



LOS ANGELES COUNTY
CONSUMER & BUSINESS AFFAIRS

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

12 March 6, 2024



JEFF LEVINSON
INTERIM EXECUTIVE OFFICER

March 6, 2024

Board of Supervisors

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First District

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Director
Rafael Carbajal

Chief Deputy
Joel Ayala

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**REQUEST DELEGATED AUTHORITY TO EXECUTE AGREEMENTS WITH CITY
OF LOS ANGELES AND COMMUNITY BASED ORGANIZATIONS FOR
EXPANSION OF SERVICES TO IMMIGRANT POPULATIONS
(ALL SUPERVISORIAL DISTRICTS)**

SUBJECT

Request authority for the Department of Consumer and Business Affairs (DCBA) to enter into an agreement with the City of Los Angeles and Community Based Organizations to expand services to the immigrant community, increase community trust, and enhance the immigrant focused organizational capacity.

IT IS RECOMMENDED THAT THE BOARD:

- 1) Delegate authority to the Director of Department of Consumer and Business Affairs, or designee, to execute a Memorandum of Understanding (MOU) with the City of Los Angeles to support the development or expansion of immigrant integration efforts, increase community trust, and enhance the organizational capacity of local governments to support immigrant populations in California.
- 2) Delegate authority to the Director of Department of Consumer and Business Affairs, or designee, to execute agreements with Community Based Organizations (CBOs) to expand services to the immigrant communities in accordance with the terms and conditions of the Governor's Office of Business and Economic Development (GO-Biz) International Affairs and Trade Local Immigrant Integration and Inclusion Grant (LIIG).
- 3) Delegate authority to the Director of Department of Consumer and Business Affairs, or his designee, to apply for future grants and/or accept up to \$3.0 million per award through Fiscal Year 2026-27 and execute grant funding agreements for the purpose of serving the immigrant populations by providing the Board advanced notification before acceptance of each grant.



dcba.lacounty.gov
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320 W. Temple St., Room G-10, Los Angeles CA, 90012-2706
(213) 974-1452 • (800) 593-8222 • Fax: (213) 687-1137

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On January 12, 2024, the Office of Immigrant Affairs (OIA) of the Department of Consumer and Business Affairs received a \$1.149 million grant from GO-Biz to expand immigrant focused efforts, increase community trust, and enhance the organizational capacity of local governments working with the immigrant communities (attached). The term of the grant is through December 2024. The City of Los Angeles was a co-applicant for this grant and a partner to the Office of Immigrant Affairs in these efforts. The requested authorities will ensure services are provided within the term of the grant and allow OIA to meet the deliverables of the grant.

The purpose of the recommended actions is to authorize the Director of DCBA, or designee, to provide services prioritizing immigrants, refugees or asylees, unaccompanied minors, immigrant youth, immigrants residing in rural California, and hard-to-reach immigrant populations. Any service or programming funded shall be accessible to immigrants regardless of immigration status, and documentation of status shall not be required.

All services will be in compliance with federal and state nondiscrimination laws, including ensuring access for individuals with disabilities and individuals with limited English proficiency. Provision of services to individuals with limited English language ability may include in-person interpretation and document translation and access to a language service line on telephones.

Implementation of Strategic Plan Goals

The recommended action is consistent with the County's Strategic Plan Goal I, Make Investments that Transform Lives

FISCAL IMPACT/FINANCING

There is no Net County Cost impact. All authorities requested with this Board letter will be fully funded with the GO-Biz grant.

The Department requested an increase in appropriation in the amount of \$1.149M to support Immigrant Populations in LA County, fully offset by revenue from State funding received from GO-Biz LIIG included in the FY 2023-24 Mid-Year Budget Adjustment.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

3.5 million immigrants reside in LA County, including over 800,000 undocumented persons and 200,000 mixed-status households. County immigrant residents need access to critical services such as legal assistance to prevent deportation and family separation. Hourly wages of immigrants are 25% lower than U.S.-born workers, and

Each Supervisor

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over 40% of workers in the County are immigrants, thus outreach on labor and employment rights is essential to prevent marginalized County residents from falling victim to wage theft and workplace exploitation. Additionally, state law allows all income-eligible Californians to qualify for the Medi-Cal program as of January 1, 2024. A third of the newly eligible population resides in Los Angeles County. Extensive outreach and education are needed to counter misinformation and address public charge fears to encourage enrollment. Moreover, outreach about rental assistance and eviction prevention services offered through County-City's Stay Housed LA Program is essential in a region with the highest rental costs in the nation and 60% of immigrant renters are rent-burdened.

This grant will allow DCBA to collaborate with the City of Los Angeles to conduct an outreach and engagement initiative that targets the hardest-to-reach immigrant communities, including exploited workers, tenants, fraud victims, disabled, and homeless immigrants. This initiative encourages access by delivering services in the field while offering interpretation support to linguistically and geographically isolated communities.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Board approval of the recommended action will allow DCBA to partner with the City of Los Angeles to expand services to the immigrant communities through outreach and education, participating in community events, implementing mobile services, and holding workshops. These services will help build community trust and provide the much needed services to the immigrant communities of Los Angeles.

Respectfully submitted,



RAFAEL CARBAJAL
Director

RC:JA:AB:dl

Attachment

c: Executive Office, Board of Supervisors
Chief Executive Office
County Counsel



Grant Agreement #LIIG-2023-04

This Agreement is entered into between the State Agency and the Grant Recipient named below:

STATE UNIT/AGENCY NAME

INTERNATIONAL AFFAIRS AND TRADE, GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT

GRANT RECIPIENT NAME

LOS ANGELES COUNTY

The term of this Agreement is:

October 1, 2023, through February 28, 2025

The maximum grant amount for this Agreement is:

\$1,149,000.00

The parties agree to comply with the terms and conditions of the following Agreement, including exhibits which are by this reference made a part of this Agreement.

N WITNESS THEREOF, the parties have executed this AGREEMENT hereto.

GRANT RECIPIENT	
GRANT RECIPIENT'S NAME LOS ANGELES COUNTY	
BY (Authorized Signature) x. 	DATE SIGNED 1/11/2024
PRINTED NAME AND TITLE OF PERSON SIGNING RAFAEL CARBAJAL, DIRECTOR	
ADDRESS 320 W. TEMPLE STREET, ROOM G-10, LOS ANGELES, CA 90012	
STATE OF CALIFORNIA	
STATE UNIT/AGENCY NAME INTERNATIONAL AFFAIRS AND TRADE, GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT	
BY (Authorized Signature) x. 	DATE SIGNED 1/12/2024
PRINTED NAME AND TITLE OF PERSON SIGNING Emily Desai, Deputy Director, International Affairs and Trade	
ADDRESS 1325 J Street, Suite 1800, Sacramento, CA 95814	



GO-BIZ INTERNATIONAL AFFAIRS AND TRADE LOCAL IMMIGRANT INTEGRATION AND INCLUSION GRANT

This Local Immigrant Integration and Inclusion Grant (LIIG) Grant Agreement (hereinafter referred to as the "AGREEMENT") dated October 1, 2023, is entered into by and between Los Angeles County (hereinafter "RECIPIENT") and the International Affairs and Trade Unit within the Governor's Office of Business and Economic Development (hereinafter, "IATU"), hereafter jointly referred to as the "Parties" or individually as the "Party."

- A. **WHEREAS**, IATU is the sponsor and the manager of this award issued to the RECIPIENT under Agreement Number LIIG-2023-04 ("Award");
- B. **WHEREAS**, IATU desires to retain RECIPIENT to perform and/or manage services as described in the 2023 Local Immigrant Integration and Inclusion Grant Request for Proposal Announcement ("LIIG RFP Announcement"); in Los Angeles County, to support the development or expansion of immigrant integration efforts, increase community trust, and enhance the organizational capacity of local governments to support immigrant populations in California.
- C. **WHEREAS**, RECIPIENT is an eligible local government, defined as 1) A California City, County, or County or City Department; 2) Has an existing Office of Immigrant Affairs/New Americans; or Designated Immigrant Affairs Liaison; or Administers public programs or benefits for immigrant populations, including but not limited to Economic Development, Work Force Development, CalFresh, CalWORKS, Refugee Resettlement Programs, Immigration Legal Services, etc.; 3) Has experience administering State grant or contract funding; and 4) Ability to meet all deadlines as outlined in the AGREEMENT ;
- D. **WHEREAS**, RECIPIENT may sign a Collaborative Declaration with an eligible Third-Party Subgrantee to deliver coordinated programs and services. Eligible Third-Party Subgrantee are nonprofits approved by IATU, and that meet: 1) The requirements set forth in Section 501(c)(3) or 501(c)(5) of the Internal Revenue Code; 2) Has experience delivering the eligible activities included in the Local Immigrant Integration and Inclusion Grant; 3) Has experience administering programs or benefits for immigrant populations including, but not limited to, Economic Development, Work Force Development, CalFresh, CalWORKS, Refugee Resettlement Programs, Immigration Legal Services, etc.); 4) Has experience administering City, County, or State grant or contract funding; and 5) Ability to meet all deadlines as outlined in the AGREEMENT;
- E. **WHEREAS**, all Parties acknowledge that this AGREEMENT and the Award are only available to entities eligible for the Local Immigrant Integration and Inclusion Grant, as described in Exhibit D ("LIIG RFP Announcement");
- F. **WHEREAS**, IATU desires to retain RECIPIENT to perform and/or manage services as



specified in Exhibit A (“Scope of Work and Performance Metrics”) and intends to compensate RECIPIENT for such services, as described in Exhibit C (“Project Budget”) and RECIPIENT desires to be retained by IATU to perform and/or manage such services as described set forth in Exhibit A and to be compensated as set forth in Exhibit C;

NOW, THEREFORE, in consideration of the mutual and reciprocal promises and subject to the terms and conditions set forth herein, the Parties agree as follows:

1. **Recitals.** The parties acknowledge and agree that the recitals are true and accurate and are hereby incorporated by reference into this AGREEMENT.
2. **Performance Metrics.** RECIPIENT shall be responsible for the results and progress described in the Scope of Work and Performance Metrics, which is attached and incorporated by reference as Exhibit A.
3. **Term of Agreement.** The term of this AGREEMENT shall be from October 1, 2023, through February 28, 2025, provided for the Grant Agreement Term, but not the performance period, to amend or closeout agreements. This AGREEMENT's performance period shall be from October 1, 2023, through December 31, 2024.
4. **Compensation.** The RECIPIENT is entitled to up to \$1,149,000 as shown in Exhibit B, which is attached and hereby incorporated by reference.
5. **Delivery.** All materials, services, and/or deliverables required under this AGREEMENT must be completed and delivered to IATU on or before December 31, 2024.
6. **Allowable Costs and Fees.** Allowable costs and fees eligible for reimbursement to the RECIPIENT for the performance of this AGREEMENT must be in accordance with the LIIG RFP Announcement, Scope of Work, and budget outlined in the AGREEMENT, including the attached exhibits.
7. **Third-Party Subgrantee.** RECIPIENT may subgrant to a pre-approved Third-Party Subgrantee and shall execute Exhibit B (“Collaborative Declaration”). RECIPIENT shall also provide the IATU with a copy of executed sub-agreements or Memorandum of Understanding. RECIPIENT shall not enter into any additional collaboratives without the IAUT approval.
8. **Knowledge and expertise.** RECIPIENT represents that it is knowledgeable in its field and that any services performed/and or managed by RECIPIENT will be performed in compliance with this AGREEMENT and any attachments thereto.
9. **Performance.** RECIPIENT acknowledges that failure to comply with this AGREEMENT may affect future funding opportunities from the Governor’s Office of Business and Economic Development.



10. Definitions

- A. To review the definitions for this grant, refer to Exhibit E, which is attached and hereby incorporated by reference.

11. Eligible Uses of Funding and Activities

- A. Target Populations Served
Selected grantees will prioritize serving immigrants, refugees or asylees, unaccompanied minors, immigrant youth, immigrants residing in rural California, and hard-to-reach immigrant populations. Any service or programming funded under LIIIG shall be accessible to immigrants regardless of immigration status, and documentation of status shall not be required.
- B. Non-Discrimination and Language Access
All services must be provided in compliance with federal and State nondiscrimination laws, including ensuring access for individuals with disabilities and individuals with limited English proficiency. Provision of services to individuals with limited English language ability may include in-person interpretation and document translation and access to a language service line on telephones.
- C. Eligible Use of Funds
Funding is available for local government staff positions to develop or expand immigrant integration efforts, increase community trust, and enhance the organizational capacity of local governments in California. The grant funding shall not replace any existing funding or required services. The applicant must provide a plan to ensure continuity of funding for proposed activities after the one-time grant is awarded for sustainability, including through public-private partnerships or other means. Applicants must create a comprehensive sustainability plan outlining strategies and timelines for maintaining and expanding the program beyond the grant period. The plan should include details on potential funding sources, partnerships, program modifications, and long-term goals to ensure the program's continuity and growth.
- D. Eligible Activities
Eligible activities for the LIIIG funding are further defined below and include but are not limited to 1) Economic Development, 2) Social Services Navigation, 3) Intergovernmental Technical Assistance, and 4) Civic Engagement. Each activity only applies if the RECIPIENT has been approved for the corresponding activity.

1. Economic Development

- A. Entrepreneurship Development and Resources:
 - i. Programs should foster and nurture the skills, knowledge, and resources necessary for immigrant residents to start, manage, and grow their businesses or ventures. This involves providing entrepreneurs with the support, tools, training, and networks needed to navigate the challenges and opportunities of the business ecosystem. Examples of activities may include the following:
 - a. Develop targeted business training programs for immigrant entrepreneurs, which may cover business planning, marketing, financial management, and legal compliance.



- b. Establish mentorship programs that connect immigrant entrepreneurs with successful business owners or industry experts who can provide guidance and support.
 - c. Facilitate access to capital and financing options by partnering with financial institutions offering loans, grants, or micro-financing tailored to immigrant entrepreneurs.
 - d. Connect immigrant entrepreneurs with local business chambers or networks to promote their products or services and with potential customers and partners.
- B. New Business Development and Technical Assistance:
- i. Programs should assist immigrant residents in identifying, evaluating, and creating opportunities to establish new businesses or ventures. Examples of activities may include the following:
 - a. Develop best practices to integrate immigrant entrepreneurs with local economic development centers or related local business infrastructure to support emerging businesses with the necessary tools and guidance.
 - b. Provide one-on-one business counseling and technical assistance to immigrant entrepreneurs, assisting them with business registration, licensing, permits, and other administrative processes.
 - c. Assist with generating innovative business ideas, conducting market research, developing business plans, securing resources, and launching new enterprises.
 - d. Establish partnerships with local business development organizations to offer specialized services and resources for immigrant-owned businesses, such as language-specific support or cultural competency training.
 - e. Develop incubator or accelerator programs that support immigrant entrepreneurs, providing them with workspace, mentoring, access to professional networks, and assistance accessing markets.
- C. Apprenticeship Programs:
- i. Programs should develop new local apprenticeship opportunities or strengthen existing ones for immigrant residents in coordination with the Division of Apprenticeship Standards. Apprenticeship programs can provide individuals with industry-specific skills, knowledge, and hands-on experience in a particular trade or occupation. Examples of activities may include the following:
 - a. Collaborating with local employers to create apprenticeship programs targeting immigrant residents, offering training and employment opportunities in industries with high demand for skilled workers. These programs may be developed in collaboration with industry stakeholders, such as employers, trade associations, and educational institutions, to meet a particular industry's specific workforce needs and skill requirements.
 - b. Develop partnerships with trade unions, industry associations, and vocational training providers to ensure immigrant workers access quality apprenticeship programs.
 - c. Support navigating the apprenticeship system, including assistance with application processes, resume building, interview skills, test preparation, and ongoing mentorship.



D. Professional Certification Assistance:

- i. Programs should assist immigrant residents in pursuing state professional licenses or other relevant professional certifications. Examples of activities may include the following:
- Providing guidance and support in gathering required documentation, preparing application materials, and navigating the licensing process.
 - Collaborating with professional associations or licensing boards to streamline the licensure process for immigrant professionals, advocate for recognition of foreign credentials, and develop credential evaluation and equivalency pathways.

E. Workforce Development Training:

- i. Programs should focus on developing workforce skills among local immigrant residents. Examples of activities may include the following:
- Industry partnerships, skill-based seminars, entrepreneurial training, licensing requirements overviews, job application workshops, job shadowing, etc.
 - Collaboration with local workforce boards, community-based organizations, local employers, and industry experts to offer industry-specific training programs that address the needs of immigrant workers, including integrated education and English language literacy training that aligns with local job market demands.
 - Provide job search seminars, workshops, or job application clinics that cover topics such as resume writing, interview techniques, job search strategies, and workplace communication skills.

F. Digital Literacy Training:

- i. Programs should aim to train participants with the necessary skills to effectively use technology for finding, evaluating, organizing, creating, and communicating information. Examples of activities may include the following:
- Offer comprehensive digital literacy training programs that cover basic computer skills, internet usage, email communication, online job search techniques, and effective use of productivity tools.
 - Provide training on specific software applications or platforms relevant to local job markets, such as customer relationship management (CRM) systems, accounting software, or project management tools.
 - Include sessions on online safety, data privacy, and responsible use of social media platforms to promote digital citizenship and protect personal information.

G. Financial Literacy Training:

- i. Programs should seek to improve critical information for immigrants about financial best practices. Examples of activities may include the following:
- Conducting financial literacy workshops or seminars covering budgeting, saving, credit management, debt reduction, investment basics, and understanding banking services.
 - Collaborating with financial institutions, community organizations, or local experts to provide one-on-one financial counseling and coaching to immigrant individuals and families.



- c. Developing culturally sensitive financial literacy materials and resources that consider immigrant communities' unique needs and challenges, such as language accessibility and cultural nuances.
2. Social Services Navigation
- A. Case Management Services:
 - i. Programs should guide, assist, and support immigrant residents in navigating government and community systems, services, and processes. Examples of activities may include the following:
 - a. Conduct intake interviews with immigrant individuals to understand their specific needs and determine their eligibility for available services.
 - b. Developing individualized plans to address specific needs and goals.
 - c. Referring immigrant residents to relevant social services, including but not limited to public benefits, childcare, housing navigation and placement assistance, employment, and educational services, accessing health care, social adjustment, and immigration services.
 - B. Education and Outreach:
 - i. Programs should engage with immigrant residents, providing information and raising awareness about specific issues, policies, programs, or services. Examples of activities may include the following:
 - a. Develop and distribute materials, such as brochures, flyers, and posters in multiple languages that provide information on the available public services and how to access them.
 - b. Educate immigrant residents on the available public benefits and how to access them, including navigating the application process and where to find assistance.
 - c. Provide information and resources on affordable housing, childcare, financial literacy, health care, transportation, and other services relevant to immigrant and refugee entrepreneurs.
 - C. Language Services:
 - i. Activities should provide language support and assistance to individuals with limited English proficiency to ensure effective communication and equitable access to government programs, services, information, and participation for linguistically diverse populations. Examples of activities may include the following:
 - a. Provide interpretation and translation services to help immigrants communicate with service providers and navigate the social service system.
 - b. Provide referrals and language class enrollment assistance to help immigrants improve their English skills, which can enhance their ability to communicate with customers, vendors, and service providers.

3. Intergovernmental Capacity and Technical Assistance

A. Interagency Task Forces

- i. Programs should create collaborative groups or teams of representatives from multiple government agencies or departments. They are formed to address specific issues, challenges, or objectives requiring coordination and collaboration between



agencies with complementary expertise and resources. Examples of activities may include the following:

- a. Facilitate coordination, information sharing, and collaboration among various entities.
- b. Help avoid duplication of services and involve exchanging data, research findings, and other relevant resources to enhance the effectiveness of immigrant integration services.

B. Regular Meetings and Workshops

- i. Organize regular meetings, workshops, or training sessions that bring together officials from different levels of government and community leaders. These gatherings can focus on sharing best practices, discussing challenges, and identifying opportunities for collaboration and joint initiatives.

C. Cross-Jurisdictional Coordination

- i. Programs can establish collaborative groups or teams of representatives from different cities, counties, and nonprofit agencies. They are formed to address specific issues, challenges, or objectives requiring coordination and collaboration between agencies with complementary expertise and resources. Examples of activities may include the following:
 - a. Partnerships that can facilitate collaboration, information sharing, and resource pooling across municipalities.
 - b. They can also develop shared protocols, referral systems, and coordinated approaches to deliver services effectively to immigrant populations.

D. Capacity Building and Training

- i. Programs should design activities that enhance the knowledge, skills, abilities, and resources of local government officials and staff involved in intergovernmental collaborations. These activities strengthen the intergovernmental capacity to cooperate, coordinate efforts, and address shared challenges effectively. Examples may include the following:
 - a. Taking advantage of State training sessions, workshops, or webinars on cultural competency, language access, immigrant rights, community engagement, and service delivery improvement.
 - b. Improving staff skills or competencies relevant to intergovernmental collaborations, such as negotiation, conflict resolution, communication, project management, policy analysis, or collaborative decision-making.

E. Technical Assistance for Language Access and Cultural Sensitivity

- i. Provide technical assistance to local and regional agencies to improve language access and cultural sensitivity.
 - a. This assistance can involve training sessions, workshops, or consultations to help improve language services, develop language access plans, and enhance cultural competency among staff members serving immigrant populations.

F. Establish Sustainable Partnerships

- i. Establish partnerships with community organizations, non-profit agencies, and businesses interested in immigrant integration. Collaborating with these partners can help diversify funding streams, leverage additional resources, and share the



responsibility for program sustainability. Examples of activities may include the following:

- a. Regularly evaluate the program's outcomes, impacts, and challenges. This evaluation process can help identify areas for improvement, refine program strategies, and ensure that the program remains responsive to the evolving needs of immigrant populations.
- b. By adapting and fine-tuning the program based on evaluation findings, local governments can increase its effectiveness and attractiveness to potential funders.

12. Termination of Agreement. Either Party may terminate this AGREEMENT upon thirty (30) calendar days advance written notice to the other Party. Upon termination of this AGREEMENT, IATU agrees to compensate RECIPIENT for all allowable, unavoidable expenses reasonably incurred by RECIPIENT in the performance of its work under this AGREEMENT prior to the date of termination. RECIPIENT agrees to complete services and/or provide required deliverables through the date of termination.

13. Modification or Waiver. No part of this AGREEMENT shall be modified without the express written consent of both parties. The waiver by one Party of any breach of any term or condition of this AGREEMENT shall not be construed as a waiver of any other obligation by a Party to perform pursuant to the terms and conditions of this AGREEMENT. Nor shall said waiver be construed as a continuing waiver of the original breach.

14. Assignment. No part of this AGREEMENT may be assigned by either Party without the prior written consent of both parties.

15. Amendments. This Agreement may only be amended or modified in writing and signed by all Parties.

16. Authorized Representative.

- A. All applicants must designate an Authorized Representative. Authorized Representatives will carry out a variety of responsibilities during the application process and grant period.
- B. Following the grant period, the Authorized Representative will submit performance and financial reports to GO-Biz. The Authorized Representative will also receive and distribute GO-Biz reimbursements to Third-Party Subgrantees. In addition, the Authorized Representative will serve as the principal contact for GO-Biz. Any programmatic or agreement-related issues will flow through the Authorized Representative to the Third-Party Subgrantee in their agreement. Third-Party Subgrantees are expected to contact their Authorized Representative when programmatic issues and questions arise. Likewise, GO-Biz will communicate to Authorized Representatives on program-related information. If an Authorized Representative designates staff for a portion of these responsibilities, they must provide GO-Biz with a written statement confirming they are acting on behalf of the Authorized Representative.



17. Reporting Requirements.

- A. GO-Biz has the right to conduct a programmatic and financial review of any RECIPIENT entity and Third-Party Subgrantee. Authorized Representatives are responsible for submitting accurate and complete performance and financial reports. Where applicable, Authorized Representatives are responsible for collecting accurate and complete performance reports from Third-Party Subgrantees. The Authorized Representative must submit all required reports to GO-Biz once reviewed and approved. Reports will be submitted via e-mail to GO-Biz grant administrators. The reports or portions thereof provided by grantees are subject to the Public Records Act

- B. GO-Biz may withhold payment if reports are not received or are deemed incomplete or inadequate. Failure to report in a timely manner may impact future eligibility for grant funding from GO-Biz. GO-Biz reserves the right to audit information submitted in a performance report by requesting additional documentation, performing on-site visits, contacting clients served, or verifying other information as necessary to verify the information contained in the reports. Any record collected will remain in the possession and control of the auditee. Program reviews may be conducted remotely or onsite.

- C. GO-Biz will provide the grantees with a reporting template for the submission of quarterly financial and activity reports upon execution of the grant agreement. GO-Biz will require grantees to collect, and report aggregated data that includes but is not limited to the following (see list below). Non-aggregated information collected from individuals participating in funded services shall not constitute a record subject to disclosure under the Public Records Act (Government Code section 7920.000 et seq.). (Gov. Code § 12100.141, subd. (i).) Please note that each reporting item applies only if the RECIPIENT has conducted the corresponding activity.
 - i. Type of Activity or Service Provided
 - ii. Total Number of Individuals Served
 - iii. Ethnicity and Race
 - iv. Country of Origin
 - v. Language Proficiency
 - vi. Age Distribution
 - vii. Gender

- E. Reporting Schedule: RECIPIENT will be required to follow the reporting schedule. Reports will be due two weeks after the reporting periods below:

FY 2023-2024 Service Period	Report Due
October 1, 2023 – December 31, 2023	January 16, 2024
January 1, 2024 – March 31, 2024	April 15, 2024
April 1, 2024 – June 30, 2024	July 15, 2024
July 1, 2024 – December 31, 2024	January 15, 2025



18. Invoicing Requirements.

- A. Selected grantees may invoice GO-Biz for quarterly expenses and must submit expense reports with the invoice. Grantees shall not exceed the award issued for services.
- B. RECIPIENT will submit a quarterly invoice to GO-Biz to reimburse eligible expenses incurred during each month. Invoices should be submitted within 15 calendar days after the end of each month unless otherwise specified below. RECIPIENT will be required to follow the payment schedule:

FY 2023-2024 Service Period	Invoice Due
October 1, 2023 – December 31, 2023	January 16, 2024
January 1, 2024 – March 31, 2024	April 15, 2024
April 1, 2024 – June 30, 2024	July 15, 2024
July 1, 2024 – December 31, 2024	January 15, 2025

19. Payment.

- A. IATU agrees to pay approved invoices within forty-five (45) calendar days of receipt. In no event shall the RECIPIENT request reimbursement from IATU for obligations entered into or for costs incurred prior to the commencement date or after the expiration date of this AGREEMENT. Invoices shall be paid upon satisfactory completion of the AGREEMENT work and submittal of all reports required in this AGREEMENT as described in the AGREEMENT and the Exhibits. "Satisfactory completion" as used in this AGREEMENT means that the RECIPIENT has complied with all terms, conditions, and performance requirements of this AGREEMENT, including any requests for additional information and documentation from IATU. All Award Funds shall be used solely for the purpose of performing the work as set forth in this AGREEMENT.

20. Indemnification/Warranty Disclaimer/Limitation of Liability.

- A. RECIPIENT shall defend, indemnify and hold IATU, and the State of California, its agents or assigns, harmless from and against all claims, damages, and liabilities (including reasonable attorneys' fees) arising from RECIPIENT'S or its agents' or assigns' breach of this AGREEMENT, or the result of RECIPIENT'S or its agents' or assigns' willful misconduct or gross negligence in connection with this AGREEMENT. UNDER NO CIRCUMSTANCES WILL THE STATE OF CALIFORNIA, IATU, ITS AGENTS, OR ITS EMPLOYEES BE LIABLE TO THE RECIPIENT FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES THAT ARISE FROM THIS AGREEMENT UNLESS IATU ENGAGES IN WILLFUL MISCONDUCT OR IS GROSSLY NEGLIGENT IN CONNECTION WITH THIS AGREEMENT.

- 21. Force Majeure.** If by reason of force majeure the RECIPIENT'S performance of obligations pursuant to this AGREEMENT are delayed, hampered, or prevented, then the performance by the RECIPIENT may be extended for the amount of time of such delay or prevention. The term "Force Majeure" shall mean any fire, flood, earthquake, or public disaster, strike, labor dispute, or unrest; embargo, riot, war, insurrection, or civil unrest; any act of God; any act of legally



constituted authority; or any other cause beyond RECIPIENT's control which would excuse the RECIPIENT's performance as a matter of law.

- 22. Notice of Force Majeure.** RECIPIENT agrees to give IATU written notice of an event of force majeure under this Paragraph as soon as possible, but no later than within ten (10) calendar days of the commencement of such event and within ten (10) calendar days after the termination of such event, unless the Force Majeure prohibits RECIPIENT from reasonably giving notice within this period.
- 23. Public Records.** RECIPIENT acknowledges that IATU is subject to the California Public Records Act (PRA) (Government Code section 7920.000 et seq.). Gov. Code § 12100.141, subd. (i.) This AGREEMENT and materials submitted by RECIPIENT to IATU may be subject to a PRA request, except in the event that such documents submitted to IATU are considered confidential information and/or are exempt under the PRA. In the event records of the RECIPIENT are requested through a PRA, IATU will notify the RECIPIENT as soon as practicable that a PRA request for the RECIPIENT's information has been received, but not less than five (5) business days prior to the release of the requested information to allow the RECIPIENT to seek an injunction. IATU will work in good faith with the RECIPIENT to protect the information to the extent an exemption is provided by law.
- 24. Nondiscrimination.** RECIPIENT shall comply with all applicable federal and state laws and statutes related to nondiscrimination, including those acts and amendments prohibiting discrimination on the basis of race, color, religion/creed, sex/gender (including pregnancy, childbirth, breastfeeding or related medical condition), sexual orientation or gender identity/expression, ancestry/national origin, age (40 or older), marital status, disability (mental and physical), medical condition, genetic information, military or veteran status.
- 25. Retention of Records.** RECIPIENT agrees to maintain and preserve all records related to this AGREEMENT for three (3) years after the end of the AGREEMENT or after AGREEMENT termination.
- 26. Severability.** Should any part, term, or provision of this AGREEMENT be declared or determined by any court or other tribunal or appropriate jurisdiction to be invalid or unenforceable, any such invalid or unenforceable part, term, or provision shall be deemed stricken and severed from this AGREEMENT. Any and all other terms of this AGREEMENT shall remain in full force and effect.
- 27. Applicable Law and Consent to Jurisdiction.** This AGREEMENT will be governed, construed, and enforced according to the laws of the State of California without regard to its conflict of laws rules. Each Party hereby irrevocably consents to the exclusive jurisdiction and venue of any state court located within Sacramento County, State of California in connection with any matter arising out of this Agreement or the transactions contemplated under this Agreement.



- 28. Attorneys' Fees.** In the event of any litigation between the parties concerning the terms and provisions of this AGREEMENT, the Party prevailing in such dispute shall be entitled to collect from the other Party all costs incurred in such dispute, including reasonable attorneys' fees.
- 29. Interpretation.** Each Party has had the opportunity to seek the advice of counsel or has refused to seek the advice of counsel. Each Party and its counsel, if appropriate, have participated fully in the review and revision of this AGREEMENT. Any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in interpreting this AGREEMENT. The language in this AGREEMENT shall be interpreted as to its fair meaning and not strictly for or against any Party.
- 30. Days.** Any reference to days in this AGREEMENT, unless specifically stated to be business days (which shall be Monday through Friday and shall not include weekends or state holidays), shall mean calendar days.
- 31. Notices.** Any notices required or permitted to be given under this AGREEMENT shall be given in writing and shall be delivered (a) in person, (b) by certified mail, (c) by facsimile with confirmed receipt required, (d) by electronic communication with confirmed receipt required, or (e) by commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices shall be addressed as set forth below, or as the applicable Party shall specify to the other Party in writing.
- 32. Representation on Authority of Parties/Signatories.** Each person signing this AGREEMENT represents and warrants that he or she is duly authorized and has the legal capacity to execute and deliver this AGREEMENT. Each Party represents and warrants to the other that the execution and delivery of the AGREEMENT and the performance of such Party's obligations hereunder have been duly authorized and that the AGREEMENT is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.
- 33. Integration.** This AGREEMENT, including any referenced attachments, exhibits, appendices, and references, constitutes the entire AGREEMENT and supersedes any other written or oral representations, statements, negotiations, or agreements with respect to the Award described herein.
- 34. Contents and Order of Precedence.** Included in this AGREEMENT are the following exhibits and all exhibits are hereby incorporated by reference into this AGREEMENT:
1. Exhibit A – Scope of Work and Performance Metrics
 2. Exhibit B – Collaborative Declaration
 3. Exhibit C – Project Budget
 4. Exhibit D – Request for Proposal Announcement and Application
 5. Exhibit E – Definitions
 6. Government Agency Taxpayer ID
 7. STD.21 Drug-Free Workplace Certification



Exhibit A – Scope of Work and Performance Metrics



**THE LOCAL IMMIGRANT INTEGRATION AND INCLUSION GRANT (LIIG)
REQUEST FOR PROPOSAL APPLICATION
EXHIBIT A, ATTACHMENT 1**

General Information:	
Local Government Applicant:	County and City of Los Angeles
DBA (if applicable):	
Employer/Taxpayer Identification Number:	95-6000927
Organizational DUNS (if available):	
Mailing Address (and physical address if it is different):	500 West Temple Street, Room 502
Street 1:	
Street 2:	
City:	Los Angeles
County:	Los Angeles
State:	California Only
Zip Code:	90012
Name and contact information of the person to be contacted regarding this application:	
First and Last Name:	Daniel Sharp
Title:	Chief, Consumer and Business Affairs Representative
Telephone Number:	(213) 248-2012
Email:	dsharp@lacounty.gov
Website:	oia.lacounty.gov

By signing, I certify that the information in this application is true and correct to the best of my knowledge.

Signature (electronic is acceptable) Daniel J. Sharp Digitally signed by Daniel J. Sharp
Date: 2023.07.28 15:58:43 -07'00'

Date 07/28/2023

Specify the county or city (ies) in which the applicant will deliver services:

County Los Angeles

City Los Angeles



Section 1

Instructions: In the section below, provide information that pertains to the applicant's organization, experience, and services. Respond to each part individually and label all responses accordingly (A, B, C, D, etc.). Limit responses to 750 words per section.

QUESTION 1: APPLICANT OVERVIEW

- A. Describe the applicant's immigrant integration programming, services, or initiatives, including the types of services provided, the counties/cities served, and any other special populations the applicant currently serves. Include an analysis of the demographics and related needs of the immigrant community in the jurisdiction and describe how the proposed activities align to serve these demographics.
- B. Describe how the applicant meets the eligibility criteria and has the required experience for the Local Immigrant Integration and Inclusion Grant (LIIG). If the applicant intends to subgrant, include the subgrantee's eligibility in the section below.

ONLY applicants intending to subgrant must complete this section.

- i. Describe how the subgrantee meets the eligibility and experience criteria. Include the proposed subgrantees' legal names and addresses.
 - ii. Provide a narrative explanation that justifies the decision to select a subgrantee to fulfill the role of the primary grantee. This explanation should provide a clear justification for entrusting the subgrantee with the responsibilities and obligations associated with the grant.
 - iii. Describe the applicant's plan and process for managing subgrantees and enhancing regional partnerships.
 - iv. Describe the applicant's process for oversight and implementing quality control measures between the County or City and the subgrantee.
- C. Describe the applicant's process for seeking input on the proposed LIIG activities from the public, including but not limited to immigrant residents, community organizations, and service providers. How many individuals and/or organizations provided feedback? How was the feedback collected, and what are the top priorities?





QUESTION 2: ORGANIZATIONAL CAPACITY AND SERVICES

- A. Describe the LIIIG activities the applicant intends to provide and how they will advance immigrant integration. Include how the applicant will serve the linguistic and cultural needs of the population it intends to serve.
- B. Describe how the applicant will meet the selected activities outlined in the RFP.
- C. Provide a comprehensive sustainability plan that outlines strategies and timelines for maintaining and expanding the program beyond the grant period. The plan should include details on potential funding sources, partnerships, program modifications, and long-term goals to ensure the program's continuity and growth.
- D. Detail how many staff (existing or new hires) will implement the LIIIG activities. Please include details about their scope of work and role. In addition to the written narrative, please complete the table below and attach a separate sheet if more space is needed **(This question is excluded from the 750-word limit):**

Staff Name or "New Hire"	Position or Title	Scope of Work (e.g., specific duties, responsibilities, and tasks as it relates to LIIIG activities)

- E. How many individuals will the additional staff serve through the LIIIG, or how will intergovernmental staff be impacted?
- F. Describe the applicant's policies and procedures that will protect clients' confidential information.





QUESTION 3: ADMINISTRATIVE CAPACITY

- A. Describe the applicant’s experience managing grant or contract awards and/or other government funding. Provide details of the organization’s administrative structure and systems to manage budget, reporting, quality controls, and meet grant agreement requirements. Specify what reporting or software systems exist in the organization to collect data and manage grants. Include the process to collect and report demographic data, service impact, experienced challenges, and the reach of proposed activities.
- B. Describe how the applicant will manage accounting, invoicing, reporting, and general fiscal management practices necessary to meet GO-Biz’s grant requirements.
- C. List the designated staff and supervising staff who will be involved in administering this grant and their position and scope.

Staff Name or “New Hire”	Position or Title	Scope of Work (e.g., specific duties, responsibilities, and tasks)





QUESTION 4: COLLABORATION

- A. Describe the applicant's experience working with critical, internal, and external stakeholders on immigration issues or initiatives. How will these partnerships be leveraged to advance the grant's impact?
- B. Describe the applicant's resources, including but not limited to in-kind, philanthropy, facilities, datasets, etc. How will the resources be leveraged to maximize the grant's impact?



Section 2

Implementation Plan: Outline an implementation plan for this grant with clear goals and objectives. Goals are broad, general, intangible, and abstract. A goal describes the final impact or outcome that you wish to bring about. Ensure the goals are linked to the purpose within the grant terms. In contrast to the goal, an objective is narrow, precise, tangible, concrete, and can be measured. Use the S.M.A.R.T. method of writing your objectives: Specific, Measurable, Achievable, Relevant, and Time-Bound.

GOALS/OBJECTIVES Service Term (Include service term):	MONTH/YEAR TO BE COMPLETED (E.G., 08/2023)
Example GOAL: Increase the economic integration of immigrant entrepreneurs into the local community and economy.	5/2024
Example Objective 1: Establish mentorship programs that connect immigrant entrepreneurs with successful business owners or industry experts.	10/2023
Example Objective 2: Organize networking events that allow immigrant entrepreneurs to promote their products or services.	2/2024
1) GOAL:	
Objective 1:	
Objective 2:	
Objective 3:	
2) GOAL:	
Objective 1:	
Objective 2:	
Objective 3:	
3) GOAL:	
Objective 1:	
Objective 2:	
Objective 3:	



Section 3

Project Budget: Provide a proposed budget and include staff and operational expenses details. Applicants shall complete the attached Project Budget (Exhibit A, Attachment 2) and outline the costs associated with hiring or extending staff capacity. The budget should include staffing costs, allowable operational expenditures, and a narrative to support the proposed budget. All implementation costs must be directly tied to the performance of eligible work.

ITEM NO	CLASSIFICATION	EFFECTIVE DATE	NOTE	SCHEDULE LEVEL	RANGE MINIMUM	RANGE MAXIMUM/ CONTROL	BARGAIN UNIT
1258	CASHIERING SERVICES REP II,SHERIFF	01-OCT-22	NMVO	81D	3,797.82	5,255.00	111
6329	CEMENT & CONCRETE FINISHER	01-OCT-22		F		6,993.36	411
6326	CEMENT & CONCRETE WORKER	01-OCT-22		F		5,874.40	411
5079	CENTRAL SERVICE MANAGER I	01-OCT-22	NMO	89G	4,749.36	6,400.36	999
5077	CENTRAL SERVICE SUPERVISOR I	01-OCT-22	NMO	78B	3,486.64	4,690.73	222
5078	CENTRAL SERVICE SUPERVISOR II	01-OCT-22	NMO	82B	3,881.55	5,229.00	222
5082	CENTRAL SERVICES TECHNICIAN I	01-OCT-22	NMO	73J	3,102.64	4,167.45	211
5083	CENTRAL SERVICES TECHNICIAN II	01-OCT-22	NMO	75J	3,273.27	4,399.55	211
5092	CERTIFIED MEDICAL ASSISTANT	01-OCT-22	NMO	82C	3,891.09	5,242.00	221
8809	DIVISION DIRECTOR,ARTS & CULTURE	28-FEB-23	N23	S10		12,396.03	996
8810	CHIEF II,ARTS & CULTURE	28-FEB-23	N23	S10		12,396.03	996
0652	CHIEF ACCOUNTANT	01-OCT-22	N39MO	117D	10,074.00	15,132.64	999
0685	CHIEF ACCOUNTANT-AUDITOR	01-OCT-22	N39MO	117D	10,074.00	15,132.64	999
0700	CHIEF,ACCOUNTING DIVISION,MH	01-OCT-22	NMO	114G	9,356.00	12,607.55	999
2653	CHIEF ACCOUNTING SYSTEMS ANALYST	01-OCT-22	N39MO	120C	10,901.18	16,374.45	999
0867	CHIEF ADMINISTRATIVE OFFICER	01-OCT-22	N23	R20			997
1028	CHIEF,ADMINISTRATIVE OPERATIONS,PW	01-OCT-22	N23	S13		15,399.67	996
9190	CHF,ADMISSIONS & PATIENT FIN SERVS	01-OCT-22	NMO	102G	6,756.82	9,105.73	999
0215	CHIEF,AIR OPERATIONS,FIRE SERVICES	01-JUL-23	NWO	127F	13,278.09	17,894.91	995
1974	CHIEF APPRAISER	01-OCT-22	N23	S12		14,324.76	996
1102	CHF,ASSESS APPEALS BDS,BD OF SUPVRS	01-OCT-22	NMO	114H	9,379.00	12,638.64	999
4591	CHIEF,AUDIT AND COMPLIANCE,HS	01-OCT-22	N23	S13		15,399.67	996
1115	ASSISTANT CHIEF,BOARD OF SUPVRS	01-OCT-22	NMO	111F	8,603.36	11,594.18	999
6089	CHF,AVIATION DIVISION,PUBLIC WORKS	01-OCT-22	N23	S14		16,554.62	996
1104	CHIEF,BOARD SERVICES,BD OF SUPVRS	01-OCT-22	NMO	114B	9,241.00	12,452.09	999
1021	CHIEF,BUDGET DIVISION,PW	01-OCT-22	NMO	119F	10,688.82	14,404.73	999
4605	CHIEF,BUDGET MANAGEMENT,HLTH SERVS	01-OCT-22	N23	S11		13,325.65	996
1113	EXEC DIR,CIVIL SERVICE COMM(UC)	01-OCT-22	N23	R14		16,554.62	996
1182	CHIEF CLERK	01-OCT-22	NMVO	92F	5,139.64	7,115.73	112
1106	CHIEF,COMMISSION SERVS,BD OF SUPV	01-OCT-22	NMO	117E	10,099.00	13,609.91	999
0794	CHIEF,COMMUNICATIONS,LACERA	01-JAN-23	N23	LS10		12,298.36	991
4572	CHIEF COMMUNICATIONS OFFICER,HS(UC)	01-OCT-22	N23	R15		17,796.30	996
5897	CHF,COMMUNICATION DISORDERS,RANCHO	01-OCT-22	NMO	121F	11,284.09	15,207.73	999
8195	CHIEF COMMUNITY SERVICES ANALYST	01-OCT-22	NMO	116K	9,950.27	13,409.36	999
1669	CHIEF,CONS & BUS AFFAIRS REP	01-OCT-22	N23	S9		11,531.19	996
4575	CHIEF,CONTRACT MONITORING SERVS,HS	01-OCT-22	NMO	111L	8,709.73	11,737.36	999
6405	CHIEF COOK	01-OCT-22	NMO	87K	4,531.82	6,107.18	432
1645	CHIEF,CORONER'S INVESTIGATIONS	01-OCT-22	N23	S12		14,324.76	996
9215	CHF COUNSEL,DISAB LITIGATION,LACERA	01-JAN-23	N23	LR18		21,933.86	991
9216	CHIEF COUNSEL,LACERA	01-JAN-23	N23	LS19		23,578.89	991
2627	CHIEF DATA OFFICER (UC)	01-OCT-22	N23	R14		16,554.60	996
0864	CHF DEPY ADMINISTRATIVE OFFICER(UC)	01-OCT-22	N23	R18		22,108.32	996
0028	CHF DEP,AGRIC COMM/WTS & MEAS(UC)	01-OCT-22	N23	R14		16,554.62	996
9265	CHIEF DEPUTY,ALTERNATE PUB DEF(UC)	01-OCT-22	N23	R21		27,465.06	996
8786	CHIEF DEPUTY, ARTS AND CULTURE (UC)	01-OCT-22	N23	R13		15,399.67	996
9988	CHIEF DEPUTY ASSESSOR(UC)	01-OCT-22	N23	R17		20,565.52	996
0727	CHIEF DEPUTY AUDITOR-CONTROLLER(UC)	01-OCT-22	N23	R18		22,108.32	996
0224	CHIEF DEPUTY,BUSINESS OPNS,FIRE(UC)	01-OCT-22	N23	R20		25,548.91	996
0869	CHF DEP,CHIEF EXECUTIVE OFFICER(UC)	01-OCT-22	N23				997

* Approved base salary rates. Step or range advancement and eligibility for range maximum are as provided in the applicable MOU, Notes, and item sub title.

ITEM NO	CLASSIFICATION	EFFECTIVE DATE	NOTE	SCHEDULE LEVEL	RANGE MINIMUM	RANGE MAXIMUM/ CONTROL	BARGAIN UNIT
8190	COMMUNITY SERVICES ANALYST II	01-OCT-22	NMO	97C	5,842.09	7,873.09	121
8191	COMMUNITY SERVICES ANALYST III	01-OCT-22	NMO	101C	6,511.36	8,774.64	122
8188	COMMUNITY SERVICES ANALYST AID	01-OCT-22	N2MO	83B	4,208.45	5,372.36	121
2704	COMMUNITY SERVICES ASST,SHERIFF	01-JUL-23	N2MO	69L	2,955.00	3,760.82	121
8109	COMMUNITY SERVICES COORDINATOR I	01-OCT-22	NMO	91H	5,026.55	6,773.45	121
8110	COMMUNITY SERVICES COORDINATOR II	01-OCT-22	NMO	93G	5,294.00	7,133.27	121
8108	COMMUNITY SERVICES COUNSELOR	01-OCT-22	NMO	82F	3,919.73	5,281.00	121
2706	COMMUNITY SERVICES LIAISON	01-OCT-22	NMO	103E	6,908.36	9,310.00	999
8103	COMMUNITY HEALTH WORKER	01-OCT-22	NRO	73C	3,057.91	4,576.73	711
0684	COMPLIANCE AUDITOR	01-OCT-22	NMO	106F	7,512.73	10,124.00	999
2489	COMPUTER EQUIPMENT OPERATOR	01-OCT-22	NMO	75K	3,281.18	4,410.36	121
2492	COMPUTER OPERATOR SPECIALIST	01-OCT-22	NMO	85F	4,250.27	5,727.91	121
2490	COMPUTER SYSTEM OPERATOR	01-OCT-22	NMO	81F	3,816.36	5,139.64	121
2503	COMPUTER SYSTEMS SCHEDULER II	01-OCT-22	NMO	84D	4,116.55	5,547.18	121
6334	CONCRETE & STONE WORKER	01-OCT-22		F		6,486.32	411
1479	PUBLIC ADMINISTRATOR ASSISTANT	01-OCT-22	NMVO	79A	3,573.00	4,940.00	111
9201	CONSTITUTIONAL POLICING ADVR,SH(UC)	01-OCT-22	N23	R15		17,796.30	996
6601	CONSTRUCTION & REPAIR LABORER	01-OCT-22	NMO	74L	3,202.27	4,302.55	431
3971	CONSTRUCTION COST ESTIMATOR	01-OCT-22	NO	101K	6,624.64	8,455.73	511
4194	CONSTRUCTION INSPECTOR AIDE	01-OCT-22	NO	97B	5,827.55	7,438.55	2
4195	CONSTRUCTION INSPECTOR	01-OCT-22	NO	101B	6,495.18	8,290.64	511
5909	CONSTRUCTION SUPERINTENDENT	01-OCT-22	NO	110K	8,455.73	10,794.27	512
5531	CONSULTING PHARMACOLOGIST	01-OCT-22		FS		441.93	342
5471	CONSULTING SPECIALIST,MD	01-OCT-22	N42				998
5472	CONSULTING SPECIALIST,MD(PER SESS)	01-OCT-22	N42	FS		603.46	998
1662	CONSUMER & BUSINESS AFFAIRS REP I	01-OCT-22	NMO	84D	4,116.55	5,547.18	121
1663	CONSUMER & BUSINESS AFFAIRS REP II	01-OCT-22	NMO	88D	4,588.09	6,183.09	121
1664	CONSUMER & BUSINESS AFFAIRS REP III	01-OCT-22	NMO	95D	5,547.18	7,475.64	121
1667	CONS & BUSINESS AFFAIRS SPECIALIST	01-OCT-22	NMO	110C	8,311.27	11,200.64	999
1668	CONS & BUSINESS AFFAIRS SUPERVISOR	01-OCT-22	NMO	103L	7,010.91	9,448.00	999
0777	CONTRACT ANALYST,LACERA	01-JAN-23	NM	104E	7,098.18	9,310.00	990
4227	CONTRACT MONITOR	01-OCT-22	NMO	82L	3,967.45	5,346.00	121
6002	CONTRACT MONITOR,PARKING SERVS,ISD	01-OCT-22	NMO	82A	3,872.00	5,216.00	121
8861	CONTRACT MONITOR,RECREATIONAL SVCS	01-OCT-22	NMO	96L	5,798.82	7,814.91	999
6003	CONTRACT MONITOR SUPVR,PKG SVS,ISD	01-OCT-22	NMO	86A	4,313.00	5,813.00	2
4614	CONTRACT PROGRAM AUDITOR	01-OCT-22	NMO	99G	6,229.18	8,393.82	999
4229	CONTRACT PROGRAM MONITOR	01-OCT-22	NMO	100C	6,337.45	8,539.55	2
6808	CONTRACT SERVICES ANALYST,BLDG SERV	01-OCT-22	NMO	95C	5,533.45	7,457.09	999
6396	COOK	01-OCT-22	NMO	74C	3,140.45	4,218.91	211
1637	CORONER INVESTIGATOR	01-OCT-22	NMO	99K	6,275.27	8,455.73	631
1636	CORONER INVESTIGATOR TRAINEE	01-OCT-22	NMO	95K	5,629.55	7,586.91	631
7070	CORONER'S PHOTOGRAPHIC ASSISTANT	01-OCT-22	NMO	76G	3,346.09	4,498.55	111
4554	CORRECTIONAL HEALTH DIRECTOR(UC)	01-OCT-22	N23	R19		23,766.43	996
8270	COUNTY CAREER TRANS PROG INTERN-ADM	01-OCT-22	NMO	84B	4,096.18	5,519.73	2
8271	COUNTY CAREER TRANS PROG INTERN-IT	01-OCT-22	NMO	82J	3,948.36	5,320.00	2
9211	COUNTY COUNSEL	28-FEB-23	N23	R25			997
0223	COUNTY FORESTER & FIRE WARDEN	28-FEB-23	N23	R22			997
8363	COUNTY LIBRARIAN	01-OCT-22	N23	R19			997
6026	COUNTY MESSENGER DRIVER	01-OCT-22	NMO	73C	3,057.91	4,106.36	431

* Approved base salary rates. Step or range advancement and eligibility for range maximum are as provided in the applicable MOU, Notes, and item sub title.

ITEM NO	CLASSIFICATION	EFFECTIVE DATE	NOTE	SCHEDULE LEVEL	RANGE MINIMUM	RANGE MAXIMUM/ CONTROL	BARGAIN UNIT
4629	PROGRAM IMPLEMENTATION MANAGER,HS	01-OCT-22	N23	S12		14,324.76	996
0977	PROGRAM MANAGER I	01-OCT-22	NMO	98H	6,077.36	8,189.64	999
0978	PROGRAM MANAGER II	01-OCT-22	NMO	102J	6,790.09	9,150.64	999
0979	PROGRAM MANAGER III,HEALTH SERVS	01-OCT-22	NMO	106J	7,568.36	10,199.00	999
8194	PROGRAM MANAGER,WDACS	01-OCT-22	N23	S11		13,325.65	996
0712	PROGRAM SPECIALIST I,AUDITOR-CONT	01-OCT-22	NMO	103E	6,908.36	9,310.00	999
0713	PROGRAM SPECIALIST II,AUDITOR-CONT	01-OCT-22	NMO	107E	7,700.36	10,376.91	999
0714	PROGRAM SPECIALIST III,AUDITOR-CONT	01-OCT-22	N38MO	111L	8,709.73	13,812.27	999
0716	PROGRAM SPECIALIST IV,AUDITOR-CONT	01-OCT-22	N39MO	114G	9,356.00	14,053.82	999
0717	PROGRAM SPECIALIST V,AUDITOR-CONT	01-OCT-22	N39MO	117D	10,074.00	15,132.64	999
0815	PROGRAM SPECIALIST I,CEO	01-OCT-22	NMO	97A	5,813.00	7,834.00	999
0816	PROGRAM SPECIALIST II,CEO	01-OCT-22	NMO	101A	6,479.00	8,731.00	999
0817	PROGRAM SPECIALIST III,CEO	01-OCT-22	NMO	107A	7,624.00	10,274.00	999
0818	PROGRAM SPECIALIST IV,CEO	01-OCT-22	NMO	113A	8,971.00	12,089.00	999
5237	PROGRAM SPECIALIST,PUB HLTH NURSING	01-OCT-22	N21	RN09	9,234.86	13,823.41	311
2529	PROGRAMMING SUPERVISOR I	01-OCT-22	NMO	107K	7,795.82	10,505.55	122
2530	PROGRAMMING SUPERVISOR II	01-OCT-22	NMO	114B	9,241.00	12,452.09	999
2600	PROGRAMMING SYSTEMS SPEC,LACERA	01-JAN-23	NM	116B	9,755.36	12,794.91	990
4604	PROGRAMS ADMINISTRATOR,HEALTH SERVS	01-OCT-22	N23	S11		13,325.65	996
1083	PROJECT ADMINISTRATOR,ICSC	01-OCT-22	N23	S11		13,325.65	996
9122	PROJECT DIRECTOR I	01-OCT-22	NMO	100J	6,431.82	8,667.18	999
8219	PROJECT SUPERVISOR,COMMUNITY SERVS	01-OCT-22	NMO	103H	6,959.64	9,379.00	999
1979	PROPERTY ASSESSMENT SPECIALIST	01-OCT-22	NMO	102L	6,823.36	9,195.55	131
1141	PROPERTY CONVEYANCES EXAMINER	01-OCT-22	NMVO	80F	3,714.91	5,139.64	111
9159	PROPERTY SERVICES ADVISOR	01-OCT-22	NMO	79D	3,599.18	4,844.00	731
9037	PSYCHIATRIC SOCIAL WORK CONSULTANT	01-OCT-22	N3MO	100G	7,133.27	8,624.64	721
9034	PSYCHIATRIC SOCIAL WORKER I	01-OCT-22	N2MO	96C	6,002.82	7,662.18	721
9035	PSYCHIATRIC SOCIAL WORKER II	01-OCT-22	N3MWO	99C	6,874.18	8,774.64	721
8161	PSYCHIATRIC TECHNICIAN I	01-OCT-22	NMO	79K	3,651.55	4,916.00	221
8162	PSYCHIATRIC TECHNICIAN II	01-OCT-22	NMO	83J	4,056.27	5,465.91	221
8163	PSYCHIATRIC TECHNICIAN III	01-OCT-22	NMO	86J	4,399.55	5,929.36	221
8160	PSYCHIATRIC TECH,INTERIM PERMITEE	01-OCT-22	NMAO	79K	3,651.55	3,957.91	2
9269	PUBLIC DEFENDER	01-OCT-22	N23	R25			997
5648	PUBLIC HEALTH INVESTIGATION MANAGER	01-OCT-22	NMO	102L	6,823.36	9,195.55	342
5645	PUBLIC HEALTH INVESTIGATOR	01-OCT-22	N2MO	93C	5,533.45	7,063.09	341
5644	PUBLIC HEALTH INVESTIGATOR TRAINEE	01-OCT-22	NMHO	81E	4,239.82	4,599.45	341
5005	PUBLIC HEALTH LABORATORIES ASST DIR	01-OCT-22	N23	S11		13,325.65	996
5006	PUBLIC HEALTH LABORATORIES DIRECTOR	01-OCT-22	N23	S13		15,399.67	996
4999	PUBLIC HEALTH MICROBIOLOGIST I	01-OCT-22	N2MO	103A	7,221.00	9,218.00	341
5000	PUBLIC HEALTH MICROBIOLOGIST II	01-OCT-22	NMO	105A	7,221.00	9,731.00	341
4998	PUBLIC HLTH MICROBIOLOGIST TRAINEE	01-OCT-22		F		3,172.67	341
5001	PUBLIC HEALTH MICROBIOLOGY SUPVR I	01-OCT-22	NMO	107D	7,681.27	10,351.18	342
5004	PUBLIC HEALTH MICROBIOLOGY SUPVR II	01-OCT-22	NMO	110L	8,476.36	11,423.18	342
5230	PUBLIC HEALTH NURSE	01-OCT-22	N21	RN04	7,966.07	11,924.20	311
5236	PUBLIC HEALTH NURSING SUPERVISOR	01-OCT-22	N21	RN08	8,965.88	13,420.79	312
1272	PUBLIC HEALTH REGISTRAR	01-OCT-22	NMVO	79K	3,651.55	5,051.27	111
1598	PUBLIC INFORMATION ASSISTANT	01-OCT-22	NMO	87G	4,498.55	6,062.45	999
1607	PUBLIC INFORMATION ASSOCIATE	01-OCT-22	NMO	93J	5,320.00	7,168.36	999
1600	PUBLIC INFORMATION OFFICER I	01-OCT-22	NMO	99H	6,244.55	8,414.45	999

* Approved base salary rates. Step or range advancement and eligibility for range maximum are as provided in the applicable MOU, Notes, and item sub title.

City of Los Angeles
Class Code/Title MOU No. or Non-Rep Ordinance No.
As of 7/16/2023

Class Code	Class Title	Salary Range: MOU No. or Ordinance No.
0564	Senior Law Clerk	187,937
0558	Senior Legal Assistant	MOU 20
0587	Senior Legal Clerk I	MOU 3
0588	Senior Legal Clerk II	MOU 3
1187	Senior Legislative Assistant	MOU 20
6153	Senior Librarian	MOU 16
9171-1	Senior Management Analyst I	MOU 20
9171-2	Senior Management Analyst II	MOU 20
7210	Senior Mechanical Engineering Drafting Technician	MOU 21
3772-1	Senior Mechanical Repairer I	MOU 9
3772-2	Senior Mechanical Repairer II	MOU 9
3424	Senior Painter	MOU 2
3424-2	Senior Painter II	MOU 2
3146	Senior Park Maintenance Supervisor	MOU 36
1967-1	Senior Park Ranger I	MOU 12
1967-2	Senior Park Ranger II	MOU 12
2422	Senior Park Services Attendant	MOU 20
3529-1	Senior Parking Attendant I	MOU 12
3529-2	Senior Parking Attendant II	MOU 12
1629	Senior Payroll Analyst	MOU 20
9167-1	Senior Personnel Analyst I	187,937
9167-2	Senior Personnel Analyst II	187,937
9167-O	Senior Personnel Analyst I	MOU 64
9167-T	Senior Personnel Analyst II	MOU 64
1795-1	Senior Photographer I	MOU 19
1795-2	Senior Photographer II	MOU 19
3444	Senior Plumber	MOU 2
4233	Senior Plumbing Inspector	MOU 5
2209-1	Senior Police Service Representative I	MOU 20
2209-2	Senior Police Service Representative II	MOU 20
3847	Senior Port Electrical Mechanic	MOU 2
0706	Senior Proctor	187,937
1546	Senior Project Assistant	MOU 1
1538	Senior Project Coordinator	MOU 20
3209	Senior Property Officer	MOU 12
1961	Senior Real Estate Officer	MOU 19
2446-1	Senior Recreation Director I	MOU 11
2446-2	Senior Recreation Director II	MOU 11
2468	Senior Recreation Services Representative	187,937
2427-A	Senior Residential Camp Counselor	187,937
2427-B	Senior Residential Camp Counselor	187,937
2427-C	Senior Residential Camp Counselor	187,937
3477	Senior Roofer	MOU 2
4264	Senior Safety Engineer Elevators	MOU 5
4262	Senior Safety Engineer Pressure Vessels	MOU 5
9636-1	Senior Sales Representative I	187,937
9636-2	Senior Sales Representative II	187,937
3184	Senior Security Officer	MOU 12
3776	Senior Sheet Metal Worker	MOU 2
1837	Senior Storekeeper	MOU 12

City of Los Angeles
Class Code/Title MOU No. or Non-Rep Ordinance No.
As of 7/16/2023

Class Code	Class Title	Salary Range: MOU No. or Ordinance No.
3558	Power Shovel Operator	MOU 4
1481-1	Pre-Press Operator I	MOU 14
1481-2	Pre-Press Operator II	MOU 14
0745	Precinct Board Clerk	187,937
0746	Precinct Board Inspector	187,937
0747	Precinct Board Judge	187,937
1854	PRIMA Program Manager	187,937
1525-1	Principal Accountant I	MOU 20
1525-2	Principal Accountant II	MOU 20
0405	Principal Administrative Coordinator, Mayor	187,937
4312	Principal Animal Keeper	MOU 12
7928	Principal Architect	MOU 36
7946	Principal City Planner	MOU 36
9489	Principal Civil Engineer	MOU 36
7219	Principal Civil Engineering Drafting Technician	MOU 19
1201	Principal Clerk	MOU 20
0589	Principal Clerk City Attorney I	MOU 20
0578	Principal Clerk City Attorney II	MOU 20
1171	Principal Clerk Personnel	MOU 20
1152-1	Principal Clerk Police I	MOU 20
1152-2	Principal Clerk Police II	MOU 20
1336	Principal Clerk Stenographer	MOU 3
1458	Principal Communications Operator	MOU 20
7297	Principal Construction Inspector	MOU 19
9653	Principal Deputy Controller	MOU 36
3215	Principal Detention Officer	MOU 12
0735	Principal Election Assistant	187,937
0727	Principal Election Clerk	187,937
7875	Principal Environmental Engineer	MOU 36
1158-1	Principal Fingerprint Identification Expert I	MOU 19
1158-2	Principal Fingerprint Identification Expert II	MOU 19
2203	Principal Forensic Print Specialist	MOU 19
3147-1	Principal Grounds Maintenance Supervisor I	MOU 36
3147-2	Principal Grounds Maintenance Supervisor II	MOU 36
4226	Principal Inspector	MOU 19
6155-1	Principal Librarian I	MOU 16
6155-2	Principal Librarian II	MOU 16
2424	Principal Park Services Attendant	MOU 20
1794	Principal Photographer	MOU 19
9134	Principal Project Coordinator	MOU 20
3210	Principal Property Officer	MOU 12
1786	Principal Public Relations Representative	MOU 20
2464-1	Principal Recreation Supervisor I	MOU 36
2464-2	Principal Recreation Supervisor II	MOU 36
3200	Principal Security Officer	MOU 12
1839	Principal Storekeeper	MOU 12
1524	Principal Tax Auditor	MOU 20
1195	Principal Tax Compliance Officer	MOU 20
1193	Principal Teller	MOU 20
9266	Principal Transportation Engineer	MOU 36



Exhibit B – Collaborative Declaration



EXHIBIT B
LOCAL IMMIGRANT INTEGRATION AND INCLUSION GRANT (LIIG) PROGRAM
COLLABORATIVE DECLARATION

The Local Immigrant Integration and Inclusion Grant (LIIG) Program allows up to three organizations to partner in a collaborative grant application to deliver coordinated programs and services. The RECIPIENT is designated to act on behalf of all organizations within the collaboration.

GO-Biz will direct all correspondence to the RECIPIENT during the application and AGREEMENT term. Organizations within the collaboration will be considered Third-Party Subgrantees and must have costs associated with the Project Budget. GO-Biz will issue all AGREEMENT payments to the RECIPIENT, and it will be the RECIPIENT's responsibility to direct payments to the Third-Party Subgrantee in accordance with the approved Project Budget in the AGREEMENT.

The Third-Party Subgrantee within the collaboration, including the RECIPIENT, must meet the eligibility criteria defined in the FY 2023-24 LIIG Request for Proposal Announcement and maintain eligibility throughout the AGREEMENT term.

Each person signing this declaration represents and warrants that they are authorized and have the legal capacity to execute this form on behalf of their organization. Each signer below does hereby declare their respective organization agrees to be included in the Fiscal Year 2023-24 Local Immigrant Integration and Inclusion Grant collaborative and agrees to the terms and conditions outlined in the FY 2023-24 LIIG Request for Proposal Announcement, including the requirements that an organization may only be included in one grant application, either as a single organization applicant or as part of a collaborative application.

Recipient Organization Name

Collaborative Partner #1 Organization Name

Department of Consumer and Business Affairs

Department

Authorized Representative Name

Authorized Representative Name

Rafael Carbajal

Title: Director

Title:

Signature:

Signature:

Date: 1/11/24

Date:



Exhibit C – Budget Detail

The spreadsheet establishes the budget for each grantmaking entity during the Local Immigrant Integration and Inclusion Grant.

**The Local Immigrant Integration And Inclusion Grant (LIIG)
Exhibit A, Attachment 2-Project Budget**

JURISDICTION NAME:		County & City of Los Angeles		
Total Grant Amount Requested:				
		Program Development Costs		
Personnel Classifications	Role in Project (Narrative)	Annual Salary and Benefits	Percentage of Time (FTE)	Total
County: Chief, Consumer & Business Affairs Rep (1669)	Project administration and supervision	\$ 242,000.00	25.50%	\$ 62,000.00
County: Consumer & Business Affairs Specialist (1667)	Project administration	\$ 236,000.00	25.50%	\$ 60,000.00
County: Program Manager II (0978)	Project design and onboarding new staff	\$ 200,000.00	26.00%	\$ 52,000.00
County: Program Manager I, Temporary (0977)	Direct services	\$ 153,000.00	100.00%	\$ 153,000.00
County: Program Manager I, Temporary (0977)	Direct services	\$ 153,000.00	100.00%	\$ 153,000.00
City: Senior Project Coordinator	Manage LIIG to ensure deliverables are met	\$ 179,000.00	3%	\$ 5,000.00
City: Management Analyst	Supervise project assistants and tracks deliverables	\$ 133,000.00	3%	\$ 4,000.00
City: Project Coordinator	Direct Services and coordinate event details	\$ 127,000.00	100%	\$ 127,000.00
City: Project Coordinator	Direct Services and coordinate event details	\$ 127,000.00	100%	\$ 127,000.00
City: Principal Accountant I	Administrative Support	\$ 154,000.00	3%	\$ 5,000.00
Year 1 Personnel Subtotal:				\$ 748,000.00
Description of Other Costs				Total
County: Interpretation Services (\$1,300 per language per half day x 1.5 languages x 48 sessions)				\$ 94,000.00
City: CBO Event / Host Fees				\$ 59,000.00
City: Language Services (Interpretation + Translation)				\$ 55,000.00
City: Duplication & Printing				\$ 10,000.00
City: Supplies				\$ 5,000.00
City: Overtime				\$ 27,000.00
City: Headsets/Transmitters				\$ 1,000.00
City: Equipment for Staff (Laptops, Phone, Headset)				\$ 6,000.00
City: Central Services				\$ 40,000.00
Personnel Grand Total				\$ 748,000.00
Other Costs Grant Total				\$ 297,000.00
Indirect Cost (Administration Support & Overhead) 10% x Direct Cost				\$ 104,000.00
Grand Total				\$ 1,149,000.00



Exhibit D – Request for Proposal Announcement and Application



GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT
STATE OF CALIFORNIA - OFFICE OF GOVERNOR GAVIN NEWSOM

THE LOCAL IMMIGRANT INTEGRATION AND INCLUSION GRANT (LIIG) FOR LOCAL GOVERNMENTS

**REQUEST FOR PROPOSAL
FISCAL YEAR 2022-2023
JUNE 2023**

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I. INTRODUCTION, BACKGROUND, AND PROGRAM OVERVIEW

A. INTRODUCTION

The Governor's Office of Business and Economic Development (GO-Biz) is California's leader in job growth and economic development efforts. GO-Biz offers business owners various services, including site selection, permitting assistance, regulatory guidance, small business support, international trade development, and more.

B. BACKGROUND AND PROGRAM OVERVIEW

The [Budget Act of 2022](#) (Senate Bill 178, Skinner) and Government Code section 12100.140 et seq. established the Local Government Immigrant Integration Initiatives program within GO-Biz. GO-Biz is pleased to announce the Request for Proposal (RFP) for the Local Immigrant Integration and Inclusion Grant (LIIIG) to provide \$8.2 million in one-time funding to support the development or expansion of immigrant integration efforts, increase community trust, and enhance the organizational capacity of local governments to support immigrant populations in California.

The LIIIG is a one-year grant from September 1, 2023, through August 31, 2024. Contingent on funding availability, GO-Biz may award additional funding for a second year. Eligible activities for LIIIG funding are further defined below and include but are not limited to: 1) Economic Development, 2) Social Services Navigation, 3) Intergovernmental Technical Assistance, and 4) Civic Engagement.

The grant funding shall not replace any existing funding or required services. The applicant must provide a plan to ensure continuity of funding for proposed activities after the one-time grant is awarded for sustainability, including through public-private partnerships or other means. Applicants must create a comprehensive sustainability plan outlining strategies and timelines for maintaining and expanding the program beyond the grant period. The plan should include details on potential funding sources, partnerships, program modifications, and long-term goals to ensure the program's continuity and growth.

GO-Biz reserves the right to reject any applications, extend timelines, and cancel this RFP. Applicants will not be reimbursed for expenses incurred to develop an application or for expenses before executing a grant agreement. All application materials submitted become the property GO-Biz. GO-Biz may amend, reduce, or cancel the remaining agreement if funding becomes unavailable. GO-Biz's determination as to eligibility for grant funding, or the amount awarded, is final and not subject to appeal or protest.

C. Conference Call: GO-Biz will schedule a conference call to describe the scope of services in this RFP, review eligibility requirements, review application processes and other administrative requirements (e.g., reporting and invoicing), and respond to any questions. All interested organizations are encouraged to participate in the conference call.

D. Required Participation and Collaboration: Upon final award, selected local governments shall attend training on: a) grant terms and conditions; b) services, policies, and laws; and c) eligible funding activities. Local governments awarded funding shall coordinate with GO-Biz and other program partners to achieve outcomes that will benefit targeted populations.

E. TIMELINE¹

RFP Released by GO-Biz	June 16, 2023
Local Governments RFP Information Session	June 21, 2023
Nonprofit RFP Information Session	June 23, 2023
RFP Questions and Answers	June 16-27, 2023
RFP Submission Deadline	July 28, 2023
Tentative Award Notice	August 25, 2023
Anticipated Services Start	September 1, 2023

II. ELIGIBLE APPLICANTS

Only eligible local governments may apply for grant funding (see eligibility requirements below). Counties are encouraged to apply as primary grantees and coordinate with cities to subgrant awards. Local governments with limited capacity or experience to implement the funded grant activities may subgrant to nonprofit organizations.

Before submitting the RFP to GO-Biz for consideration, applicants must seek and document input from the public regarding the proposed activities. This may include immigrant residents, community organizations, and service providers representing or serving the jurisdiction's diverse demographics.

Eligible local governments shall meet the following criteria:

A. Eligibility Requirements

- a. Is a California City, County, or County or City Department; **and**
- b. Has an existing:
 - i. Office of Immigrant Affairs/New Americans; **or**
 - ii. Designated Immigrant Affairs Liaison; **or**
 - iii. Administers public programs or benefits for immigrant populations, including but not limited to Economic Development, Work Force Development, CalFresh, CalWORKS, Refugee Resettlement Programs, Immigration Legal Services, etc.; **and**
- c. Has experience administering State grant or contract funding.

¹ Dates are subject to change.

B. Nonprofit Eligibility Criteria

Local governments with limited capacity to administer the grant opportunity may consider subgrants to nonprofit organizations. The nonprofit eligibility includes:

- a. Meets the requirements set forth in Section 501(c)(3) or 501(c)(5) of the Internal Revenue Code; **and**
- b. Has experience delivering the eligible activities included in the Local Immigrant Integration and Inclusion Grant; **and**
- c. Has experience administering programs or benefits for immigrant populations including, but not limited to, Economic Development, Work Force Development, CalFresh, CalWORKS, Refugee Resettlement Programs, Immigration Legal Services, etc.); **and**
- d. Has experience administering City, County, or State grant or contract funding.

C. State Grant Requirements

Applicants shall comply with State requirements as outlined below. Applicants will also be required to submit the documents and forms listed below. The documents must be submitted as an email attachment in the final application submission. **All documents must be submitted as individual PDFs and appropriately titled according to the document's content. Submit documents to:**

immigrantintegration.initiatives@gobiz.ca.gov

- a. Complete and sign the Request for Proposal Application (Exhibit A, Attachment 1)
 - i. The required form is available for [download here](#).
- b. Complete and submit the Project Budget (Exhibit A, Attachment 2)
 - i. The project budget is available for [download here](#).
 - ii. The project budget must be saved and submitted as a .xls file.
 - iii. Ensure formulas are used appropriately throughout the Excel document.
- c. Complete and submit the Government Agency Taxpayer ID
 - i. The Government Agency Taxpayer ID is available for [download here](#).
- d. Complete and sign the STD.21 Drug-Free Workplace Certification
 - i. The STD.21 Drug-Free Workplace Certification is available for [download here](#).

D. Required Subgrantee Documents:

The local government applicant must submit the documents listed below on behalf of the subgrantee. The documents must be submitted as an email attachment in the final application submission. **All documents must be submitted as individual PDFs and appropriately titled according to the document's content. Submit documents to:**

immigrantintegration.initiatives@gobiz.ca.gov

- a. Submit proof of “active” 501(c)(3) or 501(c)(5) status from the Internal Revenue Service
 - i. To access and download proof of active status, visit the Internal Revenue Service website at the following link:
<https://apps.irs.gov/app/eos>
- b. Submit proof of “active” legal business status from the California Secretary of State
 - i. To access and download proof of active status, visit the California Secretary of State's website at the following link:
<https://bizfileonline.sos.ca.gov/search/business>
- c. Submit proof of “current” charity status with the California Department of Justice
 - i. To access and download proof of status, visit the California Department of Justice website at the following link:
<http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
- d. Submit proof of insurance coverage
 - i. Submit proof of current insurance certificate that meets the GO-Biz requirements upon execution of the grant. GO-Biz will provide guidance on the required insurance coverage.

To apply, submit a complete application with attachments no later than 5:00 p.m. PT on July 28, 2023, to immigrantintegration.initiatives@gobiz.ca.gov with the subject line: “FY 2022-24 LIIG Application.” Incomplete, late, or altered application forms will not be accepted.

III. DEFINITIONS

To review the definitions for this grant, refer to **Appendix 1**.

IV. GRANT AND SERVICE TERM

A. Grant Terms: Grant terms may be modified based on funding availability. Additional time is provided for the Grant Agreement Term, but not the Service Term, to amend or closeout agreements. Year Two is contingent on funding availability.

1. Grant Agreement Term (Year One): September 1, 2023, to November 2024.

Service Term (Year One): September 1, 2023, to August 31, 2024.

2. Grant Agreement Term (Year Two): September 1, 2024, to November 2025.

Service Term Year Two: September 1, 2024, to August 31, 2025.

V. ELIGIBLE USES OF FUNDING AND ACTIVITIES

A. Target Populations Served

Selected grantees will prioritize serving immigrants, refugees or asylees, unaccompanied minors, immigrant youth, immigrants residing in rural California, and hard-to-reach immigrant populations. Any service or programming funded under LIIIG shall be accessible to immigrants regardless of immigration status, and documentation of status shall not be required.

B. Non-Discrimination and Language Access

All services must be provided in compliance with federal and State nondiscrimination laws, including ensuring access for individuals with disabilities and individuals with limited English proficiency. Provision of services to individuals with limited English language ability may include in-person interpretation and document translation and access to a language service line on telephones.

C. Funding and Eligible Activities

GO-Biz will fund local government staff positions to develop or expand immigrant integration efforts, increase community trust, and enhance the organizational capacity of local governments in California. Local governments are encouraged to focus on 1-2 funded activities but may propose additional activities. Each activity below includes example sub-activities for your consideration. The activities include but are not limited to:

1. Economic Development

A. Entrepreneurship Development and Resources:

- a. Programs should foster and nurture the skills, knowledge, and resources necessary for immigrant residents to start, manage, and grow their businesses or ventures. This involves providing entrepreneurs with the support, tools, training, and networks needed to navigate the challenges and opportunities of the business ecosystem. Examples of activities may include the following:
 - i. Develop targeted business training programs for immigrant entrepreneurs, which may cover business planning, marketing, financial management, and legal compliance.
 - ii. Establish mentorship programs that connect immigrant entrepreneurs with successful business owners or industry experts who can provide guidance and support.
 - iii. Facilitate access to capital and financing options by partnering with financial institutions offering loans, grants, or micro-financing tailored to immigrant entrepreneurs.
 - iv. Connect immigrant entrepreneurs with local business chambers or networks to promote their products or services and with potential customers and partners.

B. New Business Development and Technical Assistance:

- a. Programs should assist immigrant residents in identifying, evaluating, and creating opportunities to establish new businesses or ventures. Examples of activities may include the following:
 - i. Develop best practices to integrate immigrant entrepreneurs with local economic development centers or related local business infrastructure to support emerging businesses with the necessary tools and guidance.
 - ii. Provide one-on-one business counseling and technical assistance to immigrant entrepreneurs, assisting them with business registration, licensing, permits, and other administrative processes.
 - iii. Assist with generating innovative business ideas, conducting market research, developing business plans, securing resources, and launching new enterprises.
 - iv. Establish partnerships with local business development organizations to offer specialized services and resources for immigrant-owned businesses, such as language-specific support or cultural competency training.
 - v. Develop incubator or accelerator programs that support immigrant entrepreneurs, providing them with workspace, mentoring, access to professional networks, and assistance accessing markets.

C. Apprenticeship Programs:

- a. Programs should develop new local apprenticeship opportunities or strengthen existing ones for immigrant residents in coordination with the Division of Apprenticeship Standards. Apprenticeship programs can provide individuals with industry-specific skills, knowledge, and hands-on experience in a particular trade or occupation. Examples of activities may include the following:
 - i. Collaborating with local employers to create apprenticeship programs targeting immigrant residents, offering training and employment opportunities in industries with high demand for skilled workers. These programs may be developed in collaboration with industry stakeholders, such as employers, trade associations, and educational institutions, to meet a particular industry's specific workforce needs and skill requirements.
 - ii. Develop partnerships with trade unions, industry associations, and vocational training providers to ensure immigrant workers access quality apprenticeship programs.
 - iii. Support navigating the apprenticeship system, including assistance with application processes, resume building, interview skills, test preparation, and ongoing mentorship.

D. Professional Certification Assistance:

- a. Programs should assist immigrant residents in pursuing state professional licenses or other relevant professional certifications. Examples of activities may include the following:
 - i. Providing guidance and support in gathering required documentation, preparing application materials, and navigating the licensing process.
 - ii. Collaborating with professional associations or licensing boards to streamline the licensure process for immigrant professionals, advocate for recognition of foreign credentials, and develop credential evaluation and equivalency pathways.

E. Workforce Development Training:

- a. Programs should focus on developing workforce skills among local immigrant residents. Examples of activities may include the following:
 - i. Industry partnerships, skill-based seminars, entrepreneurial training, licensing requirements overviews, job application workshops, job shadowing, etc.
 - ii. Collaboration with local workforce boards, community-based organizations, local employers, and industry experts to offer industry-specific training programs that address the needs of immigrant workers, including integrated education and English language literacy training that aligns with local job market demands.
 - iii. Provide job search seminars, workshops, or job application clinics that cover topics such as resume writing, interview techniques, job search strategies, and workplace communication skills.

F. Digital Literacy Training:

- a. Programs should aim to train participants with the necessary skills to effectively use technology for finding, evaluating, organizing, creating, and communicating information. Examples of activities may include the following:
 - i. Offer comprehensive digital literacy training programs that cover basic computer skills, internet usage, email communication, online job search techniques, and effective use of productivity tools.
 - ii. Provide training on specific software applications or platforms relevant to local job markets, such as customer relationship management (CRM) systems, accounting software, or project management tools.
 - iii. Include sessions on online safety, data privacy, and responsible use of social media platforms to promote digital citizenship and protect personal information.

G. Financial Literacy Training:

- a. Programs should seek to improve critical information for immigrants about financial best practices. Examples of activities may include the following:
 - i. Conducting financial literacy workshops or seminars covering budgeting, saving, credit management, debt reduction, investment basics, and understanding banking services.
 - ii. Collaborating with financial institutions, community organizations, or local experts to provide one-on-one financial counseling and coaching to immigrant individuals and families.
 - iii. Developing culturally sensitive financial literacy materials and resources that consider immigrant communities' unique needs and challenges, such as language accessibility and cultural nuances.

2. Social Services Navigation

A. Case Management Services:

- a. Programs should guide, assist, and support immigrant residents in navigating government and community systems, services, and processes. Examples of activities may include the following:
 - i. Conduct intake interviews with immigrant individuals to understand their specific needs and determine their eligibility for available services.
 - ii. Developing individualized plans to address specific needs and goals.
 - iii. Referring immigrant residents to relevant social services, including but not limited to public benefits, childcare, housing navigation and placement assistance, employment, and educational services, accessing health care, social adjustment, and immigration services.

B. Education and Outreach:

- a. Programs should engage with immigrant residents, providing information and raising awareness about specific issues, policies, programs, or services. Examples of activities may include the following:
 - i. Develop and distribute materials, such as brochures, flyers, and posters in multiple languages that provide information on the available public services and how to access them.
 - ii. Educate immigrant residents on the available public benefits and how to access them, including navigating the application process and where to find assistance.

- iii. Provide information and resources on affordable housing, childcare, financial literacy, health care, transportation, and other services relevant to immigrant and refugee entrepreneurs.

C. Language Services:

- a. Activities should provide language support and assistance to individuals with limited English proficiency to ensure effective communication and equitable access to government programs, services, information, and participation for linguistically diverse populations. Examples of activities may include the following:
 - i. Provide interpretation and translation services to help immigrants communicate with service providers and navigate the social service system.
 - ii. Provide referrals and language class enrollment assistance to help immigrants improve their English skills, which can enhance their ability to communicate with customers, vendors, and service providers.

3. Intergovernmental Capacity and Technical Assistance

A. Interagency Task Forces

- a. Programs should create collaborative groups or teams of representatives from multiple government agencies or departments. They are formed to address specific issues, challenges, or objectives requiring coordination and collaboration between agencies with complementary expertise and resources. Examples of activities may include the following:
 - i. Facilitate coordination, information sharing, and collaboration among various entities.
 - ii. Help avoid duplication of services and involve exchanging data, research findings, and other relevant resources to enhance the effectiveness of immigrant integration services.

B. Regular Meetings and Workshops

- a. Organize regular meetings, workshops, or training sessions that bring together officials from different levels of government and community leaders. These gatherings can focus on sharing best practices, discussing challenges, and identifying opportunities for collaboration and joint initiatives.

C. Cross-Jurisdictional Coordination

- a. Programs can establish collaborative groups or teams of representatives from different cities, counties, and nonprofit agencies. They are formed to address specific issues, challenges, or objectives requiring coordination and collaboration between agencies with

complementary expertise and resources. Examples of activities may include the following:

- i. Partnerships that can facilitate collaboration, information sharing, and resource pooling across municipalities.
- ii. They can also develop shared protocols, referral systems, and coordinated approaches to deliver services effectively to immigrant populations.

D. Capacity Building and Training

a. Programs should design activities that enhance the knowledge, skills, abilities, and resources of local government officials and staff involved in intergovernmental collaborations. These activities strengthen the intergovernmental capacity to cooperate, coordinate efforts, and address shared challenges effectively. Examples may include the following:

- i. Taking advantage of State training sessions, workshops, or webinars on cultural competency, language access, immigrant rights, community engagement, and service delivery improvement.
- ii. Improving staff skills or competencies relevant to intergovernmental collaborations, such as negotiation, conflict resolution, communication, project management, policy analysis, or collaborative decision-making.

E. Technical Assistance for Language Access and Cultural Sensitivity

a. Provide technical assistance to local and regional agencies to improve language access and cultural sensitivity.

- i. This assistance can involve training sessions, workshops, or consultations to help improve language services, develop language access plans, and enhance cultural competency among staff members serving immigrant populations.

F. Establish Sustainable Partnerships

a. Establish partnerships with community organizations, non-profit agencies, and businesses interested in immigrant integration. Collaborating with these partners can help diversify funding streams, leverage additional resources, and share the responsibility for program sustainability. Examples of activities may include the following:

- i. Regularly evaluate the program's outcomes, impacts, and challenges. This evaluation process can help identify areas for improvement, refine program strategies, and ensure that the program remains responsive to the evolving needs of immigrant populations.
- ii. By adapting and fine-tuning the program based on evaluation findings, local governments can increase its effectiveness and attractiveness to potential funders.

4. Civic Engagement & Community Participation

A. Leadership Development:

- a. Develop programming that fosters immigrant and unaccompanied youth skills and confidence to become effective community advocates and leaders. Examples of activities may include the following:
 - i. Leadership training programs that focus on developing essential leadership skills and competencies.
 - ii. Mentorship programs connecting immigrant entrepreneurs and immigrant youth with experienced mentors from similar backgrounds.
 - iii. Leadership conferences specifically targeted towards immigrant entrepreneurs and immigrant youth.
 - iv. Public speaking workshops designed for immigrant entrepreneurs that can help them improve their communication skills, boost their confidence, and effectively convey their business ideas and visions.
 - v. Internship programs that provide opportunities to gain practical experience and exposure to the public and business environment.

B. Cultural Exchanges:

- a. Programs should coordinate or develop partnerships to support cultural exchanges where immigrants can share their traditions, music, language, and cuisine with the broader community. This can foster understanding, appreciation, and cross-cultural dialogue.

VI. REVIEW PROCESS AND APPLICATION EVALUATION

All submitted applications will be screened to determine completeness, credibility, and eligibility. All eligible applications will be evaluated and rated for a potential final award. Incomplete applications, late applications, or ineligible applicants may not be considered. GO-Biz has sole discretion in selecting qualified organizations that will receive funding. **GO-Biz reserves the right to distribute funding based on regional and programmatic needs and solicit additional applicants if necessary.** Applicants selected by GO-Biz to receive funding will be notified of the steps required to execute an agreement with GO-Biz.

A. Application Evaluation Overview

In general, when reviewing proposals, GO-Biz considers several factors, including: (1) funding eligibility criteria; (2) staffing capacity; and (3) organizational oversight and administrative capacity. GO-Biz evaluation will consider information provided in the RFP (Exhibit A-Attachment 1) and Budget Proposal (Exhibit A-Attachment 2). In determining funding awards, GO-Biz will prioritize funding local governments that serve

rural and hard-to-reach populations and regions with a high density of immigrant populations. GO-Biz will utilize demographic data from the California Immigrant Data Portal and Community Economic Resilience Fund to determine areas with a high immigrant population density. This approach ensures that funding is directed towards areas with a significant concentration of immigrants, allowing for targeted support and resources to be allocated to those communities.

GO-Biz will also consider identified needs and capacity to assist the target populations and regions, language and cultural competency, and expertise in providing services.

B. Scoring Criteria

The proposals will be evaluated using the following sections and the scoring point scale. Nonprofit subgrantee questions will only be assessed to support eligibility and capacity of the local government to subgrant and will not be scored.

Proposal Section	Points Possible
Question 1: Applicant Overview	50
Question 2: Organizational Capacity and Services	50
Question 3: Administrative Capacity	40
Question 4: Collaboration	20
Implementation Plan	20
Project Budget	20
Total Points Available	200

B. AWARD DETERMINATIONS

Applicants shall complete the attached Project Budget (Exhibit A, Attachment 2) and outline the costs associated with hiring or extending staff capacity to provide the activities included in the LIIIG. GO-Biz will determine budget proposals based on the number of proposed staff to be hired or advanced and operational costs.

GO-Biz will fund 1-2 staff positions in alignment with the applicants’ current staffing salary rates. Applicants will be required to provide supporting documentation confirming the existing salary structure. Applicants intending to subgrant may request a 15 to 20 percent administrative fee.

VII.AUTHORIZED REPRESENTATIVE, REPORTING, AND INVOICING

A. AUTHORIZED REPRESENTATIVE

- a. All applicants must designate an Authorized Representative. Authorized Representatives will carry out a variety of responsibilities during the application process and grant period.
- b. Following the grant period, the Authorized Representative will submit performance and financial reports to GO-Biz. The Authorized Representative will

also receive and distribute GO-Biz reimbursements to subgrantees. In addition, the Authorized Representative will serve as the principal contact for GO-Biz. Any programmatic or agreement-related issues will flow through the Authorized Representative to the subgrantee in their agreement. Subgrantees are expected to contact their Authorized Representative when programmatic issues and questions arise. Likewise, GO-Biz will communicate to Authorized Representatives on program-related information. If an Authorized Representative designates staff for a portion of these responsibilities, they must provide GO-Biz with a written statement confirming they are acting on behalf of the Authorized Representative.

B. REPORTING REQUIREMENTS

- a. GO-Biz has the right to conduct a programmatic and financial review of any grantee entity and subgrantee. Authorized Representatives are responsible for submitting accurate and complete performance and financial reports. Where applicable, Authorized Representatives are responsible for collecting accurate and complete performance reports from subgrantees. The Authorized Representative must submit all required reports to GO-Biz once reviewed and approved. Reports will be submitted via e-mail to GO-Biz grant administrators. The reports or portions thereof provided by grantees may be made public.
- b. GO-Biz may withhold payment if reports are not received or are deemed incomplete or inadequate. Failure to report in a timely manner may impact future eligibility for grant funding from GO-Biz. GO-Biz reserves the right to audit information submitted in a performance report by requesting additional documentation, performing on-site visits, contacting clients served, or verifying other information as necessary to verify the information contained in the reports. Program reviews may be conducted remotely or onsite.
- c. GO-Biz will provide the grantees with a reporting template for submission of quarterly financial and activity reports upon execution of the grant agreement. GO-Biz will require grantees to collect and report aggregated data that includes but is not limited to the following (see list below). Non-aggregated information collected from individuals participating in funded services shall not constitute a record subject to disclosure under the Public Records Act (Government Code section 7920.000 et seq.). (Gov. Code § 12100.141, subd. (i).) **Please note that each reporting item applies only if the grantee has conducted the corresponding activity.**
 - i. Type of Activity or Service Provided
 - ii. Total Number of Individuals Served
 - iii. Ethnicity and Race
 - iv. Country of Origin
 - v. Language Proficiency

- vi. Age Distribution
- vii. Gender

d. Reporting Schedule

Grantees will be required to follow the reporting schedule. Reports will be due two weeks after the reporting periods below:

Year 1: Reporting Schedule

Reporting Period	Report Due
September 1, 2023 – November 30, 2023	December 14, 2023
December 1, 2023 – February 29, 2024	March 14, 2024
March 1, 2024 – May 31, 2024	June 14, 2024
June 1, 2024 – August 31, 2024	September 13, 2024

Year 2²: Reporting Schedule

Reporting Period	Report Due
September 1, 2024 – November 30, 2024	December 13, 2024
December 1, 2024 – February 28, 2025	March 14, 2025
March 1, 2025 – May 31, 2025	June 13, 2025
June 1, 2025 – August 31, 2025	September 15, 2025

C. PAYMENT REIMBURSEMENT AND SCHEDULE

- a. Selected grantees may invoice GO-Biz for quarterly expenses and must submit expense reports with the invoice. Grantees shall not exceed the award issued for services.

b. Invoice Schedule

Grant recipients will submit a quarterly invoice to GO-Biz to reimburse eligible expenses incurred during each month. Invoices should be submitted within 15 calendar days after the end of each month unless otherwise specified below. GO-Biz will provide grantees with an invoice and financial template upon execution of the grant agreement.

Year 1: Invoice Schedule

Invoice Period	Invoice Due
September 1, 2023 – November 30, 2023	December 14, 2023

² Year Two is contingent on funding availability.

December 1, 2023 – February 29, 2024	March 14, 2024
March 1, 2024 – May 31, 2024	June 14, 2024
June 1, 2024 – August 31, 2024	September 13, 2024

Year 2³: Invoice Schedule

Invoice Period	Invoice Due
September 1, 2024 – November 30, 2024	December 13, 2024
December 1, 2024 – February 28, 2025	March 14, 2025
March 1, 2025 – May 31, 2025	June 13, 2025
June 1, 2025 – August 31, 2025	September 15, 2025

VIII. APPLICATION SUBMISSION

1. To be considered for funding, all applicants must comply with the requirements described in this RFP. **Incomplete, late, or altered application forms will not be accepted. To apply, submit a complete application with attachments no later than 5:00 p.m. PT on July 28, 2023, to immigrantintegration.initiatives@gobiz.ca.gov with the subject line: “FY 2022-24 LIIG Application”.**
2. Review the Checklist, **Appendix 2**, for a complete list of documents to be submitted.
3. For general questions, please contact Yoan Vivas at yoan.vivas@gobiz.ca.gov or (916) 827-8626. GO-Biz will collect Frequently Asked Questions and post responses to the GO-Biz website.

NOTICE TO APPLICANTS

All materials submitted in response to a GO-Biz grant solicitation will become the property of GO-Biz and, as such, are subject to the California Public Records Act (Government Code section 7920.000 et seq.).

VERIFICATION OF APPLICANT INFORMATION

By applying, applicants authorize GO-Biz to verify any information submitted in the application. GO-Biz may request additional documentation to clarify or validate any information provided in the application and budget.

³ Year Two is contingent on funding availability.



THE LOCAL IMMIGRANT INTEGRATION AND INCLUSION GRANT APPENDIX 1 DEFINITIONS

1. **Asylee⁴**

An asylee is a person who has fled their home country and is seeking protection. Asylum status is a form of protection available to people who meet the definition of refugee, are already in the United States, and are seeking admission at a port of entry.

2. **Civic Engagement**

Civic engagement involves working to make a difference in the civic life of one's community and developing the combination of knowledge, skills, values, and motivation to make that difference.

3. **Economic Development**

Economic development is the process by which a region or nation's economy is improved, typically through the implementation of policies designed to promote sustainable growth, productivity, and competitiveness. Economic development involves the creation of new businesses, industries, and jobs, as well as improving infrastructure, education, and healthcare systems. Economic development aims to improve the standard of living for people in the region or nation, as measured by gross domestic product, income levels, and employment rates.

4. **Hard-to-Reach Communities**

Hard-to-reach communities refer to groups of people who face barriers that prevent them from accessing essential services, resources, and information. These barriers may be due to various factors, including geographic isolation, cultural and linguistic differences, poverty, discrimination, lack of infrastructure or transportation, or limited access to technology. Examples of hard-to-reach communities include rural populations, indigenous peoples, refugees and migrants, people with disabilities, and those living in conflict-affected areas or areas with limited government presence.

⁴ U.S. Citizenship and Immigration Services. "Refugees & Asylum." Accessed May 19, 2023. URL: <https://www.uscis.gov/humanitarian/refugees-asylum>

5. Immigrant Integration

Immigrant integration is the dynamic, two-way process in which immigrants and the receiving society work together to build secure, vibrant, and cohesive communities. Successful integration builds stronger, more economically, socially, and culturally inclusive communities. Immigrant integration means people can succeed in American society through progress in three broad areas: linguistic, economic, and social integration.

6. Immigrant⁶

An immigrant is a person who moves from their country of origin to another country, intending to settle there permanently or for an extended period. Immigrants may move for various reasons, such as seeking better economic opportunities, reuniting with family members, or escaping political or social instability in their home country. Immigration often involves legal procedures and requirements, such as obtaining visas, work permits, and residency permits, and may be subject to immigration laws and regulations of the destination country.

7. Intergovernmental Capacity and Technical Assistance

Intergovernmental capacity refers to the ability of governments at different levels (e.g., national, regional, local) to effectively coordinate and collaborate in achieving common goals and objectives. This can include building relationships, sharing resources, and aligning policies to address complex challenges that cross jurisdictional boundaries.

Technical assistance refers to providing specialized knowledge, expertise, and resources to support implementing specific programs, policies, or initiatives. Technical services may be provided by various actors, including governments, intergovernmental organizations, and non-governmental organizations.

8. Local Government

For this grant, eligible local governments include California counties, cities, and county or city departments.

9. Refugee

Refugee status is a form of protection that may be granted to people who meet the definition of refugee and are of special humanitarian concern to the United States. Refugees are generally people outside their country who are unable or unwilling to return home because they fear serious harm.

⁶ United Nations. Department of Economic and Social Affairs, Population Division. International Migration 2019. Wall Chart. ST/ESA/SER.A/444. United Nations, 2019.

10. Social Services Navigation

Social services navigation refers to assisting individuals and families in accessing and navigating social services and resource systems. This can include services related to healthcare, housing, education, employment, and other areas of social welfare. Social services navigators typically work with clients to identify their specific needs, connect them with appropriate services, and assist them in overcoming any barriers or challenges they may encounter. The goal of social services navigation is to improve access to social services and resources for those in need and to ensure that individuals and families can receive the support they require to achieve greater stability and well-being.

11. Unaccompanied Minors

Unaccompanied children as defined in Section 279(g)(2) of Title 6 of the United States Code, specifically a person who (a) is under the age of 18; (b) has no lawful immigration status in the United States; and (c) with respect to whom there is no parent or legal guardian either present or available to provide care and physical custody in the United States.



Appendix 2

Application Checklist

Applicants will be required to submit the documents and forms listed below. The documents must be submitted as an email attachment in the final application submission. **All documents must be submitted as individual PDFs and appropriately titled according to the document's content. Submit documents to: immigrantintegration.initiatives@gobiz.ca.gov.**

Use the following checklist to ensure that all documents and forms necessary to respond to this Request for Proposal (RFP) have been included.

<input type="checkbox"/>	Application Checklist (this page)
<input type="checkbox"/>	Request for Proposal Application (Exhibit A, Attachment 1) Complete and sign the Request for Proposal Application. The required form is available for download here . Document Title: LIIG FY 2023-24 RFP- (Local Jurisdiction Name)
<input type="checkbox"/>	Project Budget (Exhibit A, Attachment 2) Complete and submit the Project Budget. The project budget is available for download here . The project budget must be saved and submitted as a .xls file. All formulas must be used appropriately throughout the Excel document. Document Title: Project Budget- (Local Jurisdiction Name)
<input type="checkbox"/>	Government Agency Taxpayer ID Complete and submit the Government Agency Taxpayer ID. The form is available for download here . Document Title: Government Agency Taxpayer ID- (Local Jurisdiction Name)
<input type="checkbox"/>	STD 21 Drug-Free Workplace Certification Complete and sign the STD.21 Drug-Free Workplace Certification. The STD.21 is available for download here . Document Title: STD.21- (Local Jurisdiction Name)

Application Checklist

Required Subgrantee Documents

The applicant must submit the documents listed below on behalf of the subgrantee. The documents must be submitted as an email attachment in the final application submission. **All documents must be submitted as individual PDFs and appropriately titled according to the document’s content.**

Submit documents to: immigrantintegration.initiatives@gobiz.ca.gov

<input type="checkbox"/>	<p>Proof of 501 (c)(3) or 501(C)(5) Status Submit proof of “active” 501(c)(3) or 501(c)(5) status from the Internal Revenue Service. To access and download proof of active status, visit the Internal Revenue Service website at the following link: https://apps.irs.gov/app/eos/ Document Title: (Local Jurisdiction Name and Nonprofit Name)</p>
<input type="checkbox"/>	<p>Proof of “Active” Legal Business Status from the California Secretary of State To access and download proof of active status, visit the California Secretary of State’s website at the following link: https://bizfileonline.sos.ca.gov/search/business. Document Title: 501 (c)(3) or 501(C)(5) Status- (Local Jurisdiction Name and Nonprofit Name)</p>
<input type="checkbox"/>	<p>Proof of “Current” Charity Status with the California Department of Justice. To access and download proof of status, visit the California Department of Justice website at the following link: http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y Document Title: California Department of Justice - (Local Jurisdiction Name and Nonprofit Name)</p>
<input type="checkbox"/>	<p>Insurance Certificate Each applicant must submit proof of current coverage that meets GO-Biz’s insurance requirements upon execution of the grant agreement. Document Title: Insurance Certificate- (Local Jurisdiction Name and Nonprofit Name)</p>



Exhibit E –Definitions

1. Asylee¹

An asylee is a person who has fled their home country and is seeking protection. Asylum status is a form of protection available to people who meet the definition of refugee, are already in the United States, and are seeking admission at a port of entry.

2. Civic Engagement²

Civic engagement involves working to make a difference in the civic life of one's community and developing the combination of knowledge, skills, values, and motivation to make that difference.

3. Economic Development

Economic development is the process by which a region or nation's economy is improved, typically through the implementation of policies designed to promote sustainable growth, productivity, and competitiveness. Economic development involves the creation of new businesses, industries, and jobs, as well as improving infrastructure, education, and healthcare systems. Economic development aims to improve the standard of living for people in the region or nation, as measured by gross domestic product, income levels, and employment rates.

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¹ U.S. Citizenship and Immigration Services. "Refugees & Asylum." Accessed May 19, 2023. URL:

<https://www.uscis.gov/humanitarian/refugees-asylum>

² Ehrlich, Thomas, and Dwight E. Giles Jr. Civic Responsibility and Higher Education. Oryx Press, 1997.

³ United Nations. Department of Economic and Social Affairs, Population Division. International Migration 2019. Wall Chart. ST/ESA/SER.A/444. United Nations, 2019.



and requirements, such as obtaining visas, work permits, and residency permits, and may be subject to immigration laws and regulations of the destination country.

7. Intergovernmental Capacity and Technical Assistance

Intergovernmental capacity refers to the ability of governments at different levels (e.g., national, regional, local) to effectively coordinate and collaborate in achieving common goals and objectives. This can include building relationships, sharing resources, and aligning policies to address complex challenges that cross jurisdictional boundaries.

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