

## SF OCEIA GoBiz Application (1 year)

General Information	
Local Govt Applicant	SF Office of Civic Engagement & Immigrant Affairs
Employer/Taxpayer Identification Number:	94-3248335-70
Mailing Address	1155 Market Street, 1st Floor
City	San Francisco
County	San Francisco
State	CA
Zip Code	94103
Name and contact information of person to be contacted regarding this application:	
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**Counties or Cities where services will be delivered:**

- Primary: San Francisco
- Secondary: Five neighboring Bay Area Counties (Alameda, Contra Costa, Marin, San Mateo, Santa Clara)

### **SECTION 1**

#### **QUESTION 1: APPLICANT OVERVIEW**

**A. Describe the applicant's immigrant integration programming, services, or initiatives, including the types of services provided, the counties/cities served, and any other special populations the applicant currently serves. Include an analysis of the demographics and related needs of the immigrant community in the jurisdiction and describe how the proposed activities align to serve these demographics.**

A municipal agency within the City & County of San Francisco, the Office of Civic Engagement & Immigrant Affairs (OCEIA) is a policy, direct services, compliance and grantmaking office that promotes civic participation and inclusive policies to improve the lives of San Franciscans, particularly immigrants, newcomers, underserved, and vulnerable communities. OCEIA bridges linguistic and cultural 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 the city. While the primary focus of programming is immigrants who reside in San Francisco, most of our services are open to individuals throughout the San Francisco Bay Area with a demonstrated connection to the City (live, work or attend school in San Francisco).

San Francisco is home to a diverse population - with over 37% of the City identifying as Asian, 16% Hispanic, 6% Black, and 5% Multiracial. According to Census Bureau data, one in three San Franciscans is an immigrant, and nearly 40% of residents speak a language other than English at home. The local Language Access Ordinance mandates that City information and services be made available in languages spoken by at least 10,000 limited-English proficient individuals - which currently covers Spanish, Chinese and Filipino (Tagalog). Other language groups under that threshold but with concentrations over 5,000 residents include Vietnamese, Russian and Arabic.

Data from USC's Equity Research Institute and Migration Policy Institute share additional information about types of immigrants in San Francisco: over 50,000 are eligible to naturalize, and nearly 45,000 immigrants are undocumented. Most recently - data from the SF Unified School district show a large surge in newcomer asylum seekers arriving in San Francisco over the last year, with nearly 1,000 newcomer latinx students enrolling - most arriving from Northern Triangle Countries of Central America, Colombia, Peru, Venezuela and Nicaragua (though arrivals from Haiti, Russia and Ukraine have also been common). Anecdotally, community partners have shared reports that the waitlist for immigrants seeking representation in the immigration court (many with asylum cases) has an historic waitlist of over 500 individuals. Immigration nonprofits have also relayed significant delays in obtaining temporary work authorizations for newcomers applying for asylum, and regularly changing asylum procedures and rules creating a confusing landscape for navigating many different pathways for asylum and legalization.

The City's Economic Recovery Task Force also found that BIPOC and immigrant communities were disproportionately impacted by COVID19. And despite City and nonprofit efforts to support immigrant workers left out of federal economic stimulus support during the pandemic, homelessness amongst latinx residents increased 55% from 2019 to 2022.

OCEIA believes immigrants are essential to San Francisco's vibrancy and success, and that a City inclusive of immigrants is stronger, safer, and more equitable. OCEIA's key work areas include civic engagement, immigrant inclusion grants and projects, professional and economic development initiatives for immigrants, language access, and immigration policy and affairs.

Through our grantmaking portfolio of over \$5million we fund a wide range of immigrant integration projects with over 50 contracts, most of which are centered on immigration legal services, civic/linguistic engagement, economic integration, and community navigation and education. Since 2009, OCEIA has managed a number of innovative immigrant assistance projects and programs, including the 2010 and 2020 citywide Decennial Census Outreach and Education campaigns, DreamSF Fellows Program, SF Pathways to Citizenship Initiative, the San Francisco Day Labor Program/La Colectiva and civic engagement-focused grant programs including Immigrant Parent Voting, Language Access Community Education, and Youth Civic Engagement.

OCEIA also provides immigration and immigrant integration subject matter expertise citywide, and works on special projects with relevant departments to ensure immigrant inclusion and access to local government services and benefits. OCEIA also provides immigration updates to other City agencies, and technical assistance to departments in response to changing immigration policies and to promote best practices working with immigrant residents. OCEIA also provides communications resources and toolkits on immigrant rights and resources in San Francisco. Over the last few years, some of the biggest policies we have been focused on include:

- Newcomer/Asylum Seeker Arrival Planning (OCEIA is part of leadership team with the Human Services Agency & Emergency Management Department)
- Language Access Ordinance and Compliance, and state and national language access legislation requirements
- Deferred Action, Temporary Protected Status, Asylum, and immigration legal services more generally
- Public Charge and public benefits for immigrant communities

**B. Describe how the applicant meets the eligibility criteria and has the required experience for the Local Immigrant Integration and Inclusion Grant (LIIG).**

A. Eligibility Requirements a. Is a California City, County, or County or City Department; and b. Has an existing: i. Office of Immigrant Affairs/New Americans; or ii. Designated Immigrant Affairs Liaison; or iii. Administers public programs or benefits for immigrant populations, including but not limited to Economic Development, WorkForce Development, CalFresh, CalWORKS, Refugee Resettlement Programs, Immigration Legal Services, etc.; and c. Has experience administering State grant or contract funding.

B. As a city agency within California, OCEIA is eligible to apply for this grant. Established in 2009, OCEIA was the first municipal office of immigrant affairs within the state of California, and has been a leader in immigrant inclusion and innovative models to promote the economic empowerment of immigrants. OCEIA was also one of the founding members of the national Cities for Action Coalition, and continues to serve on the steering committee.

OCEIA also brings specific expertise to immigrant economic inclusion work. In 2014, after providing grant funding to nonprofits that supported DACA recipients, OCEIA launched the DreamSF Fellows Program, a fellowship for young immigrant professionals regardless of immigration status to gain professional skills, contribute to community-led efforts that support immigrant inclusion, and learn about local immigrant rights and resources. Now in its 10th year of operation, DreamSF has provided opportunities for professional development, income generation, and skill building to nearly 200 individuals who reside in San Francisco and five neighboring Bay Area counties. In 2020 OCEIA successfully partnered with Democracy at Work Institute to launch the first immigrant worker owned professional services cooperative in San Francisco, Radiate Bay Area, which consists largely of former DreamSF Fellowship participants.

OCEIA will bring leadership, technical assistance, support and on policies and programs that empower, protect and support our immigrant community members. OCEIA also has an in-house language services team that translates public facing content and documents into the three languages required by the language access ordinance.

**C. Describe the applicant's process for seeking input on the proposed LIIG activities from the public, including but not limited to immigrant residents, community organizations, and service providers. How many individuals and/or organizations provided feedback? How was the feedback collected, and what are the top priorities?**

As a department with close ties directly to the community, OCEIA maintains a strong knowledge of immigrant community needs. OCEIA provides over \$5 million in grants for various immigrant assistance initiatives, and manages over 50 contracts with community based organizations that serve the diverse immigrant communities of San Francisco. OCEIA maintains a close partnership with over 40 community-based organizations that serve immigrants, and works closely with other City agencies and other regional municipalities as well. Conversations about the economic and workforce needs have been integrated across OCEIA's work areas and points of contact with community and City stakeholders:

- At the recent annual planning retreat of the 15-member San Francisco Immigrant Rights Commission (IRC) in May 2023, the issues of workforce development for DACA recipients & newcomers was identified as a top priority for the upcoming year, and a public hearing on this issue has been scheduled for October 30, 2023 to learn more about best practices and innovations for supporting undocumented workers.
- During our routine grantee meetings (20+ community attendees) and most during monthly community planning sessions in response to surges in asylum seeking newcomers, community providers have repeatedly called for the need to accelerate all supports for economic self-sufficiency, and specifically called for deeper investments in, and access to, worker cooperatives, know your rights information about worker rights and independent contracting, and expedited systems and processes for applying for work permits.

- One of OCEIA's core programs is DreamSF, a fellowship tailored for immigrant folks in the San Francisco Bay Area to access professional development opportunities. Going into its 10th year anniversary, DreamSF has a rich network of over 160 DreamSF Alumni. During each cohort's weekly seminars, DreamSF Fellows get to learn about workforce development and entrepreneurship. At the June close of our 9th cycle of DreamSF Fellows, we held focus group conversations during weekly seminars with our 18+ fellows, and also required self-assessments from each fellow that requested reflections and needs. As most participants exit our fellowship program, those without work authorization (representing the majority of responders) expressed significant concern about how to continue their professional journey outside of formal employment, and expressed interest in finding other ways to generate income. It has been clear to OCEIA that in order for the fellows to continue a successful career beyond their fellowship term, they must have access to workforce development opportunities. Of the newly launched 10th cohort of 20 DreamSF Fellows, nearly all expressed interest in joining a worker cooperative, LLC or starting their own business
- Monthly community response planning meetings that OCEIA has coordinated since migrant busing started in 2022 have surfaced specific priorities from the 15 - 20 community based organizations that attend; particularly access to work and income generation, housing, and access to immigration representation.
- Our quarterly grantee meetings with our Affirmative Immigration Providers (20+) groups, have also included discussion and identification of key priorities for undocumented immigrants, and protecting and supporting DACA recipients. With the DACA program currently in jeopardy and awaiting final decisions at the Supreme Court, no new DACA applications have been accepted and many young professionals that would have otherwise qualified are left without many opportunities. With each year, there is a new wave of immigrant youth graduating from high school and/or college with no prospects for employment due to lack of work authorization. A worker cooperative would not only benefit the many immigrants and newcomer arrivals that never qualified for DACA, but would also benefit those that are eligible for DACA but are now unable to apply.

## **QUESTION 2: ORGANIZATIONAL CAPACITY AND SERVICES**

**A. Describe the LIIG activities the applicant intends to provide and how they will advance immigrant integration. Include how the applicant will serve the linguistic and cultural needs of the population it intends to serve.**

OCEIA is pleased to submit this proposal application to seek funds to hire an Immigrant Economic & Workforce Development Coordinator who will lead the launch a comprehensive Immigrant Economic Inclusion Project (IEIP) to create economic and workforce opportunities for

local immigrants with the least access to traditional opportunities, as well as well as empower them with knowledge, information and resources to succeed.

The IEIP will deploy a comprehensive strategy to consolidate build awareness, knowledge, and access to economic empowerment resources available for immigrants and newcomers in San Francisco, with a special focus on those without access to work authorization or for whom traditional employment is not accessible or available. The project will include three main goals:

1. Increasing community knowledge & awareness of workforce and economic justice opportunities and resources for immigrants and newcomers
2. Increasing economic integration of immigrant entrepreneurs by expanding opportunities for immigrant business ownership, entrepreneurship & income generation
3. Building regional collaboration, capacity and knowledge of economic opportunities for immigrants

The first goal will be accomplished through comprehensive asset mapping of the various economic empowerment programs and services available to immigrants in San Francisco, particularly those without status and with greater barriers to success. The asset mapping will specifically focus on resources and support for immigrants without work authorization, and will result in the creation of a toolkit and outreach plan highlighting options for economic success and inclusion, along with city-funded and low cost resources to remove barriers and promote opportunities. The types of resources to be included in the toolkit include programs funded through OCEIA, the City's Office of Economic & Workforce Development (OEWD), and community-based programs. Upon completion of asset mapping and the development of the Immigrant Economic Inclusion Toolkit, the Project Manager will design and implement a robust community outreach strategy to educate community members directly, as well as staff from the community organizations and city agencies that also support and engage with immigrants.

The second goal intends to result in more income generating opportunities for immigrant community members, and specifically aims to incubate worker cooperatives that support specific communities of focus for OCEIA, including multilingual immigrants, undocumented immigrant youth and DACA recipients, and newcomer asylum seekers. The need for opportunities in each of these areas is apparent: each year during our recruitment for our DreamSF Fellows Program we receive 200+ applicants from Bay Area immigrants for the limited spots available in the program. Often these individuals are not fully engaged with other resources for economic self sufficiency. Additionally, hundreds of newcomers searching for work opportunities are forced into low paying, under-the-table opportunities while they wait months or years for work authorization and decisions on pending immigration petitions. The IEIP will result in increased opportunities for immigrant professionals by 1) enhancing existing cooperatives with resources and growing their membership through referrals, 2) exploring and incubating additional worker cooperatives, and 3) planning and executing an Immigrant Workforce/Job Fair to connect local immigrants with resources, tools and opportunities for professional development, skill building and income generation, and 4) hosting an annual Community Interpreter Trainings to provide professional level training and skill building opportunities to at least 25 multilingual participants each year.

The third and final goal is to increase regional collaboration, capacity and knowledge of innovative ways to support immigrants and newcomers with the least access. This will be done by creating spaces to share and connect with other cities and counties, both with offices of immigrant affairs in neighboring counties, but also with other relevant staff members and divisions. This will build off of existing efforts by Santa Clara, San Jose, San Mateo, San Francisco to coordinate arrivals of asylum seekers, and is a natural extension of that work. OCEIA will work to incorporate and involve staff from additional counties such as Alameda and Contra Costa, and will organize and lead meetings to share and collaborate on best practices, as well as coordinate efforts across municipal boundaries.

**B. Describe how the applicant will meet the selected activities outlined in the RFP.**

OCEIA will work in partnership with community partners and city agencies such as the Office of Small Business, Office of Economic & Workforce Development (OEWD), Office of Community Development, Library and others to ensure our success. The first goal will be accomplished through comprehensive asset mapping and the development of the Immigrant Economic Inclusion Toolkit which will include:

- Income Generation Models for Immigrants:
  - Fellowships (DreamSF Fellows)
  - Independent contracting
  - Business ownership, worker cooperatives & LLCs (Radiate Bay Area)
  - Day Labor Program & Women's Collective
  - Promotora Programs
- Resources & Support Services for Immigrant Business Owners
  - Free small business coaching and guidance from the Office of Small Business
  - Grants and funding available to incubate
  - Lending Circles for entrepreneurship
  - Immigrants Rising's Entrepreneurship Resources
- Banking & Taxes
  - Setting up an Individual Taxpayer Identification Number (ITIN)
  - Free Tax Preparation Services
  - Accessible banking and immigrant friendly financial institutions (Bank on SF)
- Worker Rights
  - Preventing Wage Theft
  - Immigration resources for victims of labor violations, and overview of deferred action program for victims of labor disputes
  - Immigration Know Your Rights

The outreach plan for IEIP will consist of presentations and collaborations with the following long-held institutional partners of OCEIA, such as:

- DreamSF Fellows: OCEIA already provides informal, individualized guidance and support to our immigrant fellows, and the toolkit will enable a more detailed overview of options available to them
- Grantees: OCEIA funds many cbos that can be important parts of educating the community, and they themselves often hire immigrants (we have developed a successful

pipeline from our DreamSF Fellows program to our nonprofit network, with 25+ still working in local cbos)

- Workforce Providers: The City funds organizations to be neighborhood-based employment and workforce development centers.
- Consulate Corps. OCEIA and the IRC maintain close relationship with consulates who are interested in doing more to support and empower their communities
- Language Access Partners. With an expertise in the training and development of language services (interpretation and translation), OCEIA has previously piloted community language banks that aim to prepare bilingual community members

OCEIA will accomplish the second goal of this project by building from existing bodies of work to incubate worker cooperatives and create supports for existing cooperatives in the City. The work of supporting existing cooperatives will consist of infusing relevant information and resources to the cooperatives (as captured in our toolkit), as well as referring additional, prospective cooperative members and promoting cooperative services to potential clients including nonprofit service providers, private residents, businesses and more. One specific example of resources OCEIA will provide include a comprehensive Community Interpreter Training for cooperative member-owners who wish to leverage language services as professional service. OCEIA also plans to work with community partners and OEWD to hold a Immigrant Workforce Fair for immigrant residents, which will include a fair of various employers, cooperatives, technical assistance providers, and other support services that can support immigrant professionals. We aim to have this fair in Fall 2024 of the project, and to share information in various languages with 100+ attendees and with information available in Chinese, Filipino and Spanish.

The work to incubate at least two new cooperatives for this project will involve information gathering and proposal development for potential cooperatives stemming from three areas identified by our stakeholders: 1) the DreamSF Fellowship, 2) language services and community language bank models, and 3) newcomer support programs. OCEIA will leverage the Rapid Response Cooperative model utilized with the launch of Radiate Bay Area, and the expertise of Democracy at Work Institute to work with our existing stakeholder groups to recruit and identify member owners, and will engage consultants and resources to build the administrative processes needed to ensure operational success. OCEIA will actively work with nonprofit partners to provide technical assistance and guidance on the process for them to hire former DreamSF fellows and other immigrants without status through our cooperatives and other models. Through this incubation we are both providing a direct income generation for migrant professionals who wouldn't have access to this otherwise AND increasing the capacity of community based organizations in San Francisco by providing them with migrant leaders that can provide best services directly to their communities.

The third goal to increase regional collaboration will build off of existing efforts by Santa Clara, San Jose, San Mateo, San Francisco to coordinate arrivals of asylum seekers, and is a natural extension of that work. OCEIA will work to incorporate and involve staff from additional counties such as Alameda and Contra Costa, and will organize and lead meetings to share and collaborate on best practices, as well as coordinate efforts across municipal boundaries.

**C. Provide a comprehensive sustainability plan that outlines strategies and timelines for maintaining and expanding the program beyond the grant period. The plan should include details on potential funding sources, partnerships, program modifications, and long-term goals to ensure the program's continuity and growth.**



Currently, OCEIA staff play a wide range of roles and collaborate deeply to respond to community needs and launch new initiatives when needed. This grant funding would provide much needed staff support to fully develop and implement an intentional, comprehensive project rather than the piecemeal approach we have been utilizing thus far. OCEIA is committed to demonstrating the success of this project to City leadership and advocating for ongoing investments to make this position a continued presence on staff. In the event that local funds cannot be secured to continue the position, OCEIA will ensure continuity of this important work by redistributing functions of these projects across relevant various staff to ensure the project is sustainable and long term, as we have successfully done with other projects in the past. OCEIA is also actively coordinating and communicating with local foundations to explore additional options for sustaining these important efforts. Conversations with Grove, Zellerbach and SF Foundation have already been initiated, as well as conversation with GCIR partners.

**D. Detail how many staff (existing or new hires) will implement the LIIG activities. Please include details about their scope of work and role. In addition to the written narrative, please complete the table below and attach a separate sheet if more space is needed (This question is excluded from the 750-word limit):**

Staff Name or "New Hire"	Position or Title	Scope of Work (e.g., specific duties, responsibilities, and tasks as it relates to LIIG activities)
New Hire	Immigrant Economic & Workforce Coordinator	Project Manage all aspects of the project and complete main project elements with support from team
Valeria Suarez	DreamSF Coordinator	Work with Immigrant Economic and Workforce Coordinator to integrate toolkit and incubate cooperatives with the DreamSF Fellows Program Alumni network; Organize focus groups with DreamSF Alumni who are current Co-op Members/LLC Owners to gather feedback and input into the immigrant economic inclusion toolkit; Recruiting members for Co-op from DreamSF Alumni Network;
Jorge Rivas	Executive Director	Strategic input and guidance, program promotion and visibility
Rich Whipple	Deputy Director	Supervise Immigrant Economic and Workforce Coordinator and provide oversight, guidance and support, including convening of stakeholders and partners
Chloe Noonan	Policy & Compliance Officer	Will support exploration of language services cooperative and provide content expertise on interpretation and translation; leverage team's internal ability to translate important program

		details into other languages
Melissa Chan	Senior Grants & Operations Administrator	Will provide support with invoicing, grants, contracts, as well as administrative systems
Jamie Richardson	Senior Communications Specialist	Support with development of toolkit and communications efforts

At least six OCEIA Staff will be involved in the support of this project, which will include the strategic direction and oversight by the Deputy Director and Executive Director of OCEIA, direct project implementation by the future Immigrant Economic & Workforce Coordinator (New Hire), with subject matter expertise from staff who directly operate many of our programs to provide subject matter expertise, including our DreamSF Fellows Coordinator (Val Suarez), Language Access & Compliance Officer (Chloe Noonan), and Community Grants & Operations Coordinator (Melissa Chan). The development of the toolkit will also be supported by our Senior Communications Specialist (Jamie Richardson), who has developed similar toolkit and resource guides. Additional consultants and support may also be leveraged as needed.

**E. How many individuals will the additional staff serve through the LIIG, or how will intergovernmental staff be impacted?**

The following metrics and outcomes will be used to track the success and impact of this project:

Description of Metric	# Served (or other metric)
Provide direct resources to current participants of Immigrant Owned Cooperatives in the San Francisco Bay Area	20
New Immigrant Member-Owners of Cooperatives	20
Set up of DreamSF Cohort 2023-24 with a worker-owned cooperative	10
Provide City Departments with Immigrant Economic Inclusion Toolkit and additional resources	15 departments, 50 individuals
Provide Community Organizations with Immigrant Economic Inclusion Toolkit to promote support for immigrant businesses	40
Provide Community Members (DreamSF Alumni, Community Ambassadors, etc.) with direct training on the Immigrant Economic Inclusion Toolkit as well as 1-1 support to explore income generation options	50
Attendees at the Immigrant & Newcomer Workforce Fair	100+
Regional Partners (neighboring cities and counties) educated and	5 cities and counties

engaged in Immigrant Economic Inclusion Project with the potential for it to be replicated	
Community Interpreters Training	2 trainings and 40 participants

Metrics in narrative form (repeated from table above):

- Provide direct resources to at least 20 current participants of Immigrant Owned Cooperatives in the San Francisco Bay Area
- Develop at least 2 New Immigrant Member-Owned Cooperatives and 20 new cooperative member owners (combined)
- Establish worker cooperative for 2023-2024 DreamSF Cohort 2023-24 with at least 10 member owners
- Educate 15+ City Departments with Immigrant Economic Inclusion Toolkit and additional resources, and train at least 50 City Staff
- Provide 40 Community Organizations with Immigrant Economic Inclusion Toolkit and immigrant economic empowerment training to promote support for immigrant businesses
- Provide 50 Community Members (DreamSF Alumni, Community Ambassadors, etc.) with direct training on the Immigrant Economic Inclusion Toolkit as well as 1-1 support to explore income generation options
- Hold one Immigrant Workforce Fair with at least 15 participating partners and 100+ attendees.
- Share resources and best practices with at least 5 other municipalities and conduct at least 3 regional partner meetings
- OCEIA will host a Community Interpreters Training once per year for at least 40 total participants

**F. Describe the applicant’s policies and procedures that will protect clients’ confidential information.**

San Francisco’s Sanctuary Ordinance prohibits the City from asking residents about immigration status with limited exceptions, and also limits the collection of data related to immigration status. In addition to these citywide requirements and protections, OCEIA has developed its own internal systems for security and safety of information. OCEIA has sponsored, supported and planned many immigration workshops and developed confidentiality protocols in partnership with community partners. At in person events, OCEIA and community partners maintain strong policies on document privacy and security - encouraging community partner organizations to retain client specific data, intake forms and other information (rather than OCEIA directly). The services being proposed in this project also require limited data collection, perhaps only in receiving and reviewing applications for cooperatives. As with our other programs, applications and forms will be designed to require only limited information, and will not require unnecessary personal details such as addresses and immigration status. Our DreamSF Fellows selection

process and immigration clinics are examples of keeping participants' information confidential while ensuring they get the services they need.

### **QUESTION 3: ADMINISTRATIVE CAPACITY**

**A. Describe the applicant's experience managing grant or contract awards and/or other government funding. Provide details of the organization's administrative structure and systems to manage budget, reporting, quality controls, and meet grant agreement requirements. Specify what reporting or software systems exist in the organization to collect data and manage grants. Include the process to collect and report demographic data, service impact, experienced challenges, and the reach of proposed activities.**

We are a previous, successful grantee of the State of California during the 2010 and 2020 Census efforts, OCEIA has direct experience complying with state funding requirements, submitting required reporting, and partnering with state initiatives. OCEIA is a division of the City Administrator's Office (CAO), which houses the budget team, accounting team and accounting team for our division. As a smaller division within the CAO, we benefit from having a skilled and experienced accounting and budgeting team who routinely process federal and state grant awards and provide oversight to ensure that we are timely, accurate and thorough in our reporting to our grantors. OCEIA has also been the recipient of private grants from philanthropic foundations and private donors, including the Zellerbach Foundation, SF Foundation and others. In 2013 OCEIA co-funded its SF Pathways to Citizenship Initiative along with five other local foundations, and co-created report forms and payment plans for grantee recipients.

OCEIA provides over \$5 million in grants for various immigrant assistance initiatives, and manages over 50 contracts with community based organizations that serve the diverse immigrant communities of San Francisco. Our own grantmaking requires we provide strict oversight that includes technical assistance, site visits, and programmatic and financial audits. We design and manage grant reports, summary spreadsheets, and systems to aggregate data and produce summary results at the end of each calendar and fiscal year.

Additionally, we also oversee Citywide compliance for our Language Access Ordinance, and require each City agency to submit annual reports using Salesforce reporting software. Our staff also retains proficiency in Microsoft data and reporting tools (Excel, Access), and also relies heavily on Google Suite (sheets, forms) as well as other survey tools.

**B. Describe how the applicant will manage accounting, invoicing, reporting, and general fiscal management practices necessary to meet GO-Biz's grant requirements.**

OCEIA will rely on our Senior Grants & Operations Administrator to liaise with our accounting and budget teams to ensure we obtain all required documentation for reporting and invoicing. Deputy Director Rich Whipple will act as the Authorized Representative to submit quarterly reporting, liaise with GoBiz, and oversee other program requirements. Reporting and invoicing

schedules will be tracked with calendar items and in our project management system, which will be overseen by the Project Coordinator under the direction of the Deputy Director.

**C. List the designated staff and supervising staff who will be involved in administering this grant and their position and scope. Staff Name or “New Hire” Position or Title Scope of Work (e.g., specific duties, responsibilities, and tasks)**

Staff Name or "New Hire"	Position or Title	Scope of Work (e.g., specific duties, responsibilities, and tasks as it relates to LIIG activities)
New Hire	Immigrant Economic and Workforce Coordinator	<ul style="list-style-type: none"> <li>- Primary steward of overall project implementation</li> <li>- Compile data on results and deliverables, drafting grant report and gathering details for outcomes documentation</li> </ul>
Valeria Suarez	DreamSF Coordinator	<ul style="list-style-type: none"> <li>- Coordination and documentation of community partner engagement (DAWI, IR, MEDA) to assess resources for coop development:</li> <li>- Assist coordination of trainings for Immigrant Economic Inclusion Toolkit</li> </ul>
Richard Whipple	Deputy Director	<ul style="list-style-type: none"> <li>- Main point of contact with GoBiz on behalf of OCEIA;</li> <li>- Directly supervise Immigrant Economic Workforce Coordinator and submit required reports and documentation;</li> <li>- Convene Community Partners and stakeholders to ensure collaboration and community guidance</li> </ul>
Melissa Chan	Senior Grant & Operations Administrator	<ul style="list-style-type: none"> <li>- Liaise with accounting departments on invoicing, payments, and billing;</li> <li>- Track expenses (from internal, in-kind budget), and overall project budget oversight;</li> </ul>

**QUESTION 4: COLLABORATION**

**A. Describe the applicant’s experience working with critical, internal, and external stakeholders on immigration issues or initiatives. How will these partnerships be leveraged to advance the grant’s impact?**

The success of IEIP hinges on leveraging our deep partnerships with community stakeholders

as well as our relationships of trust with immigrant community leaders and residents. OCEIA will work in close partnership with other staff, community partners, and city agencies supporting immigrants, such as the Office of Small Business, Office of Economic & Workforce Development, Mayor's Office of Community Development, Library, City College, and others. A few examples of these stakeholders include:

- Our DreamSF Fellows: OCEIA already provides informal, individualized guidance and support to our immigrant fellows, and the toolkit will enable a more detailed overview of options available to them. We are uniquely positioned to leverage this group both as people in need of economic opportunity and potential worker cooperative members, but also because of the relationships with nonprofit partners that host fellows and are often eager to continue working with them and compensating them. This partnership has proven incredibly effective for the initial Radiate Cooperative
- Grantees: As previously mentioned, OCEIA funds many community organizations that support immigrants. Not only can these organizations be important parts of educating and supporting the community, but they themselves often hire other immigrants to fill their staffing needs (we have developed a successful pipeline from our DreamSF Fellows program to our nonprofit network, with over 25 still working in local nonprofit organizations). Our grantees are convened quarterly and will be routinely briefed on the project
- Day Labor Program. OCEIA currently funds the Day Labor Program and Women's Collective, which will be an important outreach partner for this project.
- OEWD and City Workforce Providers: OEWD provides funds to community groups for aligned efforts, and are deep thought partners with OCEIA. They will be heavily involved in the success of this project both through the leveraging of their workforce provider organizations but also the resources and tools they have in place that can be tailored for immigrant residents in need. OCEIA has already presented to these coalitions twice in the last few months on the need for more innovative workforce solutions for immigrants
- Language Access Partners. With an expertise in the training and development of language services (interpretation and translation), OCEIA has previously piloted community language banks that aim to compensate local bilingual community members to meet the growing demand for interpretation by City and private entities. Our language access grantees have been pushing OCEIA for years to incubate a worker cooperative specifically for language services, and we are keen to convene working groups
- Regional Immigrant Affairs Staff. As mentioned previously, OCEIA has played a leadership role in supporting and convening regional offices of immigrant affairs, and participated most recently in coordination conversations regarding asylum seeker arrivals. In 2015 OCEIA hosted offices of immigrant affairs from 20+ cities around the country to share best practices on immigrant inclusion.

Lastly - deep partnership with the Democracy at Work Institute and the Office of Economic & Workforce Development will be needed to launch the new cooperatives.

**B. Describe the applicant's resources, including but not limited to in-kind, philanthropy, facilities, datasets, etc. How will resources be leveraged to maximize the grant's impact?**

OCEIA's core staff (excluding participants in workforce programs) consists of approximately 15 staff, many of whom will offer staff time and expertise. OCEIA also partners with a fiscal sponsor to implement our DreamSF Fellows Program, and may be able to leverage up to \$75,000 of funds to supplement the efforts of this project. Such funds will be used to cover the workforce fair and event costs, compensate consultants and partners that will be needed to launch and incubate workforce solutions, and to print materials and resources. Funds from the State will solely be used to cover time of the Immigrant Economic and Workforce Coordinator.

**SECTION 2**

**Implementation Plan: Outline an implementation plan for this grant with clear goals and objectives. Goals are broad, general, intangible, and abstract. A goal describes the final impact or outcome that you wish to bring about. Ensure the goals are linked to the purpose within the grant terms. In contrast to the goal, an objective is narrow, precise, tangible, concrete, and can be measured. Use the S.M.A.R.T. method of writing your objectives: Specific, Measurable, Achievable, Relevant, and Time-Bound.**

GOALS/OBJECTIVES		MONTH/YEAR COMPLETED
<b>GOAL 1</b>	<b>Increase Community Knowledge &amp; Awareness of Workforce &amp; Economic Justice Opportunities for Immigrants and Newcomers</b>	
Objective 1	Conduct asset mapping of, and centralize information on, existing City programs, service and resources to support economic opportunities for immigrants (especially undoc)	Spring 2024
Objective 2	Create immigrant economic inclusion toolkit; including outreach presentation, resource guide, webpages, and outreach collateral. Toolkit should centralize information on existing City programs, services and resources	Feb 2024
Objective 3	Develop & Conduct Community Outreach Plan; conduct internal (city) and external (community presentations)	Spring 2024
Objective 4	Host Multilingual Immigrant & Newcomer Workforce Fair	Fall 2024
<b>GOAL 2</b>	<b>Increase the Economic Integration of immigrant entrepreneurs by Expanding Opportunities for Immigrant Business Ownership &amp; Income Generation</b>	
Objective 1	Explore and identify additional opportunities to incubate immigrant-oriented worker cooperatives. Gather feedback and best practices from existing immigrant led coops.	By 12/2023
Objective 2	Directly support the launch of at least 2 new immigrant worker-owned cooperatives	1st - Spring 2024 2nd - Fall 2024

Objective 3	Expand awareness and membership of existing cooperatives by generating referrals to existing income generating opportunities	Starting Feb 2024
Objective 5	Host Multilingual Immigrant & Newcomer Workforce Fair	Fall 2024
<b>GOAL 3</b>	<b>Building regional collaboration, capacity and knowledge of economic opportunities for immigrants</b>	
Objective 1	Host one regional convenings/share out with Bay Area counties and cities	Summer 2024

**SECTION 3 PROJECT BUDGET:**

Provide a proposed budget and include staff and operational expenses details. Applicants shall complete the attached Project Budget (Exhibit A, Attachment 2) and outline the costs associated with hiring or extending staff capacity. The budget should include staffing costs, allowable operational expenditures, and a narrative to support the proposed budget. All costs must be directly tied to the performance of eligible work.

Funds requested are specifically for the direct costs (wages and benefits) of the project coordinator. OCEIA will draw from internal budget and in-king resources to cover all other aspects of the project, including the workforce fair and event costs, compensation for consultants and partners that will be needed to launch and incubate workforce solutions, and production of materials and resources. Funds from the State will exclusively be used to cover staff time of the Immigrant Economic and Workforce Coordinator.

The Local Immigrant Integration And Inclusion Grant (LIIG) Exhibit A, Attachment Project Budget								
JURISDICTION NAME:		San Francisco					Total Grant Amount Requested:	\$165,978.00
Total Grant Amount Requested:								\$165,978.00
		Program Development Costs						
Personnel Classifications	Role in Project (Narrative)	Year 1 Annual Salary & Benefits	Year 1 % of Time (FTE)	Year 1 Total	Year 2 Annual Salary & Benefits	Year 2 % of Time (FTE)	Year 2 Total	
1822 Administrative Analyst	Immigrant Economic & Workforce Development Coordinator	\$165,978.00	100%	\$165,978.00				
		\$-		\$-	\$-		\$-	
		\$-		\$-	\$-		\$-	
		\$-		\$-	\$-		\$-	
		Year 1 Personnel Subtotal:		\$165,978.00	Year 2 Personnel Subtotal:		n/a	
Description of Other Costs				Year 1			Year 2	
				\$-			\$-	
				\$-			\$-	
				\$-			\$-	
Year 1 Other Costs Subtotal				\$-	Year 2 Other Costs Subtotal		\$- n/a	
Personnel Grand Total				\$165,978.00				
				Other Costs	\$-			
				Grand Total	\$165,978.00			