

**SONOMA
COUNTY
SECURE
FAMILIES
FUND**

REQUEST FOR PROPOSALS

Date Issued: April 9, 2018
Bidders Conference: May 2, 2018, 3:00-5:00 p.m.
Community Foundation
Sonoma County
120 Stony Point Road # 220
Santa Rosa, CA 95401
Proposals Due: May 25, 2018

Request for Proposals

The Challenge

Sonoma County is proud to be home to persons of diverse racial, ethnic, and national backgrounds, including roughly 35,000 undocumented immigrants. Sonoma County's immigrant population is deeply rooted, and vital to our continued economic, cultural, and intellectual success. In light of this reality, it is crucial to support our immigrant residents and their families to ensure that Sonoma County is a place in which we all feel safe, respected and secure.

While the County's demographics reflects the nationwide trend toward increased diversity, recent changes in federal immigration policy have created fear and instability in our local immigrant community and similar communities across the country. This has resulted in reduced crime reporting, fewer applications for critical child health and social services, and threats of increased labor violations and housing discrimination. The federal deportation threats have further marginalized people and threatens to push out of our communities those that have already suffered from the recent fires. Our immigrant community has a clear and immediate need for increased protection and support and while our local non-profit organizations are currently providing critical services to this community, they are under-resourced to address the community's increased legal needs.

These needs and the vulnerability of this community have become even starker after the devastating October fires, which exacerbated the pressure on the tight housing market, and highlighted the disproportionate challenges undocumented families face in securing assistance to address their losses of homes, jobs, and income. Additionally, the fires highlighted the County's increased need for a secure and stable workforce to support a successful recovery effort. Given the federal government's recent attacks specifically directed at Sonoma County, our community needs to come together to support each other and the fire victims more than ever.

The Sonoma County Secure Families Fund was created by community leaders in 2017 to raise and allocate financial resources to meet these needs. Philanthropic, private, public, and industry leaders are working together to secure a total of \$2 million to support the provision of low-cost, high-quality immigration legal services in Sonoma County over the next three years. This Request for Proposals seeks a non-profit organization or partnership of organizations to provide critical deportation defense and related legal services and to coordinate outreach, educational activities, and other support for immigrant families county-wide. These services are particularly needed for

undocumented fire victims who have limited access to assistance and could most benefit from an advocate to help navigate available legal and other services.

The Initiative

Beginning in late 2016, the Sonoma County Board of Supervisors convened immigration service providers to identify and analyze community needs in the face of increased immigration enforcement efforts and quickly-changing federal policy. The Board supported and approved the launch of the Sonoma County Immigration Initiative to keep the County's immigrant community safe, informed, and connected to local government. The Initiative's efforts revealed an immediate need for affordable immigration legal defense and for educational materials and outreach efforts specifically designed to meet the needs of immigrant residents, families, students, as well as educators and employers of these community members. Such services will provide our immigrant community with a comprehensive and reliable resource to turn to for assistance and support, as well as a path toward status security. The ultimate goal is to provide our immigrant residents and undocumented fire victims and their families with an integrated system of legal and other resources and, by supporting and recognizing their important role in our community, create a stronger, healthier, and more unified Sonoma County.

Request for Proposals Intent

The Secure Families Fund is looking to support the proposed efforts of a 501(c)(3) non-profit organization, or partnership of organizations, capable of providing comprehensive, community-wide legal support to our immigrant community. The grantee(s) should be equipped to provide services spanning from the coordination of services, to the development and distribution of educational materials, to the organizing of public seminars and trainings, to the coordination of pro bono volunteers and community members, to individualized complex removal defense representation. This will allow the grantee(s) to respond to the changing needs of our immigrant community with dynamic and comprehensive support. It is intended that the Fund will provide renewable grants for up to three years based upon availability of funds and successful performance. It is anticipated that up to \$600,000 per year will be available for grant making although the grantee will be expected to participate in fundraising for years two and three.

Specific Priorities

- Directly provide free legal consultation and free or affordable representation, specifically pre-detention counsel and complex removal defense services;
- Provide “Navigator” services to undocumented fire victims to help access available resources and meet immigration related legal needs;
- Coordinate the provision of affirmative immigration relief to immigrant families, with a special emphasis on people with DACA status and other immigrant children;
- Oversee or coordinate the development and provision of informational, multi-lingual resources and trainings for immigrant residents, families, students, educators, and employers, including materials regarding immigrant rights, possible forms of relief and status

adjustment, emergency family preparedness planning, citizenship preparation, and naturalization processes;

- Help facilitate strategic cooperation between community organizations and other partners to maximize the effectiveness of services for immigrant families and to ensure crucial information is shared and easily accessible;
- Develop, supervise and train a network of pro bono attorney volunteers;
- Coordinate effective client referrals; and
- Collaborate with other immigration, civil, and criminal legal services providers, as well as with local institutions (schools, churches, County departments) to ensure advocates have available effective referral information and to maximize local services, expertise, and support.

Requirements for Service Delivery, Engagement, and Evaluation

The grantee(s) must provide updates on activities and accomplishments, share difficulties and concerns, and suggest future or complementary endeavors. The grantee(s) also must produce a financial and narrative report on a quarterly basis, and to present to donors upon request. The successful grantee(s) will demonstrate, among other things, the ability to maintain a team that has:

- Experience providing successful immigrant legal, and especially deportation defense, services;
- Cultural and linguistic competency to serve our diverse and dynamic immigrant population;
- Capacity to provide legal “surge” support in the event of deportation raids or other emergency situations and to make appearances in San Francisco court in a cost effective manner;
- Service delivery based in Sonoma County location(s) with ability to serve clients countywide;
- A history of collaboration with other community organizations and a commitment to building a broad network of County partners;
- Demonstrated success in presenting immigration law issues to the immigrant community;
- The ability to contribute content-area knowledge to the field;
- Effective public relations, social and traditional media sophistication;
- Demonstrated fundraising abilities; and
- Expertise to maintain accurate statistical, financial, and other records necessary for audit review.

Eligibility Criteria

To be eligible to receive funding, a non-profit organizations or partnerships of organizations must:

1. Be a tax-exempt entity or partnership of such entities, pursuant to Internal Revenue Code Revenue Code §501(c)(3).

2. Not discriminate based on race, color, national origin, citizenship status, creed, religion, religious affiliation, age, gender, marital status, sexual orientation, gender identity, disability, veteran status, or any other protected status under applicable law.
3. Be accredited to apply for supplemental state funding, or provide a plan and timeline to achieve accreditation to be eligible for, California immigration legal services funds.
4. Have immigration attorneys on staff with at least three years of immigration law experience, including at least three years of removal defense work.

Application Process

Each non-profit organization or partnership of organizations must deliver five (5) copies of the materials listed below to Sonoma County Secure Family Fund c/o Community Foundation Sonoma, 120 Stony Point Road, Suite 220, Santa Rosa, California 95401 by 5:00 p.m. May 25, 2018 for consideration. An electronic copy of the submittal must also be emailed to: securefamiliesfund@sonomacf.org. Late or incomplete proposals will not be considered. A bidders' conference will be held on May 2, 2018, from 3:00 to 5:00 p.m. at the Community Foundation, 120 Stony Point Road, Suite 220, Santa Rosa, CA 95401, to respond to questions. All potential applicants are encouraged to attend. The application shall include:

1. A cover sheet, including:
 - The name of your organization or each of the organizations that comprise your partnership.
 - The name, title, email, and phone number for your primary contact.
2. A narrative describing your organization or partnership, including:
 - A comprehensive, 1-year plan that specifically addresses the Request for Proposals Intent, Specific Priorities, and Requirements for Service Delivery, Ongoing Engagement, and Evaluation discussed in this document. Your plan should clearly describe key activities and goals, meaningful benchmarks and indicators of success, specific steps to achieve desired outcomes, and a realistic timeline.
 - Specific plans to meet the needs of undocumented fire victims either directly or through partnership with other organizations.
 - A detailed budget for your proposal.
 - In the case of a partnership of organizations, signed agreements or letters of intent executed between the organizations in your partnership detailing the division of responsibilities and resources, should your proposal be selected to receive funding.
3. Information about your organization or each organization in your partnership, including:
 - The organization's mission statement or statement of purpose.
 - A brief history of the organization.
 - The organization's current programs and the specific communities that the organization serves.
 - A clear description of the organization(s) capacity and track record in addressing its Secure Family Fund service focus, including biographies/resumes of staff/board members where appropriate;
 - Documentation of the organization's tax-exempt status, pursuant to Internal Revenue Code §501(c)(3).

- Documentation of current or future eligibility for supplemental State immigration legal defense funding.
- IRS Form 990/Financial Audit OR Audit and Letter of Resolution from Fiscal Sponsor.
- A list of the organization's top funders (both public and private) and any significant community partners.
- Fundraising plan or ability to raise money for the project over next several years.
- A description for how the organization will base its service delivery in Sonoma County, which could include opening an office in Sonoma County and/or partnering with an organization that already has an office in the County.

Proposal Review and Selection Process

An advisory committee familiar with community service provision and with expertise in immigration law and policy will review all proposals. In addition, applicants may be contacted by Fund representatives for more information or to request a site visit. All applicants will be informed of the Fund's selection decision no later than June 15, 2018.