



Seattle
Office of Immigrant and
Refugee Affairs

NEW CITIZEN CAMPAIGN LETTER OF INTENT 2019 GUIDELINES

OVERVIEW

The Office of Immigrant and Refugee Affairs (OIRA) seeks Letters of Intent (LOI) from community-based agencies interested in contributing to a stronger network of naturalization services in Seattle in 2019 through the New Citizen Campaign.

Total funds available: \$252,000 subject to the continuing appropriation authority of the Seattle City Council

Contract period: January 2019 to December 31, 2019.

Who should apply: Nonprofit organizations with prior experience in providing naturalization services and an interest in the group processing approach.

Submission deadline: LOIs must be received by 5 pm on Friday, December 14, 2018.

BACKGROUND

The mission of the Office of Immigrant and Refugee Affairs (OIRA) is to improve the lives of Seattle's immigrant and refugee residents. OIRA strives to achieve this vision by engaging immigrant and refugee communities in decisions about the City's future and improving the City's programs and services.

The New Citizen Campaign (NCC) seeks to increase the numbers of immigrants and refugees who naturalize and engage in civic processes, utilizing multiple strategies that include providing naturalization assistance through group processing clinics and workshops, conducting broad-based outreach, promoting the benefits of citizenship, and engaging with local and national partners. The NCC also seeks to build strong partnerships among partner organizations to support a collaborative table of citizenship service providers in Seattle.

2019 PROGRAM GOALS

The New Citizen Campaign will implement **twelve (12) citizenship application assistance clinics** in 2019. Monthly clinics will offer services to 25 to 50 LPRs each in locations across Seattle between January and December 2019. Clinics will be free and available to LPRs who need assistance with completing their

citizenship applications, with a focus on low- and middle-income residents who are not eligible for other free naturalization services. NCC aims to increase citizenship services in geographic regions of the city where there are fewer services available, as well as focus on immigrant and refugee populations that do not currently access citizenship services or have newly become eligible to naturalize.

NCC partners will be a part of a collaborative table that helps shape and strengthen the work of the Campaign. In addition, partners will implement a collaborative project in 2019, the scope of which will be determined jointly by partners.

WHO SHOULD APPLY

Applicants must meet the following minimum qualifications:

- Be a nonprofit organization with a 501(c)3 status or have a fiscal sponsor with a 501(c)3 status.
- Have prior experience providing naturalization services in Seattle.
- Have an interest in utilizing the group processing approach to naturalization service delivery and collaborative learning and improvement.

PROCESS AND TIMELINE

Agencies must submit a Letter of Intent to be considered for funding. Letters of Intent should highlight the agency's experience in providing naturalization services, capacity to participate in planning processes, ability to provide in-language and culturally appropriate services, experience/interest in the group processing approach, and desire to work collaboratively to increase the numbers of people who naturalize in Seattle and King County. Proposals may include collaborations with other agencies. Please note that each agency in the collaboration must submit their own LOI. More details on scope of work and opportunities for collaboration are provided in a separate section.

Friday, November 16, 2018: LOI is released

Monday, November 19 - Friday, December 7, 2018: Applicants who have questions or need general guidance about the application process may contact Christina.guros@seattle.gov during this period.

Friday, December 14, 2018: LOIs must be received by 5:00 PM. Late applications will not be considered.

Monday, December 17 - Friday, December 19, 2018: LOI review committee will review proposals.

Friday, December 28, 2018, 2018: Applicants are notified of funding decisions via email.

Friday, December 28, 2018 - Tuesday, January 8, 2019: Agencies may submit an appeal regarding funding decisions. See appeal policy below.

Tuesday, January 8 - Friday, January 18, 2019: OIRA begins contract negotiation process with successful applicants.

Monday, January 21, 2019: Contract period begins.

EVALUATION CRITERIA

OIRA will work with a Review Committee to review applications and provide recommendations for funding. The Review Committee will use the following criteria to evaluate applications:

- **Program:** Overall strength and quality of proposal. Meets submission requirements. Contributes to NCC program goals. Ability to deliver proposed goals and activities.
- **Leadership capacity:** Ability to lead and/or support NCC citizenship clinics. Capacity to participate in collaborative work. Commitment to collaborating with and learning from peers.
- **Naturalization experience:** Experience with providing naturalization services. Experience with, or ability to develop experience with, planning, implementing and supporting naturalization assistance clinics.
- **Community connections:** Established ties to communities to be served, or a clear plan for partnership with stakeholders who have such connections. Understands needs of communities to be served. Ability to provide language-specific support to immigrant and refugee populations.
- **Other considerations:** Increases citizenship services in underserved areas. Focus on communities that do not access citizenship services. Focus on communities that have newly become eligible to naturalize. Innovative approach and ideas.

SCOPE OF WORK

In addition to participating in a collaborative table and working on a collaborative project, applicants may choose to participate in the following ways:

1. Lead or co-lead one or more clinics
2. Support one or more clinics
3. Lead or co-lead clinics as well as provide clinic support

Collaborative Table: All partners are required to participate in the following activities.

- Refine clinic processes and build/strengthen partnerships;
- Share policy and advocacy updates and participate in trainings;
- Meet bi-monthly (includes a quarterly training); and
- Plan and implement a collaborative project.

Clinic Leadership: Each clinic will either have one (1) lead agency or two (2) co-lead agencies.

Leading or co-leading a clinic includes:

- Securing event venue; (note: OIRA will assist with securing venues for clinics held February-March)
- Organizing all documents to be used at the clinic, including participant screening forms and volunteer training materials;
- Organizing clinic supplies, technology, and hospitality for volunteers;

- Ensuring at least 25 LPRs attend the clinic;
- Recruiting and training clinic volunteers;
- Ensuring safety of participants and volunteers and their personal information;
- Reporting at regular intervals on clinic participant progress through the naturalization process, successful naturalizations and voter registrations; and
- Ensuring legal expertise at the clinic;
 - Agencies proposing to be the sole lead of one or more clinics must have an attorney on staff or contracted part-time, or be DOJ recognized;
 - Agencies without attorneys or DOJ accredited representatives on staff proposing to co-lead one or more clinics must ensure that their partner agency have an attorney on staff or contracted part-time, or be DOJ recognized.

Important Information for Agencies Proposing Partnerships to Co-Lead Clinics

For agencies who are proposing to co-lead, at least one co-lead must have an attorney on staff or on contract, or be DOJ recognized.

Agencies proposing to co-lead a clinic should indicate a clear division of responsibilities. Co-leads are encouraged to develop their partnership model based on their strengths. An example of shared roles and responsibilities is provided below.

Engagement Co-Lead	Legal Co-Lead
<ul style="list-style-type: none"> • Participant outreach • Pre-workshop screening and participant preparation • Participant follow-up post workshop (i.e. follow up calls, any necessary referrals) 	<ul style="list-style-type: none"> • Venue booking • Volunteer recruitment and training • Document organization and printing • Supply, equipment, and food procurement

Clinic Support may include:

- Outreach & attendance: Outreach to eligible LPRs and ensuring that a target number of eligible LPRs attend one or more clinic;
- Clinic Prep: Preparing LPRs to participate in clinics through individual or group sessions that explain:
 - The benefits and requirements of citizenship;
 - The documents and information needed for eligibility screening and application completion;
 - How to obtain certain records such as fee waiver evidence or court documents;
- Legal Expertise: Providing legal expertise at clinics (must be either DOJ accredited or immigration attorney);
- Other: Proposals of other ways to support clinic implementation are welcome.

CONTRACT

OIRA reserves the right to make awards without further discussion of the application submitted. Successful applicants will enter into a contract that identifies agreed-upon services and requires compliance with City civil rights and labor standards ordinances. NCC contracts will vary in amount

based on the agency role. Past contracts have ranged from \$8,000 for clinic support to \$20,000 or more for leading multiple clinics.

APPEAL POLICY

Applicants have the right to protest or appeal certain decisions in the award process based on the following grounds:

- Regarding failure to submit a complete application or failure to meet the minimum eligibility requirements outlined in the funding opportunity;
- A matter of bias, discrimination or conflict of interest; and/or
- Failure to adhere to guidelines and/or procedures established in a funding opportunity.

A written appeal that states the specific action or decision you are appealing must be submitted by the agency Executive Director as soon as possible after notification of funding decisions, with the deadline of January 8, 2019. Appeals will be reviewed by OIRA and a written decision will be made within five (5) business days of the receipt of the appeal. Appeals should be emailed to christina.guros@seattle.gov

QUESTIONS

Please contact Christina Guros, Citizenship Program and Policy Specialist, Office of Immigrant and Refugee Affairs, for any questions related to the application process. Applicants may email questions until Friday, December 7, 2018.

Christina.Guros@Seattle.gov (206) 684-5705