

# **Request for Expressions of Interest (RFEI)**

Mayor's Fund to Advance New York City:

“Know Your Rights” Forums in NYC Schools and Hard-to-Reach Immigrant  
Communities

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## I. BASIC INFORMATION AND INSTRUCTIONS

The Mayor's Fund to Advance New York City (Mayor's Fund), with the support of the Mayor's Office of Immigrant Affairs (MOIA), invites community-based organizations to submit a written response to this Request for Expressions of Interest (RFEI) to the Mayor's Fund regarding how they will conduct "Know Your Rights" presentations in schools and/or in hard-to-reach immigrant communities to provide information to help them avoid deportation, fraudulent legal services, and discrimination in housing and employment.

This RFEI provides distinct opportunities for *both* smaller community-based organizations targeting hard-to-reach immigrant communities, *as well as* larger citywide community-based organizations.

<b>RFEI Release Date</b>	June 21st, 2017	
<b>Due Date</b>	July 5th, 2017, 5:00PM	
<b>Anticipated Award Term</b>	August 2017 to July 2018	
<b>Anticipated Number of Awards</b>	Mayor's Fund will support up to nine (9) organizations to conduct up to 345 Know Your Rights forums (KYRs) over approximately 12 months.	
<b>Anticipated Funding</b>	<ul style="list-style-type: none"> <li>• \$24,000 per community-based organization (citywide provider) and \$14,000 per community-based organization (hard-to-reach immigrant communities, must be members of the New York Immigration Coalition)</li> <li>• Payment structure is contingent on meeting deliverables within the payment schedule</li> </ul>	
<b>Questions</b>	<ul style="list-style-type: none"> <li>• Questions regarding this RFEI must be transmitted in writing to <a href="mailto:fundrfp@cityhall.nyc.gov">fundrfp@cityhall.nyc.gov</a> by Monday, June 26th, 2017 at 5:00 PM.</li> <li>• Substantive information/responses to questions will be released in an addendum to be posted on the Mayor's Fund's website <a href="http://www.nyc.gov/fund">www.nyc.gov/fund</a> by Wednesday June 28th, 2017 at 5:00PM, unless the question is of a proprietary nature.</li> </ul>	
<b>General Guidelines</b>	<ul style="list-style-type: none"> <li>• Applicants must be non-profit organizations that are either 501(c)(3)s or have a fiscal sponsor that is a 501(c)(3).</li> <li>• All applications must be submitted to the Mayor's Fund at <a href="mailto:fundrfp@cityhall.nyc.gov">fundrfp@cityhall.nyc.gov</a>.</li> <li>• Applicants are responsible for the timely electronic submission of applications. <b>It is strongly recommended that applicants complete and submit their applications at least 24 hours in advance of the Application Due Date and Time.</b></li> </ul>	
<b>Required Documents</b>	<b>Document Type</b>	<b>Description</b>
	1. Application	Application Cover Sheet and Application Responses
	2. Key Staff Resumes	Resumes and/or Description of Qualifications for Key Staff Positions
	3. List of Board Members	Names and Affiliates
	4. Financials	Audited Financials and Agency Budget
	5. Doing Business Data Form	Completed Doing Business Data Form
<b>Technical Requirements</b>	<ul style="list-style-type: none"> <li>• RFEI documents must be combined into a single PDF.</li> <li>• Formatting requirements: 12pt font, 1-inch margins, include page numbers</li> </ul>	

	<p>at the bottom, include name of applying organization at the top of every page.</p> <ul style="list-style-type: none"><li>• Page limit: RFEI narrative should not exceed three pages in length.</li></ul>
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## II. Program Background

### A. Program Background and Description

This Request for Expressions of Interest (RFEI) invites community-based organizations to submit information to the Mayor's Fund regarding how they will conduct "Know Your Rights" presentations in schools and/or in hard-to-reach immigrant communities to provide information that will help them avoid deportation, fraudulent legal services, and discrimination in housing and employment.

#### Statement of the Problem

In the face of the tremendous fear and uncertainty among immigrant families as federal enforcement priorities have broadened, New York City (City) remains resolute in its commitment to protect our immigrant communities. Families now must be reassured about children's right to attend school safely and must prepare in case they have encounters with immigration enforcement authorities. In New York City, there are a number of community-based organizations that are well positioned to inform, empower, and engage hard-to-reach immigrant communities, including recently arrived populations from Africa, Asia, and the Caribbean. These organizations are deeply rooted in immigrant neighborhoods and communities, have well-established cultural and linguistic competencies, and have obtained the trust of community members — making them uniquely placed to meet community-specific needs. Now more than ever, we recognize that accurate information and access to free and safe immigration legal services will be critical to ensuring the stability and safety of our immigrant communities.

#### Program Description

The Mayor's Fund, with the support of MOIA, is exploring a new citywide initiative around Know Your Rights forums and education. This new program will provide support and expand a growing group of community-based organizations who have demonstrated success in delivering information and services to begin centralizing and coordinating these efforts.

#### How it Works

The Mayor's Fund, with the support of MOIA, will support **up to nine (9) community-based organizations** to convene "Know Your Rights" forums (KYRs) in New York City public schools and in immigrant communities. The Mayor's Fund, with the support of MOIA, in consultation with DOE, seeks to:

- Organize an adequate distribution of KYRs that address the needs of immigrants across New York City – with a special focus in public schools;
- Provide accurate information to help these populations avoid deportation;
- Ensure that KYRs are strongly linked to an appointment or referral for free and safe immigration legal services to protect against fraudulent legal services; and
- Support community-based organizations that are well positioned to inform, empower, and engage immigrant communities.

With these goals in mind, the Mayor's Fund will provide up to \$24,000 to support selected organizations to convene community tailored KYRs. The Mayor's Fund requests that those delivering the presentations are community organizers or navigators (preferably not attorneys). There will be two categories of groups selected:

- (1) **Up to six (6) community-based organizations ("citywide providers")** to conduct at least 45 KYRs over 12 months to reach at least 1,125 unique community members. (Note that the Mayor's Fund, with the support of MOIA, reserves the right to make all final determinations and approvals regarding the location of each KYR); and

- (2) **Up to three (3) community-based organizations that work with hard-to-reach communities and are members of the New York Immigration Coalition** to conduct at least 25 KYRs over 12 months to reach at least 500 unique community members in hard-to-reach communities.

In similar demonstration projects that the City has piloted through schools, we have seen outcomes where after one “Know Your Rights” forum, the school saw a 60 percent increase in student interest to sign up for legal services through the City’s ActionNYC program.

The Mayor’s Fund, with the support of MOIA, will provide coordination, training, translation services and technical assistance to awarded groups, including:

- Training on how to give an effective KYR presentation, ensuring that all organizations are trained on what information they can and cannot legally disseminate; and
- Support to update all KYR materials and conduct additional trainings, as necessary, as new developments in the immigration landscape emerge to ensure accuracy and quality.

In New York City, there is a growing group of community-based organizations who have demonstrated success in delivering information and services at a small scale. With this program’s support, this work will be supported, expanded, and integrated into a centralized and coordinated effort.

## B. Program Model

Awarded community-based organizations will be expected to:

- I. Send dedicated staff member(s) to participate in program trainings likely to occur in July;
- II. Depending on size and capacity of the organization and the communities served, plan to convene:
  - a. For “citywide providers”: at least 45 KYRs over 12 months to reach at least 1,125 unique community members total. Be as specific as possible, including approximate timelines, potential locations, any partnerships needed to successfully implement the KYRs, targeted demographics, etc. Note that the Mayor’s Fund, with the support of MOIA, in consultation with the New York City Department of Education, reserves the right to make all final determinations and approvals regarding the location of each KYR (e.g. New York City Department of Education school or otherwise);
  - b. For community-based organizations that work with hard to reach communities and are members of the New York Immigration Coalition at least 25 KYRs over 12 months to reach at least 500 unique community members total. Be as specific as possible, including approximate timelines, potential locations, any partnerships needed to successfully implement the KYRs, targeted demographics, etc. Please highlight the characteristics and needs of your hard-to-reach immigrant community.
- III. Work closely with MOIA staff to ensure that each KYR will:
  - a. Explain the new immigration executive orders and describe new enforcement priorities,
  - b. Prevent notario fraud by addressing misinformation and common schemes,
  - c. Broaden awareness of free immigration legal services that are available throughout the city, and make referrals for free immigration legal screenings,
  - d. Refer immigrants to lawyers who can plan for guardianship of children and other safety planning measures when an immigrant is deemed high risk for deportation,
  - e. Advise on the benefits and documents required to substantiate continuous presence, which can help an immigrant mount a legal case against deportation,
  - f. Share best practices for encounters with U.S. Department of Homeland Security Immigration and Customs Enforcement (ICE), including role play exercises to ensure

- preparedness,
  - g. Address community fears and rumors about the potential effect of the receipt of public benefits on immigration applications and deportation,
  - h. Reassure families about children's rights to attend school safely and rights to healthcare through the city's safety net, and
  - i. Advise on workers' rights issues to ensure that workers are not harassed, wrongfully terminated or retaliated against with threats to their immigration status;
- IV. Ensure that all individuals who request legal assistance after a KYR is given an appointment and/or referral to a trusted immigration legal services provider; and
- V. Use the technology and survey tools designated by MOIA to track and streamline delivery of services.

### C. Expected Deliverables

Awarded organizations will be expected to keep the Mayors Fund and MOIA up-to-date on program planning and will also be expected to report on outcomes, including but not limited to the below. Awarded organizations will be required to submit three reports to the Mayor's Fund and MOIA on the below deliverables. The timeline for these reports will be further outlined after the grant is awarded. Mayor's Fund and MOIA will share survey tools to capture data points:

- Total number of KYRs convened, and the attendance at each KYR;
- Total number of KYRs conducted in schools, and the attendance at each KYR;
- Select demographics of people attending each KYRs, including percent of attendees with children, and primary language;
- Location and neighborhood of each KYR convened;
- Whether legal service providers were onsite at each KYR;
- Number of legal referrals or appointments made at each KYR; and
- Narratives regarding the successes and challenges from program implementation.
- Review materials that required language translation and provide in person interpretation services as needed at the forums.

### D. RFEI Considerations

This Request for Expressions of Interest is issued to inform interested parties and stakeholders of New York City's plan to create, implement, and administer 495 KYR forums in NYC schools and in hard-to-reach immigrant communities.

The Mayor's Fund, with the support of MOIA, reserves the right to withdraw the RFEI; to use the ideas or proposals submitted in any manner deemed to be in the best interests of the New York City government, including (but not limited to) negotiating with one or more respondents or undertaking the prescribed work in a manner other than that which is set forth herein. The Mayor's Fund likewise reserves the right, at any time, to change any terms of the RFEI.

This RFEI was created to understand which organizations have the capabilities to implement KYR forums in NYC Schools and in hard-to-reach immigrant communities.

The Mayor's Fund, with the support of MOIA, seeks expressions of interests that discuss respondents':

- Cultural and linguistic fluencies, as demonstrated through prior or current programmatic functions;
- Considerable presence and deep relationships in one or more 'hard-to-reach' immigrant neighborhoods and communities.
- Experience and ability to reach program deliverables; and
- Commitment to and importance of integrating KYR work into your organizational mission and/or long-term growth plans.

The Mayor's Fund, with the support of MOIA, also seeks information regarding the geographic coverage provided by respondents. The City seeks to ensure an adequate distribution of KYRs to address levels of need within the target populations. The Mayor's Fund may request to conduct site visits and interviews, and may request that respondents make presentations and demonstrations, as the Mayor's Fund deems applicable and appropriate. The Mayor's Fund reserves the right to choose to discuss various approaches with one or more respondents (including those not responding to the RFEL).

Respondents will be selected based on the information requested in Part III below, which will be reviewed and evaluated by a committee. Selection will be made to the most qualified proposals as determined by the committee, and final awards will be made based on the best interests of the Mayor's Fund. The Mayor's Fund reserves the right to make selection and skip qualified proposal to preserve adequate geographic reach and cultural competency.

## **E. Program Partners**

### Mayor's Fund to Advance New York City

The Mayor's Fund to Advance New York City is a 501(c)(3) nonprofit organization designed to promote partnerships between the City and the private sector to support public programs. Established in 1994, the organization serves as an important vehicle for foundations, corporations and individuals to contribute to City programs that enhance the lives of New Yorkers.

### Mayor's Office of Immigrant Affairs

The Mayor's Office of Immigrant Affairs is a City chartered agency that promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City.

### New York City Department of Education

The New York City Department of Education (DOE) is the largest public school district in the United States, serving 1.1 million students in over 1,800 schools. The DOE is committed to protecting the right of every student to attend public school, regardless of immigration status, national origin, or religion.

### **III. INFORMATION REQUESTED**

The Mayor's Fund is requesting information and proposals that answer the following questions:

#### **A. RFEI Cover Sheet**

<b>Organization's Legal Name</b>	
<b>Main Address(es)</b>	
<b>Primary Contact</b>	Primary contact name, title, phone number, email address
<b>Website</b>	
<b>Phone Number</b>	

#### **B. Cultural Competency**

1. Your organization's experience and reach within immigrant communities.
  - a. What is your organization's goal and mission? Who is your base?
  - b. Specify whether your organization serves other particularly underserved populations or geographic regions.
2. The linguistic and cultural competencies of your staff.

#### **C. Ability to reach program deliverables**

3. Your organization's plan for either
  - a. Serving as a "citywide provider" conducting at least 45 KYRs over 12 months to reach at least 1,125 unique community members total. Be as specific as possible, including approximate timelines, potential locations, any partnerships needed to successfully implement the KYRs, targeted demographics, etc. Note that the Mayor's Fund, with the support of MOIA, reserves the right to make all final determinations and approvals regarding the location of each KYR (e.g. New York City Department of Education school or otherwise); or
  - b. Serving as a "community based organization serving hard-to- reach immigrant communities" conducting at least 25 KYRs over 12 months to reach at least 500 unique community members total. Be as specific as possible, including approximate timelines, potential locations, any partnerships needed to successfully implement the KYRs, targeted demographics, etc. Please highlight the characteristics and needs of your hard-to-reach immigrant community.
4. Please detail your organization's experience with convening KYRs.
  - a. Please describe your existing outreach work. Be as specific as possible and include the populations that you serve at these KYRs, total number of staff that conduct outreach in your organization, level of experience of each staff, existing workflow, and overall strategies for engaging your bases (e.g. categories of in-person/individual outreach, phone-banking, experience convening KYR forums/events, and strategic field engagement).
    - i. Does your current outreach or KYRs work incorporate information about immigration legal services?

- b. If your organization does not currently offer these services, how would you modify your activities to do so?
- 5. Identify the staff member(s) who will be the primary lead for the implementation of the KYRs.
  - a. Please attach their resume(s).
  - b. Please describe their community engagement experience.
  - c. Please explain how the staff members will have time to attend all the trainings and conduct outreach for all the KYRs.
  - d. Would the staff be able to begin work immediately upon receiving the grant award?
- 6. Is your organization willing to utilize the City's designated templates, materials, and surveys to centralize service delivery and tracking? What current methods does the agency use to track data?

#### **D. Integration of KYRs work**

- 7. Describe your plan and commitment to integrate the trainings and KYRs services into your organizational mission and/or long-term growth plans. Be as specific as possible, including whether your organization will incorporate more events and/or education into its outreach work, integrate data into tracking, and how you want your community engagement capacity to develop as a result of this program.

#### **E. Organizational Capacity**

- 8. Please provide your organization's audited financials and entire agency budget.
- 9. Please list the leadership team members and number of employees employed at your organization.