access and services. Expected service objectives include 1) conducting in-language trainings and education efforts about legal rights, and 2) implementing robust community outreach campaigns and strategies that include opportunities for community leadership development, collaboration with City departments and programs, and integration into City services including immigrant-oriented events.

2. Addressing language access needs in the community – Identifying barriers and gaps in meeting the language access needs of communities for which English is not a primary language and working collaboratively with the City to develop solutions and innovative approaches to ensure that City departments are responding appropriately and adequately to language access needs. This work will involve 1) providing useful information, data, and materials to OCEIA and City departments on cultural and linguistic best practices for specific language groups; 2) developing both qualitative and quantitative documentation of cases where City departments and other institutions serving the public have not adequately provided information and services in language to individuals for which English is not a primary language; 3) working with OCEIA to assess the City’s provisioning of culturally and linguistically appropriate language services; 4) working with OCEIA to provide technical assistance to City departments to more effectively reach and serve targeted and emerging populations, and establish practices and mechanisms to solicit community participation and feedback; and 5) assisting community members with identifying and reporting LAO complaints among City departments.

3. Building community capacity to deliver centralized interpretation and translation services – Work with OCEIA on building community-based language services capacity for interpretation and multilingual services, including the development of a citywide language bank. Based on OCEIA’s previous work to recruit, train, and certify community-based interpreters, this work will help expand the pool of community-based interpreters, develop cultural and linguistic competency standards, expand language resources and glossaries, and build language certification tools for the City. This work may also involve enhancing current community-based language service programs for English learners.

Performance Measures

Proposals must include at least one service objective and one outcome measure such as:

- Service objective: number of individuals educated about language rights
- Outcome measure: percentage of individuals successfully accessing language services, of those who requested language services

Grant Categories

Grants will be awarded in the following categories:

CATEGORY	REQUIREMENTS, SERVICE OBJECTIVES & OUTCOMES
CITYWIDE LANGUAGE ACCESS COLLABORATIVE	<ul style="list-style-type: none"> ✓ Must propose a comprehensive plan that addresses all three priority areas listed in this RFP as a citywide coalition, including assessing and addressing community language access needs, building community knowledge through education about language rights, and building capacity for language services. ✓ Collaborative members must represent all required threshold languages in San Francisco as defined in the Language Access Ordinance. ✓ All collaborative organizations may be required to participate in language access advisory committees and trainings. ✓ Must propose efforts to review, check, and inform access to City services and collaborate with City departments on ways to promote multilingual services. ✓ The lead agency or fiscal sponsor will be responsible for collecting and providing any and all reporting documents and ensure the performance of the collaborative. All participating organizations must also fully meet performance objectives and guidelines to receive funding.
FILIPINO LANGUAGE SERVICES & CAPACITY BUILDING	<ul style="list-style-type: none"> ✓ Must propose community engagement and education activities, including training, and building community capacity for Filipino language services with the goal of increasing the civic participation and improving access to City programs and services. ✓ Community education efforts should be responsive to emerging gaps and trends.
SOUTHEAST ASIAN LANGUAGE SERVICES & CAPACITY BUILDING	<p>Must propose community engagement and education activities specific to supporting LEP Southeast Asian community member needs, including:</p> <ul style="list-style-type: none"> ✓ Community outreach and education to promote language access rights and practices, as well as City resources and programs available to the community. ✓ Languages services, such as interpretation and translation, in Vietnamese and potentially other Southeast Asian languages.
CENTRAL AMERICAN INDIGENOUS LANGUAGE SERVICES & CAPACITY BUILDING	<p>Must propose community engagement activities and programs specific to supporting Mayan and other Central American indigenous community member needs, regardless of immigration status, including:</p> <ul style="list-style-type: none"> ✓ Increasing community capacity for interpretation in multiple indigenous languages. ✓ Community outreach and education to promote language access rights, community safety, and City resources and programs available to the community. Community education efforts should be responsive to emerging gaps and trends. ✓ Increased visibility and education about indigenous language needs for City partners and contractors.
COMMUNITY INTERPRETERS CAPACITY BUILDING	<p>Must propose activities related to building community-based leadership and capacity for interpretation and multilingual services, including the development and piloting of community language bank models. Projects must include:</p>

	<ul style="list-style-type: none"> ✓ Plans to recruit, train, and certify community-based interpreters to expand and grow existing community-based interpreter pools ✓ Development of cultural and linguistic competency standards, language resources and glossaries, and language certification tools for languages of high need in San Francisco ✓ Plan to activate, compensate, and coordinate interpretation services for a range of city and community scenarios such as large community events, emergency response efforts and naturalization workshops.
LANGUAGE SUPPORT SERVICES FOR FAMILIES IN THE TENDERLOIN	<p>This program seeks to fill gaps in current language access and assistance programs by providing support services for immigrant families, regardless of immigration status, including Arabic speaking families in the Tenderloin area of San Francisco.</p> <ul style="list-style-type: none"> ✓ Support services may include ESL instruction and English language acquisition for workforce development, educating community members on their language and other rights, providing access to language services, and assisting community members navigating systems and services in San Francisco. ✓ Increase awareness of community and City programs and services available in Arabic; develop and share useful and relevant data about client interactions and service delivery trends over time for these communities. ✓ Increase the English language proficiency of Arabic-speaking families, including basic literacy, life skills, understanding American culture and community resources, and civic participation. ✓ Educate families, regardless of immigration status, on immigration-related services local government programs and how to navigate multiple systems for education, healthcare, housing and other essential services. ✓ Provide language assistance and rights education in Arabic, with a priority on low wage earners and monolingual individuals. ✓ Provide case management and referrals to social services and immigration legal services, regardless of immigration status.

Grantees are expected to coordinate their efforts with OCEIA, City departments, and other identified partners to leverage resources and address service or policy gaps.

Funding Availability & Terms:

CATEGORY	MAXIMUM ANNUAL GRANT AMOUNT*	# OF GRANTS	GRANT TERM
CITYWIDE LANGUAGE ACCESS COLLABORATIVE	Up to \$425,000	1 Grant	1, up to 4 years in total (July 2025 – June 2029)
FILIPINO LANGUAGE SERVICES & CAPACITY BUILDING	Up to \$70,000	1 Grant	1, up to 4 years in total (July 2025 – June 2029)
SOUTHEAST ASIAN LANGUAGE SERVICES & CAPACITY BUILDING	Up to \$30,000	1 Grant	1, up to 4 years in total (July 2025 – June 2029)
CENTRAL AMERICAN INDIGENOUS LANGUAGE	Up to \$60,000	1 Grant	1, up to 4 years in total (July 2025 – June 2029)

SERVICES & CAPACITY BUILDING			
COMMUNITY INTERPRETERS CAPACITY BUILDING	Up to \$20,000	1 Grant	1, up to 4 years in total (July 2025 – June 2029)
LANGUAGE SUPPORT SERVICES FOR FAMILIES IN THE TENDERLOIN	Up to \$175,000	1 Grant	1, up to 4 years in total (July 2025 – June 2029)

**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.*

GRANT AREA 2: NATURALIZATION SERVICES COLLABORATIVE

Grant Area Description & Purpose

This program will fund a single non-profit coalition to conduct an effective and innovative citywide campaign to motivate and support legal permanent residents (LPRs) in successfully navigating the naturalization process through group processing workshops.

1. Work with OCEIA and grantee collaborative partners to conduct an effective and innovative citywide campaign to motivate and support legal permanent residents (LPRs) in successfully navigating the naturalization process.
2. Expand access to, and knowledge of, free naturalization services and resources, including: naturalization legal services, attorney consultations, eligibility screenings, application assistance, application fee assistance, English-acquisition and citizenship preparation classes, civic engagement processes, and other related resources.
3. Identify and develop effective approaches for informing and educating the community about naturalization events, current policy issues, resources, and opportunities for success and empowerment.
4. Create multilingual outreach and education strategies that target and motivate historically underserved and hard-to-reach naturalization-eligible residents of San Francisco.
5. Provide ongoing support for the educational, economic, social, and civic inclusion of immigrant residents and families, regardless of immigration status.
6. Specific grant activities include services, such as naturalization services, attorney consultations, eligibility screenings, application assistance, application fee assistance, English-acquisition and citizenship preparation classes, and civic participation.
7. Proposals must include a service objective and outcome measure such as:
 - Service objective: number of individuals provided with eligibility screening
 - Outcome measure: percentage of naturalization applications completed

CATEGORY	REQUIREMENTS, SERVICE OBJECTIVES & OUTCOMES
NATURALIZATION SERVICES COLLABORATIVE	Proposers representing a collaborative must have an <i>existing</i> written agreement or evidence of a prior coalition relationship with each collaborative member. In addition, coalitions must have experience in developing and coordinating group processing workshops and conducting in-language outreach and education in multiple languages. Lead agencies must have a demonstrated history of leading and organizing previous collaboratives in immigration legal services, citizenship education and multilingual outreach. All collaborative members must be accredited and recognized by the Department of Justice and/or have licensed immigration attorneys on staff.

Funding Availability & Terms:

CATEGORY	MAXIMUM ANNUAL GRANT AMOUNT*	# OF GRANTS	GRANT TERM
NATURALIZATION SERVICES COLLABORATIVE	Up to \$600,000	1 Grant to a collaborative	1, up to 4 years in total (July 2025 – June 2029)

**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.*

GRANT AREA 3: FEE ASSISTANCE FOR IMMIGRATION-RELATED SERVICES

Grant Area Description & Purpose

This program will provide application fee assistance for San Francisco residents and individuals with a direct connection to San Francisco applying for immigration-related services. This program will help provide partial and full grants to cover application fees for citizenship, deferred action and other immigration applications, in addition to other emerging immigration needs. The program will also integrate financial education and economic inclusion elements as set forth below.

Proposals must include a service objective and outcome measure such as:

- Service objective: number of financial assistance applications initiated
- Outcome measure: percentage of successful applications with funds disbursed; percentage of applications submitted as a result of fee assistance

CATEGORY	REQUIREMENTS, SERVICE OBJECTIVES & OUTCOMES
FEE ASSISTANCE FOR IMMIGRATION-RELATED SERVICES	<ul style="list-style-type: none"> ✓ Maximize the number of individuals who complete immigration applications by removing financial and cost barriers through full grants and partial fee subsidies and loans. ✓ Maximize the number of partial and full fee subsidies provided to SF applicants. ✓ Provide financial education and build linkages to long-term financial literacy using products such as bank accounts, financial coaching, and building credit. ✓ Achieve demonstrated improvements in financial stability and specific household economic indicators for participants (for example, increases in savings, credit scores, et cetera). ✓ Ability to provide full grants (100% fee coverage) for hardship cases (as defined in partnership with OCEIA), and ✓ Ability to provide partial grants (such as 50% immigration fee coverage) paired with no/low interest loans integrated with financial empowerment elements. ✓ Full grants and 50% match products must be available for currently authorized immigration applications, including but not limited to: <ul style="list-style-type: none"> ○ Citizenship ○ Deferred Action for Childhood Arrivals (DACA) ○ Adjustment of Status (Green Cards) ○ U and T Visas ○ Temporary Protected Status (TPS) ○ Family Petitions ○ Advance Parole ○ Applications for Employment Authorization ✓ Willingness to partner with OCEIA's projects such as DreamSF Fellows, SF Pathways to Citizenship Initiative, and immigration-related legal services and providers to prioritize local immigrants for services, regardless of immigration status.

	<ul style="list-style-type: none"> ✓ Demonstrated track record of providing financial assistance with immigration applications and removing financial barriers to immigration services. ✓ Utilizes proven strategies and culturally and linguistically competent tools to further financial education, stability and inclusion. ✓ Prior experience promoting immigration assistance programs, and willingness to support collaborative workshops and events with in-person application/enrollment services and outreach and education efforts. ✓ Prior experience promoting immigration assistance programs, and willingness to support collaborative workshops and events with in-person application/enrollment services and outreach and education efforts.
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Funding Availability & Terms:

CATEGORY	MAXIMUM ANNUAL GRANT AMOUNT*	# OF GRANTS	FUNDING TERM*
FEE ASSISTANCE FOR IMMIGRATION-RELATED SERVICES	Up to \$100,000	1 Grant	1, up to 4 years in total (July 2025 – June 2029)

**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.*

GRANT AREA 4: ASYLUM IMMIGRATION LEGAL SERVICES, INCLUDING EXPERIENCE REACHING TRANSGENDER & GENDER-NONCONFORMING RESIDENTS

Grant Area Description & Purpose:

This grant involves expanding access for asylum immigration services and related legal services and representation to those in need, regardless of immigration status, including transgender and gender-nonconforming (TGNC) immigrants in San Francisco. This program aims to ensure that San Francisco’s TGNC immigrants, regardless of immigration status, are able to navigate complex systems and application processes with culturally competent support.

While proposers should have experience and expertise reaching and meeting the needs of TGNC individuals, the services provided must be open to all San Franciscans, regardless of race, ethnicity, gender, sexual orientation, or national origin who otherwise meet the criteria.

Proposals must include a service objective and outcome measure such as:

- Service objective: number of immigration consultations conducted
- Outcome measure: percentage of immigration relief applications submitted

CATEGORY	REQUIREMENTS, SERVICE OBJECTIVES & OUTCOMES
ASYLUM IMMIGRATION LEGAL SERVICES, INCLUDING EXPERIENCE REACHING TRANSGENDER & GENDER-NONCONFORMING RESIDENTS	<ul style="list-style-type: none"> ✓ Provide legal services and representation to SF resident asylum seekers, including transgender and gender-nonconforming immigrants where safety will be compromised due to gendered violence. ✓ Identify and provide reputable, free immigration legal services including consultations, application preparation and processing, representation, and interview accompaniment for TGNC immigrants seeking asylum. ✓ Provide other asylum support services such as community navigation, outreach, and referrals to connected services such as safety, housing, and health and social services. ✓ Grantee recipient is expected to coordinate their efforts with OCEIA, City departments, and other identified partners to leverage resources and address service or policy gaps.

Funding Availability & Terms:

CATEGORY	MAXIMUM ANNUAL GRANT AMOUNT*	# OF GRANTS	FUNDING TERM*
ASYLUM IMMIGRATION LEGAL SERVICES, INCLUDING EXPERIENCE REACHING TRANSGENDER & GENDER-NONCONFORMING RESIDENTS	Up to \$125,000	1 Grant	1, up to 4 years in total (July 2025 – June 2029)

**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.*

C. ELIGIBILITY AND USE OF FUNDS

The Community Engagement & Support 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 grant, proposed projects must:

- ✓ Be located in San Francisco with all major activities taking place in San Francisco.
- ✓ Serve 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 hard-to-reach populations.
- ✓ Demonstrate a long-term benefit to the identified San Francisco populations and City.
- ✓ Provide a time-bound schedule of when activities will occur and corresponding project budget.
- ✓ 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. All proposals will be screened prior to the review process and non-compliant organizations will not be considered. 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:** Programs and services cannot discriminate or grant a preference based on an individual's race, ethnicity, gender, sexual orientation, or national origin. Programs and services must comply with federal, state, and San Francisco prohibitions against discrimination in fair housing and equal employment opportunity, and in awarding contracts. Programs and services 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. 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 intended populations? Are the proposed activities culturally and linguistically relevant? 3. Are the proposed goals, outcomes and performance metrics measurable, impactful and aligned to the RFP? 4. Does the proposal outline how the applicant will measure the impact and quality of their proposed performance measures and activities? 	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 expertise reaching out to the intended 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 values of, or have experience and expertise reaching the communities served and what evidence of cultural and linguistic competency is provided? 	20 points
D.	<p>Costs, Work Efforts, and Timeframes</p> <ol style="list-style-type: none"> 1. Are the costs, work efforts, approaches and timeframes appropriate and reasonable for the proposed activities? 	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 seven (7) calendar 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 seventh calendar 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 seven (7) 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 seventh 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
1145 Market St, Suite #100, 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.

F. REPORTING & MONITORING REQUIREMENTS

Additional requirements for successful grant award recipients:

Semiannual Programmatic Reports

Semiannual programmatic performance reports that include both quantitative performance tracking and qualitative narrative reporting on program impact.

Fiscal & Program Monitoring

All contractors with the City may be required to participate in fiscal monitoring and program monitoring activities such as site visits or desk reviews. More information is available here: <https://www.sf.gov/city-policies-and-legislation-about-nonprofit-contracting>

Attendance at Quarterly Grantee Meetings

OCEIA hosts quarterly grantee meetings that include presentations and discussions related to the grant area, program updates, sharing best practices and trends.

V. ATTACHMENTS

A. 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 in a ZIP file and emailed to civic.engagement@sfgov.org with the subject line: RFP#2025-01 Community Engagement & Support Grants.

All proposals must be received by 5:00 p.m. PT on Friday, June 13, 2025 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.

B. SAMPLE G-100 GRANT AGREEMENT

Please see the attached sample G-100 Grant Agreement form for reference.