

File No. 240054

Committee Item No. 2

Board Item No. 1

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee  
Board of Supervisors Meeting

Date February 7, 2024  
Date February 27, 2024

### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Executed Agreement 11/9/2023
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

### OTHER (Use back side if additional space is needed)

- OCEIA Presentation 2/7/2024
- ADM Statement on Retroactivity 2/5/2024
- \_\_\_\_\_
- \_\_\_\_\_
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- \_\_\_\_\_
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Completed by: Brent Jalipa Date February 1, 2024

Completed by: Brent Jalipa Date February 8, 2024

1 [Accept and Expend Grant - Retroactive - Local Immigrant Integration and Inclusion Grant -  
2 Governor’s Office of Business and Economic Development - Amendment to Annual Salary  
Ordinance - FY2023-2024 and FY2024-2025 - \$165,978]

3

4 **Ordinance retroactively authorizing the Office of Civic Engagement and Immigrant**  
5 **Affairs to accept and expend a grant in the amount of \$165,978 from the Governor’s**  
6 **Office of Business and Economic Development to support the expansion of immigrant**  
7 **integration efforts, increase community trust, and enhance the organizational capacity**  
8 **to support immigrant populations; and amending Ordinance No. 145-23 (Annual Salary**  
9 **Ordinance File No. 230645 for Fiscal Years (FYs) 2023-2024 and 2024-2025) to provide**  
10 **for the addition of one grant-funded temporary (1.0 FTE) Class 1822 Administrative**  
11 **Analyst for the period of October 1, 2023, through February 28, 2025.**

12 Note: Additions are *single-underline italics Times New Roman*;  
13 deletions are ~~*strikethrough italics Times New Roman*~~.  
14 Board amendment additions are double underlined.  
Board amendment deletions are ~~strikethrough normal~~.

15 Be it ordained by the People of the City and County of San Francisco:

16

17 **Section 1. Findings**

18 (a) San Francisco is home to a diverse population. According to Census Bureau  
19 data, one in three San Franciscans is an immigrant, and nearly 40% of residents speak a  
20 language other than English at home.

21 (b) The Office of Civic Engagement and Immigrant Affairs (OCEIA) provides policy  
22 support, direct services, grants, compliance, and other programs, including immigration and  
23 immigrant integration services, to improve the lives of immigrants, newcomers, underserved,  
24 and vulnerable communities of San Francisco.

25

1 (c) The Governor’s Office of Business and Economic Development (GO-Biz) is  
2 distributing the state’s first-ever Local Immigrant Integration and Inclusion Grant to provide  
3 funding to local governments to bolster efforts focused on helping immigrant families thrive  
4 and contribute.

5 (d) OCEIA has applied for a grant to support the expansion of immigrant integration  
6 efforts, increase community trust, and enhance the organizational capacity to support  
7 immigrant populations. OCEIA was awarded a grant in the amount of \$165,978 from the  
8 Governor’s Office of Business and Economic Development.

9 (e) The grant award period is October 1, 2023 to February 28, 2025.  
10

11 **Section 2. Authorization to Accept and Expend Grant Funds**

12 (a) The Board of Supervisors hereby authorizes OCEIA to retroactively accept and  
13 expend \$165,978 in grant funds from the Governor’s Office of Business and Economic  
14 Development, for hiring an Immigrant Economic and Workforce Development Coordinator who  
15 will lead the launch of a comprehensive Immigrant Economic Inclusion Project to create  
16 economic and workforce opportunities for local immigrants with the least access to traditional  
17 opportunities, as well as to empower them with knowledge, information, and resources to  
18 succeed.

19 (b) The Board of Supervisors hereby authorizes OCEIA to maximize use of  
20 available grant funds on program expenditures by not including indirect costs in the grant  
21 budget, and waiving indirect costs.  
22

23 **Section 3. Grant funded temporary position; Amendment to Annual Salary**  
24 **Ordinance for Fiscal Years 2023-2024 and 2024-2025.**  
25

1 (a) Ordinance No. 145-23 (Annual Salary Ordinance File No. 230645 for FYs 2023-  
2 2024, and 2024-2025) is hereby amended to add the temporary position as listed below:

3 Division: 207650 ADM Immigrant and Language Services

4 Fund: 12550

5 Fund Name: SR Grants; GSF Continuing

6

Fiscal Years	No. of concurrent Positions (up to)	Class	Compensation Schedule	Department
2023-2024	1.0 FTE	1822 Administrative Analyst	\$4,548 biweekly	ADM
2024-2025	1.0 FTE	1822 Administrative Analyst	\$4,650 biweekly	ADM

14  
15 APPROVED AS TO FORM:

16 DAVID CHIU, City Attorney

17  
18 By: /s/  
19 ALICIA CABRERA  
20 Deputy City Attorney

APPROVED AS TO CLASSIFICATION

DEPARTMENT OF HUMAN RESOURCES

By: /s/  
CAROL ISEN  
Human Resources Director

21  
22 RECOMMENDED: /s/

23 CARMEN CHU  
24 City Administrator

1 APPROVED: /s/  
2 BEN ROSENFELD  
3 Controller  
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**LEGISLATIVE DIGEST**

[Accept and Expend Grant - Retroactive - Local Immigrant Integration and Inclusion Grant - Governor's Office of Business and Economic Development - Amendment to Annual Salary Ordinance - FY2023-2024 and FY2024-2025 - \$165,978]

**Ordinance retroactively authorizing the Office of Civic Engagement and Immigrant Affairs to accept and expend a grant in the amount of \$165,978 from the Governor's Office of Business and Economic Development to support the expansion of immigrant integration efforts, increase community trust, and enhance the organizational capacity to support immigrant populations; and amending Ordinance No. 145-23 (Annual Salary Ordinance File No. 230645 for Fiscal Years (FYs) 2023-2024 and 2024-2025) to provide for the addition of one grant-funded temporary (1.0 FTE) Class 1822 Administrative Analyst for the period of October 1, 2023, through February 28, 2025.**

Existing Law

Currently, the Annual Salary Ordinance does not include the grant-funded administrative analyst position proposed in this ordinance.

Amendments to Current Law

The ordinance would authorize Office of Civic Engagement and Immigrant Affairs to accept and expend a grant in the amount of \$165,978 from the Governor's Office of Business and Economic Development to support the expansion of immigrant integration efforts, increase community trust, and enhance the organizational capacity to support immigrant populations. This ordinance would also amend the Annual Salary Ordinance to include one grant-funded full-time position for a Class 1822 Administrative Analyst.

# Accept & Expend Request - CA Local Immigrant Integration and Inclusion Grant (LIIG)

*Rich Whipple, Deputy Director*  
*February 7, 2024*





# About OCEIA

The Office of Civic Engagement & Immigrant Affairs (OCEIA) is a policy, compliance, direct services and grantmaking City department.

OCEIA's mission is to promote inclusive policies and foster immigrant assistance programs that lead to full civic, economic and linguistic integration.



# OCEIA's Program Areas



**CIVIC ENGAGEMENT**



**COMMUNITY SAFETY**



**GRANTMAKING**



**INTEGRATED  
IMMIGRANT SERVICES**



**LANGUAGE ACCESS**

# CA Local Immigrant Integration and Inclusion Grant (LIIG)

**LIIG is an initiative by the CA Governor's Office of Business and Economic Development (GO-Biz) to provide funding to local governments to support immigrants.**

Funding for supporting the development or expansion of immigrant integration efforts, increasing community trust, and enhancing the organizational capacity of local governments.

## **Eligible Grant Areas:**

- Economic Development
- Intergovernmental Technical Assistance
- Civic Engagement
- Social Service Navigation

# Local Needs and Landscape

## **SURGE OF NEWCOMER ASYLUM SEEKERS**

- SF has seen a surge in newcomer asylum seekers arrivals that lack access to work authorization or traditional income generation options
- Over 1,500 newcomer students enrolled in SFUSD last academic year, and nearly 1,000 so far this year.
- SF Immigrant Legal Defense Collaborative waitlist hit record high of 600 residents needing immigration services

## **LACK OF ECONOMIC OPPORTUNITIES FOR UNDOC IMMIGRANTS**

- Long time immigrants, many heavily impacted by COVID 19, remain outside of economic mainstream and ineligible for many support services

## **THREATS TO DACA, TPS & OTHER IMMIGRATION PROGRAMS**

- Ongoing federal policy battles and litigation put many immigrants in danger of losing work authorization through programs like DACA

# Immigrant Economic Inclusion Project (IEIP)

With the 1-year grant award, OCEIA will hire an analyst (1822) to launch and lead the Immigrant Economic Inclusion Project.

**The IEIP will seek to address existing community needs by:**

- Increasing community knowledge & awareness of workforce and economic justice opportunities and resources for immigrants and newcomers
- Increasing economic integration of immigrant entrepreneurs by expanding opportunities for immigrant business ownership, entrepreneurship & income generation
- Building collaboration, capacity and knowledge of economic opportunities for immigrants with local and regional partners

# Project Activities and Goals

## **Develop Local Economic Inclusion Toolkit**

Centralize existing resources, programs, tools and services for immigrants in a multilingual toolkit

## **Educate City, Community and Regional Partners**

Educate, inform and train community organizations, city departments and regional partners on resources, best practices and toolkit through forums and convenings

## **Support Existing Cooperatives and Immigrant Inclusion Models**

Provide technical assistance, training and promotional support to existing programs

## **Incubate New Models in Connection with Existing Programming**

Explore cooperative opportunities with DreamSF Fellows and language access programs

## **Create an Immigrant Workforce Fair/Event**

Partner with OEWD and community organizations to create a special event for identifying economic opportunities for all immigrants in SF

# Stay connected with us:

## Additional questions?

- Email [richard.whipple@sfgov.org](mailto:richard.whipple@sfgov.org)
- Or call OCEIA at 415-581-2360

## Follow us on social media:

Instagram: [@sf\\_immigrants](https://www.instagram.com/sf_immigrants)

Facebook: [@sfgov.oceia](https://www.facebook.com/sfgov.oceia)

Twitter: [@OCEIA\\_SF](https://twitter.com/OCEIA_SF)

Learn more: [sf.gov/oceia](https://sf.gov/oceia)



**File Number:** 240054  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective March 2005)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

- 1. Grant Title: Local Immigrant Integration and Inclusion Grant
- 2. Department: Office of Civic Engagement & Immigrant Affairs
- 3. Contact Person: Jorge Rivas Telephone: (415) 581-2360
- 4. Grant Approval Status (check one):

Approved by funding agency                       Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$165,978.00

6a. Matching Funds Required: \$0  
b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: International Affairs and Trade Unit within the Governor’s Office of Business and Economic Development  
b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:  
The International Affairs and Trade Unit within the Governor’s Office of Business and Economic Development is granting \$165,978.00 to the City & County of San Francisco’s Office of Civic Engagement & Immigrant Affairs (OCEIA) to support the development or expansion of immigrant integration efforts, increase community trust, and enhance the organizational capacity of local governments to support immigrant populations in California. With these funds, OCEIA will 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.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 10/01/2023                      End-Date: 2/28/2025

10a. Amount budgeted for contractual services: \$165,978.00

- b. Will contractual services be put out to bid? No
- c. If so, will contract services help to further the goals of the department’s MBE/WBE requirements?
- d. Is this likely to be a one-time or ongoing request for contracting out? One-time

11a. Does the budget include indirect costs?                       Yes                       No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain): These grant funds are designated for the salary of one position.

c2. If no indirect costs are included, what would have been the indirect costs? N/A

12. Any other significant grant requirements or comments:

These grant funds are designated for the salary of one position.

**\*\*Disability Access Checklist\*\***

13. This Grant is intended for activities at (check all that apply):

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

14. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Melissa Chan  
(Name)

Date Reviewed: 11/20/2023

Department Approval: Jorge Rivas Executive Director  
(Name) (Title)

DocuSigned by:  
Jorge Rivas  
(Signature) A2EFDBFAF9D400...



**The Local Immigrant Integration And Inclusion Grant (LIIG)  
Exhibit A, Attachment Project Budget**

<b>JURISDICTION NAME:</b>		<b>San Francisco</b>					
<b>Total Grant Amount Requested:</b>						<b>Total Grant Amount Requested:</b>	<b>\$165,978.00</b>
		<b>Program Development Costs</b>					
<b>Personnel Classifications</b>	<b>Role in Project (Narrative)</b>	<b>Year 1 Annual Salary &amp; Benefits</b>	<b>Year 1 % of Time (FTE)</b>	<b>Year 1 Total</b>	<b>Year 2 Annual Salary &amp; Benefits</b>	<b>Year 2 % of Time (FTE)</b>	<b>Year 2 Total</b>
1822 Administrative Analyst	Immigrant Economic & Workforce Development Coordinator	\$165,978.00	100%	\$165,978.00			
		\$-		\$-	\$-		\$-
		\$-		\$-	\$-		\$-
		\$-		\$-	\$-		\$-
<b>Year 1 Personnel Subtotal:</b>				<b>\$165,978.00</b>	<b>Year 2 Personnel Subtotal:</b>		<b>n/a</b>
<b>Description of Other Costs</b>				<b>Year 1</b>			<b>Year 2</b>
				\$-			\$-
				\$-			\$-
				\$-			\$-
<b>Year 1 Other Costs Subtotal</b>				<b>\$-</b>	<b>Year 2 Other Costs Subtotal</b>		<b>\$- n/a</b>
<b>Personnel Grand Total</b>				<b>\$165,978.00</b>			
				<b>Other Costs</b>	<b>\$-</b>		
				<b>Grand Total</b>	<b>\$165,978.00</b>		

**Grant Agreement #LIIG-2023-12**

STATE UNIT/AGENCY NAME

INTERNATIONAL AFFAIRS AND TRADE, GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT

GRANT RECIPIENT NAME

CITY AND COUNTY OF SAN FRANCISCO – CITY ADMINISTRATOR'S OFFICE

The term of this Agreement is:

October 1, 2023, through February 28, 2025

The maximum grant amount for this Agreement is:

\$165,978.00

The parties agree to comply with the terms and conditions of the following Agreement, including exhibits which are by this reference made a part of this Agreement.

**IN WITNESS THEREOF**, the parties have executed this AGREEMENT hereto.

<b>GRANT RECIPIENT</b>	
GRANT RECIPIENT'S NAME	
BY (Authorized Signature)	DATE SIGNED
DocuSigned by: x.  <small>EA2EE0BFAF9C400</small>	10/26/2023
PRINTED NAME AND TITLE OF PERSON SIGNING	
Jorge Rivas, Jr., Executive Director, Office of Civic Engagement & Immigrant Affairs City & County of San Francisco	
ADDRESS	
1155 Market Street, 1st Floor, San Francisco, CA 94103	
<b>STATE OF CALIFORNIA</b>	
STATE UNIT/AGENCY NAME	
INTERNATIONAL AFFAIRS AND TRADE, GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT	
BY (Authorized Signature)	DATE SIGNED
x. 	11/9/2023
PRINTED NAME AND TITLE OF PERSON SIGNING	
Emily Desai, Deputy Director, International Affairs and Trade	
ADDRESS	
1325 J Street, Suite 1800, Sacramento, CA 95814	



**GO-BIZ INTERNATIONAL AFFAIRS AND TRADE  
LOCAL IMMIGRANT INTEGRATION AND INCLUSION GRANT**

This Local Immigrant Integration and Inclusion Grant (LIIIG) Grant Agreement (hereinafter referred to as the "AGREEMENT") dated October 1, 2023, is entered into by and between the City and County of San Francisco – City Administrator’s Office (hereinafter "RECIPIENT") and the International Affairs and Trade Unit within the Governor’s Office of Business and Economic Development (hereinafter, "IATU"), hereafter jointly referred to as the “Parties” or individually as the “Party.”

- A. **WHEREAS**, IATU is the sponsor and the manager of this award issued to the RECIPIENT under Agreement Number LIIIG-2023-12 (“Award”);
  
- B. **WHEREAS**, IATU desires to retain RECIPIENT to perform and/or manage services as described in the 2023 Local Immigrant Integration and Inclusion Grant Request for Proposal Announcement (“LIIIG RFP Announcement”); in San Francisco County, to support the development or expansion of immigrant integration efforts, increase community trust, and enhance the organizational capacity of local governments to support immigrant populations in California.
  
- C. **WHEREAS**, RECIPIENT is an eligible local government, defined as 1) A California City, County, or County or City Department; 2) Has an existing Office of Immigrant Affairs/New Americans; **or** Designated Immigrant Affairs Liaison; **or** Administers public programs or benefits for immigrant populations, including but not limited to Economic Development, Work Force Development, CalFresh, CalWORKS, Refugee Resettlement Programs, Immigration Legal Services, etc.; 3) Has experience administering State grant or contract funding; and 4) Ability to meet all deadlines as outlined in the AGREEMENT ;
  
- D. **WHEREAS**, all Parties acknowledge that this AGREEMENT and the Award are only available to entities eligible for the Local Immigrant Integration and Inclusion Grant, as described in Exhibit C (“LIIIG RFP Announcement”);
  
- E. **WHEREAS**, IATU desires to retain RECIPIENT to perform and/or manage services as specified in Exhibit A (“Scope of Work and Performance Metrics”) and intends to compensate RECIPIENT for such services, as described in Exhibit B (“Project Budget”) and RECIPIENT desires to be retained by IATU to perform and/or manage such services as described set forth in Exhibit A and to be compensated as set forth in Exhibit B;

**NOW, THEREFORE**, in consideration of the mutual and reciprocal promises and subject to the terms and conditions set forth herein, the Parties agree as follows:

- 1. **Recitals**. The parties acknowledge and agree that the recitals are true and accurate and are hereby incorporated by reference into this AGREEMENT.



2. **Performance Metrics.** RECIPIENT shall be responsible for the results and progress described in the Scope of Work and Performance Metrics, which is attached and incorporated by reference as Exhibit A.
3. **Term of Agreement.** The term of this AGREEMENT shall be from October 1, 2023, through February 28, 2025. Additional time is provided for the Grant Agreement Term, but not the performance period, to amend or closeout agreements. This AGREEMENT's performance period shall be from October 1, 2023 through December 31, 2024.
4. **Compensation.** The RECIPIENT is entitled to up to \$165,978.00 as shown in Exhibit B, which is attached and hereby incorporated by reference.
5. **Delivery.** All materials, services, and/or deliverables required under this AGREEMENT must be completed and delivered to IATU on or before December 31, 2024.
6. **Allowable Costs and Fees.** Allowable costs and fees eligible for reimbursement to the RECIPIENT for the performance of this AGREEMENT must be in accordance with the LIIG RFP Announcement, Scope of Work, and budget outlined in the AGREEMENT, including the attached exhibits.
7. **Knowledge and expertise.** RECIPIENT represents that it is knowledgeable in its field and that any services performed/and or managed by RECIPIENT will be performed in compliance with this AGREEMENT and any attachments thereto.
8. **Performance.** RECIPIENT acknowledges that failure to comply with this AGREEMENT may affect future funding opportunities from the Governor's Office of Business and Economic Development.
9. **Definitions**
  - A. To review the definitions for this grant, refer to Exhibit D, which is attached and hereby incorporated by reference.
10. **Eligible Uses of Funding and Activities**
  - A. Target Populations Served  
Selected grantees will prioritize serving immigrants, refugees or asylees, unaccompanied minors, immigrant youth, immigrants residing in rural California, and hard-to-reach immigrant populations. Any service or programming funded under LIIG shall be accessible to immigrants regardless of immigration status, and documentation of status shall not be required.
  - B. Non-Discrimination and Language Access  
All services must be provided in compliance with federal and State nondiscrimination laws, including ensuring access for individuals with disabilities and individuals with limited English proficiency. Provision of services to individuals with limited English language ability may include in-person interpretation and document translation and access to a language service line on telephones.



### C. Eligible Use of Funds

Funding is available for local government staff positions to develop or expand immigrant integration efforts, increase community trust, and enhance the organizational capacity of local governments in California. The grant funding shall not replace any existing funding or required services. The applicant must provide a plan to ensure continuity of funding for proposed activities after the one-time grant is awarded for sustainability, including through public-private partnerships or other means. Applicants must create a comprehensive sustainability plan outlining 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.

### D. Eligible Activities

Eligible activities for the LIIG funding are further defined below and include but are not limited to 1) Economic Development, 2) Social Services Navigation, 3) Intergovernmental Technical Assistance, and 4) Civic Engagement. Each activity only applies if the RECIPIENT has been approved for the corresponding activity.

#### 1. Economic Development

##### A. Entrepreneurship Development and Resources:

i. Programs should foster and nurture the skills, knowledge, and resources necessary for immigrant residents to start, manage, and grow their businesses or ventures. This involves providing entrepreneurs with the support, tools, training, and networks needed to navigate the challenges and opportunities of the business ecosystem. Examples of activities may include the following:

- a. Develop targeted business training programs for immigrant entrepreneurs, which may cover business planning, marketing, financial management, and legal compliance.
- b. Establish mentorship programs that connect immigrant entrepreneurs with successful business owners or industry experts who can provide guidance and support.
- c. Facilitate access to capital and financing options by partnering with financial institutions offering loans, grants, or micro-financing tailored to immigrant entrepreneurs.
- d. Connect immigrant entrepreneurs with local business chambers or networks to promote their products or services and with potential customers and partners.

##### B. New Business Development and Technical Assistance:

i. Programs should assist immigrant residents in identifying, evaluating, and creating opportunities to establish new businesses or ventures. Examples of activities may include the following:

- a. Develop best practices to integrate immigrant entrepreneurs with local economic development centers or related local business infrastructure to support emerging businesses with the necessary tools and guidance.
- b. Provide one-on-one business counseling and technical assistance to immigrant entrepreneurs, assisting them with business registration, licensing, permits, and other administrative processes.



- c. Assist with generating innovative business ideas, conducting market research, developing business plans, securing resources, and launching new enterprises.
- d. Establish partnerships with local business development organizations to offer specialized services and resources for immigrant-owned businesses, such as language-specific support or cultural competency training.
- e. Develop incubator or accelerator programs that support immigrant entrepreneurs, providing them with workspace, mentoring, access to professional networks, and assistance accessing markets.

C. Apprenticeship Programs:

- i. Programs should develop new local apprenticeship opportunities or strengthen existing ones for immigrant residents in coordination with the Division of Apprenticeship Standards. Apprenticeship programs can provide individuals with industry-specific skills, knowledge, and hands-on experience in a particular trade or occupation. Examples of activities may include the following:
  - a. Collaborating with local employers to create apprenticeship programs targeting immigrant residents, offering training and employment opportunities in industries with high demand for skilled workers. These programs may be developed in collaboration with industry stakeholders, such as employers, trade associations, and educational institutions, to meet a particular industry's specific workforce needs and skill requirements.
  - b. Develop partnerships with trade unions, industry associations, and vocational training providers to ensure immigrant workers access quality apprenticeship programs.
  - c. Support navigating the apprenticeship system, including assistance with application processes, resume building, interview skills, test preparation, and ongoing mentorship.

D. Professional Certification Assistance:

- i. Programs should assist immigrant residents in pursuing state professional licenses or other relevant professional certifications. Examples of activities may include the following:
  - a. Providing guidance and support in gathering required documentation, preparing application materials, and navigating the licensing process.
  - b. Collaborating with professional associations or licensing boards to streamline the licensure process for immigrant professionals, advocate for recognition of foreign credentials, and develop credential evaluation and equivalency pathways.

E. Workforce Development Training:

- i. Programs should focus on developing workforce skills among local immigrant residents. Examples of activities may include the following:
  - a. Industry partnerships, skill-based seminars, entrepreneurial training, licensing requirements overviews, job application workshops, job shadowing, etc.
  - b. Collaboration with local workforce boards, community-based organizations, local employers, and industry experts to offer industry-specific training programs that address the needs of immigrant workers, including



integrated education and English language literacy training that aligns with local job market demands.

- c. Provide job search seminars, workshops, or job application clinics that cover topics such as resume writing, interview techniques, job search strategies, and workplace communication skills.

#### F. Digital Literacy Training:

i. Programs should aim to train participants with the necessary skills to effectively use technology for finding, evaluating, organizing, creating, and communicating information. Examples of activities may include the following:

- a. Offer comprehensive digital literacy training programs that cover basic computer skills, internet usage, email communication, online job search techniques, and effective use of productivity tools.
- b. Provide training on specific software applications or platforms relevant to local job markets, such as customer relationship management (CRM) systems, accounting software, or project management tools.
- c. Include sessions on online safety, data privacy, and responsible use of social media platforms to promote digital citizenship and protect personal information.

#### G. Financial Literacy Training:

i. Programs should seek to improve critical information for immigrants about financial best practices. Examples of activities may include the following:

- a. Conducting financial literacy workshops or seminars covering budgeting, saving, credit management, debt reduction, investment basics, and understanding banking services.
- b. Collaborating with financial institutions, community organizations, or local experts to provide one-on-one financial counseling and coaching to immigrant individuals and families.
- c. Developing culturally sensitive financial literacy materials and resources that consider immigrant communities' unique needs and challenges, such as language accessibility and cultural nuances.

### 2. Social Services Navigation

#### A. Case Management Services:

i. Programs should guide, assist, and support immigrant residents in navigating government and community systems, services, and processes. Examples of activities may include the following:

- a. Conduct intake interviews with immigrant individuals to understand their specific needs and determine their eligibility for available services.
- b. Developing individualized plans to address specific needs and goals.
- c. Referring immigrant residents to relevant social services, including but not limited to public benefits, childcare, housing navigation and placement assistance, employment, and educational services, accessing health care, social adjustment, and immigration services.

#### B. Education and Outreach:

i. Programs should engage with immigrant residents, providing information and raising awareness about specific issues, policies, programs, or services. Examples of activities may include the following:





- a. Develop and distribute materials, such as brochures, flyers, and posters in multiple languages that provide information on the available public services and how to access them.
- b. Educate immigrant residents on the available public benefits and how to access them, including navigating the application process and where to find assistance.
- c. Provide information and resources on affordable housing, childcare, financial literacy, health care, transportation, and other services relevant to immigrant and refugee entrepreneurs.

#### C. Language Services:

- i. Activities should provide language support and assistance to individuals with limited English proficiency to ensure effective communication and equitable access to government programs, services, information, and participation for linguistically diverse populations. Examples of activities may include the following:
  - a. Provide interpretation and translation services to help immigrants communicate with service providers and navigate the social service system.
  - b. Provide referrals and language class enrollment assistance to help immigrants improve their English skills, which can enhance their ability to communicate with customers, vendors, and service providers.

### 3. Intergovernmental Capacity and Technical Assistance

#### A. Interagency Task Forces

- i. Programs should create collaborative groups or teams of representatives from multiple government agencies or departments. They are formed to address specific issues, challenges, or objectives requiring coordination and collaboration between agencies with complementary expertise and resources. Examples of activities may include the following:
  - a. Facilitate coordination, information sharing, and collaboration among various entities.
  - b. Help avoid duplication of services and involve exchanging data, research findings, and other relevant resources to enhance the effectiveness of immigrant integration services.

#### B. Regular Meetings and Workshops

- i. Organize regular meetings, workshops, or training sessions that bring together officials from different levels of government and community leaders. These gatherings can focus on sharing best practices, discussing challenges, and identifying opportunities for collaboration and joint initiatives.

#### C. Cross-Jurisdictional Coordination

- i. Programs can establish collaborative groups or teams of representatives from different cities, counties, and nonprofit agencies. They are formed to address specific issues, challenges, or objectives requiring coordination and collaboration between agencies with complementary expertise and resources. Examples of activities may include the following:
  - a. Partnerships that can facilitate collaboration, information sharing, and resource pooling across municipalities.





- b. They can also develop shared protocols, referral systems, and coordinated approaches to deliver services effectively to immigrant populations.

D. Capacity Building and Training

- i. Programs should design activities that enhance the knowledge, skills, abilities, and resources of local government officials and staff involved in intergovernmental collaborations. These activities strengthen the intergovernmental capacity to cooperate, coordinate efforts, and address shared challenges effectively. Examples may include the following:
  - a. Taking advantage of State training sessions, workshops, or webinars on cultural competency, language access, immigrant rights, community engagement, and service delivery improvement.
  - b. Improving staff skills or competencies relevant to intergovernmental collaborations, such as negotiation, conflict resolution, communication, project management, policy analysis, or collaborative decision-making.

E. Technical Assistance for Language Access and Cultural Sensitivity

- i. Provide technical assistance to local and regional agencies to improve language access and cultural sensitivity.
  - a. This assistance can involve training sessions, workshops, or consultations to help improve language services, develop language access plans, and enhance cultural competency among staff members serving immigrant populations.

F. Establish Sustainable Partnerships

- i. Establish partnerships with community organizations, non-profit agencies, and businesses interested in immigrant integration. Collaborating with these partners can help diversify funding streams, leverage additional resources, and share the responsibility for program sustainability. Examples of activities may include the following:
  - a. Regularly evaluate the program's outcomes, impacts, and challenges. This evaluation process can help identify areas for improvement, refine program strategies, and ensure that the program remains responsive to the evolving needs of immigrant populations.
  - b. By adapting and fine-tuning the program based on evaluation findings, local governments can increase its effectiveness and attractiveness to potential funders.

**11. Termination of Agreement.** Either Party may terminate this AGREEMENT upon thirty (30) calendar days advance written notice to the other Party. Upon termination of this AGREEMENT, IATU agrees to compensate RECIPIENT for all allowable, unavoidable expenses reasonably incurred by RECIPIENT in the performance of its work under this AGREEMENT prior to the date of termination. RECIPIENT agrees to complete services and/or provide required deliverables through the date of termination.

**12. Modification or Waiver.** No part of this AGREEMENT shall be modified without the express written consent of both parties. The waiver by one Party of any breach of any term or condition of this AGREEMENT shall not be construed as a waiver of any other obligation by a Party to



perform pursuant to the terms and conditions of this AGREEMENT. Nor shall said waiver be construed as a continuing waiver of the original breach.

**13. Assignment.** No part of this AGREEMENT may be assigned by either Party without the prior written consent of both parties.

**14. Amendments.** This Agreement may only be amended or modified in writing and signed by all Parties.

**15. Authorized Representative.**

- A. All applicants must designate an Authorized Representative. Authorized Representatives will carry out a variety of responsibilities during the application process and grant period.
- B. Following the grant period, the Authorized Representative will submit performance and financial reports to GO-Biz. In addition, the Authorized Representative will serve as the principal contact for GO-Biz. Likewise, GO-Biz will communicate to Authorized Representatives on program-related information. If an Authorized Representative designates staff for a portion of these responsibilities, they must provide GO-Biz with a written statement confirming they are acting on behalf of the Authorized Representative.

**16. Reporting Requirements.**

- A. GO-Biz has the right to conduct a programmatic and financial review of any RECIPIENT entity. Authorized Representatives are responsible for submitting accurate and complete performance and financial reports. The Authorized Representative must submit all required reports to GO-Biz once reviewed and approved. Reports will be submitted via e-mail to GO-Biz grant administrators. The reports or portions thereof provided by grantees are subject to the Public Records Act
- B. GO-Biz may withhold payment if reports are not received or are deemed incomplete or inadequate. Failure to report in a timely manner may impact future eligibility for grant funding from GO-Biz. GO-Biz reserves the right to audit information submitted in a performance report by requesting additional documentation, performing on-site visits, contacting clients served, or verifying other information as necessary to verify the information contained in the reports. Any record collected will remain in the possession and control of the auditee. Program reviews may be conducted remotely or onsite.
- C. GO-Biz will provide the grantees with a reporting template for the submission of quarterly financial and activity reports upon execution of the grant agreement. GO-Biz will require grantees to collect, and report aggregated data that includes but is not limited to the following (see list below). Non-aggregated information collected from individuals participating in funded services shall not constitute a record subject to disclosure under the Public Records Act (Government Code section 7920.000 et seq.). (Gov. Code § 12100.141, subd. (i).) Please note that each reporting item applies only if the RECIPIENT has conducted the corresponding activity.
  - i. Type of Activity or Service Provided



- ii. Total Number of Individuals Served
- iii. Ethnicity and Race
- iv. Country of Origin
- v. Language Proficiency
- vi. Age Distribution
- vii. Gender

E. Reporting Schedule: RECIPIENT will be required to follow the reporting schedule. Reports will be due two weeks after the reporting periods below:

<b>FY 2023-2024 Service Period</b>	<b>Report Due</b>
October 1, 2023 – December 31, 2023	January 16, 2024
January 1, 2024 – March 31, 2024	April 15, 2024
April 1, 2024 – June 30, 2024	July 15, 2024
July 1, 2024 – December 31, 2024	January 15, 2025

#### **17. Invoicing Requirements.**

- A. Selected grantees may invoice GO-Biz for quarterly expenses and must submit expense reports with the invoice. Grantees shall not exceed the award issued for services.
- B. RECIPIENT will submit a quarterly invoice to GO-Biz to reimburse eligible expenses incurred during each month. Invoices should be submitted within 15 calendar days after the end of each month unless otherwise specified below. RECIPIENT will be required to follow the payment schedule:

<b>FY 2023-2024 Service Period</b>	<b>Invoice Due</b>
October 1, 2023 – December 31, 2023	January 16, 2024
January 1, 2024 – March 31, 2024	April 15, 2024
April 1, 2024 – June 30, 2024	July 15, 2024
July 1, 2024 – December 31, 2024	January 15, 2025

#### **18. Payment.**

- A. IATU agrees to pay approved invoices within forty-five (45) calendar days of receipt. In no event shall the RECIPIENT request reimbursement from IATU for obligations entered into or for costs incurred prior to the commencement date or after the expiration date of this AGREEMENT. Invoices shall be paid upon satisfactory completion of the AGREEMENT work and submittal of all reports required in this AGREEMENT as described in the AGREEMENT and the Exhibits. "Satisfactory completion" as used in this AGREEMENT means that the RECIPIENT has complied with all terms, conditions, and performance requirements of this AGREEMENT, including any requests for additional information and documentation from IATU. All Award Funds shall be used solely for the purpose of performing the work as set forth in this AGREEMENT.



**19. Indemnification/Warranty Disclaimer/Limitation of Liability.**

A. RECIPIENT shall defend, indemnify and hold IATU, and the State of California, its agents or assigns, harmless from and against all claims, damages, and liabilities (including reasonable attorneys' fees) arising from RECIPIENT'S or its agents' or assigns' breach of this AGREEMENT, or the result of RECIPIENT'S or its agents' or assigns' willful misconduct or gross negligence in connection with this AGREEMENT. UNDER NO CIRCUMSTANCES WILL THE STATE OF CALIFORNIA, IATU, ITS AGENTS, OR ITS EMPLOYEES BE LIABLE TO THE RECIPIENT FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES THAT ARISE FROM THIS AGREEMENT UNLESS IATU ENGAGES IN WILLFUL MISCONDUCT OR IS GROSSLY NEGLIGENT IN CONNECTION WITH THIS AGREEMENT.

**20. Force Majeure.** If by reason of force majeure the RECIPIENT's performance of obligations pursuant to this AGREEMENT are delayed, hampered, or prevented, then the performance by the RECIPIENT may be extended for the amount of time of such delay or prevention. The term "Force Majeure" shall mean any fire, flood, earthquake, or public disaster, strike, labor dispute, or unrest; embargo, riot, war, insurrection, or civil unrest; any act of God; any act of legally constituted authority; or any other cause beyond RECIPIENT's control which would excuse the RECIPIENT's performance as a matter of law.

**21. Notice of Force Majeure.** RECIPIENT agrees to give IATU written notice of an event of force majeure under this Paragraph as soon as possible, but no later than within ten (10) calendar days of the commencement of such event and within ten (10) calendar days after the termination of such event, unless the Force Majeure prohibits RECIPIENT from reasonably giving notice within this period.

**22. Public Records.** RECIPIENT acknowledges that IATU is subject to the California Public Records Act (PRA) (Government Code section 7920.000 et seq.). Gov. Code § 12100.141, subd. (i.) This AGREEMENT and materials submitted by RECIPIENT to IATU may be subject to a PRA request, except in the event that such documents submitted to IATU are considered confidential information and/or are exempt under the PRA. In the event records of the RECIPIENT are requested through a PRA, IATU will notify the RECIPIENT as soon as practicable that a PRA request for the RECIPIENT's information has been received, but not less than five (5) business days prior to the release of the requested information to allow the RECIPIENT to seek an injunction. IATU will work in good faith with the RECIPIENT to protect the information to the extent an exemption is provided by law.

**23. Nondiscrimination.** RECIPIENT shall comply with all applicable federal and state laws and statutes related to nondiscrimination, including those acts and amendments prohibiting discrimination on the basis of race, color, religion/creed, sex/gender (including pregnancy, childbirth, breastfeeding or related medical condition), sexual orientation or gender identity/expression, ancestry/national origin, age (40 or older), marital status, disability (mental and



physical), medical condition, genetic information, military or veteran status.

- 24. Retention of Records.** RECIPIENT agrees to maintain and preserve all records related to this AGREEMENT for three (3) years after the end of the AGREEMENT or after AGREEMENT termination.
- 25. Severability.** Should any part, term, or provision of this AGREEMENT be declared or determined by any court or other tribunal or appropriate jurisdiction to be invalid or unenforceable, any such invalid or unenforceable part, term, or provision shall be deemed stricken and severed from this AGREEMENT. Any and all other terms of this AGREEMENT shall remain in full force and effect.
- 26. Applicable Law and Consent to Jurisdiction.** This AGREEMENT will be governed, construed, and enforced according to the laws of the State of California without regard to its conflict of laws rules. Each Party hereby irrevocably consents to the exclusive jurisdiction and venue of any state court located within Sacramento County, State of California in connection with any matter arising out of this Agreement or the transactions contemplated under this Agreement.
- 27. Attorneys' Fees.** In the event of any litigation between the parties concerning the terms and provisions of this AGREEMENT, the Party prevailing in such dispute shall be entitled to collect from the other Party all costs incurred in such dispute, including reasonable attorneys' fees.
- 28. Interpretation.** Each Party has had the opportunity to seek the advice of counsel or has refused to seek the advice of counsel. Each Party and its counsel, if appropriate, have participated fully in the review and revision of this AGREEMENT. Any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in interpreting this AGREEMENT. The language in this AGREEMENT shall be interpreted as to its fair meaning and not strictly for or against any Party.
- 29. Days.** Any reference to days in this AGREEMENT, unless specifically stated to be business days (which shall be Monday through Friday and shall not include weekends or state holidays), shall mean calendar days.
- 30. Notices.** Any notices required or permitted to be given under this AGREEMENT shall be given in writing and shall be delivered (a) in person, (b) by certified mail, (c) by facsimile with confirmed receipt required, (d) by electronic communication with confirmed receipt required, or (e) by commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices shall be addressed as set forth below, or as the applicable Party shall specify to the other Party in writing.
- 31. Representation on Authority of Parties/Signatories.** Each person signing this AGREEMENT represents and warrants that he or she is duly authorized and has the legal capacity to execute and deliver this AGREEMENT. Each Party represents and warrants to the other that the execution and



delivery of the AGREEMENT and the performance of such Party's obligations hereunder have been duly authorized and that the AGREEMENT is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

**32. Integration.** This AGREEMENT, including any referenced attachments, exhibits, appendices, and references, constitutes the entire AGREEMENT and supersedes any other written or oral representations, statements, negotiations, or agreements with respect to the Award described herein.

**33. Contents and Order of Precedence.** Included in this AGREEMENT are the following exhibits and all exhibits are hereby incorporated by reference into this AGREEMENT:

1. Exhibit A – Scope of Work and Performance Metrics
2. Exhibit B – Project Budget
3. Exhibit C – Request for Proposal Announcement and Application
4. Exhibit D – Definitions
5. Government Agency Taxpayer ID
6. STD.21 Drug-Free Workplace Certification



## **Exhibit A – Scope of Work and Performance Metrics**



**SF OCEIA GoBiz Application (1 year)**

<b>General Information</b>	
<b>Local Govt Applicant</b>	SF Office of Civic Engagement & Immigrant Affairs
<b>Employer/Taxpayer Identification Number:</b>	94-3248335-70
<b>Mailing Address</b>	1155 Market Street, 1st Floor
<b>City</b>	San Francisco
<b>County</b>	San Francisco
<b>State</b>	CA
<b>Zip Code</b>	94103
<b>Name and contact information of person to be contacted regarding this application:</b>	
<b>First and Last Name</b>	Richard Whipple
<b>Title:</b>	Deputy Director
<b>Telephone Number:</b>	415-581-2365
<b>Email:</b>	richard.whipple@sfgov.org
<b>Website:</b>	www.sf.gov/oceia

**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.**

<b>GOALS/OBJECTIVES</b>		<b>MONTH/YEAR COMPLETED</b>
<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			



## City and County of San Francisco – Department of Human Resources

### Rates of Pay for Fiscal Year 2023 - 2024

Class	Title / Representation	Effective Date	Grade	Biweekly Low	Biweekly High	Annual Low	Annual High	Enter Step 5	OT	Pay Type
<b>1777</b>	Media/Security Systems Specialist	7/1/2023	1777X	\$4,076	\$4,951	\$105,976	\$128,726			Z
		1/6/2024	1777Y	\$4,168	\$5,062	\$108,368	\$131,612			
	<i>Theatrical Stage Emp, Local 16</i>									
<b>1781</b>	Media/Security Systems Supervisor	7/1/2023	1781X	\$4,680	\$5,689	\$121,680	\$147,914			Z
		1/6/2024	1781Y	\$4,785	\$5,817	\$124,410	\$151,242			
	<i>Theatrical Stage Emp, Local 16</i>									
<b>1801</b>	Analyst Trainee	7/1/2023	1801X	\$2,564	\$3,977	\$66,664	\$103,402			Z
		1/6/2024	1801Y	\$2,622	\$4,066	\$68,172	\$105,716			
	<i>Prof &amp; Tech Eng, Local 21</i>									
<b>1802</b>	Research Assistant	7/1/2023	1802X	\$3,091	\$3,759	\$80,366	\$97,734			N
		1/6/2024	1802Y	\$3,161	\$3,844	\$82,186	\$99,944			
	<i>SEIU, Local 1021, Misc</i>									
<b>1803</b>	Performance Analyst I	7/1/2023	1803X	\$3,130	\$3,806	\$81,380	\$98,956			N
		1/6/2024	1803Y	\$3,200	\$3,892	\$83,200	\$101,192			
	<i>Prof &amp; Tech Eng, Local 21</i>									
<b>1804</b>	Statistician	7/1/2023	1804X	\$3,453	\$4,196	\$89,778	\$109,096			Z
		1/6/2024	1804Y	\$3,531	\$4,290	\$91,806	\$111,540			
	<i>Prof &amp; Tech Eng, Local 21</i>									
<b>1805</b>	Performance Analyst II	7/1/2023	1805X	\$4,426	\$5,382	\$115,076	\$139,932			Z
		1/6/2024	1805Y	\$4,526	\$5,503	\$117,676	\$143,078			
	<i>Prof &amp; Tech Eng, Local 21</i>									
<b>1806</b>	Senior Statistician	7/1/2023	1806X	\$4,405	\$5,357	\$114,530	\$139,282			Z
		1/6/2024	1806Y	\$4,504	\$5,478	\$117,104	\$142,428			
	<i>Prof &amp; Tech Eng, Local 21</i>									
<b>1812</b>	Assistant Retirement Analyst	7/1/2023	1812X	\$3,445	\$4,186	\$89,570	\$108,836			N
		1/6/2024	1812Y	\$3,523	\$4,280	\$91,598	\$111,280			
	<i>SEIU, Local 1021, Misc</i>									
<b>1813</b>	Senior Benefits Analyst	7/1/2023	1813X	\$3,908	\$4,752	\$101,608	\$123,552			Z
		1/6/2024	1813Y	\$3,996	\$4,859	\$103,896	\$126,334			
	<i>SEIU, Local 1021, Misc</i>									
<b>1814</b>	Benefits Supervisor	7/1/2023	1814X	\$4,680	\$5,689	\$121,680	\$147,914			Z
		1/6/2024	1814Y	\$4,785	\$5,817	\$124,410	\$151,242			
	<i>SEIU, Local 1021, Misc</i>									
<b>1820</b>	Junior Administrative Analyst	7/1/2023	1820X	\$2,844	\$3,458	\$73,944	\$89,908			N
		1/6/2024	1820Y	\$2,908	\$3,536	\$75,608	\$91,936			
	<i>SEIU, Local 1021, Misc</i>									
<b>1822</b>	Administrative Analyst	7/1/2023	1822X	\$3,741	\$4,548	\$97,266	\$118,248			Z
		1/6/2024	1822Y	\$3,825	\$4,650	\$99,450	\$120,900			
	<i>SEIU, Local 1021, Misc</i>									
<b>1823</b>	Senior Administrative Analyst	7/1/2023	1823X	\$4,361	\$5,300	\$113,386	\$137,800			Z
		1/6/2024	1823Y	\$4,459	\$5,419	\$115,934	\$140,894			
	<i>Prof &amp; Tech Eng, Local 21</i>									
<b>1824</b>	Principal Administrative Analyst	7/1/2023	1824X	\$5,048	\$6,137	\$131,248	\$159,562			Z
		1/6/2024	1824Y	\$5,162	\$6,275	\$134,212	\$163,150			
	<i>Prof &amp; Tech Eng, Local 21</i>									
<b>1825</b>	Principal Administrative Analyst II	7/1/2023	1825X	\$5,528	\$6,723	\$143,728	\$174,798			Z
		1/6/2024	1825Y	\$5,652	\$6,874	\$146,952	\$178,724			
	<i>Prof &amp; Tech Eng, Local 21</i>									
<b>1827</b>	Administrative Services Manager	7/1/2023	1827X	\$4,405	\$5,357	\$114,530	\$139,282			Z
		1/6/2024	1827Y	\$4,504	\$5,478	\$117,104	\$142,428			
	<i>Prof &amp; Tech Eng, Local 21</i>									





**Exhibit B – Budget Detail**

The spreadsheet establishes the budget for each grantmaking entity during the Local Immigrant Integration and Inclusion Grant.

**The Local Immigrant Integration And Inclusion Grant (LIIG)  
Exhibit B, Attachment 2-Project Budget**

<b>JURISDICTION NAME:</b>		San Francisco		
<b>Total Grant Amount Requested:</b>				
		<b>Program Development Costs</b>		
Personnel Classifications	Role in Project (Narrative)	Year 1 Annual Salary and Benefits	Year 1 Percentage of Time (FTE)	Year 1 Total
1822 Administrative Analyst	Immigrant Economic & Workforce Development Coordinator	\$ 165,978.00	100%	\$ 165,978.00
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
<b>Year 1 Personnel Subtotal:</b>				<b>\$ 165,978.00</b>
<b>Description of Other Costs</b>				<b>Year 1</b>
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Year 1 Other Costs Subtotal</b>				<b>\$ -</b>
<b>Grand Total</b>				<b>\$ 165,978.00</b>



**Exhibit C – Request for Proposal Announcement and Application**



**GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT**  
**STATE OF CALIFORNIA - OFFICE OF GOVERNOR GAVIN NEWSOM**

**THE LOCAL IMMIGRANT INTEGRATION  
AND INCLUSION GRANT (LIIG)  
FOR LOCAL GOVERNMENTS**

**REQUEST FOR PROPOSAL  
FISCAL YEAR 2022-2023  
JUNE 2023**

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## **I. INTRODUCTION, BACKGROUND, AND PROGRAM OVERVIEW**

### **A. INTRODUCTION**

The Governor's Office of Business and Economic Development (GO-Biz) is California's leader in job growth and economic development efforts. GO-Biz offers business owners various services, including site selection, permitting assistance, regulatory guidance, small business support, international trade development, and more.

### **B. BACKGROUND AND PROGRAM OVERVIEW**

The [Budget Act of 2022](#) (Senate Bill 178, Skinner) and Government Code section 12100.140 et seq. established the Local Government Immigrant Integration Initiatives program within GO-Biz. GO-Biz is pleased to announce the Request for Proposal (RFP) for the Local Immigrant Integration and Inclusion Grant (LIIG) to provide \$8.2 million in one-time funding to support the development or expansion of immigrant integration efforts, increase community trust, and enhance the organizational capacity of local governments to support immigrant populations in California.

The LIIG is a one-year grant from September 1, 2023, through August 31, 2024. Contingent on funding availability, GO-Biz may award additional funding for a second year. Eligible activities for LIIG funding are further defined below and include but are not limited to: 1) Economic Development, 2) Social Services Navigation, 3) Intergovernmental Technical Assistance, and 4) Civic Engagement.

The grant funding shall not replace any existing funding or required services. The applicant must provide a plan to ensure continuity of funding for proposed activities after the one-time grant is awarded for sustainability, including through public-private partnerships or other means. Applicants must create a comprehensive sustainability plan outlining 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.

GO-Biz reserves the right to reject any applications, extend timelines, and cancel this RFP. Applicants will not be reimbursed for expenses incurred to develop an application or for expenses before executing a grant agreement. All application materials submitted become the property GO-Biz. GO-Biz may amend, reduce, or cancel the remaining agreement if funding becomes unavailable. GO-Biz's determination as to eligibility for grant funding, or the amount awarded, is final and not subject to appeal or protest.

**C. Conference Call:** GO-Biz will schedule a conference call to describe the scope of services in this RFP, review eligibility requirements, review application processes and other administrative requirements (e.g., reporting and invoicing), and respond to any questions. All interested organizations are encouraged to participate in the conference call.

**D. Required Participation and Collaboration:** Upon final award, selected local governments shall attend training on: a) grant terms and conditions; b) services, policies, and laws; and c) eligible funding activities. Local governments awarded funding shall coordinate with GO-Biz and other program partners to achieve outcomes that will benefit targeted populations.

**E. TIMELINE<sup>1</sup>**

RFP Released by GO-Biz .....	June 16, 2023
Local Governments RFP Information Session .....	June 21, 2023
Nonprofit RFP Information Session .....	June 23, 2023
RFP Questions and Answers .....	June 16-27, 2023
RFP Submission Deadline .....	July 28, 2023
Tentative Award Notice .....	August 25, 2023
Anticipated Services Start .....	September 1, 2023

**II. ELIGIBLE APPLICANTS**

Only eligible local governments may apply for grant funding (see eligibility requirements below). Counties are encouraged to apply as primary grantees and coordinate with cities to subgrant awards. Local governments with limited capacity or experience to implement the funded grant activities may subgrant to nonprofit organizations.

**Before submitting the RFP to GO-Biz for consideration, applicants must seek and document input from the public regarding the proposed activities. This may include immigrant residents, community organizations, and service providers representing or serving the jurisdiction's diverse demographics.**

**Eligible local governments shall meet the following criteria:**

**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, Work Force Development, CalFresh, CalWORKS, Refugee Resettlement Programs, Immigration Legal Services, etc.; **and**
- c. Has experience administering State grant or contract funding.

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<sup>1</sup> Dates are subject to change.

## B. Nonprofit Eligibility Criteria

**Local governments with limited capacity to administer the grant opportunity may consider subgrants to nonprofit organizations. The nonprofit eligibility includes:**

- a. Meets the requirements set forth in Section 501(c)(3) or 501(c)(5) of the Internal Revenue Code; **and**
- b. Has experience delivering the eligible activities included in the Local Immigrant Integration and Inclusion Grant; **and**
- c. Has experience administering programs or benefits for immigrant populations including, but not limited to, Economic Development, Work Force Development, CalFresh, CalWORKS, Refugee Resettlement Programs, Immigration Legal Services, etc.); **and**
- d. Has experience administering City, County, or State grant or contract funding.

## C. State Grant Requirements

Applicants shall comply with State requirements as outlined below. Applicants will also be required to submit the documents and forms listed below. The documents must be submitted as an email attachment in the final application submission. **All documents must be submitted as individual PDFs and appropriately titled according to the document's content. Submit documents to:**

**[immigrantintegration.initiatives@gobiz.ca.gov](mailto:immigrantintegration.initiatives@gobiz.ca.gov)**

- a. Complete and sign the Request for Proposal Application (Exhibit A, Attachment 1)
  - i. The required form is available for [download here](#).
- b. Complete and submit the Project Budget (Exhibit A, Attachment 2)
  - i. The project budget is available for [download here](#).
  - ii. The project budget must be saved and submitted as a .xls file.
  - iii. Ensure formulas are used appropriately throughout the Excel document.
- c. Complete and submit the Government Agency Taxpayer ID
  - i. The Government Agency Taxpayer ID is available for [download here](#).
- d. Complete and sign the STD.21 Drug-Free Workplace Certification
  - i. The STD.21 Drug-Free Workplace Certification is available for [download here](#).

## D. Required Subgrantee Documents:

The local government applicant must submit the documents listed below on behalf of the subgrantee. The documents must be submitted as an email attachment in the final application submission. **All documents must be submitted as individual PDFs and appropriately titled according to the document's content. Submit documents to:**

**[immigrantintegration.initiatives@gobiz.ca.gov](mailto:immigrantintegration.initiatives@gobiz.ca.gov)**



- a. Submit proof of “active” 501(c)(3) or 501(c)(5) status from the Internal Revenue Service
  - i. To access and download proof of active status, visit the Internal Revenue Service website at the following link:  
<https://apps.irs.gov/app/eos>
- b. Submit proof of “active” legal business status from the California Secretary of State
  - i. To access and download proof of active status, visit the California Secretary of State's website at the following link:  
<https://bizfileonline.sos.ca.gov/search/business>
- c. Submit proof of “current” charity status with the California Department of Justice
  - i. To access and download proof of status, visit the California Department of Justice website at the following link:  
<http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
- d. Submit proof of insurance coverage
  - i. Submit proof of current insurance certificate that meets the GO-Biz requirements upon execution of the grant. GO-Biz will provide guidance on the required insurance coverage.

**To apply, submit a complete application with attachments no later than 5:00 p.m. PT on July 28, 2023, to [immigrantintegration.initiatives@gobiz.ca.gov](mailto:immigrantintegration.initiatives@gobiz.ca.gov) with the subject line: “FY 2022-24 LIIG Application.” Incomplete, late, or altered application forms will not be accepted.**

### **III.DEFINITIONS**

To review the definitions for this grant, refer to **Appendix 1**.

### **IV. GRANT AND SERVICE TERM**

**A. Grant Terms:** Grant terms may be modified based on funding availability. Additional time is provided for the Grant Agreement Term, but not the Service Term, to amend or closeout agreements. Year Two is contingent on funding availability.

**1. Grant Agreement Term (Year One):** September 1, 2023, to November 2024.

**Service Term (Year One):** September 1, 2023, to August 31, 2024.

**2. Grant Agreement Term (Year Two):** September 1, 2024, to November 2025.

**Service Term Year Two:** September 1, 2024, to August 31, 2025.

## **V. ELIGIBLE USES OF FUNDING AND ACTIVITIES**

### **A. Target Populations Served**

Selected grantees will prioritize serving immigrants, refugees or asylees, unaccompanied minors, immigrant youth, immigrants residing in rural California, and hard-to-reach immigrant populations. Any service or programming funded under LIIIG shall be accessible to immigrants regardless of immigration status, and documentation of status shall not be required.

### **B. Non-Discrimination and Language Access**

All services must be provided in compliance with federal and State nondiscrimination laws, including ensuring access for individuals with disabilities and individuals with limited English proficiency. Provision of services to individuals with limited English language ability may include in-person interpretation and document translation and access to a language service line on telephones.

### **C. Funding and Eligible Activities**

GO-Biz will fund local government staff positions to develop or expand immigrant integration efforts, increase community trust, and enhance the organizational capacity of local governments in California. Local governments are encouraged to focus on 1-2 funded activities but may propose additional activities. Each activity below includes example sub-activities for your consideration. The activities include but are not limited to:

#### **1. Economic Development**

##### **A. Entrepreneurship Development and Resources:**

- a. Programs should foster and nurture the skills, knowledge, and resources necessary for immigrant residents to start, manage, and grow their businesses or ventures. This involves providing entrepreneurs with the support, tools, training, and networks needed to navigate the challenges and opportunities of the business ecosystem. Examples of activities may include the following:
  - i. Develop targeted business training programs for immigrant entrepreneurs, which may cover business planning, marketing, financial management, and legal compliance.
  - ii. Establish mentorship programs that connect immigrant entrepreneurs with successful business owners or industry experts who can provide guidance and support.
  - iii. Facilitate access to capital and financing options by partnering with financial institutions offering loans, grants, or micro-financing tailored to immigrant entrepreneurs.
  - iv. Connect immigrant entrepreneurs with local business chambers or networks to promote their products or services and with potential customers and partners.

**B. New Business Development and Technical Assistance:**

- a. Programs should assist immigrant residents in identifying, evaluating, and creating opportunities to establish new businesses or ventures. Examples of activities may include the following:
  - i. Develop best practices to integrate immigrant entrepreneurs with local economic development centers or related local business infrastructure to support emerging businesses with the necessary tools and guidance.
  - ii. Provide one-on-one business counseling and technical assistance to immigrant entrepreneurs, assisting them with business registration, licensing, permits, and other administrative processes.
  - iii. Assist with generating innovative business ideas, conducting market research, developing business plans, securing resources, and launching new enterprises.
  - iv. Establish partnerships with local business development organizations to offer specialized services and resources for immigrant-owned businesses, such as language-specific support or cultural competency training.
  - v. Develop incubator or accelerator programs that support immigrant entrepreneurs, providing them with workspace, mentoring, access to professional networks, and assistance accessing markets.

**C. Apprenticeship Programs:**

- a. Programs should develop new local apprenticeship opportunities or strengthen existing ones for immigrant residents in coordination with the Division of Apprenticeship Standards. Apprenticeship programs can provide individuals with industry-specific skills, knowledge, and hands-on experience in a particular trade or occupation. Examples of activities may include the following:
  - i. Collaborating with local employers to create apprenticeship programs targeting immigrant residents, offering training and employment opportunities in industries with high demand for skilled workers. These programs may be developed in collaboration with industry stakeholders, such as employers, trade associations, and educational institutions, to meet a particular industry's specific workforce needs and skill requirements.
  - ii. Develop partnerships with trade unions, industry associations, and vocational training providers to ensure immigrant workers access quality apprenticeship programs.
  - iii. Support navigating the apprenticeship system, including assistance with application processes, resume building, interview skills, test preparation, and ongoing mentorship.

**D. Professional Certification Assistance:**

- a. Programs should assist immigrant residents in pursuing state professional licenses or other relevant professional certifications. Examples of activities may include the following:
  - i. Providing guidance and support in gathering required documentation, preparing application materials, and navigating the licensing process.
  - ii. Collaborating with professional associations or licensing boards to streamline the licensure process for immigrant professionals, advocate for recognition of foreign credentials, and develop credential evaluation and equivalency pathways.

**E. Workforce Development Training:**

- a. Programs should focus on developing workforce skills among local immigrant residents. Examples of activities may include the following:
  - i. Industry partnerships, skill-based seminars, entrepreneurial training, licensing requirements overviews, job application workshops, job shadowing, etc.
  - ii. Collaboration with local workforce boards, community-based organizations, local employers, and industry experts to offer industry-specific training programs that address the needs of immigrant workers, including integrated education and English language literacy training that aligns with local job market demands.
  - iii. Provide job search seminars, workshops, or job application clinics that cover topics such as resume writing, interview techniques, job search strategies, and workplace communication skills.

**F. Digital Literacy Training:**

- a. Programs should aim to train participants with the necessary skills to effectively use technology for finding, evaluating, organizing, creating, and communicating information. Examples of activities may include the following:
  - i. Offer comprehensive digital literacy training programs that cover basic computer skills, internet usage, email communication, online job search techniques, and effective use of productivity tools.
  - ii. Provide training on specific software applications or platforms relevant to local job markets, such as customer relationship management (CRM) systems, accounting software, or project management tools.
  - iii. Include sessions on online safety, data privacy, and responsible use of social media platforms to promote digital citizenship and protect personal information.

**G. Financial Literacy Training:**

- a. Programs should seek to improve critical information for immigrants about financial best practices. Examples of activities may include the following:
  - i. Conducting financial literacy workshops or seminars covering budgeting, saving, credit management, debt reduction, investment basics, and understanding banking services.
  - ii. Collaborating with financial institutions, community organizations, or local experts to provide one-on-one financial counseling and coaching to immigrant individuals and families.
  - iii. Developing culturally sensitive financial literacy materials and resources that consider immigrant communities' unique needs and challenges, such as language accessibility and cultural nuances.

**2. Social Services Navigation**

**A. Case Management Services:**

- a. Programs should guide, assist, and support immigrant residents in navigating government and community systems, services, and processes. Examples of activities may include the following:
  - i. Conduct intake interviews with immigrant individuals to understand their specific needs and determine their eligibility for available services.
  - ii. Developing individualized plans to address specific needs and goals.
  - iii. Referring immigrant residents to relevant social services, including but not limited to public benefits, childcare, housing navigation and placement assistance, employment, and educational services, accessing health care, social adjustment, and immigration services.

**B. Education and Outreach:**

- a. Programs should engage with immigrant residents, providing information and raising awareness about specific issues, policies, programs, or services. Examples of activities may include the following:
  - i. Develop and distribute materials, such as brochures, flyers, and posters in multiple languages that provide information on the available public services and how to access them.
  - ii. Educate immigrant residents on the available public benefits and how to access them, including navigating the application process and where to find assistance.

- iii. Provide information and resources on affordable housing, childcare, financial literacy, health care, transportation, and other services relevant to immigrant and refugee entrepreneurs.

**C. Language Services:**

- a. Activities should provide language support and assistance to individuals with limited English proficiency to ensure effective communication and equitable access to government programs, services, information, and participation for linguistically diverse populations. Examples of activities may include the following:
  - i. Provide interpretation and translation services to help immigrants communicate with service providers and navigate the social service system.
  - ii. Provide referrals and language class enrollment assistance to help immigrants improve their English skills, which can enhance their ability to communicate with customers, vendors, and service providers.

**3. Intergovernmental Capacity and Technical Assistance**

**A. Interagency Task Forces**

- a. Programs should create collaborative groups or teams of representatives from multiple government agencies or departments. They are formed to address specific issues, challenges, or objectives requiring coordination and collaboration between agencies with complementary expertise and resources. Examples of activities may include the following:
  - i. Facilitate coordination, information sharing, and collaboration among various entities.
  - ii. Help avoid duplication of services and involve exchanging data, research findings, and other relevant resources to enhance the effectiveness of immigrant integration services.

**B. Regular Meetings and Workshops**

- a. Organize regular meetings, workshops, or training sessions that bring together officials from different levels of government and community leaders. These gatherings can focus on sharing best practices, discussing challenges, and identifying opportunities for collaboration and joint initiatives.

**C. Cross-Jurisdictional Coordination**

- a. Programs can establish collaborative groups or teams of representatives from different cities, counties, and nonprofit agencies. They are formed to address specific issues, challenges, or objectives requiring coordination and collaboration between agencies with

complementary expertise and resources. Examples of activities may include the following:

- i. Partnerships that can facilitate collaboration, information sharing, and resource pooling across municipalities.
- ii. They can also develop shared protocols, referral systems, and coordinated approaches to deliver services effectively to immigrant populations.

**D. Capacity Building and Training**

a. Programs should design activities that enhance the knowledge, skills, abilities, and resources of local government officials and staff involved in intergovernmental collaborations. These activities strengthen the intergovernmental capacity to cooperate, coordinate efforts, and address shared challenges effectively. Examples may include the following:

- i. Taking advantage of State training sessions, workshops, or webinars on cultural competency, language access, immigrant rights, community engagement, and service delivery improvement.
- ii. Improving staff skills or competencies relevant to intergovernmental collaborations, such as negotiation, conflict resolution, communication, project management, policy analysis, or collaborative decision-making.

**E. Technical Assistance for Language Access and Cultural Sensitivity**

a. Provide technical assistance to local and regional agencies to improve language access and cultural sensitivity.

- i. This assistance can involve training sessions, workshops, or consultations to help improve language services, develop language access plans, and enhance cultural competency among staff members serving immigrant populations.

**F. Establish Sustainable Partnerships**

a. Establish partnerships with community organizations, non-profit agencies, and businesses interested in immigrant integration. Collaborating with these partners can help diversify funding streams, leverage additional resources, and share the responsibility for program sustainability. Examples of activities may include the following:

- i. Regularly evaluate the program's outcomes, impacts, and challenges. This evaluation process can help identify areas for improvement, refine program strategies, and ensure that the program remains responsive to the evolving needs of immigrant populations.
- ii. By adapting and fine-tuning the program based on evaluation findings, local governments can increase its effectiveness and attractiveness to potential funders.

## 4. Civic Engagement & Community Participation

### A. Leadership Development:

- a. Develop programming that fosters immigrant and unaccompanied youth skills and confidence to become effective community advocates and leaders. Examples of activities may include the following:
  - i. Leadership training programs that focus on developing essential leadership skills and competencies.
  - ii. Mentorship programs connecting immigrant entrepreneurs and immigrant youth with experienced mentors from similar backgrounds.
  - iii. Leadership conferences specifically targeted towards immigrant entrepreneurs and immigrant youth.
  - iv. Public speaking workshops designed for immigrant entrepreneurs that can help them improve their communication skills, boost their confidence, and effectively convey their business ideas and visions.
  - v. Internship programs that provide opportunities to gain practical experience and exposure to the public and business environment.

### B. Cultural Exchanges:

- a. Programs should coordinate or develop partnerships to support cultural exchanges where immigrants can share their traditions, music, language, and cuisine with the broader community. This can foster understanding, appreciation, and cross-cultural dialogue.

## VI. REVIEW PROCESS AND APPLICATION EVALUATION

All submitted applications will be screened to determine completeness, credibility, and eligibility. All eligible applications will be evaluated and rated for a potential final award. Incomplete applications, late applications, or ineligible applicants may not be considered. GO-Biz has sole discretion in selecting qualified organizations that will receive funding. **GO-Biz reserves the right to distribute funding based on regional and programmatic needs and solicit additional applicants if necessary.** Applicants selected by GO-Biz to receive funding will be notified of the steps required to execute an agreement with GO-Biz.

### A. Application Evaluation Overview

In general, when reviewing proposals, GO-Biz considers several factors, including: (1) funding eligibility criteria; (2) staffing capacity; and (3) organizational oversight and administrative capacity. GO-Biz evaluation will consider information provided in the RFP (Exhibit A-Attachment 1) and Budget Proposal (Exhibit A-Attachment 2). In determining funding awards, GO-Biz will prioritize funding local governments that serve



rural and hard-to-reach populations and regions with a high density of immigrant populations. GO-Biz will utilize demographic data from the California Immigrant Data Portal and Community Economic Resilience Fund to determine areas with a high immigrant population density. This approach ensures that funding is directed towards areas with a significant concentration of immigrants, allowing for targeted support and resources to be allocated to those communities.

GO-Biz will also consider identified needs and capacity to assist the target populations and regions, language and cultural competency, and expertise in providing services.

## **B. Scoring Criteria**

The proposals will be evaluated using the following sections and the scoring point scale. Nonprofit subgrantee questions will only be assessed to support eligibility and capacity of the local government to subgrant and will not be scored.

<b>Proposal Section</b>	<b>Points Possible</b>
Question 1: Applicant Overview	50
Question 2: Organizational Capacity and Services	50
Question 3: Administrative Capacity	40
Question 4: Collaboration	20
Implementation Plan	20
Project Budget	20
<b>Total Points Available</b>	<b>200</b>

## **B. AWARD DETERMINATIONS**

Applicants shall complete the attached Project Budget (Exhibit A, Attachment 2) and outline the costs associated with hiring or extending staff capacity to provide the activities included in the LIIIG. GO-Biz will determine budget proposals based on the number of proposed staff to be hired or advanced and operational costs.

GO-Biz will fund 1-2 staff positions in alignment with the applicants' current staffing salary rates. Applicants will be required to provide supporting documentation confirming the existing salary structure. Applicants intending to subgrant may request a 15 to 20 percent administrative fee.

## **VII.AUTHORIZED REPRESENTATIVE, REPORTING, AND INVOICING**

### **A. AUTHORIZED REPRESENTATIVE**

- a. All applicants must designate an Authorized Representative. Authorized Representatives will carry out a variety of responsibilities during the application process and grant period.
- b. Following the grant period, the Authorized Representative will submit performance and financial reports to GO-Biz. The Authorized Representative will

also receive and distribute GO-Biz reimbursements to subgrantees. In addition, the Authorized Representative will serve as the principal contact for GO-Biz. Any programmatic or agreement-related issues will flow through the Authorized Representative to the subgrantee in their agreement. Subgrantees are expected to contact their Authorized Representative when programmatic issues and questions arise. Likewise, GO-Biz will communicate to Authorized Representatives on program-related information. If an Authorized Representative designates staff for a portion of these responsibilities, they must provide GO-Biz with a written statement confirming they are acting on behalf of the Authorized Representative.

## **B. REPORTING REQUIREMENTS**

- a. GO-Biz has the right to conduct a programmatic and financial review of any grantee entity and subgrantee. Authorized Representatives are responsible for submitting accurate and complete performance and financial reports. Where applicable, Authorized Representatives are responsible for collecting accurate and complete performance reports from subgrantees. The Authorized Representative must submit all required reports to GO-Biz once reviewed and approved. Reports will be submitted via e-mail to GO-Biz grant administrators. The reports or portions thereof provided by grantees may be made public.
- b. GO-Biz may withhold payment if reports are not received or are deemed incomplete or inadequate. Failure to report in a timely manner may impact future eligibility for grant funding from GO-Biz. GO-Biz reserves the right to audit information submitted in a performance report by requesting additional documentation, performing on-site visits, contacting clients served, or verifying other information as necessary to verify the information contained in the reports. Program reviews may be conducted remotely or onsite.
- c. GO-Biz will provide the grantees with a reporting template for submission of quarterly financial and activity reports upon execution of the grant agreement. GO-Biz will require grantees to collect and report aggregated data that includes but is not limited to the following (see list below). Non-aggregated information collected from individuals participating in funded services shall not constitute a record subject to disclosure under the Public Records Act (Government Code section 7920.000 et seq.). (Gov. Code § 12100.141, subd. (i).) **Please note that each reporting item applies only if the grantee has conducted the corresponding activity.**
  - i. Type of Activity or Service Provided
  - ii. Total Number of Individuals Served
  - iii. Ethnicity and Race
  - iv. Country of Origin
  - v. Language Proficiency

- vi. Age Distribution
- vii. Gender

**d. Reporting Schedule**

Grantees will be required to follow the reporting schedule. Reports will be due two weeks after the reporting periods below:

**Year 1: Reporting Schedule**

Reporting Period	Report Due
September 1, 2023 – November 30, 2023	December 14, 2023
December 1, 2023 – February 29, 2024	March 14, 2024
March 1, 2024 – May 31, 2024	June 14, 2024
June 1, 2024 – August 31, 2024	September 13, 2024

**Year 2<sup>2</sup>: Reporting Schedule**

Reporting Period	Report Due
September 1, 2024 – November 30, 2024	December 13, 2024
December 1, 2024 – February 28, 2025	March 14, 2025
March 1, 2025 – May 31, 2025	June 13, 2025
June 1, 2025 – August 31, 2025	September 15, 2025

**C. PAYMENT REIMBURSEMENT AND SCHEDULE**

- a. Selected grantees may invoice GO-Biz for quarterly expenses and must submit expense reports with the invoice. Grantees shall not exceed the award issued for services.

**b. Invoice Schedule**

Grant recipients will submit a quarterly invoice to GO-Biz to reimburse eligible expenses incurred during each month. Invoices should be submitted within 15 calendar days after the end of each month unless otherwise specified below. GO-Biz will provide grantees with an invoice and financial template upon execution of the grant agreement.

**Year 1: Invoice Schedule**

Invoice Period	Invoice Due
September 1, 2023 – November 30, 2023	December 14, 2023

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<sup>2</sup> Year Two is contingent on funding availability.

December 1, 2023 – February 29, 2024	March 14, 2024
March 1, 2024 – May 31, 2024	June 14, 2024
June 1, 2024 – August 31, 2024	September 13, 2024

### Year 2<sup>3</sup>: Invoice Schedule

Invoice Period	Invoice Due
September 1, 2024 – November 30, 2024	December 13, 2024
December 1, 2024 – February 28, 2025	March 14, 2025
March 1, 2025 – May 31, 2025	June 13, 2025
June 1, 2025 – August 31, 2025	September 15, 2025

## VIII. APPLICATION SUBMISSION

1. To be considered for funding, all applicants must comply with the requirements described in this RFP. **Incomplete, late, or altered application forms will not be accepted. To apply, submit a complete application with attachments no later than 5:00 p.m. PT on July 28, 2023, to [immigrantintegration.initiatives@gobiz.ca.gov](mailto:immigrantintegration.initiatives@gobiz.ca.gov) with the subject line: “FY 2022-24 LIIG Application”.**
2. Review the Checklist, **Appendix 2**, for a complete list of documents to be submitted.
3. For general questions, please contact Yoan Vivas at [yoan.vivas@gobiz.ca.gov](mailto:yoan.vivas@gobiz.ca.gov) or (916) 827-8626. GO-Biz will collect Frequently Asked Questions and post responses to the GO-Biz website.

### NOTICE TO APPLICANTS

All materials submitted in response to a GO-Biz grant solicitation will become the property of GO-Biz and, as such, are subject to the California Public Records Act (Government Code section 7920.000 et seq.).

### VERIFICATION OF APPLICANT INFORMATION

By applying, applicants authorize GO-Biz to verify any information submitted in the application. GO-Biz may request additional documentation to clarify or validate any information provided in the application and budget.

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<sup>3</sup> Year Two is contingent on funding availability.



## Appendix 2

### Application Checklist

Applicants will be required to submit the documents and forms listed below. The documents must be submitted as an email attachment in the final application submission. **All documents must be submitted as individual PDFs and appropriately titled according to the document's content. Submit documents to: [immigrantintegration.initiatives@gobiz.ca.gov](mailto:immigrantintegration.initiatives@gobiz.ca.gov).**

Use the following checklist to ensure that all documents and forms necessary to respond to this Request for Proposal (RFP) have been included.

<input type="checkbox"/>	<b>Application Checklist (this page)</b>
<input type="checkbox"/>	<b>Request for Proposal Application (Exhibit A, Attachment 1)</b> Complete and sign the Request for Proposal Application. The required form is available for <a href="#">download here</a> . <b>Document Title: LIIG FY 2023-24 RFP- (Local Jurisdiction Name)</b>
<input type="checkbox"/>	<b>Project Budget (Exhibit A, Attachment 2)</b> Complete and submit the Project Budget. The project budget is available for <a href="#">download here</a> . The project budget must be saved and submitted as a .xls file. All formulas must be used appropriately throughout the Excel document. <b>Document Title: Project Budget- (Local Jurisdiction Name)</b>
<input type="checkbox"/>	<b>Government Agency Taxpayer ID</b> Complete and submit the Government Agency Taxpayer ID. The form is available for <a href="#">download here</a> . <b>Document Title: Government Agency Taxpayer ID- (Local Jurisdiction Name)</b>
<input type="checkbox"/>	<b>STD 21 Drug-Free Workplace Certification</b> Complete and sign the STD.21 Drug-Free Workplace Certification. The STD.21 is available for <a href="#">download here</a> . <b>Document Title: STD.21- (Local Jurisdiction Name)</b>

## Application Checklist

### Required Subgrantee Documents

The applicant must submit the documents listed below on behalf of the subgrantee. The documents must be submitted as an email attachment in the final application submission. **All documents must be submitted as individual PDFs and appropriately titled according to the document's content.**

Submit documents to: [immigrantintegration.initiatives@gobiz.ca.gov](mailto:immigrantintegration.initiatives@gobiz.ca.gov)

<input type="checkbox"/>	<p><b>Proof of 501 (c)(3) or 501(C)(5) Status</b> Submit proof of "active" 501(c)(3) or 501(c)(5) status from the Internal Revenue Service. To access and download proof of active status, visit the Internal Revenue Service website at the following link: <a href="https://apps.irs.gov/app/eos/">https://apps.irs.gov/app/eos/</a> <b>Document Title: (Local Jurisdiction Name and Nonprofit Name)</b></p>
<input type="checkbox"/>	<p><b>Proof of "Active" Legal Business Status from the California Secretary of State</b> To access and download proof of active status, visit the California Secretary of State's website at the following link: <a href="https://bizfileonline.sos.ca.gov/search/business">https://bizfileonline.sos.ca.gov/search/business</a>. <b>Document Title: 501 (c)(3) or 501(C)(5) Status- (Local Jurisdiction Name and Nonprofit Name)</b></p>
<input type="checkbox"/>	<p><b>Proof of "Current" Charity Status with the California Department of Justice.</b> To access and download proof of status, visit the California Department of Justice website at the following link: <a href="http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y">http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y</a> <b>Document Title: California Department of Justice - (Local Jurisdiction Name and Nonprofit Name)</b></p>
<input type="checkbox"/>	<p><b>Insurance Certificate</b> Each applicant must submit proof of current coverage that meets GO-Biz's insurance requirements upon execution of the grant agreement. <b>Document Title: Insurance Certificate- (Local Jurisdiction Name and Nonprofit Name)</b></p>



## Exhibit D –Definitions

### 1. Asylee<sup>1</sup>

An asylee is a person who has fled their home country and is seeking protection. Asylum status is a form of protection available to people who meet the definition of refugee, are already in the United States, and are seeking admission at a port of entry.

### 2. Civic Engagement<sup>2</sup>

Civic engagement involves working to make a difference in the civic life of one's community and developing the combination of knowledge, skills, values, and motivation to make that difference.

### 3. Economic Development

Economic development is the process by which a region or nation's economy is improved, typically through the implementation of policies designed to promote sustainable growth, productivity, and competitiveness. Economic development involves the creation of new businesses, industries, and jobs, as well as improving infrastructure, education, and healthcare systems. Economic development aims to improve the standard of living for people in the region or nation, as measured by gross domestic product, income levels, and employment rates.

### 4. Hard-to-Reach Communities

Hard-to-reach communities refer to groups of people who face barriers that prevent them from accessing essential services, resources, and information. These barriers may be due to various factors, including geographic isolation, cultural and linguistic differences, poverty, discrimination, lack of infrastructure or transportation, or limited access to technology. Examples of hard-to-reach communities include rural populations, indigenous peoples, refugees and migrants, people with disabilities, and those living in conflict-affected areas or areas with limited government presence.

### 5. Immigrant Integration

Immigrant integration is the dynamic, two-way process in which immigrants and the receiving society work together to build secure, vibrant, and cohesive communities. Successful integration builds stronger, more economically, socially, and culturally inclusive communities. Immigrant integration means people can succeed in American society through progress in three broad areas: linguistic, economic, and social integration.

### 6. Immigrant<sup>3</sup>

An immigrant is a person who moves from their country of origin to another country, intending to settle there permanently or for an extended period. Immigrants may move for various reasons,

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<sup>1</sup> U.S. Citizenship and Immigration Services. "Refugees & Asylum." Accessed May 19, 2023. URL:

<https://www.uscis.gov/humanitarian/refugees-asylum>

<sup>2</sup> Ehrlich, Thomas, and Dwight E. Giles Jr. Civic Responsibility and Higher Education. Oryx Press, 1997.

<sup>3</sup> United Nations. Department of Economic and Social Affairs, Population Division. International Migration 2019. Wall Chart. ST/ESA/SER.A/444. United Nations, 2019.





such as seeking better economic opportunities, reuniting with family members, or escaping political or social instability in their home country. Immigration often involves legal procedures and requirements, such as obtaining visas, work permits, and residency permits, and may be subject to immigration laws and regulations of the destination country.

## **7. Intergovernmental Capacity and Technical Assistance**

Intergovernmental capacity refers to the ability of governments at different levels (e.g., national, regional, local) to effectively coordinate and collaborate in achieving common goals and objectives. This can include building relationships, sharing resources, and aligning policies to address complex challenges that cross jurisdictional boundaries.

Technical assistance refers to providing specialized knowledge, expertise, and resources to support implementing specific programs, policies, or initiatives. Technical services may be provided by various actors, including governments, intergovernmental organizations, and non-governmental organizations.

## **8. Local Government**

For this grant, eligible local governments include California counties, cities, and county or city departments.

## **9. Refugee**

Refugee status is a form of protection that may be granted to people who meet the definition of refugee and are of special humanitarian concern to the United States. Refugees are generally people outside their country who are unable or unwilling to return home because they fear serious harm.

## **10. Social Services Navigation**

Social services navigation refers to assisting individuals and families in accessing and navigating social services and resource systems. This can include services related to healthcare, housing, education, employment, and other areas of social welfare. Social services navigators typically work with clients to identify their specific needs, connect them with appropriate services, and assist them in overcoming any barriers or challenges they may encounter. The goal of social services navigation is to improve access to social services and resources for those in need and to ensure that individuals and families can receive the support they require to achieve greater stability and well-being.

## **11. Unaccompanied Minors**

Unaccompanied children as defined in Section 279(g)(2) of Title 6 of the United States Code, specifically a person who (a) is under the age of 18; (b) has no lawful immigration status in the United States; and (c) with respect to whom there is no parent or legal guardian either present or available to provide care and physical custody in the United States.



September 21, 2023

To: Richard Whipple  
Deputy Director  
1155 Market Street  
San Francisco, CA 94103

Subject: Notice of Award - Local Immigrant Integration and Inclusion Grant

Dear Richard:

This letter is regarding the Request for Proposals (RFP) issued by the California Governor's Office of Business and Economic Development (GO-Biz) for FY 2023-24 Local Immigrant Integration and Inclusion Grant (LIIG) funding. GO-Biz evaluated applications received using the selection criteria identified in the RFP and hereby announces its award to your organization:

SERVICE CATEGORY	FY 2023-24	TOTAL
Economic Development and Technical Assistance	\$165,978.00	\$165,978.00

The service term for FY 2023-24 is from October 1, 2023, through September 30, 2024. Your organization will be required to complete quarterly reports to assess satisfactory performance and compliance with the grant agreement requirements.

GO-Biz will be contacting your organization soon to execute a grant agreement. This Notice of Award is subject to execution of a written Agreement; as a result, this Notice does NOT constitute the formation of a formal grant agreement between GO-Biz and your organization.

The organization shall not acquire any legal or equitable rights relative to the grant services until an agreement containing terms and conditions acceptable to GO-Biz is executed. GO-Biz further reserves the right to cancel this Notice of Award at any time prior to the execution of a written grant agreement.

This award is conditioned upon final approval by GO-Biz and the successful execution of a grant agreement. We look forward to working with your organization to administer the Local Immigrant Integration and Inclusion Grant to serve the immigrant population in the state of California.

Best regards,

A handwritten signature in blue ink that reads "Odet Ford".

Odet Ford, Manager  
Immigrant Integration Initiatives- International Affairs and Trade  
Governor's Office of Business and Economic Development

**SF OCEIA GoBiz Application (1 year)**

<b>General Information</b>	
<b>Local Govt Applicant</b>	SF Office of Civic Engagement & Immigrant Affairs
<b>Employer/Taxpayer Identification Number:</b>	94-3248335-70
<b>Mailing Address</b>	1155 Market Street, 1st Floor
<b>City</b>	San Francisco
<b>County</b>	San Francisco
<b>State</b>	CA
<b>Zip Code</b>	94103
<b>Name and contact information of person to be contacted regarding this application:</b>	
<b>First and Last Name</b>	Richard Whipple
<b>Title:</b>	Deputy Director
<b>Telephone Number:</b>	415-581-2365
<b>Email:</b>	richard.whipple@sfgov.org
<b>Website:</b>	www.sf.gov/oceia

**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:								
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			

**From:** [Hsieh, Frances \(BOS\)](#)  
**To:** [Yip, Angela \(ADM\)](#); [Whipple, Richard \(ADM\)](#); [Hayward, Sophie \(ADM\)](#)  
**Cc:** [Moser, Lily \(ADM\)](#); [Jalipa, Brent \(BOS\)](#)  
**Subject:** Re: Schedule request - Accept and expend LIIIG Grant for OCEIA  
**Date:** Monday, February 5, 2024 11:01:48 AM

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Thank you!  
Frances

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**From:** Yip, Angela (ADM) <angela.yip@sfgov.org>  
**Sent:** Monday, February 5, 2024 10:13 AM  
**To:** Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Whipple, Richard (ADM) <richard.whipple@sfgov.org>; Hayward, Sophie (ADM) <sophie.hayward@sfgov.org>  
**Cc:** Moser, Lily (ADM) <Lily.Moser@sfgov.org>  
**Subject:** Re: Schedule request - Accept and expend LIIIG Grant for OCEIA

Hi Frances,

Please see our retroactivity statement below:

"OCIEA has not expended any funds on this grant and will not do so until receiving approval. The Governor's Office of Business and Economic Development set the term of the grant to be October 2023 through February 2025."

Thanks!

**Angela Yip** | she/her  
Senior Communications and Legislative Analyst  
Office of the City Administrator  
City and County of San Francisco  
City Hall, Room 362

[Sign up here](#) to receive the City Administrator's newsletter.

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**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Carmen Chu, City Administrator  
**DATE:** December 11, 2023  
**SUBJECT:** Accept and Expend Ordinance for Subject Grant

**GRANT TITLE:** Local Immigrant Integration and Inclusion Grant

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Attached please find the original\* and one copy of each of the following:

Proposed grant ordinance; original\* signed by Department, Mayor, Controller

Grant information form, including disability checklist

Grant budget

Grant application

Letter of Intent or grant award letter from funding agency

Ethics Form 126 (if applicable)

Contracts, Leases/Agreements (if applicable)

Other (Explain):

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted ordinance:**

**Name:** Jorge Rivas, Office of Civic Engagement and Immigrant Affairs

**Phone:** 415-581-2360

**Interoffice Mail Address:** 1155 Market Street, First Floor

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).