

**ActionNYC DACA Education Initiative
Education and Case Management
Request for Proposals**

I. BASIC INFORMATION

- Application Release Date: 03/28/2016
Application Due Date & Time: 04/29/2016 at 5:00 p.m.
Anticipated Contract Term: July 2016 – July 2017
Anticipated Award Announcement: Spring 2016
Maximum Funding Amount: Up to \$150,000 total
- Up to \$120,000 for education and case management.
 - Up to \$30,000 for outreach.
- Items Covered by Program: The following will be included in the award amount for educational programs:
- Part-time teacher
 - 75% FTE case manager
 - PS fringe
 - Office supplies and equipment
 - Books and testing materials
 - Incentives (MetroCards and student grants)
- The following will be included in the award amount for outreach programs:
- Outreach staff time
 - PS fringe
 - Outreach materials

II. APPLICATION SUBMISSION INSTRUCTIONS

General Guidelines:

- Applicants must be non-profit organizations that are either 501(c)(3)s or have a fiscal sponsor that is a 501(c)(3).
- All applications must be submitted to actionnycapplication@rfcuny.org by 4/29/2016 at 5:00 p.m. with the subject heading "ActionNYC DACA Education Initiative Application - Education and Case Management".

- Providers are responsible for the timely electronic submission of applications. **It is strongly recommended that applicants complete and submit their applications at least 24 hours in advance of the application due date & time.**

Required Documents (incomplete applications will not be considered):

- Application cover sheet
- Responses to application questions
- Budgets: program budget (see template) and your organization's annual budget for the last 2 years
- Staff resumes: resumes for key staff positions
- Organizational chart: include the program organizational chart, showing how the proposed services fit into your organization
- Proof of 501(c)(3) status

Technical Requirements:

- Application documents must be combined into a single PDF.
- Formatting requirements:
 - 12pt font, 1-inch margins
 - Page numbers
 - Name of applying organization at the top of every document

III. PROGRAM BACKGROUND & RATIONALE

On June 15, 2012, the Obama Administration created the Deferred Action for Childhood Arrivals (DACA) to provide immigration relief to certain young people who came to the U.S. before June 15, 2007 while under age 16 and meet additional requirements. DACA has made it possible for over 700,000 individuals to obtain temporary protection from deportation and work authorization.

Unlike other forms of immigration relief, DACA has a required educational component for eligibility. Many immigrants who would otherwise be eligible for DACA cannot apply successfully because they have not yet fulfilled the educational requirement. These individuals are considered potentially eligible. Research indicates that immigrants who are potentially eligible for DACA are likely to be working and otherwise hard to reach, have needs that could make it more difficult to fulfill the educational requirement for DACA, and may not be aware that they could qualify for DACA.

In November 2014, the President announced his intention to expand the DACA program to permit additional immigrants to apply, although the program would still include an educational component for eligibility. Implementation of expanded DACA has been delayed due to ongoing litigation. However the 2012 DACA program continues. There are more than 20,000 New York City residents who are potentially eligible under the original 2012 DACA program and who would be potentially eligible for expanded DACA under the President's 2014 executive action on immigration, should it go forward.

To allow immigrant New Yorkers who are potentially eligible for DACA an opportunity to fulfill the educational requirement and obtain the protections and benefits of DACA, the Mayor's Office of Immigrant Affairs (MOIA) and the City University of New York (CUNY) will be supporting the ActionNYC DACA Education Initiative. The Initiative will serve as the educational component to ActionNYC, the City's community-based program for immigration legal services. In addition to assisting New Yorkers qualify for and obtain DACA, the initiative will also offer participants opportunities for social and economic mobility through educational programming.

Because the DACA program is nearly four years old and because the potentially eligible population has a different profile from the immediately DACA-eligible population, research indicates that targeted outreach, education and case management strategies are needed. New Yorkers who are potentially eligible for DACA are more likely to be male, Spanish-speaking, somewhat older than other DACA-eligible individuals (in their 20s and 30s), lack English proficiency, and have less formal education (over 50% have an educational attainment of less than 9th grade). The majority are working, often in the informal workforce. Many went straight to work after arriving in the U.S. and have acquired employment, parenting, and other responsibilities that pose hurdles to participating in educational and training programs. In addition, many work in industries that lack the flexible hours required to attend classes. Given their lack of educational attainment and older age, they may not self-identify as potential DACA recipients and may be unaware of the benefits of DACA.

Due to the needs of this target population and the support necessary to serve them, the scope of the ActionNYC DACA Education Initiative is specific to those who need educational programming to qualify for and obtain immigration relief under DACA. MOIA and CUNY recognize that there's a great need for adult education in New York City, and we are committed to working with community partners to advocate for more support for literacy services.

IV. PROGRAM DESCRIPTION

The New York City Mayor's Office of Immigrant Affairs (MOIA) and the City University of New York (CUNY) seek to fund: (a) qualified educational or vocational programs that fulfill the U.S. Citizenship and Immigration Services (USCIS) DACA educational requirement to provide education and case management services to the target population; and (b) outreach providers with a direct connection to the target population. The DACA Education Initiative will start in Fiscal Year 2017 (July 2016).

The **primary goals** of the DACA Education Initiative are to:

- Provide educational and vocational services that allow participants to fulfill the USCIS educational requirement so that they may qualify for and obtain DACA; and
- Allow participants opportunities for social mobility (e.g., workforce development and further education).

The **service delivery goals** are as follows:

Outreach: worker centers and other organizations that work with a population with similar demographics to the DACA Education Initiative's target population will be charged with reaching out to their members and other individuals who may be eligible for DACA but for the educational requirement and referring them to ActionNYC navigation sites. DACA Education Initiative outreach providers will collaborate with the MOIA outreach team and other outreach providers.

Education: existing educational or vocational programs within or in close proximity to the ActionNYC navigation sites or within the DACA Education Initiative outreach sites will provide classes designed or adjusted with the needs of this particular population in mind.

Case management: each educational or vocational program will have a case manager who will conduct needs assessments with each student and refer as appropriate to workforce and educational programs, as well as other programs that provide social services.

TARGET POPULATION

The DACA Education Initiative will target the more than 20,000 New York City residents who may be eligible for original or expanded DACA (should it move forward) but for their ability to meet the educational requirement. In order to qualify for DACA, individuals have to have arrived in the U.S. before age 16 and have continuously resided here since at least June 15, 2007. Expanded DACA would expand the arrival date to January 1, 2010. Research indicates that those who have not yet applied for DACA, but are potentially eligible, tend to be hard to reach and have needs that make it more difficult to fulfill the educational requirement and apply for DACA.

SERVICE DELIVERY MODEL

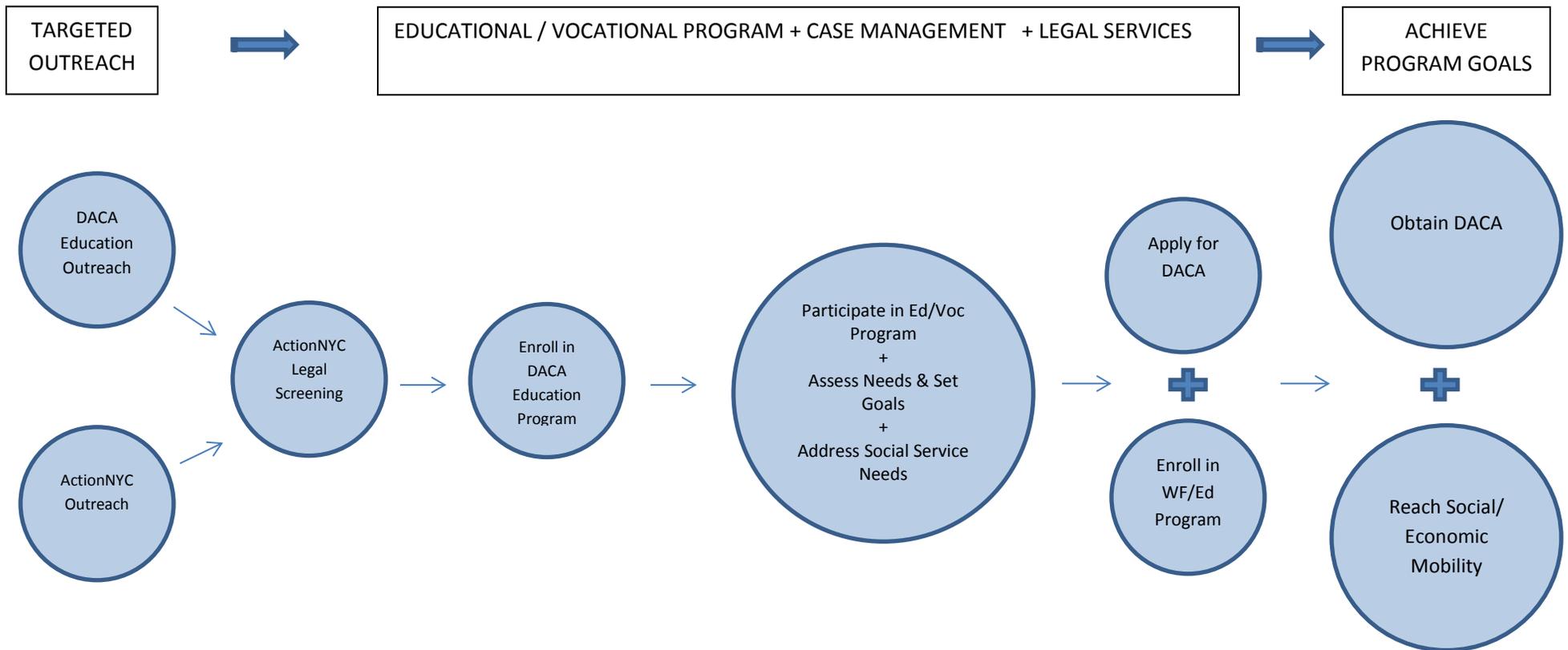
Overview of program model:

- **Targeted outreach** through partnerships with worker centers and similar organizations to reach a hard-to-reach population that has very low formal education levels and is likely working, older for the DACA-eligible population, and disconnected from city services/resources.
- **Connection to ActionNYC** free and safe immigration legal services.
- **Enrollment in educational/vocational programs** that are convenient and accessible, within close physical proximity to ActionNYC navigation or DACA Education Initiative outreach sites, and take into account the educational/workforce needs and barriers of the population while also meeting the USCIS DACA educational requirements.
- **Intensive, individualized case management** to connect participants to social services and help make sure they can remain in class and on track to file for DACA; **rich referral system** to fast track participants to workforce and educational programs including training, career development, ABE/HSE, community college.



- **Retention** strategies to incentivize participation and relieve financial burdens, including MetroCards and mini-scholarships.
- **Collaboration/consortia:** although proposals will be accepted separately from educational/vocational programs and worker centers/similar organizations, we encourage groups who have worked together or would like to work together to co-propose. ActionNYC will match selected groups who apply separately, if needed.

ActionNYC DACA Education Initiative
 Program Cycle for Participants in Target Population



PROGRAM ACTIVITIES

Outreach:

Up to four worker centers or similar community organizations with a direct connection to the target population will be charged with reaching out to their members and other similarly situated individuals who may be eligible for DACA but for the educational requirement. Preference will be given to groups that have the ability to reach individuals in the target demographic for this initiative (e.g., undocumented, working, and in their late 20s to early 30s).

Each outreach group will design an outreach plan to educate community members about the DACA Education Initiative. The outreach workers will refer individuals who may be eligible for DACA but for the educational requirement to ActionNYC navigation sites for legal screenings.

After directing individuals to ActionNYC navigation sites, outreach workers will follow up with clients, ActionNYC navigators, and/or the case managers of the educational programs to ensure that those sent to navigators completed the legal screening and enrolled in an educational program.

DACA Education Initiative outreach providers will work closely with MOIA organizers and will be funded for part-time staff hours and outreach materials.

In addition to outreach funded through the DACA Education Initiative, ActionNYC outreach providers will refer constituents who need to fulfill the USCIS educational requirement to qualify for DACA to educational/vocational programs within the Initiative.

Legal screening:

ActionNYC navigators will conduct legal screenings and determine if individuals are eligible for DACA or any other immigration benefit. They will connect those who must fulfill the educational requirement in order to be DACA eligible to an in-house or nearby educational or vocational program supported by the DACA Education Initiative.

Education:

ActionNYC will partner with up to eight existing educational or vocational programs within or geographically close to the ActionNYC navigation sites (Arab American Association of New York, Asian Americans for Equality, BronxWorks, CAMBA Legal Services, Center for Family Life, Make the Road New York in Queens and Staten Island, Northern Manhattan Improvement Corporation). During the grant period, each program will run approximately three sessions at a literacy level appropriate for the population. Students should be encouraged to continue through all three sessions. We encourage evening programming to accommodate for this working population. However, scheduling can be flexible if another time works better for a cohort of this population. If providers have existing educational programs with varying class schedules and levels, participants in the DACA Education Initiative may

enroll in different classes provided that they are still engaged in intensive case management and legal services provided through the DACA Education Initiative.

Classes can be educational or vocational per USCIS guidelines and should be designed with the needs of this particular population in mind (e.g., LEP, low skill/education, currently working). We expect to support ESOL, job training, contextualized English, or other classes that allow an LEP working population social mobility by leading to better work opportunities.

Potentially DACA-eligible clients will be the highest priority. Depending on how many of these individuals come through the outreach partners and ActionNYC, classes can be open to others if space is available. ActionNYC will work with educational/vocational programs to determine how this will be decided and managed. There will likely be an early enrollment period for only the target population and remaining slots will open for others closer to the start of the session.

ActionNYC will fund one part-time teacher at each of the eight DACA Education Initiative sites. The Initiative will support each teacher for 36 weeks (three twelve-week sessions), fifteen hours per week at a competitive pay rate.

Case management/Community partnerships:

ActionNYC will provide funding for one case manager at 75% full-time employment to work within each of the DACA Education Initiative programs.

The case manager will conduct a needs assessment and set goals with each student at the beginning and middle of each session and check in with students, as needed, throughout the session. The case manager will determine the social service needs of each student and the benefits for which each student qualifies in order to provide the support students need to enable them to focus on the educational program to obtain DACA, as well as their higher education or workforce goals. Each program may implement a screening tool that they already use, or ActionNYC will work with the case manager to identify an existing tool that will work for their program.

Case managers, with support from ActionNYC, will develop relationships with workforce and educational programs, as well as other programs that provide social services and resources. In order to ensure that participants enroll in programs and benefits and that their needs are met, the case managers will develop a follow-up/tracking process with participants and partner programs.

Retention/Incentives:

In order to incentivize attendance and relieve some financial burden, participants will be given MetroCards.

There will also be small scholarships for participants who would like to enroll in a training or education program that requires a fee.

PROGRAM OUTCOMES

- Participants receive education and vocational training;
- Participants receive legal services from ActionNYC and obtain DACA;
- Participants' social services needs are met and barriers tackled to achieve program completion;
- Participants referred to higher education, ABE/HSE, workforce training, employment, or other opportunities to allow them social mobility;
- The target population is made aware of their DACA, educational, and workforce options;
- Existing literacy and vocational providers are able explore innovative ways to retain students;
- Capacity building and collaboration: ActionNYC groups are able to refer participants to nearby educational and vocational programs after legal screening; worker centers have programs to refer their members to for educational and legal services.

V. EXPECTED DELIVERABLES

The awarded educational providers will each be responsible for completing and reporting the following deliverables over a 12-month period (July 2016 – July 2017):

- Hire, train and supervise one (1) bi-lingual case manager at 75% full-time employment.
- Hire, train (if necessary) and supervise one (1) part-time teacher at 15 hours per week.
- Collaborate with DACA Education Initiative outreach providers, other ActionNYC outreach providers, and MOIA organizers to engage and enroll participants in the target population.
- Enroll 75-90 students, 90% or 66-81 will be potentially eligible for DACA, over the grant period.
- Coordinate with ActionNYC navigation sites to ensure participants receive simultaneous legal services.
- Attend grantee meetings or conference calls convened by ActionNYC.

Participant deliverables:

Number of participants...	Goals per group per session	Goals per group, 3 sessions (entire grant period)
enrolled in class	25-30	75-90
who are potentially DACA eligible	22-27 (approx. 90%)	66-81
completed class	20-24 (80%)	60-72
referred to workforce or educational programs	10-12 (40%)	30-36
obtained better job or promotion	1 st session: 2-3 (approx. 10%) 2 nd session: 5-6 (20%) 3 rd session: 10-12 (40%)	17-21 (approx. 23%)
obtained social services or accessed resources	20-24 (80%)	60-72
applied for DACA	20-24 (80%)	60-72
obtained DACA	17-21 (approx. 70%)	51-63
obtained another change in legal status	2-3 (10%)	6-9

Reporting Requirements:

The awarded providers will be required to submit quarterly reports to MOIA on the above deliverables and other metrics that will be further outlined after the grant is awarded.

VI. APPLICATION EVALUATION

Proposals will be evaluated against the criteria set out below. The process does not assign points to individual questions, but instead awards a maximum score for each evaluation criterion.

Criteria 1	Demonstrates significant experience in providing educational or vocational services for NYC immigrants, including: <ul style="list-style-type: none"> • Demonstrates experience and ability to reach program deliverables • Track record in helping immigrants achieve educational gains • Knowledge of adult education landscape in NYC 	25 points
Criteria 2	Willingness and ability to work with the ActionNYC model and program stakeholders, including: <ul style="list-style-type: none"> • Collaborating with outreach providers • Collaborating with ActionNYC legal services • Referring to workforce and educational programs (including other DACA Educational Initiative programs) • Helping participants access social services and resources 	15 points
Criteria 3	Demonstrated track record of successfully integrating case management into educational or other programs: <ul style="list-style-type: none"> • Experience providing needs assessments and goal setting with program participants • Experience assisting clients to obtain social services • Experience with client data management systems 	15 points
Criteria 4	Strong referral network or ability to build a network: <ul style="list-style-type: none"> • Relationships with literacy and workforce organizations and coalitions • Relationships with social service providers • Relationships with worker centers or similar organizations that work closely with the target population • Plan for building or strengthening these relationships 	15 points
Criteria 5	Experience and organizational capacity to provide supervision of teacher and case manager: <ul style="list-style-type: none"> • Proposed hiring (if necessary) and training plan for DACA Education Initiative staff • Management and administrative capacity 	10 points
Criteria 6	Experience serving the target population: <ul style="list-style-type: none"> • Experience working with immigrants who are undocumented, working, LEP, and have low educational attainment • Basic understanding of DACA and needs of the target population 	10 points

	<ul style="list-style-type: none"> Track record of program participants fulfilling DACA educational requirement through program 	
Criteria 7	Capacity to handle administrative needs of this program, including: <ul style="list-style-type: none"> Ability to track outcomes Ability to keep participant information secure and confidential Organizational and financial stability 	10 points
	TOTAL	100

VII. APPLICATION MATERIALS & QUESTIONS

Complete all parts of sections A-D below. **Incomplete applications will not be considered.**

A. Application Cover Sheet

Please include a cover sheet for your application that contains the following information:

- Organization's legal name
- Award applying for: a) education and case management or b) outreach
- Main address(es)
- Primary contact (contact name, title, phone number email address)
- Website
- Phone number

B. Application Questions

Provide responses to each of the questions below. Please limit your responses to a maximum of a few paragraphs per question.

- Briefly describe your organization's mission.

Criteria 1	Demonstrated significant experience in providing educational or vocational services for NYC immigrants, including: <ul style="list-style-type: none"> Demonstrated experience and ability to reach program deliverables Track record in helping immigrants achieve educational gains Knowledge of adult education landscape in NYC 	25 points
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- Describe your organization's experience in providing adult education services in New York City. Describe how this experience demonstrates your organization's ability to reach program deliverables.

3. Describe your method of measuring participants' educational gain. Please provide details on tests or evaluations used.
4. What other participant outcomes do you track to measure the success of your educational programs?
5. Describe your familiarity with the adult education landscape in New York City, including your awareness of available adult education services and resources.

Criteria 2	Willingness and ability to work with the ActionNYC model and program stakeholders, including: <ul style="list-style-type: none"> • Collaborating with outreach providers • Collaborating with ActionNYC legal services providers • Referring to workforce and educational programs (including other DACA Educational Initiative programs) • Helping participants access social services and resources 	15 points
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6. Describe your organization's plan for collaborating with outreach providers to ensure program deliverables are met.
7. How does your organization plan to adapt its educational program to best fit within ActionNYC legal services and the DACA Education Initiative model?
8. How does your organization plan to adapt its educational program to meet the needs of the specific target population?
9. How will your organization work with other DACA Education Initiative providers to ensure that providers serve the target population with programs that accommodate each participant's needs?

Criteria 3	Demonstrated track record of successfully integrating case management into educational or vocational programs: <ul style="list-style-type: none"> • Experience providing needs assessments and goal setting with program participants • Experience assisting clients to obtain social services • Experience with client data management systems 	15 points
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10. Describe your organization’s approach to and experience with case management. How has your organization incorporated case management into existing educational or vocational programs? If no previous experience, how would you do so?
11. Does your organization conduct needs assessments with participants? If so, what tool do you use and what needs do you screen for?
12. Describe your organizations experience assisting clients to obtain social services. Please include details on types of services and how you helped clients access them.
13. If your organization has experience with case management, what data management system do you use? Would you use this system for the DACA Education Initiative?

Criteria 4	<p>Strong referral network or ability to build a network:</p> <ul style="list-style-type: none"> • Relationships with literacy and workforce organizations and coalitions • Relationships with social service providers • Relationships with worker centers or similar organizations that work closely with the target population • Plan for building or strengthening these relationships 	15 points
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14. Describe your organization’s experience in partnering with other organizations that provide literacy and workforce services. Describe the specific nature of your relationships, your organization’s activities in these partnerships, and your organization’s approach to working in these partnerships.
15. Describe your organization’s experience in partnering with other social service providers. Describe the specific nature of your relationships, your organization’s activities in these partnerships, and your organization’s approach to working in these partnerships.
16. Describe your organization’s experience in partnering with worker centers, labor organizations, or similar organizations that work with the Initiative’s target population. Describe the specific nature of your relationships, if any, your organization’s activities in these partnerships, and your organization’s approach to working in these partnerships.
17. How does your organization plan to build or strengthen relationships with partners who provide services and resources that participants need so as to ensure successful referrals?
18. How do you plan to build referral and tracking systems with other service providers?

Criteria 5	<p>Experience and organizational capacity to provide supervision and training of teacher and case manager:</p> <ul style="list-style-type: none"> • Current structure for supervising and training staff. • Proposed hiring (if necessary) and training plan for DACA Education Initiative staff • Management and administrative capacity 	10 points
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19. What is your organization’s proposed plan to supervise and provide a support system for DACA Education Initiative teachers and case managers?
20. Describe what types of training your organization currently provides for staff. How will DACA Education Initiative teachers and case managers be incorporated into this training structure?
21. Identify the staff that will be responsible for training and supervising DACA Education Initiative staff, if your organization were to be selected. State their title, level of experience, and the number of individuals they currently supervise.
22. Indicate whether you intend to move existing staff to DACA Education Initiative positions or hire new staff to fill these positions, if awarded this grant. If you plan to hire a new teacher and case manager, what is your hiring plan?

Criteria 6	<p>Experience serving the target population:</p> <ul style="list-style-type: none"> • Experience working with immigrants who are undocumented, working, LEP, and have low educational attainment • Basic understanding of DACA and needs of the target population • Track record of program participants fulfilling DACA educational requirement through program 	10 points
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23. Describe the population that your organization typically serves through its educational and vocational programming. Do you serve immigrants who would be considered part of the target population for this program? Please be as detailed as possible.
24. What outreach methods does your organization use to engage participants?
25. Describe your level of familiarity with DACA and the target population for this program. Please be as detailed as possible.

26. Has participation in your organization’s educational programs allowed anyone to fulfill the DACA educational requirement and obtain DACA? If so, please explain how your organization supported this process

Criteria 7	Capacity to handle administrative needs of this program, including: <ul style="list-style-type: none"> • Ability to track outcomes and keep participant information secure • Organizational and financial stability 	10 points
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27. Describe how your organization would securely store participant information and track outcomes. How would you ensure that participant information remain confidential?

28. Describe how the DACA Education Initiative would fit into your organization’s mission, other programs, and service delivery model.

C. Budget

1. Complete the attached budget template.
2. Attach a copy of your organization’s last two annual budgets (calendar or fiscal year).

D. Additional Required Documents

1. Attach resumes of key staff connected to this proposal.
2. Attach a copy of your organizational chart.
3. Attach proof of your organization’s 501c(3) status. If you are applying through a fiscal sponsor, please provide proof of the fiscal sponsor’s 501c(3) status and explain your relationship to your fiscal sponsor.

VIII. SELECTION PROCESS

Award of the contract will be made to the providers whose applications are the most advantageous to the ActionNYC DACA Education Initiative taking into consideration the cost and other factors or criteria set forth in this application. An award will be made to the best technically rated applications that offer expenses that are determined to be both fair and reasonable.

All applications will be reviewed to determine if they are responsive to the requisites of this application (i.e. all the necessary documentation is attached). An evaluation committee shall review and score all applications based on the above evaluation criteria. ActionNYC reserves the right to conduct site visits



and/or interviews and/or to request that proposers make presentations and/or demonstrations, as it deems applicable and appropriate. Although discussions may be conducted with proposers, ActionNYC reserves the right to award the contract on the basis of initial applications received, without discussions, therefore, the proposer's initial application should contain its best technical and price terms.

Proposers will not be reimbursed for any costs incurred to prepare applications or, if applicable, to do presentations and/or demonstrations if requested by ActionNYC. ActionNYC reserves the right to postpone or cancel this application process, in whole or in part, and to reject all applications.