LETTER OF AGREEMENT

ON INITIATIVES TO PROMOTE CITIZENSHIP AWARENESS, EDUCATION, OUTREACH, AND CIVIC PARTICIPATION IN THE CITY OF SEATTLE

BETWEEN

THE OFFICE OF THE MAYOR OF THE CITY OF SEATTLE

AND

U.S. CITIZENSHIP AND IMMIGRATION SERVICES

This Letter of Agreement ("LOA") is entered into by and between The City of Seattle, by and through the Office of the Mayor, and U.S. Citizenship and Immigration Services ("USCIS") (hereinafter, "Parties") to promote citizenship awareness, education, outreach, and civic participation.

WHEREAS, the United States of America is a nation of immigrants;

WHEREAS, nearly 635,000 people live in the City of Seattle, 17.5 percent of whom are immigrants who have come from more than 100 countries;

WHEREAS, the Parties are committed to the ideals of a robust and inclusive democracy and support the principle that America gains when immigrants understand the naturalization process, are aware of citizenship rights and responsibilities, learn English, and are afforded expanded opportunities for civic participation;

WHEREAS, immigrant integration is a dynamic two-way process that requires not only immigrants becoming vested members of our communities, but also requires communities to welcome and provide tools that help new immigrants succeed.

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NOW, THEREFORE, BE IT AGREED THAT:

I. The Parties recognize that the City of Seattle's (the "City") Office of Immigrant and Refugee Affairs ("OIRA") will be the primary coordinating entity for the Office of the Mayor.

II. The Parties recognize that there is a need in Seattle to provide accurate and frequent information about the immigration and naturalization process and to highlight the importance of immigrants becoming fully vested, participating members of the community. Therefore, the Parties will work together to distribute educational literature and other related materials that promote and highlight the benefits and responsibilities of U.S. citizenship.

III. The Parties recognize that the delivery of accurate and current information regarding the naturalization process is a critical element of successfully promoting citizenship awareness to the eligible population. Therefore, in addition to distributing materials, the Parties will work together to co-sponsor a series of naturalization information sessions. These information sessions shall be based on USCIS information resources. As necessary and feasible, the City's Department of Neighborhoods, Parks and Recreation; the Department of Finance and Administrative Services; Seattle Public Library; and the Seattle Center will schedule these jointly sponsored information sessions at municipal facilities. The Office of the Mayor will work through the City's Human Services Department to distribute USCIS citizenship awareness materials to their New Citizens Program ("NCP") service providers.

IV. The Parties recognize that naturalization oath ceremonies are dignified events that celebrate citizenship and promote the naturalization process. Observing a naturalization oath ceremony can inspire eligible individuals to make citizenship an achievable goal and emphasizes to others the privilege of citizenship. Therefore, where feasible, USCIS will hold naturalization oath ceremonies that have broad public visibility and access within the City of Seattle.

V. The City, through its libraries, community centers, and other facilities, regularly comes into contact with residents who are eligible, or will soon become eligible, to apply for naturalization. Therefore, the Office of the Mayor agrees to make information from USCIS available on the naturalization process and/or guide residents on how to obtain such information, which may include hard copies of USCIS educational and informational resources, provided at the discretion of USCIS, at the City's public points of contact, including Seattle Public Library branches, community centers, Neighborhood Service Centers, and the Seattle Center. The Parties recognize that public libraries are especially important venues for immigrants to obtain information on the naturalization process. Therefore, USCIS will provide relevant training on citizenship and the naturalization process to Seattle Public Library staff, community centers staff, Neighborhood Service Centers staff, Seattle Center

staff, and NCP service providers to help them provide accurate information and resources to immigrant patrons.

VI. Recognizing the importance and effectiveness of the Internet for disseminating information, USCIS will provide the Office of the Mayor with information on USCIS web-based resources for the City of Seattle's website. The Office of the Mayor will also coordinate with the City's Neighborhood Service Centers to offer publicly-available computers that include links to relevant USCIS web-based resources.

VII. The Parties recognize that community involvement is a critical element of successful immigrant civic integration. Therefore, the Office of the Mayor will seek new opportunities to promote a community-wide approach to immigrant civic integration. This includes incorporating the participation of key sectors of the community, reaching out to Seattle's ethnic media, and using social media to publicize this educational campaign in an effort to reach the broader community and steer residents towards the USCIS online Citizenship Resource Center whenever possible. The Office of the Mayor will also coordinate with the Seattle Channel to create a brief public service announcement for the initiative. USCIS will assist by providing technical content and guidance as requested to the extent that resources permit.

VIII. The Parties recognize it is necessary to equip applicants with the knowledge and tools they need to make informed decisions concerning the immigration and naturalization process and identify credible sources of information and support. It is also necessary to provide applicants with information on the Unauthorized Practice of Immigration Law ("UPIL") and how to recognize potential immigration services scams. Therefore, the parties will distribute information on UPIL to residents of the City of Seattle through the Parties' websites and at City facilities selected by the City.

IX. The Parties recognize that the community of immigrants in the City of Seattle who are eligible to apply for naturalization now or in the near future is diverse, and no single outreach effort will reach all of these individuals. Therefore, the Office of the Mayor will collaborate with USCIS to identify and implement additional measures to increase awareness of citizenship rights, responsibilities, and the naturalization process among eligible residents in the City of Seattle.

X. Recognizing that the success of these efforts can be measured in both tangible and intangible ways, the Parties will work together to develop evaluation metrics, track progress, and promote achievements.

XI. The Parties recognize that it may be necessary to provide information on other USCIS programs and initiatives. Therefore, if the Parties mutually agree there is a need, the Parties will distribute information on such relevant topics to the residents of the City of Seattle through existing communication channels, the Parties' websites, and at City facilities selected by the City.

XII. Usage of Department of Homeland Security ("DHS") Visual Identities:

The term "DHS Visual Identities" as used in this agreement means the DHS or DHS component name, initials, seal, insignia, trademark or certification marks of DHS or any DHS component, or any combination, variation, or colorable imitation of them alone or in combination with other words used in a manner reasonably calculated to convey the impression of affiliation, connection, or endorsement by DHS or any DHS component. The Office of the Mayor of the City of Seattle is granted permission to use DHS Visual Identities as provided by the USCIS Office of Citizenship.

i. Usage of the DHS Visual Identities must be in compliance with the U.S. Department of Homeland Security Seal and Signature Usage Guidelines and Trademark Usage Terms. Depiction of the DHS Visual Identities must maintain the integrity of the identities as distributed and marketed by DHS.

ii. To ensure that the DHS Visual Identities are displayed in conformity with the usage guidelines, DHS shall review the final rough cut and/or pre-press proof of all recorded and printed materials and may require modification of any such material.

This LOA is intended to reflect the intentions of the Parties to collaborate and to put forward their best efforts to cooperate in the respects described. The Parties will convene to plan and assess progress on a quarterly basis. This LOA does not create any enforceable legal obligation on either Party, nor does it transfer any legal obligation from one party to the other. Nothing in this LOA is intended to create any future obligation of either Party, and the Parties agree that this LOA does not constitute either Party as the agent or legal representative of the other for any purpose whatsoever. The Parties are not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the other Party or to bind each other in any manner or thing whatsoever.

The LOA will remain in effect until December 1, 2017, or until terminated by mutual agreement or by either Party upon thirty (30) days advance written notice to the other Party. This LOA is effective upon the date of the last signature of the Parties.

ED MURRAY
Mayor
City of Seattle

7/30/15
Date

LEON RODRIGUEZ
Director
U.S. Citizenship and
Immigration Services

7/23/15
Date