

**LETTER OF AGREEMENT**

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

**BETWEEN**

**THE OFFICE OF THE MAYOR OF THE CITY OF BOSTON**

**AND**

**U.S. CITIZENSHIP AND IMMIGRATION SERVICES**

This Letter of Agreement (LOA) is entered into by and between the Office of the Mayor of the City of Boston (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 646,000 people live in the City of Boston, 27 percent of whom are foreign born;

**WHEREAS**, the Office of the Mayor recognizes that immigrants enrich the City of Boston, its economy, educational standards, and way of life, and the Parties seek to provide immigrants with the tools they need to succeed and integrate into the community;

**WHEREAS**, the Parties are committed to the ideals of a robust and inclusive democracy and support the principle that America benefits 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 two-way process that requires not only immigrants becoming fully participating members of our communities, but also requires communities to welcome and provide tools that help new immigrants succeed and contribute to building a thriving, healthy, and innovative Boston.

**NOW, THEREFORE, BE IT AGREED THAT:**

- I. The Parties recognize that there is a need in the City of Boston to continue to promote education on the rights and responsibilities of citizenship and highlight the importance of becoming fully participating members of the community. Therefore, the Parties will work together to distribute prepared materials to promote and highlight the benefits and responsibilities of U.S. citizenship to residents of the City of Boston.
- II. The Parties recognize that the delivery of accurate and updated information regarding the naturalization process is critical to promote 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 in the City of Boston. These information sessions shall be based on USCIS information resources. As necessary and feasible, the Office of the Mayor will make available municipal facilities for these information sessions.
- III. The Office of the Mayor, through its numerous public contact offices, libraries, recreation 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 provide information from USCIS on the naturalization process, or guide residents on how to obtain such information. The Parties recognize that public libraries are particularly important venues for immigrants to obtain information on the naturalization process. Therefore, USCIS will support information dissemination efforts at public libraries in the City of Boston and provide relevant training on citizenship and the naturalization process to Boston Public Library staff members to help them provide accurate information and resources to immigrant patrons.
- IV. 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 the naturalization process and UPIL to residents of the City of Boston through the Parties' websites, city-wide mailings when appropriate, and at City facilities selected by the City.
- V. Recognizing the importance and effectiveness of the Internet and social media for disseminating information, USCIS will provide the Office of the Mayor with information on USCIS web-based resources for the City of Boston's website. The Parties may also utilize social media tools to further disseminate information about the naturalization process and citizenship preparation materials and resources and steer residents towards the USCIS website whenever possible.
- VI. The Parties recognize that some people may not be able to access information from certain locations or the Internet. Therefore, the Parties agree to take information about the naturalization process and citizenship resources to local neighborhoods by utilizing the

City of Boston's City Hall To Go service, a mobile service that brings direct services to communities.

- VII. The Parties recognize that community involvement is a critical element of successful immigrant integration. Therefore, the City of Boston will seek new opportunities to promote a community-wide approach to immigrant integration, incorporating the participation of key sectors of the community. This outreach will include dedicated air time towards this mission on Boston City TV in order to reach the broader community and steer residents towards the USCIS website whenever possible. USCIS will provide technical assistance on effective communication strategies and guidance as requested to the extent that resources permit.
- VIII. The Parties recognize that the community of immigrants in the City of Boston who are eligible to apply for naturalization now or in the near future is broad and diverse, and no single outreach effort will reach all of these individuals. Therefore, the Office of the Mayor will work with USCIS to identify and implement additional measures to increase awareness of citizenship rights, responsibilities, and the naturalization process among permanent residents in the City of Boston.
- IX. The Parties recognize that the success of these efforts can be measured in both tangible and intangible ways, including tracking the number of attendees at naturalization information sessions and other public events, and the number of educational publications disseminated. Therefore, USCIS will continue to track progress and promote achievements.
- X. 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 residents of the City of Boston through existing communication channels, the Parties' websites, and at City facilities selected by the City.
- XI. The Parties recognize that the implementation of these efforts must be delegated to a representative of each Party (Designees) who will be responsible for implementing the terms of this Agreement. Accordingly, the Office of the Mayor designates its Director of the Mayor's Office of New Bostonians to be the primary responsible person for implementing this Agreement on behalf of the Office of the Mayor and USCIS designates its Chief of the Office of Citizenship to be the primary responsible person for implementing this Agreement on behalf of USCIS.
- 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 Boston is granted permission to use DHS Visual Identities as provided by the 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 the Department of Homeland Security.

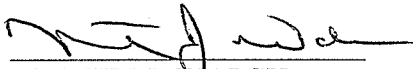
ii. To ensure that the DHS Visual Identities are displayed in conformity with the usage guidelines, DHS shall review the final rough cut and/or pre-press proof of all recorded and printed materials and may require modification of any such material.

This LOA is intended to reflect the intentions of the Parties to work in partnership and to put forward their best efforts to cooperate in the respects described. The Parties' Designees will convene to plan and assess progress on a quarterly basis. This LOA does not create any enforceable legal obligation on either Party.

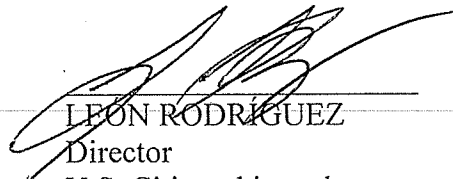
This agreement may be modified upon the mutual [written] consent of the parties.

Either party may terminate the LOA upon thirty (30) days advance written notice to the other Party.

The terms of this LOA shall be in place for three (3) years from the starting date of the last signature of the Parties.

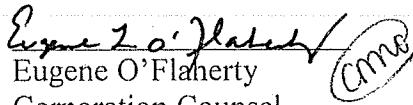
  
MARTIN J. WALSH  
Mayor  
City of Boston

6-16-15  
Date

  
LEON RODRIGUEZ  
Director  
U.S. Citizenship and  
Immigration Services

June 16, 2015  
Date

Approved as to form:

  
Eugene O'Flaherty  
Corporation Counsel  
City of Boston