

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.24
(ID # 23311)

MEETING DATE:
Tuesday, January 09, 2024

FROM : HOUSING AND WORKFORCE SOLUTIONS:

SUBJECT: HOUSING AND WORKFORCE SOLUTIONS (HWS): Ratify and Accept the Local Immigrant Integration and Inclusion Grant Award (LIIG) from the State of California Governor's Office of Business and Economic Development (GO-Biz) to the County of Riverside for the period ending November 30, 2025; Ratify Authorization for the Director of HWS to Execute the Grant Agreement with GO-Biz; Authorize the Director of HWS to Enter into and Execute Subrecipient Agreement No. HWSCoC-0004927 with Training Occupational Development Educating Communities (TODEC) without seeking competitive bids; All Districts. [Total Cost: \$571,888 – 100% State Funding] (4/5 Vote Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Accept the Local Immigrant Integration and Inclusion Grant (LIIG) from the State of California, administered by the Governor's Office of Business and Economic Development (GO-Biz), in the amount of \$571,887.88, for the expansion or development of immigrant integration efforts (Attachment B);

Continued on Page 2

ACTION: 4/5 Vote Required, Policy


Heidi Marshall, Director 11/21/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: January 9, 2024
xc: HWS

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

RECOMMENDED MOTION: That the Board of Supervisors:

2. Ratify and Authorize the Director of the Department of Housing Workforce Solutions (HWS), or designee, to execute the Grant Agreement with the California GO-Biz to receive LIIIG funds, in the total aggregate amount of \$571,888, effective October 1, 2023 through November 30, 2025, subject to availability of fiscal funding and as approved as to form by County Counsel, as well as any necessary documents related to the LIIIG grant award, in accordance with program requirements and administer all actions and sign all documents necessary related to the administration of this grant;
3. Approve the form of the Subrecipient Agreement Template for the agreement with TODEC (Attachment D);
4. Authorize the Director of HWS, or designee, to negotiate and execute the Subrecipient Agreement with Training Occupational Development Educating Communities (TODEC) for the expansion and development of immigrant integration efforts, without seeking competitive bids for two years for a period beginning October 1, 2023, through September 30, 2025, for a total aggregate amount not to exceed \$342,000;
5. Authorize the Director of HWS, or designee, based on the availability of fiscal funding and as approved as to form by County Counsel, to administer all actions necessary and sign all documents related to the administration of the LIIIG funds, including to: (a) sign amendments to the Subrecipient Agreements or MOUs that make modifications to the statement of work and stay within the intent of the agreement or MOU; and (b) sign amendments to the period of performance and/or compensation provisions of the Subrecipient Agreements or MOUs, including moving funds between each agency not to exceed the total grant amount of the LIIIG, as set forth in the Grant Agreement and approved by GO-Biz and LIIIG; and
6. Approve and direct the Auditor-Controller to make the budget adjustment shown in Attachment A.

| FINANCIAL DATA | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost |
|--|-----------------------------|--------------------------|---------------------------|---------------------|
| COST | \$285,944 | \$285,944 | \$571,888 | \$ 0 |
| NET COUNTY COST | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| SOURCE OF FUNDS: 100% State Funding | | | Budget Adjustment: | Yes |
| | | | For Fiscal Year: | 23/24 - 24/25 |

C.E.O. RECOMMENDATION: Approve

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

BACKGROUND:

Summary

The Governor's Office of Business and Economic Development (GO-Biz) released a Request for Proposal for the Local Immigrant Integration and Inclusion Grant (LIIG) 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 organization capacity of local governments to support immigrant populations across the state. The LIIG is a two-year program from October 1, 2023, through August 31, 2025, which directly supports the following activities: economic development, social services navigation, intergovernmental technical assistance, and civic engagement.

The Riverside County Department of Housing and Workforce Solutions / Continuum of Care Division (HWS/CoC) submitted a joint proposal with Training Occupational Development Educating Communities (TODEC), a local public nonprofit organization, and successfully secured \$571,888. While many county departments play a critical role in providing services to immigrant families, additional resources exist within the non-profit and faith-based community. It is for this reason, that TODEC will be using funding from this grant to augment their existing work in coordinating care and social services to immigrant families across county and city departments, non-profit, and faith-based structures.

Under this new model, HWS will be serving as the administrative and fiscal agent and will be onboarding a dedicated Coordinator to serve as a liaison and to assist TODEC with facilitating connections to different county programs that directly serve and aid immigrant families. TODEC will be using funds to directly support case managers and navigators, who will work alongside a network of immigrant serving organizations and advocacy groups to better serve families. Services will provide a targeted emphasis on economic development, new business development and technical assistance, apprenticeship programs, professional certification assistance, workforce development training, financial literacy, social services navigation, as well as establishing sustainable partnerships with the community. TODEC's goal is to serve 10,000 individuals over the course of the year and will be facilitating regular community engagement and outreach events to raise awareness about their program and services.

Impact on Residents and Businesses

HWS is committed to forming a formal partnership with TODEC who will serve as sub-grantee and regional lead coordinating the Office of Immigration Services for the entire region. TODEC will serve as the lead entity facilitating social services navigation and working alongside HWS and the County to strengthen intergovernmental programming to/for the immigrant Community.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

Additional Fiscal Information

The full amount for the LIIG is \$571,888. This State funding is awarded by the California Governor's Office of Business and Economic Development (GO-Biz). These funds will cover the ongoing costs of staffing and operations for the Training Occupational Development Educating Communities (TODEC). The cost for fiscal year 2023/2024 is \$285,944 and for fiscal year 2024/2025 is \$285,944.

| Subrecipient Name | Fiscal Year 23/24 | Fiscal Year 24/25 | Total Grant |
|--------------------------|--------------------------|--------------------------|--------------------|
| TODEC | \$171,000 | \$171,000 | \$342,000 |
| HWS | \$114,944 | \$114,944 | \$229,888 |
| Grand Total | \$285,944 | \$285,944 | \$571,888 |

Contract History and Price Reasonableness

The Riverside County Department of Housing and Workforce Solutions (HWS) submitted a proposal alongside TODEC for \$470,000 to fund immigration inclusion and immigrant integration programming, services and/or initiatives serving the migrant community of Riverside County. The County received award notification on September 21, 2023, for \$571,888 to continue efforts of immigrant inclusion in the County of Riverside with TODEC as subrecipient to serve the immigrant community by providing case management, connection to County services, education, and outreach. TODEC was selected because of its experience working with immigrant communities within Riverside County since the early 1980's and empowering disenfranchised immigrant communities to become economically, socially, educationally, and civically self-sufficient.

ATTACHMENTS:

- Attachment A Schedule A
- Attachment B LIIG Standard Agreement
- Attachment C Single Source Justification
- Attachment D Subrecipient Agreement Template


Heydee Koury, Sr Accountant - Auditor 11/21/2023


Erianria Lontajo, Principal Management Analyst 12/28/2023


Aaron Gettis, Deputy County Counsel 12/18/2023

SCHEDULE A
Housing and Workforce Solutions
Budget Adjustment
Fiscal Year 2023/2024

Increase in Appropriations:

| | | | |
|-------------------------|------------------------------|----|---------|
| 21300-5500300000-536200 | Contrib To Non-County Agency | \$ | 285,944 |
|-------------------------|------------------------------|----|---------|

Increase in Estimated Revenues:

| | | | |
|-------------------------|----------------------------|----|---------|
| 21300-5500300000-755680 | CA- Other Operating Grants | \$ | 285,944 |
|-------------------------|----------------------------|----|---------|



Grant Agreement #LIIG-2023-09

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
COUNTY OF RIVERSIDE

The term of this Agreement is:
October 1, 2023, through November 30, 2025

The maximum grant amount for this Agreement is:
\$571,887.88

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.

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

| GRANT RECIPIENT | |
|---|---------------------------------|
| GRANT RECIPIENT'S NAME COUNTY OF RIVERSIDE | |
| BY (Authorized Signature) x. Heidi Marshall | DATE SIGNED Oct 26, 2023 |
| PRINTED NAME AND TITLE OF PERSON SIGNING Heidi Marshall, Director - HWS | |
| ADDRESS 3403 Tenth St. Suite 310. Riverside CA 92501 | |
| 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 |
| 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 the County of Riverside (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-2023-09 ("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 Riverside 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 November 30, 2025. Additional time is 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 September 30, 2025.
4. **Compensation.** The RECIPIENT is entitled to up to \$571,887.88, 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 September 30, 2025.
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 IATU 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 LIIG 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 LIIG 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:
 - a. Providing guidance and support in gathering required documentation, preparing application materials, and navigating the licensing process.
 - b. 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:

- a. Industry partnerships, skill-based seminars, entrepreneurial training, licensing requirements overviews, job application workshops, job shadowing, etc.
- b. 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.
- c. 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:

- a. 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.
- b. 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.
- c. 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:

- a. Conducting financial literacy workshops or seminars covering budgeting, saving, credit management, debt reduction, investment basics, and understanding banking services.
- b. Collaborating with financial institutions, community organizations, or local experts to provide one-on-one financial counseling and coaching to immigrant individuals and families.



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 – September 30, 2024 | October 15, 2024 |

| FY 2024 – 2025 Service Period | Report Due |
|--------------------------------------|-------------------|
|--------------------------------------|-------------------|



| | |
|-------------------------------------|------------------|
| October 1, 2024 – December 31, 2025 | January 15, 2025 |
| January 1, 2025 – March 31, 2025 | April 15, 2025 |
| April 1, 2025 – June 30, 2025 | July 15, 2025 |
| July 1, 2025 – September 30, 2025 | October 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 – September 30, 2024 | October 15, 2024 |

| FY 2024 – 2025 Service Period | Invoice Due |
|--------------------------------------|--------------------|
| October 1, 2024 – December 31, 2025 | January 15, 2025 |
| January 1, 2025 – March 31, 2025 | April 15, 2025 |
| April 1, 2025 – June 30, 2025 | July 15, 2025 |
| July 1, 2025 – September 30, 2025 | October 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
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 – Scope of Work and Performance Metrics**

| | |
|---|---------------------|
| General Information: | |
| Local Government Applicant: | County of Riverside |
| DBA (if applicable): | |
| Employer/Taxpayer Identification Number: | 95-600930 |
| Organizational DUNS (if available): | |
| Mailing Address (and physical address if it is different): | |
| Street 1: | 3403 Tenth St. |
| Street 2: | Suite 310 |
| City: | Riverside |
| County: | Riverside |
| State: | California Only |
| Zip Code: | 92501 |
| Name and contact information of the person to be contacted regarding this application: | |
| First and Last Name: | Tanya Torno |
| Title: | Deputy Director |
| Telephone Number: | (442) 315-0264 |
| Email: | ttorno@rivco.org |
| Website: | www.rivcohpws.org |

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

Signature (electronic is acceptable) _____

Date 8/23/2023

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

County Riverside

City _____



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?



A. The County of Riverside's Department of Housing and Workforce Solutions (HWS) was established in March 2020 with a primary mission to centralize and ultimately, strengthen efforts to eradicate poverty across the region. Under its umbrella, HWS leverages programming from its five divisions inclusive of the Housing Authority, Community Action Partnership, Community and Housing Development, Workforce Services, and Office of Homeless Solutions to deliver a wide-range of social services and housing to special populations, which include the immigrant community. To date, the services have been inclusive of housing, career coaching and training, financial literacy, tax assistance, linkages to self-sufficiency programs and financial assistance towards essential services such as utilities and weatherization improvement programs.

In the last 3 years, the County of Riverside and through the leadership of HWS, has coordinated the following initiatives for the immigrant community: 1) Sheltering services for over 82,000 asylum seekers; 2) Launching a Rapid Response Network (RRN) inclusive of over 15 immigrant serving organizations and advocacy groups; 3) Coordinating Housing and Homeless Services for individuals at-risk of or are experiencing homelessness; 4) Developing targeted housing opportunities for immigrant groups such as farm workers. While HWS plays a critical role in delivering services for immigrant families, we recognize community-based organizations are best positioned to lead immigration efforts because of their nimbleness and flexibility to meet community needs which can sometimes be restricted under governmental structures. If funding is acquired through this proposal, HWS will establish a formal partnership with TODEC, who will serve as a sub-grantee and regional lead coordinating the Office of Immigration Services for the entire region. Under this role, Todec will serve as the lead subcontracted entity facilitating social services navigation and working alongside HWS and the County to strengthen intergovernmental programming to/for the immigrant community.

Since 1984, TODEC Legal Center has acted in this capacity and empowered disenfranchised immigrant communities to become economically, socially, educationally, and civically engaged and self-sufficient while enhancing individual self-esteem and community health. TODEC empowers immigrant workers to engage in community organizing that changes lives through civic engagement programs that reach 100,000 immigrant workers annually throughout Riverside, San Bernardino, Indio, and Imperial counties (the Inland Empire). In Riverside County, which covers 7,200 square miles, migrant workers and other undocumented immigrants are isolated and lack basic communication infrastructure, including reliable Wi-Fi and internet access. Meanwhile, the region is under the jurisdiction of US Customs and Border Patrol, who can stop community members with probable cause and deport them. Migration has been a central feature of the region for centuries, and there are now nearly one million immigrants living in our service area. TODEC's focus has always been to ensure fairness and opportunity for low wage workers, to support innovations that connect low wage workers to vital resources, and to promote civic engagement. TODEC's #NaturalizeIE program has assisted 300,000 immigrants in becoming U.S. citizens, and an additional 20,000 in achieving DACA (Deferred Action for Childhood Arrivals) status. With their unwavering focus on citizenship, they have seen three decades of immigrants turned citizens add to the growing base of TODEC's extended, civically engaged community.

They also engage in critical poverty alleviation work by providing financial support to frontline farm and food workers and undocumented immigrants who were deemed essential workers during the pandemic, as well as undocumented immigrants who have experienced hardships from natural disasters, in partnership with three state and federally funded relief programs throughout the COVID pandemic and beyond. To date, they have distributed more than \$12.5 million in direct cash payments to our community for COVID and disaster relief. In addition to cash assistance, the Harvest for the Housing program also provides outreach, temporary housing, and wellness checks for workers who are COVID-19 positive or exposed. Through the COVID hotline, they were the first to begin vaccinating farmworkers, and successfully convinced county and state leadership to prioritize farmworkers in their COVID response. TODEC offers Know Your Rights sessions and English as a Second Language courses and many who participate in these go on to join the organization as volunteers. With the support from the Local Immigrant Integration and Inclusion Grant (LIIG), TODEC will further deepen their reach in Riverside County. Through this grant, they will provide culturally responsive case management, connection to County services, education and outreach, access to English as a Second Language / Civics classes, and translation and interpretation services

B.



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) |
|--------------------------|--------------------|---|
| Luz Gallegos | Executive Director | city oversees and coordinates all programming under the Office of Immigration Servi |
| Alberto Cruz | Program Manager | : Executive Director and manages all programs and staff under the Office of Immigra |
| | | |
| | | |

- 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.



A.

The County of Riverside will directly support the TODEC operated, Office of Immigration Services. TODEC Legal Center seeks a two pronged approach to connect the immigrant community to public and private resources available across Riverside County and reach hard to serve populations. This LIIG grant will focus on Social Services Navigation (Section 2) and Intergovernmental Capacity and Technical Assistance (Section 3).

Social Services Navigation

TODEC will use the LIIG to fund the Executive Director and Program manager to expand the number of Riverside County immigrants who receive social services navigation, case management, and connection to resources, including with County agencies. As a nationally-acclaimed grassroots organization, TODEC has worked with the immigrant families who comprise the overwhelming majority of California's frontline farmworker and immigrant communities for almost 40 years. They have the proven ability to communicate directly with this population, and the community trusts them to provide them with confidential, knowledgeable, and critical support services when they need it, in a language they understand. This is reflected in the makeup of the organization: the vast majority of TODEC's staff of 49 are immigrants from the Inland Empire, many of whom over the years have benefited from TODEC's leadership programs and were recruited from said programs.

TODEC's services are aimed at economically and civically empowering individuals, facilitating naturalization, expanding voting access, providing education about worker and immigration rights, connecting vulnerable and hard-to-reach immigrant populations to County services and benefits, and safeguarding women experiencing domestic violence.

Through the LIIG program, TODEC will:

- Offer quarterly immigrant integration events in partnership with County staff that will provide an overview of County services and opportunities for individuals to enroll onsite.
- Participate in at least two outreach events (e.g., tabling at existing events, conducting outreach in the fields) weekly to inform immigrant communities about County services and connect them to resources.
- Expand call center staffing to increase capacity to follow-up with resources and referrals.
- Expand services and internet connectivity to the most vulnerable immigrant populations in remote corners of the County.

TODEC's ongoing services that will be available to immigrant communities include:

- Know Your Rights trainings run by TODEC attorneys and OLAP Accredited Staff
- English as a Second Language/Civics classes
- El Centavito Aprende y Emprrende entrepreneurship training for adults and youth (age 16-18)
- #NaturalizeIE, focused on helping people become naturalized citizens and becoming informed and engaged voters, with the goal of naturalizing every eligible person in the County
- Monarcas Luchadoras, which engages youth, registers young adults to vote, and builds the next generation of empowered and civically engaged citizens

Intergovernmental Capacity and Technical Assistance

TODEC will provide cultural competency training for County government officials to better understand the issues that so many immigrants face, including fear of the government, language, cultural, and practical barriers, appropriate terms to use for talking about immigrants (e.g., "undocumented" vs "illegal"). The goal of this work will be to help government workers better understand the realities of and motivations behind living in the United States as an undocumented immigrant, and increasing County workers' empathy and understanding of, and ability to support, this population more effectively.

B.

TODEC will achieve the activities outlined above by hiring additional outreach workers and call center staff; conducting a comprehensive outreach and marketing campaign through social media, news media, email, call center, text messaging, and outreach to its vast network of community partners; acquiring a wi-fi mobile office van to expand outreach efforts and increase engagement and enrollment in public benefits.



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) |
|---------------------------------|----------------------------|--|
| Tanya Torno | Deputy Director | Successful administration of the LIIG grant |
| Brandon Trahan | Fiscal Manager | Invoicing, reporting and other fiscal responsibilities |
| Stefanie Rubio | Contracts & Grants Analyst | carry out the activities specified in the grant |
| | | |



A.

The County of Riverside's Department of Housing and Workforce Solutions is the designated entity administering federal, state, and local funding and serves as the Continuum of Care Lead Agency. This streamlined approach, maximizes the level of coordination among county departments, cities, and over 200 public, private, and non-profit stakeholders, while leveraging multiple funding streams. The County has well over 20 years administering the Continuum of Care Program, a HUD-mandated collaborative, and as a result of this experience has provided regular technical assistance to non-profit organizations who carry out homeless assistance projects. As a result of this experience, the County of Riverside has built a robust Homeless Delivery System which under this fiscal year alone, has assisted over 16,000 individuals across a continuum of services such as street outreach, emergency shelter, and other housing interventions.

Furthermore, TODEC has deep experience managing large public (County, state, and federal) grants. The Finance Director is responsible for budgeting and fiscal management. The Program Manager is responsible for reporting and tracking grant deliverables. TODEC uses Social Solutions software for secure case management, automated communications, and reporting and data analytics.

TODEC uses Results-Based Accountability (RBA) to solve problems using data-driven, decision-making processes and ensure they are meeting program goals. RBA helps TODEC identify the specific customers who benefit from the services we provide, so their performance measures to assess community-wide improvements focus on whether our community is better off as a result of their services. These performance measures also look at the quality and efficiency of these services.

B. The Housing and Workforce Solutions financial system complies with 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) in addition to, governmental Generally Accepted Accounting Principles (GAAP), as codified by the Governmental Accounting Standards Board (GASB), as the highest-ranking set of standards applicable to the County's accounting practices. These standards take highest precedence over all other standards, laws, and regulations.

HWS has a dedicated Administrative and Financial Division whose sole responsibility is to safeguard fiscal and programmatic accountability of Federal, State and local funds, property and other assets, with efficiency to effectiveness. To comply with audit requirements, the Fiscal Division maintains a separate ledger for indirect costs and separate ledgers for each project; maintains documents supporting accounting entries; records expenditures for each program by required cost categories; and emphasizes timely billing and payment of accounts receivables and payables. Internal controls ensure that all accounting entries are supported by appropriate documentation; authorized personnel approve all checks before they are disbursed; all checks are pre-numbered and accounted for; and monthly bank reconciliations are completed. The Fiscal Department also handles financial compliance reviews; quality assurance reviews; and internal and external audits. Financial and budget updates are prepared and presented to Management on a monthly basis.

HWS has the internal controls and processes in place to invoice GO-Biz for quarterly expenses and submit expense reports with each invoice, as required and within 15 calendar days after the end of each month as included in the Go-Biz reimbursement scale.



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?

A.

Both the County of Riverside and TODEC have extensive experience working collaboratively with stakeholders in Riverside County and throughout the region to maximize their impact. For Todec, a critical example is their advocacy for how local and state governments supported immigrant communities during the pandemic. TODEC worked directly with Kathleen Janus, Governor Newsom's Senior Advisor on Social Innovation, on a number of different partnerships, such as the US Census and the DRAI program.

The partner relationships TODEC has built are strong and encompass all aspects of the Inland Empire immigrant community, from state and local government offices, to agribusiness owners, to healthcare, social, and religious organizations. They have launched successful educational campaigns about changes to immigration laws, the importance of accurate census counts, and most recently, COVID-19 safety and prevention. Outreach to immigrants in the Inland Empire is what TODEC and its partners do best.

Riverside County's collaboration with TODEC, Desert Healthcare District & Foundation and other community-based partners, allowed Riverside County to be the first county in the nation to prioritize vaccination of frontline farm workers. This partnership facilitated vaccination to well thousands of farm workers throughout the Eastern Coachella Valley whose communities are difficult to reach. "It's not just that they prioritized farmworkers — they developed a comprehensive, innovative strategy to ensure vaccine access and acceptance in farmworker communities." (NY Times, March 3, 2021).

As described above, TODEC maintains deep partnerships with a multitude of agencies and community-organizations serving the region's immigrant populations.

B.

TODEC possesses a wide array of valuable resources that will be strategically harnessed to maximize the impact of the grant. With a projected annual budget for FY 2023-24 of \$5,677,440, of which \$2 million will be pass-through funds going directly to vulnerable community members, the grant will represent a significant portion of the annual financial resources. TODEC's facilities include five offices across the Inland Empire. The organization uses Social Solutions software for secure case management, automated communications, and reporting and data analytics.

TODEC has a dedicated volunteer base of over 300 people, many of whom are immigrants who have benefited from TODEC's programs. Volunteers work as community organizers, supporting the range of programs, and shaping the direction of the work for the future.

The strategic utilization of their facilities and mobile units will enable them to extend their reach and cater to underserved communities in rural areas. By capitalizing on the dedication and involvement of volunteers, TODEC can expand their program offerings and enhance community engagement, ultimately fostering a sense of ownership and empowerment among the immigrant population. TODEC will bring all of its resources to bear to maximize impact for the community.



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: Connect the immigrant community to public and private resources. | |
| Objective 1: Hold at least one outreach events with Riverside County | 8/2024 |
| Objective 2: Participate in at least two outreach events (e.g., tabling at | 8/2024 |
| Objective 3: Improve navigation services to immigrant families who are | 8/2024 |
| 2) GOAL: Support long-term immigrant integration in Riverside County. | |
| Objective 1: Increase the number of Riverside County immigrants receiving | 8/2024 |
| Objective 2: Establish dedicated navigators who will specialize in social | 12/2023 |
| Objective 3: | |
| 3) GOAL: Improve communication and understanding between County and | |
| Objective 1: Provide quarterly cultural competency training to County | 8/2024 |
| Objective 2: Develop flyers and other marketing material showcasing | 12/2023 |
| Objective 3: Launch a county-wide campaign to raise awareness of | 8/2024 |



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.

Todec Legal Center Perris

EIN: 33-0711527 | Moreno Valley, California, United States

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC ⓘ

Copies of Returns (990, 990-EZ, 990-PF, 990-T)

Electronic copies (images) of Forms 990, 990-EZ, 990-PF or 990-T returns filed with the IRS by charities and non-profits.

- ✓ Tax Year 2021 Form 990
- ✓ Tax Year 2020 Form 990
- ✓ Tax Year 2019 Form 990
- ✓ Tax Year 2018 Form 990
- ✓ Tax Year 2017 Form 990
- ✓ Tax Year 2016 Form 990

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Business Search

► The California Business Search provides access to available information for **corporations, limited liability companies and limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.

Basic Search

A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number.

[Skip to main content](#) State

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| Initial Filing Date | 08/23/1996 |
| Status | Active |
| Standing - SOS | Good |
| Standing - FTB | Good |
| Standing - Agent | Good |
| Standing - VCFCF | Good |
| Formed in | CALIFORNIA |
| Entity Type | Nonprofit Corporation - CA - Public Benefit |
| Principal Address | 234 S D STREET PERRIS, CA 92570 |
| Mailing Address | PO BOX 1733 PERRIS, CA 92570 |
| Statement of Info Due Date | 08/31/2024 |
| Agent | Individual LUZ GALLEGOS 234 SOUTH D STREET PERRIS, CA 92570 |

View History

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Business UCC

Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains ?keyword? search. The Advanced search allows for a ?starts with? filter. To search entities that have a status other than active or to refine search criteria, use the **Advanced** search feature.

Advanced Search

An Advanced search is required when searching for publicly traded disclosure information or a status other than active.

An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.


Disclaimer: Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.


Although every attempt has been made to ensure that the information contained in the database is accurate. the

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Request Certificate

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| Standing - SOS | Good |
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from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2) select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

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Initial Filing Date 08/23/1996
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| Entity Information | Initial Filing Date |
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| | 08/23/1996 |

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Click on the Organization Name for details about the registration or report record. The maximum number of records shown per page is 50. If there are multiple pages of the results, the clickable page numbers will be displayed at the bottom. If you get too many results or do not find the organization for which you are searching, click the **Search** button and change the search criteria. It is best to search by something that is as unique to the organization as possible such as State Charity Registration Number, FEIN, S Corporate Number, or an unusual portion of their name. To see all registration and report records associated with an organization, avoid searching by State Charity Registration Number as that is record-specific.

[Search Again](#)

| ORGANIZATION NAME | REGISTRATION TYPE | STATUS | STATE CHARITY REGISTRATION NUMBER | FEIN | OTHER IDENTIFIERS |
|---------------------------|----------------------|---------|-----------------------------------|-----------|-------------------|
| TODEC LEGAL CENTER PERRIS | Charity Registration | Current | 103742 | 330711527 | MOREN VALLEY |

Registrant Details

| | | | |
|--------------------------|----------------------------|--|-------------------|
| Organization Name: | TODD'S LEGAL CENTER PERRIS | IRS FEIN: | 330711527 |
| Entity Type: | Public Benefit | SOS/FTB Corporate Organization Number: | 1077613 |
| Registry Status: | Current | Renewal Due/Exp. Date: | 11/15/2023 |
| RCT Registration Number: | 103742 | Issue Date: | 6/30/2006 |
| Record Type: | Charity Registration | Effective Date: | 6/30/2006 |
| Date of Last Renewal: | 5/11/2023 | DBA: | |

Mailing Address

| | |
|------------------|------------------------|
| Street: | PO BOX 1235 |
| Street Line 2: | |
| City, State Zip: | MORENO VALLEY CA 92556 |

History & Correspondence

| Founding Documents | Founding Documents |
|--|--------------------------|
| Online Renewal Submission | 2022 |
| Audited Financial Statement | 2022 |
| IRS Form 990 Series | 2022 |
| Explanations For Yes Answers | 2022 |
| Audited Financial Statement | 2021 |
| Form RRF-1 | 2021 |
| IRS Form 990 Series | 2021 |
| Renewal Filing | 2020 |
| Form RRF-1 | 2018 |
| IRS Form 990 Series | 2017-2018 |
| Renewal Filing | 2017 |
| 2016 IRS Form 990 Series | 2016 IRS Form 990 Series |
| 2016 Form RRF-1 | 2016 Form RRF-1 |
| 2015 RRF-1 | 2015 RRF-1 |
| 2015 IRS Form 990 | 2015 IRS Form 990 |
| RRF-1 2014 | 2014 RRF-1 |
| IRS Form 990-EZ 2014 | 2014 IRS Form 990-EZ |
| RRF-1 2013 | 2013 RRF-1 |
| IRS Form 990-EZ 2013 | 2013 IRS Form 990-EZ |
| RRF-1 2012 | 2012 RRF-1 |
| IRS Form 990-EZ 2012 | 2012 IRS Form 990-EZ |
| RRF-1 2011 | 2011 RRF-1 |
| IRS Form 990-EZ 2011 | 2011 IRS Form 990-EZ |
| RRF-1 2010 | 2010 RRF-1 |
| IRS Form 990-EZ 2010 | 2010 IRS Form 990-EZ |
| RRF-1 2009 | 2009 RRF-1 |
| IRS Form 990 2009 | 2009 IRS Form 990 |
| RRF-1 2008 | 2008 RRF-1 |
| IRS Form 990 2008 | 2008 IRS Form 990 |
| RRF-1 2007 | 2007 RRF-1 |
| IRS Form 990 2007 | 2007 IRS Form 990 |
| RRF-1 2006 | 2006 RRF-1 |
| IRS Form 990 2006 | 2006 IRS Form 990 |
| RRF-1 2005 | 2005 RRF-1 |
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| RRF-1 2004 | 2004 RRF-1 |
| IRS Form 990 2004 | 2004 IRS Form 990 |
| RRF-1 2003 | 2003 RRF-1 |
| IRS Form 990 2003 | 2003 IRS Form 990 |

| | |
|-------------------|-------------------|
| RRF-1 2002 | 2002 RRF-1 |
| IRS Form 990 2002 | 2002 IRS Form 990 |
| RRF-1 2001 | 2001 RRF-1 |
| IRS Form 990 2001 | 2001 IRS Form 990 |
| RRF-1 2000 | 2000 RRF-1 |
| RRF-1 2000 | 2000 RRF-1 |

Annual Renewal Data

| | |
|--|------------|
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7-1-2009 |
| Accounting Period End Date: | 6-30-2010 |
| Filing Received Date: | 3-30-2011 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7-1-2010 |
| Accounting Period End Date: | 6-30-2011 |
| Filing Received Date: | 9-9-2011 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7-1-2011 |
| Accounting Period End Date: | 6-30-2012 |
| Filing Received Date: | 5-17-2013 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7-1-2012 |
| Accounting Period End Date: | 6-30-2013 |
| Filing Received Date: | 5-19-2014 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7-1-2013 |
| Accounting Period End Date: | 6-30-2014 |
| Filing Received Date: | 11-3-2014 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7-1-2014 |
| Accounting Period End Date: | 6-30-2015 |
| Filing Received Date: | 12-21-2015 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7-1-2015 |
| Accounting Period End Date: | 6-30-2016 |
| Filing Received Date: | 5-15-2017 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7-1-2016 |
| Accounting Period End Date: | 6-30-2017 |
| Filing Received Date: | 5-14-2018 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7-1-2017 |
| Accounting Period End Date: | 6-30-2018 |
| Filing Received Date: | 5-17-2019 |
| Form RRF-1 Reject/Incomplete Reason: | |

Form CT-TR-1 Reject/Incomplete Reason:
IRS Form 990 Reject/Incomplete Reason:
Notes From Registry Staff:

Status of Filing: Accepted
Accounting Period Begin Date: 7/1/2018
Accounting Period End Date: 6/30/2019
Filing Received Date: 10/23/2020

Form RRF-1 Reject/Incomplete Reason:
Form CT-TR-1 Reject/Incomplete Reason:
IRS Form 990 Reject/Incomplete Reason:
Notes From Registry Staff:

Status of Filing: Accepted
Accounting Period Begin Date: 7/1/2019
Accounting Period End Date: 6/30/2020
Filing Received Date: 5/24/2021

Form RRF-1 Reject/Incomplete Reason:
Form CT-TR-1 Reject/Incomplete Reason:
IRS Form 990 Reject/Incomplete Reason:
Notes From Registry Staff:

Status of Filing: Accepted
Accounting Period Begin Date: 7/1/2020
Accounting Period End Date: 6/30/2021
Filing Received Date: 5/18/2022

Form RRF-1 Reject/Incomplete Reason: Resubmission-Correction Accepted

Form CT-TR-1 Reject/Incomplete Reason:
IRS Form 990 Reject/Incomplete Reason:

Notes From Registry Staff: A duplicate payment (check #11445) was received. A previous payment (check #11247) had already been processed. The duplicate check has been shredded.

Status of Filing: E-Accepted
Accounting Period Begin Date: 7/1/2021
Accounting Period End Date: 6/30/2022
Filing Received Date: 5/9/2023

Form RRF-1 Reject/Incomplete Reason:
Form CT-TR-1 Reject/Incomplete Reason:
IRS Form 990 Reject/Incomplete Reason:
Notes From Registry Staff:

Related Registrations & Event Reports

1. [Faint text]

No Related Records



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
[Signature]

Collaborative Partner #1 Organization Name
TODEC Legal Center Perris

Authorized Representative Name
Heidi Marshall

Authorized Representative Name
luz Gallegos

Title: Director

Title: Executive Director

Signature: *[Signature]*

Signature: *luz Gallegos*

Date: Oct 27, 2023

Date: Oct 27, 2023



Exhibit C – Budget Detail

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



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 LIIIIG 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 LIIIIG. 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.

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.

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. Immigrant³

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,

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.



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

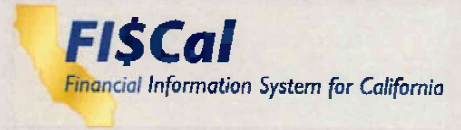
Refugee status is a form of protection that may be granted to people who meet the definition of refugee and are of special humanitarian concern to the United States. Refugees are generally people outside their country who are unable or unwilling to return home because they fear serious harm.

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.



The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields marked with an asterisk (*) are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal Government Agency Name*

Remit-To Address (Street or PO Box)*

City* State * Zip Code*+4

Government Type: City County Special District Federal Other (Specify)

Federal Employer Identification Number (FEIN)*

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

| | | | |
|-------------------------|----------------------|------------------|----------------------|
| Dept/Division/Unit Name | <input type="text"/> | Complete Address | <input type="text"/> |
| Dept/Division/Unit Name | <input type="text"/> | Complete Address | <input type="text"/> |
| Dept/Division/Unit Name | <input type="text"/> | Complete Address | <input type="text"/> |
| Dept/Division/Unit Name | <input type="text"/> | Complete Address | <input type="text"/> |

Contact Person* Title

Phone number* E-mail address

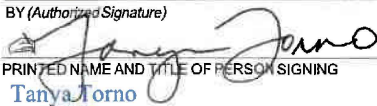
Signature* Date

DRUG-FREE WORKPLACE CERTIFICATION

STD. 21 (Rev. 10/2019)


CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

| | |
|--|---|
| CONTRACTOR/BIDDER FIRM NAME County of Riverside | FEDERAL ID NUMBER 95-600930 |
| BY (Authorized Signature)  | DATE EXECUTED |
| PRINTED NAME AND TITLE OF PERSON SIGNING Tanya Torno | TELEPHONE NUMBER (Include Area Code) (951) 955-7728 |
| TITLE Deputy Director | |
| CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS 3403 Tenth Street, Suite 310, Riverside, CA 92501 | |

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free workplace policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until 09/01/2026 (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

Signature:  .

Email: hmarshall@rivco.org



HWS HOUSING AND WORKFORCE SOLUTIONS
ENGAGE. ENCOURAGE. EQUIP.



Date: 10/25/2023
 From: Heidi Marshall, HWS Director
 To: Board of Supervisors/Purchasing Agent
 Via: Letasha Harrell (951) 809-1907
 Subject: Single Source Procurement; Request for TODEC

The below information is provided in support of my department requesting approval for a sole or single source. (*Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole or single source.*)

1. **Supplier being requested:** *Training Occupational Development Educating Communities (TODEC)*

2. **Vendor ID:** 0000108943

3. **Single Source** **Sole Source**
 (*Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available*)

(*Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements*)

4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department?** (*If yes, please provide the approved sole or single source number*).

Yes **No**
 SSJ# _____

4a. **Was the request approved for a different project?**

Yes **No**

5. **Supply/Service being requested:**

(*If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law. All insurance requirements must be met prior to work commencement. See the Risk Management website for vendor insurance requirements.*)

TODEC was chosen by the State as a Co-grantee along with the County, for their experience in providing wrap-around services to the immigrant community and based on their exceptional track record and impact serving the



Riverside County immigrant community. TODEC has modeled its commitment to outreach to local populations and has been consistently entrusted by County, State, and federal government to distribute funds. Their successful participation in the State of California's Disaster Relief Assistance for Immigrants (DRAI) program in 2020, through which they assisted over 9,000 undocumented individuals and efficiently disbursed \$4.5 million in direct aid, showcases their capabilities managing impactful initiatives. TODEC will be leading efforts and coordinating care for immigrant populations alongside more than 15 immigrant serving organizations and advocacy groups. The Grant award will cover costs toward serving and expanding existing services for immigrants, refugees, or asylees, unaccompanied minors, immigrant youth, and hard to reach immigrant populations with economic development, new business development and technical assistance, apprenticeship programs, professional certification assistance, workforce development training, financial literacy, social services navigation, as well as establishing sustainable partnerships with the community.

6. Unique features of the supply/service being requested from this supplier. (If this sole source request is due to proprietary software or machinery, or hardware, provide a supporting letter from the manufacturer. If this is a single source request provide an explanation of how this provides the best value for the County by selecting this vendor.)

TODEC empowers immigrant workers to engage in community organizing that changes lives through civic engagement programs that reach 100,000 immigrant workers annually throughout Riverside, San Bernardino, Inyo, and Imperial counties (the Inland Empire). TODEC's #NaturalizeIE program has assisted 300,000 immigrants in becoming U.S. citizens, and an additional 20,000 in achieving DACA (Deferred Action for Childhood Arrivals) status. To date, they have distributed more than \$12.5 million in direct cash payments to our migrant community for COVID and disaster relief. TODEC is a non-profit that provides these wrap-around services to the migrant community in Riverside and surrounding counties. TODEC's service area covers the Inland Empire (Riverside, San Bernardino, Imperial, and Inyo counties). In Riverside County, they work closely Riverside County Public Health, Community Action Partnership, Department of Public Social Services, Housing, and Workforce Solutions, and Emergency Management Department, Riverside County University Health Systems.

7. Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:

Riverside County's collaboration with TODEC, allowed Riverside County to be the first county in the nation to prioritize vaccination of frontline farm workers. This partnership facilitated vaccination to thousands of farm workers throughout the Eastern Coachella Valley whose communities are difficult to reach. "It's not just that they prioritized farmworkers — they developed a comprehensive, innovative strategy to ensure vaccine access and acceptance in farmworker communities." (NY Times, March 3, 2021). TODEC's facilities include five offices across the Inland Empire. The organization uses Social Solutions software for secure case management, automated communications, and reporting and data analytics.



HWS HOUSING AND WORKFORCE SOLUTIONS
ENGAGE. ENCOURAGE. EQUIP.



TODEC's goal along with HWS, is to serve 10,000 individuals over the course of the year. To achieve this, TODEC has planned one event with County staff per quarter in both West and East Riverside, with each event expected to attract over 100 people. TODEC's call center plays a crucial role as a bridge, referring migrant community members to essential services, and fielding thousands of calls each week. TODEC possesses a wide array of valuable resources that will be strategically harnessed to maximize the impact of the LIIG grant. With a projected annual budget for FY 2023-24 of \$5,677,440, of which \$2 million will be pass-through funds going directly to vulnerable migrant community members.

8. Period of Performance: From: 10/01/2023 to 06/30/2025

(Total number of years)

Is this an annually renewable contract? No Yes

Is this a fixed-term agreement: No Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)

9. Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)

| Description: | FY 23/24__ | FY 24/25__ | Total |
|---|--------------|--------------|--------------|
| Personnel Costs | \$171,000.00 | \$171,000.00 | \$342,000.00 |
| Liaison & Administrative Costs (County of Riverside HWS) | \$114,943.94 | \$114,943.94 | \$229,887.88 |
| Total Costs | \$285,943.94 | \$285,943.94 | \$571,887.88 |

Note: Insert additional rows as needed

10. Price Reasonableness: *(Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards?)*

TODEC's services are well known and respected throughout Riverside and surrounding counties. For 40 years, TODEC has provided advocacy, training, and support to Riverside County's immigrant farmworker population. TODEC does not charge clients for their services, therefore the cost for providing the services is directly tied to grant funding. The average cost



per hour to provide case management in California is about \$30 or \$61,800 annually. Legal services costs about \$344 per hour or \$708,640 annually. Additionally, for general immigration help, the hourly rate is often between \$150 and \$300. If you are seeking help filling out and filing forms, the average total cost is between \$250 to \$800. The total cost of green card assistance usually ranges from \$800 to \$5,000. Given this, we surmise that the price is comparable to industry standards.

11. Projected Board of Supervisor Date (if applicable): 12/05/2023

(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)

| | | |
|---|----------------|-------------|
|  | Heidi Marshall | Dec 4, 2023 |
| Department Head Signature (Or designee) | Print Name | Date |

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Condition/s:

Not to exceed:

One-time \$ _____

Annual Amount \$ 285,943.94 / per fiscal year through 6/30/25 (date)
(If Annual Amount Varies each FY)

FY _____ : \$ _____
 FY _____ : \$ _____
 FY _____ : \$ _____
 FY _____ : \$ _____



HWS HOUSING AND
WORKFORCE
SOLUTIONS
ENGAGE. ENCOURAGE. EQUIP.



FY _____ : \$ _____

Meghan Hahn

12/5/23

24-133

Purchasing Agent

Date

Approval Number

(Reference on Purchasing Documents)

County of Riverside
Department of Housing, and Workforce Solutions
3403 Tenth Street, Suite 300
Riverside, CA 92501

and

TODEC LEGAL CENTER PERRIS

LOCAL IMMIGRANT INTEGRATION AND INCLUSION GRANT (LIIG)

HWSCoC-0004927



HWS HOUSING AND
WORKFORCE
SOLUTIONS
ENGAGE. ENCOURAGE. EQUIP.



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- Attachment VI – Grant Agreement No. LIIIG-2023-09

This Agreement for the Local Immigrant Integration and Inclusion Grant (herein referred to as "Agreement") is made and entered into this ____ day of _____, 2023, by and between TODEC LEGAL CENTER PERRIS a California public benefit, non-profit corporation (herein referred to as "CONTRACTOR"), and the County of Riverside, a political subdivision of the State of California, on behalf of its Department of Housing, and Workforce Solutions (herein referred to as "COUNTY").

WHEREAS, on September 21, 2023, HWS received an award under the Local Immigrant Integration and Inclusion Grant. The Program is administered by the California Governor's Office of Business and Economic Development ("Agency"). LIIIG provides one-time, competitive grant funds to Continuums of Care and / or Local Jurisdictions as defined below.

WHEREAS, This award is 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.

WHEREAS, LIIIG awarded COUNTY \$571,887.88 in funding to prioritize serving immigrants, refugees or asylees, unaccompanied minors, immigrant youth, immigrants residing in rural California, and hard-to-reach immigrant populations. Department of Housing, and Workforce Solutions desires to allocate \$342,000.00 to TODEC Legal Center Perris for Personnel Costs. Under LIIIG funds must be 50% expended by September 30, 2024; and 100% expended by September 30, 2025; and,

NOW THEREFORE, the parties agree as follows:

1. DEFINITIONS

- A. "Administrative Entity" means a unit of general purpose local government (city, county or a city that is also a county) or nonprofit organization that has previously administered federal funds as the collaborative applicant pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations that has been designated by its Continuum of Care to administer LIIIG Program funds.
- B. "Budget Amendment" means any change affecting the overall total grant amount awarded that may or may not affect the scope of work.
- C. "Budget Modification" means any change on the dollar amounts of budget line items without any change on the overall total grant amount awarded of this agreement.
- D. "CES" means the Riverside County Coordinated Entry System that serves to prioritize Homeless individuals according to longest length of homelessness and greatest service needs.
- E. "CES Lead Agency" or "HomeConnect" means the County of Riverside's Coordinated Entry System Lead Agency responsible for facilitating the coordination and management of resources and services through Riverside County's crisis response system.

- F. "COUNTY" or "HWS" means the County of Riverside and its Housing and Workforce Solutions Department, which has administrative responsibility for this Agreement. HWS and COUNTY are used interchangeably in this Agreement.
- G. "LIIIG" or "Program" means Local Immigrant Integration and Inclusion Grant. LIIIG and Program are used interchangeably in this Agreement.
- H. "Expend" or "Expended" means all LIIIG funds Obligated under this Agreement or Subcontract have been fully paid and receipted, and no invoices remain outstanding.
- I. "Expend" or "Expended" means all LIIIG funds Obligated under this Agreement or Subcontract have been fully paid and receipted, and no invoices remain outstanding.
- J. "Obligate" or "Obligated" means that the SUBRECIPIENT has placed orders, awarded contracts, received services, or entered into similar transactions that require payment from the LIIIG funds allocated to SUBRECIPIENT pursuant to this Agreement.
- K. "Participant(s)" refers to individual(s) who receive services funded by this Agreement.
- L. "Subcontract" means to any contract, purchase order, or other purchase agreement, including modifications and change orders to the foregoing, entered into by the SUBRECIPIENT with a subcontractor to furnish supplies, materials, equipment, and services for the performance of any of the terms and conditions contained in this Agreement.
- M. "SUBRECIPIENT" means TODEC, including its employees, agents, representatives, subcontractors, and suppliers. SUBRECIPIENT and TODEC are used interchangeably in this Agreement.
- N. "Target Population" means any person who is a part of the immigrant population in the County of Riverside as defined in this Agreement.

1. DESCRIPTION OF SERVICES

- A. SUBRECIPIENT shall provide all services at the prices stated in Schedule A, Payment Provisions, and as outlined and specified in Schedule B, Scope of Services.
- B. SUBRECIPIENT represents that it has the skills, experience, and knowledge necessary to perform under this Agreement and the COUNTY relies upon this representation. SUBRECIPIENT shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.
- C. SUBRECIPIENT affirms that it is fully apprised of all the work to be performed under this Agreement and SUBRECIPIENT agrees it can properly perform this work at the prices stated in Schedule A. SUBRECIPIENT is not to perform services or provide products outside of this Agreement.

D. Acceptance by COUNTY of the SUBRECIPIENT's performance under this Agreement does not operate as a release of SUBRECIPIENT's responsibility for full compliance with the terms of this Agreement.

2. PERIOD OF PERFORMANCE

This Agreement shall be effective October 1, 2023 ("Effective Date") and shall continue through August 31, 2025, unless terminated earlier. CONTRACTOR shall commence performance upon the Effective Date and shall diligently and continuously perform thereafter. This period of performance may be changed with written approval from HWS.

3. COMPENSATION

COUNTY shall pay CONTRACTOR for services performed, products provided, or expenses incurred in accordance with Schedule A, Payment Provisions. COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Schedule A, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement. At the expiration of the term of this Agreement, or upon termination prior to the expiration of the Agreement, any funds paid to CONTRACTOR, but not used for purposes of this Agreement shall revert to COUNTY within thirty (30) calendar days of the expiration or termination.

4. FUNDING REQUIREMENTS

- A. In signing this Agreement and thereby accepting the LIIIG funds hereunder, SUBRECIPIENT agrees to comply with all terms and conditions of this and all applicable conditions set forth in the Grant Agreement No. LIIIG-2023-09 between COUNTY and California Governor's Office of Business and Economic Development, as a subrecipient/subgrantee of COUNTY. The Grant Agreement No. LIIIG-2023-09 between COUNTY and Go-Biz Grant Agreement is attached hereto and incorporated herein as Attachment VII. SUBRECIPIENT also agrees to cooperate with COUNTY and provide necessary information to ensure funding and reporting obligations are met under the Grant Agreement
- B. As a condition of funding, SUBRECIPIENT shall:
- (1) Perform the work in accordance with federal, state, and local housing and building codes, as applicable.
 - (2) Maintain at least the minimum State-required worker's compensation for those employees who will perform the work or any part of it.
 - (3) Maintain, as required by law, unemployment insurance, disability insurance, and liability insurance in an amount that is reasonable to compensate any person, firm or corporation who may be injured or damaged by COUNTY, SUBRECIPIENT, or any subcontractor, in performing the work or any part of it.

- (4) Agree to include all the terms of this Agreement, including the Standard Agreement, in each subcontract.

5. AVAILABILITY OF FUNDS/NON-APPROPRIATION OF FUNDS

The obligation of COUNTY for payment under this Agreement is contingent upon and limited by the availability of funding from which payment can be made. In the event such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing and this Agreement shall be deemed terminated and be of no further force or effect. In the event such funds are reduced, COUNTY shall immediately notify CONTRACTOR in writing, and it is mutually agreed that COUNTY has the option to immediately terminate this Agreement or to amend this Agreement to reflect the reduction of funds. COUNTY shall make all payments to CONTRACTOR that were properly earned prior to the unavailability or reduction of funding.

6. TERMINATION

- A. COUNTY may terminate this Agreement without cause upon giving thirty (30) calendar days written notice served on CONTRACTOR stating the extent and effective date of termination.
- B. COUNTY may, upon five (5) calendar days written notice, terminate this Agreement for CONTRACTOR's default, if CONTRACTOR refuses or fails to comply with the terms of this Agreement, or fails to make progress that may endanger performance and does not immediately cure such failure. In the event of such termination, COUNTY may proceed with the work in any manner deemed proper by COUNTY.
- C. After receipt of the notice of termination, CONTRACTOR shall:
- (1) Stop all work under this Agreement on the date specified in the notice of termination; and
 - (2) Transfer to COUNTY and deliver in the manner directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would be required to be furnished to COUNTY.
- D. After termination, COUNTY shall make payment only for CONTRACTOR's performance up to the date of termination in accordance with this Agreement.
- E. CONTRACTOR's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonest or willful and material breach of this Agreement by CONTRACTOR; or in the event of CONTRACTOR's unwillingness or inability, for any reason whatsoever, to perform the terms of this Agreement. In such an event CONTRACTOR shall not be entitled to any further compensation under this Agreement.
- F. The rights and remedies of COUNTY provided in this section shall not be exclusive and are in addition to any other rights or remedies provided by law or this Agreement.

7. **DEFAULT**

- A. In the event of an occurrence of default consisting of any use of funds for a purpose other than as authorized by this Agreement or failure of CONTRACTOR to provide the Rapid Rehousing for the terms in accordance with the requirements of the provisions of this Agreement. COUNTY may take one or more of the following actions:
1. Issue a letter of warning advising CONTRACTOR of the default that establishes a date by which corrective actions must be completed and puts CONTRACTOR on notice that more serious actions will be taken if the default is not corrected or is repeated;
 2. Direct CONTRACTOR to submit progress schedules for completing the approved activities;
 3. Direct CONTRACTOR to establish and maintain a management plan that assigns responsibilities for carrying out remedial actions;
 4. Direct CONTRACTOR to reimburse the program accounts for costs inappropriately charged to the program.
- B. No delay or omission by COUNTY in exercising any right or remedy available to it under this Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any CONTRACTOR default.

8. **REQUEST FOR WAIVER AND WAIVER OF BREACH**

Waiver of any provision of this Agreement must be in writing and signed by authorized representatives of the parties. No waiver or breach of any provision of the terms and conditions herein shall be deemed, for any purpose, to be a waiver or a breach of any other provision hereof, or of a continuing or subsequent waiver or breach. Failure of COUNTY to require exact, full compliance with any term of this Agreement shall not be construed as making any changes to the terms of this Agreement and does not prevent COUNTY from enforcing the terms of this Agreement.

9. **OWNERSHIP, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL**

CONTRACTOR agrees that all materials, reports, or products, in any form including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated pursuant to this Agreement shall be the sole property of COUNTY. The material, reports, or products may be used by the COUNTY for any purpose that COUNTY deems appropriate, including but not limited to, duplication and/or distribution within COUNTY or to third parties. CONTRACTOR agrees not to release or circulate, in whole or in part, such materials, reports, or products without prior written authorization of COUNTY.

10. **CONDUCT OF CONTRACTOR/ CONFLICT OF INTEREST**

- A. CONTRACTOR covenants that it presently has no interest, including but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect,

which would conflict in any manner or degree with CONTRACTOR's performance under this Agreement. CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. CONTRACTOR agrees to inform the COUNTY of all CONTRACTOR's interest, if any, which are or may be perceived as incompatible with COUNTY's interests.

- B. CONTRACTOR shall not, under any circumstances which could be perceived as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom CONTRACTOR is doing business or proposing to do business, in fulfilling this Agreement.

11. RECORDS, INSPECTIONS, AND AUDITS

- A. All performance, including services, workmanship, materials, facilities or equipment utilized in the performance of this Agreement, shall be subject to inspection and test by COUNTY or any other regulatory agencies at all times. This may include, but is not limited to, monitoring or inspecting performance through any combination of on-site visits, inspections, evaluations, and CONTRACTOR self-monitoring. CONTRACTOR shall cooperate with any inspector or COUNTY representative reviewing compliance with this Agreement and permit access to all necessary locations, equipment, materials, or other requested items.
- B. CONTRACTOR shall maintain auditable books, records, documents, and other evidence relating to costs and expenses for this Agreement. CONTRACTOR shall maintain these records for at least three (3) years after final payment has been made or until pending COUNTY, state, and federal audits are completed, whichever is later.
- C. Any authorized COUNTY, state or the federal representative shall have access to all books, documents, papers, electronic data and other records determined necessary to perform an audit, evaluation, inspection, review, assessment, or examination. These representatives are authorized to obtain excerpts, transcripts and copies as they deem necessary and shall have the same right to monitor or inspect the work or services as COUNTY.
- D. If CONTRACTOR disagrees with an audit, CONTRACTOR may employ a Certified Public Accountant (CPA) to prepare and file with COUNTY its own certified financial and compliance audit. CONTRACTOR shall not be reimbursed by COUNTY for such an audit regardless of the audit outcome.
- E. CONTRACTOR shall establish sufficient procedures to self-monitor the quality of services/products under this Agreement and shall permit COUNTY or other inspector to assess and evaluate CONTRACTOR's performance at any time, upon reasonable notice to the CONTRACTOR.

12. CONFIDENTIALITY

- A. CONTRACTOR shall maintain the privacy and confidentiality of all information and records, regardless of format, received pursuant to this Agreement ("confidential information"). Confidential information includes, but is not limited to, unpublished or sensitive technological or scientific information; medical, personnel, or security records; material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of contractors, subcontractors or suppliers in advance of official announcement. CONTRACTOR shall ensure that no person will publish, disclose, use or cause to be disclosed such confidential information

pertaining to any applicant or recipient of services. CONTRACTOR shall keep all confidential information received from COUNTY in the strictest confidence. CONTRACTOR shall comply with Welfare and Institutions Code (WIC) Section 10850.

- B. CONTRACTOR shall take special precautions, including, but not limited to, sufficient training of CONTRACTOR's staff before they begin work, to protect such confidential information from loss or unauthorized use, access, disclosure, modification or destruction.
- C. CONTRACTOR shall ensure case records or personal information is kept confidential when it identifies an individual by name, address, or other specific information. CONTRACTOR shall not use such information for any purpose other than carrying out CONTRACTOR's obligations under this Agreement.
- D. CONTRACTOR shall promptly transmit to COUNTY all third-party requests for disclosure of confidential information. CONTRACTOR shall not disclose such information to anyone other than COUNTY except when disclosure is specifically permitted by this Agreement or as authorized in writing in advance by COUNTY.

13. PERSONALLY IDENTIFIABLE INFORMATION

- A. Personally Identifiable Information (PII) refers to personally identifiable information that can be used alone or in conjunction with any other reasonably available information, to identify a specific individual. PII includes, but is not limited to, an individual's name, social security number, driver's license number, identification number, biometric records, date of birth, place of birth, or mother's maiden name. The PII may be electronic, paper, verbal, or recorded. PII may be collected performing administrative functions on behalf of programs, such as determining eligibility for, or enrollment in, and CONTRACTOR may collect PII for such purposes, to the extent such activities are authorized by law.
- B. CONTRACTOR may use or disclose PII only to perform functions, activities or services in accordance with this Agreement, or as required by law. Any other use or disclosure of PII requires the express approval in writing by COUNTY. CONTRACTOR shall not duplicate, disseminate or disclose PII except as allowed in this Agreement.
- C. CONTRACTOR agrees to the PII Privacy and Security Standards attached as Attachment I. When applicable, CONTRACTOR shall incorporate the relevant provisions of Attachment I into each subcontract or sub-award to subcontractors.

14. HOLD HARMLESS/INDEMNIFICATION

CONTRACTOR agrees to indemnify and hold harmless COUNTY, its departments, agencies, and districts (including their officers, employees and agents) (collectively "COUNTY Indemnitees"), from any liability, damage, claim or action based upon or related to any services or work of CONTRACTOR (including its officers, employees, agents, subcontractors or suppliers) arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury or death. CONTRACTOR shall, at its sole expense and cost, including, but not limited to, attorney fees, cost of investigation, defense, and settlements or awards, defend COUNTY Indemnitees in any such claim or action. CONTRACTOR shall, at its sole cost, have the right to use counsel of its choice, subject to the approval of COUNTY which shall not be unreasonably withheld; and shall have the right to adjust, settle, or compromise any such claim or action so long as that does not compromise CONTRACTOR's indemnification obligation. CONTRACTOR's obligation hereunder shall be satisfied when CONTRACTOR has provided COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim made.

The insurance requirements stated in this Agreement shall in no way limit or circumscribe CONTRACTOR's obligations to indemnify and hold COUNTY harmless.

15. INSURANCE

- A. Without limiting or diminishing CONTRACTOR's obligation to indemnify or hold COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Agreement. As respects to the insurance section only, COUNTY herein refers to the County of Riverside, its agencies, districts, special districts, and departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.
- B. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an AM BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the COUNTY Risk Manager. If the COUNTY's Risk Manager waives a requirement for a particular insurer, such waiver is only valid for that specific insurer and only for one policy term.
- C. CONTRACTOR's insurance carrier(s) must declare its insurance self-insured retentions. If such self-insured retentions exceed \$500,000 per occurrence such retentions shall have the prior written consent of the COUNTY Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to COUNTY, and at the election of the COUNTY's Risk Manager, CONTRACTOR's carriers shall either; 1) reduce or eliminate such self-insured retention as respects to this Agreement with COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- D. CONTRACTOR shall cause CONTRACTOR's insurance carrier(s) to furnish the COUNTY with either 1) a properly executed original certificate(s) of insurance and certified original copies of endorsements effecting coverage as required herein, or 2) if requested to do so orally or in writing by the COUNTY Risk Manager, provide original certified copies of policies, including all endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) calendar days written notice shall be given to the COUNTY prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the COUNTY receives, prior to such effective date, another properly executed original certificate of insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. CONTRACTOR shall not commence operations until the COUNTY has been furnished original certificate(s) of insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the certificate of insurance.
- E. It is understood and agreed to by the parties hereto that CONTRACTOR's insurance shall be construed as primary insurance, and COUNTY's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.

- F. If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services, or there is a material change in the equipment to be used in the performance of the scope of work which will add additional exposures (such as the use of aircraft, watercraft, cranes, etc.), or the term of this Agreement, including any extensions thereof, exceeds five (5) years, the COUNTY reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the insurance coverages currently required herein if, in the COUNTY Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.
- G. CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.
- H. The insurance requirements contained in this Agreement may be met with a program of self-insurance acceptable to COUNTY.
- I. CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

16. WORKER'S COMPENSATION

If CONTRACTOR has employees as defined by the State of California, CONTRACTOR shall maintain statutory Worker's Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of the County of Riverside, and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

17. VEHICLE LIABILITY

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. Policy shall name COUNTY as Additional Insured.

18. SEXUAL ABUSE OR MOLESTATION (SAM) LIABILITY

If the work will include contact with minors, and the Commercial General Liability policy is not endorsed to include affirmative coverage for sexual abuse or molestation, Vendor/Contractor shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than \$2,000,000 per occurrence or claim.

19. COMMERCIAL GENERAL LIABILITY

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR's performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$2,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.

20. PROFESSIONAL LIABILITY

If, at any time during the duration of this Agreement and any renewal or extension thereof, the CONTRACTOR, its employees, agents or subcontractors provide professional counseling for issues of medical diagnosis, medical treatment, mental health, dispute resolution or any other services for which it is the usual and customary practice to maintain Professional Liability Insurance, the CONTRACTOR shall procure and maintain Professional Liability Insurance (Errors & Omissions), providing coverage for performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If CONTRACTOR's Professional Liability Insurance is written on a claim made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement. Upon termination of this Agreement or the expiration or cancellation of the claims made, insurance policy CONTRACTOR shall purchase at his sole expense either: 1) an Extended Reporting Endorsement (also known as Tail Coverage); or, 2) Prior Dates Coverage from a new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or, 3) demonstrate through Certificates of Insurance that CONTRACTOR has maintained continuous coverage with the same or original insurer. Coverage provided under items 1), 2) or 3) will continue for a period of five (5) years beyond the termination of this Agreement.

21. INDEPENDENT CONTRACTOR

It is agreed that CONTRACTOR is an independent contractor and that no relationship of employer-employee exists between the parties. CONTRACTOR and its employees shall not be entitled to any benefits payable to employees of COUNTY, including but not limited to, workers' compensation, retirement, or health benefits. COUNTY shall not be required to make any deductions for CONTRACTOR employees from the compensation payable to CONTRACTOR under this Agreement. CONTRACTOR agrees to hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by any person or other party that an employer-employee relationship exists by reason of this Agreement. CONTRACTOR agrees to indemnify and defend, at its sole expense and cost, including but not limited to, attorney fees, cost of investigation, defense and settlements, or awards, COUNTY, its officers, agents, and employees in any legal action based upon such alleged existence of an employer-employee relationship by reason of this Agreement.

22. USE BY POLITICAL ENTITIES

CONTRACTOR agrees to extend the same pricing, terms and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit entity in Riverside County and under certain circumstances entities located in the State of California. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to CONTRACTOR; COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.

23. LICENSES AND PERMITS

If applicable, CONTRACTOR shall be licensed and have all permits as required by Federal, State, County, or other regulatory authorities at the time the proposal is submitted to COUNTY and throughout the term of this Agreement. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers, and exceptions necessary for performance of this Agreement.

24. NO DEBARMENT OR SUSPENSION

CONTRACTOR certifies that it is not presently debarred, suspended, proposed for debarment,

declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency; has not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against it for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction; violation of federal or state anti-trust status; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; is not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated herein; and has not within a three-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

25. **COMPLIANCE WITH RULES, REGULATIONS, AND DIRECTIVES**
 CONTRACTOR shall comply with all applicable federal, state, and local laws as well as all rules, regulations, requirements, and directives of applicable federal or state agencies and funding sources which impose duties and regulations upon COUNTY as though made with CONTRACTOR directly. In the event there is a conflict between the various laws or regulations that may apply, CONTRACTOR shall comply with the more restrictive law or regulation.
26. **CLEAN AIR/WATER ACTS**
 As required in all contracts with an estimated total value in excess of \$100,000, CONTRACTOR agrees to comply with all applicable requirements issued under Section 306 of the Clean Air Act (33 U.S.C. 1368), U.S. Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR, Part 15). These laws and regulations require CONTRACTOR not to use facilities on the EPA list of violating facilities and to report violations to the EPA.
27. **LEAD BASED PAINT**
 If applicable, CONTRACTOR shall comply with the requirements, of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C 4821-4846) and implementing regulations issued pursuant thereto (24 CFR Part 35).
28. **EMPLOYMENT PRACTICES**
- A. CONTRACTOR shall comply with all federal and state statutes and regulations in the hiring of its employees.
 - B. CONTRACTOR shall not discriminate in its recruiting, hiring, promoting, demoting, or terminating practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex in the performance of this Agreement and, if applicable, with the provisions of the Fair Employment and Housing Act (FEHA) and the Federal Civil Rights Act of 1964 (P. L. 88-352).
 - C. In the provision of benefits, CONTRACTOR shall certify and comply with Public Contract Code 10295.3 and not discriminate between employees with spouses and employees with domestic partners, or discriminate between the domestic partners and spouses of those employees. For the purpose of this section, "domestic partner" means one of two persons who have filed a declaration of domestic partnership with the Secretary of State pursuant to Division 2.5 (commencing with Section 297) of the Family Code.
 - D. By signing this Agreement or accepting funds under this Agreement, CONTRACTOR shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment

Opportunity,” as amended by Department of Labor regulations (41 CFR Chapter 60).

- E. CONTRACTOR shall provide required data and certification to COUNTY in order to comply with child support enforcement requirements. The documentation will be provided within ten (10) days of notification of award of this Agreement when required by the Employment Development Department. Failure to submit the documentation or failure to comply with all federal and state reporting requirements for child support enforcement shall constitute a material breach of this Agreement.

29. PERSONNEL

- A. Upon request by COUNTY, CONTRACTOR agrees to make available to COUNTY a current list of personnel that are providing services under this Agreement who have contact with children or adult Participants. The list shall include:
 1. All staff who work full or part-time positions by title, including volunteer positions;
 2. A brief description of the functions of each position and hours each position worked; and
 3. The professional degree, if applicable, and experience required for each position.
- B. COUNTY has the sole discretion to approve or not approve any person on the CONTRACTOR's list that has been convicted of any crimes involving sex, drugs or violence, or who is known to have a substantiated report of child abuse, as defined in Penal Code Section 11165.12, who occupies positions with supervisory or disciplinary power over minors, or who occupies supervisory or teaching positions over adult Participants. COUNTY shall notify CONTRACTOR in writing of any person not approved, but to protect Participant confidentiality, may not be able to disclose the reason(s) for non-approval. Upon notification, CONTRACTOR shall immediately remove that person from providing services under this Agreement.
- C. Background Checks
 CONTRACTOR shall conduct criminal background record checks on all individuals providing services under this Agreement. Prior to these individuals providing services to Participants, CONTRACTOR shall have received a criminal record from the State of California Department of Justice (DOJ). A signed certification of such criminal record and, as appropriate, a signed justification and clearance from Contractor or Designee demonstrating fitness to perform duties shall be retained in each individual's personnel file. The use of criminal record for the purposes of employment decisions must comply with the Office of Federal Contract Compliance Programs Directive 2013-02 "Complying with Nondiscrimination Provisions: Criminal Record Restrictions and Discrimination Based on Race and National Origin" and California Government Code § 12952.

30. LOBBYING

- A. CONTRACTOR shall ensure no federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with such federal contract, grant, loan, or cooperative agreement, CONTRACTOR shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. CONTRACTOR shall require that the language of this certification be included in the award document for sub-awards at all tiers, including Subcontracts, sub-grants, contracts under grants, loans, cooperative agreements, and all sub-recipients shall certify and disclose accordingly.

31. ADVERSE GOVERNMENT ACTION

In the event any action of any department, branch or bureau of the federal, state, or local government has a material adverse effect on either party in the performance of their obligations hereunder, then that party shall notify the other of the nature of this action, including a copy of the adverse action in the notice. The parties shall meet within thirty (30) calendar days and shall, in good faith, attempt to negotiate a modification to this Agreement that minimizes the adverse effect. Notwithstanding the provisions herein, if the parties fail to reach a negotiated modification concerning the adverse action, then the affected party may terminate this Agreement by giving at least one hundred eighty (180) calendar days' notice or may terminate sooner if agreed to by both parties.

32. SUBCONTRACTS

- A. CONTRACTOR shall not enter into any Subcontract with any subcontractor who:
 - 1. Is presently debarred, suspended, proposed for debarment or suspension, or declared ineligible or voluntarily excluded from covered transactions by a federal department or agency;
 - 2. Has within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for the commission of fraud; a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction; violation of federal or state anti-trust status; commission of embezzlement, theft, forgery, bribery; falsification or destruction of records; making false statements; or receiving stolen property;
 - 3. Is presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in the paragraph above; or
 - 4. Has within a three-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.
- B. CONTRACTOR shall be fully responsible for the acts or omissions of its subcontractors and the subcontractors' employees.
- C. CONTRACTOR shall insert clauses in all Subcontracts to bind its subcontractors to the terms and conditions of this Agreement.
- D. Nothing contained in this Agreement shall create a contractual relationship between any

subcontractor or supplier of CONTRACTOR and COUNTY.

33. SUPPLANTATION

CONTRACTOR shall not supplant any federal, state or COUNTY funds intended for the purpose of this Agreement with any funds made available under any other agreement. CONTRACTOR shall not claim reimbursement from COUNTY for any sums which have been paid by another source of revenue. CONTRACTOR agrees that it will not use funds received pursuant to this Agreement, either directly or indirectly, as a contribution or compensation for purposes of obtaining state funds under any state program or COUNTY funds under any COUNTY programs without prior approval of COUNTY.

34. ASSIGNMENT

CONTRACTOR shall not assign or transfer any interest in this Agreement without the prior written consent of COUNTY. Any attempt to assign or transfer any interest without written consent of COUNTY shall be deemed void and of no force or effect.

35. FORCE MAJEURE

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

36. GOVERNING LAW

This Agreement shall be governed by the laws of the State of California. Any legal action related to the interpretation or performance of this Agreement shall be filed only in the Superior Court for the State of California or the U.S. District Court located in Riverside, California.

37. DISPUTES

A. The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement which is not resolved by the parties shall be decided by COUNTY's Compliance Contract Officer who shall furnish the decision in writing. The decision of COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court to have been fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith. CONTRACTOR shall proceed diligently with the performance of this Agreement pending resolution of a dispute.

B. Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third-party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

38. ADMINISTRATIVE/CONTRACT LIAISON

Each party shall designate a liaison that will be the primary point of contact regarding this Agreement.

39. CIVIL RIGHTS COMPLIANCE

A. Assurance of Compliance

CONTRACTOR shall complete the “Assurance of Compliance with Riverside County Department of Housing, Homelessness Prevention and Workforce Solutions Non-Discrimination in State and Federally Assisted Programs,” attached as Attachment II. CONTRACTOR will sign and date Attachment II and return it to COUNTY along with the executed Agreement. CONTRACTOR shall ensure that the administration of public assistance and social service programs are non-discriminatory. To the effect that no person shall, because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief, be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance.

C. Participant Complaints

CONTRACTOR shall further establish and maintain written referral procedures under which any person, applying for or receiving services hereunder, may seek resolution from COUNTY of a complaint with respect to any alleged discrimination in the provision of services by CONTRACTOR's personnel.

Civil Rights Complaints should be referred to:

Civil Rights Coordinator
 Riverside County Department of Housing Homelessness
 Prevention and Workforce Solutions
 3403 Tenth Street, Suite 300
 Riverside, CA 92501

D. Services, Benefits and Facilities

CONTRACTOR shall not discriminate in the provision of services, the allocation of benefits, or in the accommodation in facilities on the basis of color, race, religion, national origin, sex, age, sexual preference, physical or mental handicap in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d and all other pertinent rules and regulations promulgated pursuant thereto, and as otherwise provided by State law and regulations, as all may now exist or be hereafter amended or changed. For the purpose of this Section, discrimination means denying a Participant or potential Participant any service, benefit, or accommodation that would be provided to another and includes, but is not limited to, the following:

- 1) Denying a Participant any service or benefit or availability of a facility.
- 2) Providing any service or benefit to a Participant which is different, or is provided in a different manner, or at a different time or place from that provided to other Participants on the basis of race, color, creed or national origin.
- 3) Restricting a Participant in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit. Treating a Participant differently from others in satisfying any admission requirement or condition, or eligibility requirement or condition, which individuals must meet in order to be provided any service or benefit.

E. Cultural Competency

CONTRACTOR shall cause to be available bilingual professional staff or qualified interpreter to ensure adequate communication between Participants and staff. Any individual with limited English language capability or other communicative barriers shall have equal

access to services. For the purpose of this Section, a qualified interpreter is defined as someone who is fluent in English and in the necessary second language, can accurately speak, read and readily interpret the necessary second language and/or accurately sign and read sign language. A qualified interpreter must be able to translate in linguistically appropriate terminology necessary to convey information such as symptoms or instructions to the Participants in both languages.

40. NOTICES

All agreement issues, invoices, financial documents, notices, claims, correspondence, or statements authorized or required by this Agreement shall be deemed effective three (3) business days after they are made in writing and deposited in the United States mail addressed as follows:

Department of Housing and Workforce
Solutions 3403 Tenth Street, Suite 300
Riverside, CA 92501

41. SIGNED IN COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

42. ELECTRONIC SIGNATURES

This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

43. MODIFICATION OF TERMS

This Agreement may be modified only by a written amendment signed by authorized representatives of both parties.

44. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. All prior or contemporaneous agreements of any kind or nature relating to the same subject matter shall be of no force or effect.

| | |
|---|---|
| Authorized Signature TODEC Legal Center Perris | Authorized Signature for COUNTY: |
| Printed Name of Person Signing: Luz Gallegos | Printed Name of Person Signing: Heidi Marshall |
| Title: President, Founder | Title: Director |
| Date Signed: | Date Signed: |

Schedule A
 Payment
 Provisions

A.1 METHOD, TIME, AND CONDITIONS OF PAYMENT

- a. CONTRACTOR shall be reimbursed for an amount not to exceed \$342,000.00. Said funds shall be spent in accordance with the line item budget below:

| BUDGET CATEGORY | Total |
|-----------------|---------------------|
| Personnel Costs | \$342,000.00 |
| TOTAL | \$342,000.00 |

- b. CONTRACTOR will be paid the actual amount of each monthly invoice for payment. If the required supporting documentation is not provided, COUNTY may delay payment until the information is received by COUNTY.
- c. All completed claims must be submitted on a monthly basis no later than 30 days after the end of each month in which the services were provided. Each claiming period shall consist of a calendar month. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days.
- d. As applicable for payment request, CONTRACTOR shall submit completed HWS Forms 2076A (Attachment III)
- e. All Program funds shall be expended by September 30, 2025.
- f. An expenditure which is not authorized by the Agreement, or which cannot be adequately documented, shall be disallowed and must be reimbursed to COUNTY by CONTRACTOR.
- g. CONTRACTOR shall provide monthly time and activity report.

A.2 FINANCIAL RESOURCES

During the term of this Agreement, CONTRACTOR shall maintain sufficient financial resources necessary to fully perform its obligations. CONTRACTOR confirms there has been no material financial change in CONTRACTOR (including any parent company) since its last financial statement that has resulted in a negative impact to its financial condition.

A.3 DISALLOWANCE

If CONTRACTOR receives payment under this Agreement which is later disallowed by the COUNTY for nonconformance with the Agreement, CONTRACTOR shall promptly refund the disallowed amount to COUNTY, or, at its option, COUNTY may offset the amount disallowed from any payment due to CONTRACTOR.

Schedule B
Scope of Services

B.1 COUNTY ROLES

- A. COUNTY will assign COUNTY staff to be responsible for the following roles and responsibilities:
1. Project Manager responsible for:
 - a. Overall planning in coordination with CONTRACTOR project manager;
 - b. Managing day-to-day project;
 - c. Providing overall project direction;
 - d. Resource allocation, risk management, project priorities, and communication to executive management;
 - e. Facilitating all necessary communications within the organization specific to the implementation of the solution.
 2. Subject matter experts responsible for providing Riverside County business expertise as requested.
- B. COUNTY may monitor the performance of the CONTRACTOR in meeting the terms, conditions and services in the Agreement. COUNTY, at its sole discretion, may monitor the performance of the CONTRACTOR through any combination of the following methods: periodic on-site visits, annual inspections, evaluations and CONTRACTOR self-monitoring.

B.2 CONTRACTOR Roles:

- A. Assign staff to be liaison between CONTRACTOR and HWS.
- C. CONTRACTOR shall provide wraparound services to asylum seeker families discharged by the U.S. Customs and Border Patrol Protection and received by Riverside County. Wraparound supports provided by TODEC will consist of the following:
1. Travel coordination assistance for asylum seekers;
 2. Provide case management services to asylum seekers and ensure linkages to care which include but are not limited to: medical services, behavioral health, legal immigration, and other social service needs (e.g. hygiene supplies, clothing, and other essentials);
 3. Translation services to aid care service coordination;

ATTACHMENT I
PII Privacy and Security Standards

I. PHYSICAL SECURITY

The Contractor shall ensure PII is used and stored in an area that is physically safe from access by unauthorized persons at all times. The Contractor agrees to safeguard PII from loss, theft, or inadvertent disclosure and, therefore, agrees to:

- A. Secure all areas of the Contractor facilities where staff assist in the administration of their program and use, disclose, or store PII.
- B. These areas shall be restricted to only allow access to authorized individuals by using one or more of the following:
 1. Properly coded key cards
 2. Authorized door keys
 3. Official identification
- C. Issue identification badges to Contractor staff.
- D. Require Contractor staff to wear these badges where PII is used, disclosed, or stored.
- E. Ensure each physical location, where PII is used, disclosed, or stored, has procedures and controls that ensure an individual who is terminated from access to the facility is promptly escorted from the facility by an authorized employee and access is revoked.
- F. Ensure there are security guards or a monitored alarm system at all times at the Contractor facilities and leased facilities where five hundred (500) or more individually identifiable PII records are used, disclosed, or stored. Video surveillance systems are recommended.
- G. Ensure data centers with servers, data storage devices, and/or critical network infrastructure involved in the use, storage, and/or processing of PII have perimeter security and physical access controls that limit access to only authorized staff. Visitors to the data center area must be escorted at all times by authorized staff.
- H. Store paper records with PII in locked spaces, such as locked file cabinets, locked file rooms, locked desks, or locked offices in facilities which are multi-use meaning that there are County and non-County functions in one building in work areas that are not securely segregated from each other. It is recommended that all PII be locked up when unattended at any time, not just within multi-use facilities.
- I. Use all reasonable measures to prevent non-authorized personnel and visitors from having access to, control of, or viewing PII.

II. TECHNICAL SECURITY CONTROLS

- A. Workstation/Laptop Encryption. All workstations and laptops, which use, store and/or process PII, must be encrypted using a FIPS 140-2 certified algorithm 128 bit or higher, such as Advanced Encryption Standard (AES). The encryption solution must be full disk. It is encouraged, when available and when feasible, that the encryption be 256 bit.
- B. Server Security. Servers containing unencrypted PII must have sufficient

administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review. It is recommended to follow the guidelines documented in the latest revision of the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53, Security and Privacy Controls for Federal Information Systems and Organizations.

- C. Minimum Necessary. Only the minimum necessary amount of PII required to perform required business functions may be accessed, copied, downloaded, or exported.
- D. Mobile Device and Removable Media. All electronic files, which contain PII data, must be encrypted when stored on any mobile device or removable media (i.e. USB drives, CD/DVD, smartphones, tablets, backup tapes etc.). Encryption must be a FIPS 140-2 certified algorithm 128 bit or higher, such as AES. It is encouraged, when available and when feasible, that the encryption be 256 bit.
- E. Antivirus Software. All workstations, laptops and other systems, which process and/or store PII, must install and actively use an antivirus software solution. Antivirus software should have automatic updates for definitions scheduled at least daily.
- F. Patch Management.
 - 1. All workstations, laptops and other systems, which process and/or store PII, must have critical security patches applied, with system reboot if necessary.
 - 2. There must be a documented patch management process that determines installation timeframe based on risk assessment and vendor recommendations.
 - 3. At a maximum, all applicable patches deemed as critical must be installed within thirty (30) days of vendor release. It is recommended that critical patches which are high risk be installed within seven (7) days.
 - 4. Applications and systems that cannot be patched within this time frame, due to significant operational reasons, must have compensatory controls implemented to minimize risk.
- G. User IDs and Password Controls.
 - 1. All users must be issued a unique username for accessing PII.
 - 2. Username must be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee within twenty- four (24) hours. Note: Twenty-four (24) hours is defined as one (1) working day.
 - 3. Passwords are not to be shared.
 - 4. Passwords must be at least eight (8) characters.
 - 5. Passwords must be a non-dictionary word.
 - 6. Passwords must not be stored in readable format on the computer or server.
 - 7. Passwords must be changed every ninety (90) days or less. It is recommended that passwords be required to be changed every sixty (60) days or less.
 - 8. Passwords must be changed if revealed or compromised.
 - 9. Passwords must be composed of characters from at least three (3) of the following four (4) groups from the standard keyboard:
 - a. Upper case letters (A-Z)
 - b. Lower case letters (a-z)
 - c. Arabic numerals (0-9)
 - d. Special characters (!, @, #, etc.)
- H. Data Destruction. When no longer needed, all PII must be cleared, purged, or destroyed consistent with NIST SP 800-88, Guidelines for Media Sanitization, such

that the PII cannot be retrieved.

- I. System Timeout. The systems providing access to PII must provide an automatic timeout, requiring re-authentication of the user session after no more than twenty (20) minutes of inactivity.
 - J. Warning Banners. The systems providing access to PII must display a warning banner stating, at a minimum:
 1. Data is confidential;
 2. Systems are logged;
 3. System use is for business purposes only, by authorized users; and
 4. Users shall log off the system immediately if they do not agree with these requirements.
 - K. System Logging.
 1. The systems which provide access to PII must maintain an automated audit trail that can identify the user or system process which initiates a request for PII, or alters PII.
 2. The audit trail shall:
 - a. Be date and time stamped;
 - b. Log both successful and failed accesses;
 - c. Be read-access only; and
 - d. Be restricted to authorized users.
 3. If PII is stored in a database, database logging functionality shall be enabled.
 4. Audit trail data shall be archived for at least three (3) years from the occurrence.
 - L. Access Controls. The system providing access to PII shall use role-based access controls for all user authentications, enforcing the principle of least privilege.
 - M. Transmission Encryption.
 1. All data transmissions of PII outside of a secure internal network must be encrypted using a Federal Information Processing Standard (FIPS) 140-2 certified algorithm that is 128 bit or higher, such as Advanced Encryption Standard (AES) or Transport Layer Security (TLS). It is encouraged, when available and when feasible, that 256 bit encryption be used.
 2. Encryption can be end to end at the network level, or the data files containing PII can be encrypted.
 3. This requirement pertains to any type of PII in motion such as website access, file transfer, and email.
 - N. Intrusion Prevention. All systems involved in accessing, storing, transporting, and protecting PII, which are accessible through the Internet, must be protected by an intrusion detection and prevention solution.
- III. AUDIT CONTROLS
- A. System Security Review.
 1. The Contractor must ensure audit control mechanisms are in place.
 2. All systems processing and/or storing PII must have at least an annual system risk assessment/security review that ensures administrative, physical, and technical controls are functioning effectively and provide an adequate level of protection.
 3. Reviews should include vulnerability scanning tools.

- B. Log Reviews. All systems processing and/or storing PII must have a process or automated procedure in place to review system logs for unauthorized access.
- C. Change Control. All systems processing and/or storing PII must have a documented change control process that ensures separation of duties and protects the confidentiality, integrity and availability of data.

IV. BUSINESS CONTINUITY / DISASTER RECOVERY CONTROLS

- A. Emergency Mode Operation Plan. The Contractor must establish a documented plan to enable continuation of critical business processes and protection of the security of PII kept in an electronic format in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this Agreement for more than twenty-four (24) hours.
- B. Data Centers. Data centers with servers, data storage devices, and critical network infrastructure involved in the use, storage and/or processing of PII, must include environmental protection such as cooling, power, and fire prevention, detection, and suppression.
- C. Data Backup and Recovery Plan.
 - 1. The Contractor shall have established documented procedures to backup PII to maintain retrievable exact copies of PII.
 - 2. The documented backup procedures shall contain a schedule which includes incremental and full backups.
 - 3. The procedures shall include storing backups offsite.
 - 4. The procedures shall ensure an inventory of backup media.
 - 5. The Contractor shall have established documented procedures to recover PII data.
 - 6. The documented recovery procedures shall include an estimate of the amount of time needed to restore the PII data.

V. PAPER DOCUMENT CONTROLS

- A. Supervision of Data. The PII in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or office. Unattended means that information may be observed by an individual not authorized to access the information.
- B. Data in Vehicles. The Contractor shall have policies that include, based on applicable risk factors, a description of the circumstances under which staff can transport PII, as well as the physical security requirements during transport. A Contractor that chooses to permit its staff to leave records unattended in vehicles must include provisions in its policies to ensure the PII is stored in a non-visible area such as a trunk, that the vehicle is locked, and under no circumstances permit PII be left unattended in a vehicle overnight or for other extended periods of time.
- C. Public Modes of Transportation. The PII in paper form shall not be left unattended at any time in airplanes, buses, trains, etc., including baggage areas. This should be included in training due to the nature of the risk.
- D. Escorting Visitors. Visitors to areas where PII is contained shall be escorted, and PII shall be kept out of sight while visitors are in the area.
- E. Confidential Destruction. PII must be disposed of through confidential means, such as

crosscut shredding or pulverizing.

F. Removal of Data. The PII must not be removed from the premises except for identified routine business purposes or with express written permission of the County.

G. Faxing.

1. Faxes containing PII shall not be left unattended and fax machines shall be in secure areas.
2. Faxes shall contain a confidentiality statement notifying persons receiving faxes in error to destroy them and notify the sender.
3. Fax numbers shall be verified with the intended recipient before sending the fax.

H. Mailing.

1. Mailings containing PII shall be sealed and secured from damage or inappropriate viewing of PII to the extent possible.
2. Mailings that include five hundred (500) or more individually identifiable records containing PII in a single package shall be sent using a tracked mailing method that includes verification of delivery and receipt, unless the Contractor obtains prior written permission from the County to use another method.

VI. NOTIFICATION AND INVESTIGATION OF BREACHES AND SECURITY INCIDENTS

During the term of this Agreement, the Contractor agrees to implement reasonable systems for the discovery and prompt reporting of any Breach or Security Incident, and to take the following steps:

The Contractor shall immediately notify the County when it discovers that there may have been a breach in security which has or may have resulted in compromise to confidential data. For purposes of this section, immediately is defined as within two hours of discovery. The County contact for such notification is as follows:

Breaches should be referred to:

HWSCoC Privacy Officer
Riverside County Department of Housing and Workforce Solutions
3403 10th Street, Suite 300
Riverside, CA 92501

**ASSURANCE OF COMPLIANCE
THE RIVERSIDE COUNTY DEPARTMENT OF HOUSING,
HOMELESSNESS PREVENTION AND WORKFORCE SOLUTIONS
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED
PROGRAMS**

Training Occupational Development Educating Communities.

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this Agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/ procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

Date

Director's Signature

Address of Vendor/Recipient

CR50-Vendor Assurance of Compliance
(08/13/01)

COUNTY OF RIVERSIDE
HOUSING AND WORKFORCE SOLUTIONS - CONTINUUM OF CARE

CONTRACTOR PAYMENT REQUEST

To: County of Riverside
Continuum of Care
3403 Tenth St, Suite 310
Riverside, CA 92501

From: _____
Remit to Name _____
Remit to Address _____
City State Zip Code _____
Contract Number _____

Total amount requested: \$ _____ for the period of _____

Select Payment Type(s) Below:

- Advance Payment \$ _____ (if allowed by Contract/Grant) Actual Payment \$ _____ (reimbursement of actual program costs)

| Expense Category List each line item as outlined in Contract budget | Current Expenditures |
|--|-------------------------|
| | |
| | |
| | |
| | |

\$0.00

Any questions regarding this request should be directed to: _____
Name Phone Number

I hereby certify under penalty of perjury that to the best of my knowledge the above is true and correct
Authorized Signature Title Date

FOR COUNTY USE ONLY DO NOT WRITE BELOW THIS LINE

Purchase Order # (10) Invoice #
Amount Authorized
If amount authorized is different from amount request, please see attached claim recap for adjustments.
Program Date
Fiscal Date

HOUSING, HOMELESSNESS PREVENTION AND WORKFORCE SOLUTIONS FORMS

Mailing Instructions: When completed, these forms will summarize all of your claims for payment. Your Claims Packet will include HHPWS 2076A, 2076B (if required), invoices, payroll verification, and copies of canceled checks attached, receipts, bank statements, sign-in sheets, daily logs, mileage logs, and other back-up documentation needed to comply with Contract/MOU.

Mail Claims Packet to address shown on upper left corner of HHPWS 2076A.
[see method, time, and schedule/condition of payments].
(Please type or print information on all HHPWS Forms.)

**HHPWS 2076A
CONTRACTOR PAYMENT REQUEST****"Remit to Name"**

The legal name of your agency.

"Address"

The remit to address used when this contract was established for your agency. All address changes must be submitted for processing prior to use.

"Contractor Name"

Business name, if different than legal name (if not leave blank).

"Contract Number"

Can be found on the first page of your contract.

"Amount Requested"

Fill in the total amount and billing period you are requesting payment for.

"Payment Type"

Check the box and enter the dollar amount for the type(s) of payment(s) you are requesting payment for.

"Any questions regarding..."

Fill in the name and phone number of the person to be contacted should any questions arise regarding your request for payment.

"Authorized Signature, Title, and Date (Contractor's)"

Self-explanatory (required). Original Signature needed for payment.

EVERYTHING BELOW THE THICK SOLID LINE IS FOR HHPWS USE ONLY AND SHOULD BE LEFT BLANK.

SUPPORTING DOCUMENTATION REQUIREMENTS

| |
|--|
| GENERAL GUIDELINES |
| ❖ Claims must be submitted in an organized format. |
| ❖ All required summary worksheets and backup documentation must be included, must match the amounts requested, and must be clear and legible. |
| ❖ Do not include irrelevant documentation that is not from costs being claimed. For example, large phone bills should include only the relevant pages to document costs being claimed. |
| ❖ Any claims difficult to review due to organization or backup documentation issues will be rejected. |
| ❖ All claims must be in accordance with the terms and conditions of your contract. |
| FISCAL YEAR-END (JUNE 30) |
| ❖ The County’s fiscal-year end is June 30 of each calendar year. The County’s ACO (Auditor-Controller’s Office) has an early cutoff to process invoices at year-end. To be processed and paid in the month of June, all claims must be received by June 6. *If June 6 falls on a weekend, the deadline is the prior Friday (June 4 or 5). |
| ❖ Claims received after June 6 will still be paid. However, payment will be delayed until after June 30th. |
| ❖ Claims at year-end must still follow the same general guidelines. *Estimates are not allowed unless specifically authorized by our fiscal team. |
| PERSONALLY IDENTIFIABLE INFORMATION (PII) |
| ❖ All PII of program participants must be redacted, including: |
| ❖ Name, Address, Date of birth, Social Security Number, Driver’s License Number |
| ❖ Instead of the client’s name, use their HMIS Client ID as their identifier on spreadsheets and documentation sent with claims. |
| FORMS / SUMMARY WORKSHEETS – Required with each claim. Spreadsheets must be provided in Excel format. |
| ❖ SIGNED/DATED Payment Request Form (<u>current version</u> of Form 3106 or Form 2076A, depending on the grant) |
| ❖ Staffing Detail Worksheet |
| ❖ Rental Assistance Summary Worksheet, if applicable |
| ❖ Summary Worksheet for other expenses |
| LEASING / RENTAL ASSISTANCE – Required at time of client move-in and with any changes or (if applicable) annual recertification. |
| ❖ Lease agreement |
| ❖ Rent reasonableness, if required by the grant |
| ❖ Rent calculation, if required by the grant |
| LEASING / RENTAL ASSISTANCE – Required with each claim. |

would suffice for proof of payment for claim submission.

| |
|--|
| LEASING / RENTAL ASSISTANCE – Required with each claim. |
| ❖ Invoice or documentation of rent amount and service month(s) |
| ❖ Proof of payment |
| STAFF / PAYROLL – Required with each claim. |
| ❖ <u>Time and Activity Report</u> |
| ❖ Submit a separate time and activity report for each pay period with only the days from that pay period (not the entire month unless the employee is paid monthly). |
| ❖ Must be signed (electronically or hand-signed) by the employee and the employee’s supervisor. |
| ❖ Employee paystub with proof of payment and/or payroll register from a third-party payroll company |
| ❖ All documentation must match with employee timesheet/timecard. *timesheet/timecard is not a substitute for the time and activity report |
| STAFF – INSURANCE (Workers Comp, Health/Dental, etc.) – Required if reimbursement or match is being requested for insurance. |
| ❖ Copy of the policy with rate by employee – Required with first claim and with any changes. |
| ❖ Invoice and proof of payment** |
| OTHER EXPENSES |
| ❖ Invoice/receipt including date and explanation of expense explanation of charges. |
| ❖ Proof of payment** |
| ❖ Motel/hotel payments – Invoice/receipt from the motel/hotel for the specific dates of service. |
| ❖ Vehicle/mileage costs (including insurance) – Documentation must be provided that connects the vehicle or driver to the specific grant/contract. |
| PROOF OF PAYMENT – CHECK PAYMENTS |
| ❖ Copy of the front of the check |
| ❖ Proof of payment of the credit card statement (cancelled check or check stub) ** |
| ❖ Copy of the cancelled back of the check and/or the bank statement |
| PROOF OF PAYMENT – ACH PAYMENTS |
| ❖ Printout of payment confirmation from the bank and/or Bank statement with relevant charge(s) highlighted |
| PROOF OF PAYMENT - CREDIT CARD PAYMENTS |
| ❖ Credit card statement with relevant charge(s) highlighted |
| ❖ Proof of payment of the credit card statement, matching the above requirements for check or ACH payments |

Attachment V
Time/Activity Report

COUNTY OF RIVERSIDE CONTINUUM OF CARE - LIIG TIME & ACTIVITY REPORT

AGENCY NAME - EMPLOYEE NAME

DATES: (dates for pay period)

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | TOTAL | |
|--|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|------|
| SERVICE STAFF (LIIG Only) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| LIIG Service Activities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| Total Project | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| ADMINISTRATIVE STAFF (LIIG Only) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| LIIG Administrative Activities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| NON-PROJECT (Time not worked on LIIG) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Non-Project | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Non-Project | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| FRINGE HOURS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vacation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| Sick | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| Holiday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| Other Paid Time Off | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0.00 |
| Total Fringe | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| TOTALS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

Checkpoint

0.00

| | |
|-------------------------------------|------|
| Total Hours | 0.00 |
| Total Fringe Hours | 0.00 |
| Difference | 0.00 |
| Actual Hours - Technical Assistance | 0.00 |
| Actual Hours - Administration | 0.00 |
| Non-Project Hours | 0.00 |

I certify that this is a true and accurate report of my time and the activities were performed as shown.

Employee Signature

Date

Supervisor Signature

Date



Grant Agreement #LIIIG-2023-09

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
COUNTY OF RIVERSIDE

The term of this Agreement is:
October 1, 2023, through November 30, 2025

The maximum grant amount for this Agreement is:
\$571,887.88

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.

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

| GRANT RECIPIENT | |
|---|-----------------------------|
| GRANT RECIPIENT'S NAME COUNTY OF RIVERSIDE | |
| BY (Authorized Signature) x. Heidi Marshall | DATE SIGNED Oct 26, 2023 |
| PRINTED NAME AND TITLE OF PERSON SIGNING Heidi Marshall, Director - HWS | |
| ADDRESS 3403 Tenth St. Suite 310. Riverside CA 92501 | |
| 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 |
| 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 the County of Riverside (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-2023-09 ("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 Riverside 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

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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 November 30, 2025. Additional time is 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 September 30, 2025.
4. **Compensation.** The RECIPIENT is entitled to up to \$571,887.88, 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 September 30, 2025.
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**

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- 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:

- a. Providing guidance and support in gathering required documentation, preparing application materials, and navigating the licensing process.
- b. 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:

- a. Industry partnerships, skill-based seminars, entrepreneurial training, licensing requirements overviews, job application workshops, job shadowing, etc.
- b. 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.
- c. 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:

- a. 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.
- b. 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.
- c. 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:

- a. Conducting financial literacy workshops or seminars covering budgeting, saving, credit management, debt reduction, investment basics, and understanding banking services.
- b. 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 – September 30, 2024 | October 15, 2024 |

| FY 2024 – 2025 Service Period | Report Due |
|-------------------------------|------------|
|-------------------------------|------------|



| | |
|-------------------------------------|------------------|
| October 1, 2024 – December 31, 2025 | January 15, 2025 |
| January 1, 2025 – March 31, 2025 | April 15, 2025 |
| April 1, 2025 – June 30, 2025 | July 15, 2025 |
| July 1, 2025 – September 30, 2025 | October 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 – September 30, 2024 | October 15, 2024 |

| FY 2024 – 2025 Service Period | Invoice Due |
|-------------------------------------|------------------|
| October 1, 2024 – December 31, 2025 | January 15, 2025 |
| January 1, 2025 – March 31, 2025 | April 15, 2025 |
| April 1, 2025 – June 30, 2025 | July 15, 2025 |
| July 1, 2025 – September 30, 2025 | October 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
 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 – Scope of Work and Performance Metrics**

| | |
|---|---------------------|
| General Information: | |
| Local Government Applicant: | County of Riverside |
| DBA (if applicable): | |
| Employer/Taxpayer Identification Number: | 95-600930 |
| Organizational DUNS (if available): | |
| Mailing Address (and physical address if it is different): | |
| Street 1: | 3403 Tenth St. |
| Street 2: | Suite 310 |
| City: | Riverside |
| County: | Riverside |
| State: | California Only |
| Zip Code: | 92501 |
| Name and contact information of the person to be contacted regarding this application: | |
| First and Last Name: | Tanya Torno |
| Title: | Deputy Director |
| Telephone Number: | (442) 315-0264 |
| Email: | ttorno@rivco.org |
| Website: | www.rivcohps.org |

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

Signature (electronic is acceptable) _____

Date 8/23/2023

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

County Riverside

City _____



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?



A. The County of Riverside's Department of Housing and Workforce Solutions (HWS) was established in March 2020 with a primary mission to centralize and ultimately, strengthen efforts to eradicate poverty across the region. Under its umbrella, HWS leverages programming from its five divisions inclusive of the Housing Authority, Community Action Partnership, Community and Housing Development, Workforce Services, and Office of Homeless Solutions to deliver a wide-range of social services and housing to special populations, which include the immigrant community. To date, the services have been inclusive of housing, career coaching and training, financial literacy, tax assistance, linkages to self-sufficiency programs and financial assistance towards essential services such as utilities and weatherization improvement programs.

In the last 3 years, the County of Riverside and through the leadership of HWS, has coordinated the following initiatives for the immigrant community: 1) Sheltering services for over 82,000 asylum seekers; 2) Launching a Rapid Response Network (RRN) inclusive of over 15 immigrant serving organizations and advocacy groups; 3) Coordinating Housing and Homeless Services for individuals at-risk of or are experiencing homelessness; 4) Developing targeted housing opportunities for immigrant groups such as farm workers. While HWS plays a critical role in delivering services for immigrant families, we recognize community-based organizations are best positioned to lead immigration efforts because of their nimbleness and flexibility to meet community needs which can sometimes be restricted under governmental structures. If funding is acquired through this proposal, HWS will establish a formal partnership with TODEC, who will serve as a sub-grantee and regional lead coordinating the Office of Immigration Services for the entire region. Under this role, Todec will serve as the lead subcontracted entity facilitating social services navigation and working alongside HWS and the County to strengthen intergovernmental programming to/for the immigrant community.

Since 1984, TODEC Legal Center has acted in this capacity and empowered disenfranchised immigrant communities to become economically, socially, educationally, and civically engaged and self-sufficient while enhancing individual self-esteem and community health. TODEC empowers immigrant workers to engage in community organizing that changes lives through civic engagement programs that reach 100,000 immigrant workers annually throughout Riverside, San Bernardino, Indio, and Imperial counties (the Inland Empire). In Riverside County, which covers 7,200 square miles, migrant workers and other undocumented immigrants are isolated and lack basic communication infrastructure, including reliable Wi-Fi and internet access. Meanwhile, the region is under the jurisdiction of US Customs and Border Patrol, who can stop community members with probable cause and deport them. Migration has been a central feature of the region for centuries, and there are now nearly one million immigrants living in our service area. TODEC's focus has always been to ensure fairness and opportunity for low wage workers, to support innovations that connect low wage workers to vital resources, and to promote civic engagement. TODEC's #NaturalizeE program has assisted 300,000 immigrants in becoming U.S. citizens, and an additional 20,000 in achieving DACA (Deferred Action for Childhood Arrivals) status. With their unwavering focus on citizenship, they have seen three decades of immigrants turned citizens add to the growing base of TODEC's extended, civically engaged community.

They also engage in critical poverty alleviation work by providing financial support to frontline farm and food workers and undocumented immigrants who were deemed essential workers during the pandemic, as well as undocumented immigrants who have experienced hardships from natural disasters, in partnership with three state and federally funded relief programs throughout the COVID pandemic and beyond. To date, they have distributed more than \$12.5 million in direct cash payments to our community for COVID and disaster relief. In addition to cash assistance, the Harvest for the Housing program also provides outreach, temporary housing, and wellness checks for workers who are COVID-19 positive or exposed. Through the COVID hotline, they were the first to begin vaccinating farmworkers, and successfully convinced county and state leadership to prioritize farmworkers in their COVID response. TODEC offers Know Your Rights sessions and English as a Second Language courses and many who participate in these go on to join the organization as volunteers. With the support from the Local Immigrant Integration and Inclusion Grant (LIIG), TODEC will further deepen their reach in Riverside County. Through this grant, they will provide culturally responsive case management, connection to County services, education and outreach, access to English as a Second Language / Civics classes, and translation and interpretation services

B.



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) |
|--------------------------|--------------------|---|
| Luz Gallegos | Executive Director | City oversees and coordinates all programming under the Office of Immigration Services |
| Alberto Cruz | Program Manager | Executive Director and manages all programs and staff under the Office of Immigration Services |
| | | |
| | | |

- 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.



A.

The County of Riverside will directly support the TODEC operated, Office of Immigration Services. TODEC Legal Center seeks a two pronged approach to connect the immigrant community to public and private resources available across Riverside County and reach hard to serve populations. This LIIIG grant will focus on Social Services Navigation (Section 2) and Intergovernmental Capacity and Technical Assistance (Section 3).

Social Services Navigation

TODEC will use the LIIIG to fund the Executive Director and Program manager to expand the number of Riverside County immigrants who receive social services navigation, case management, and connection to resources, including with County agencies. As a nationally-acclaimed grassroots organization, TODEC has worked with the immigrant families who comprise the overwhelming majority of California's frontline farmworker and immigrant communities for almost 40 years. They have the proven ability to communicate directly with this population, and the community trusts them to provide them with confidential, knowledgeable, and critical support services when they need it, in a language they understand. This is reflected in the makeup of the organization: the vast majority of TODEC's staff of 49 are immigrants from the Inland Empire, many of whom over the years have benefited from TODEC's leadership programs and were recruited from said programs.

TODEC's services are aimed at economically and civically empowering individuals, facilitating naturalization, expanding voting access, providing education about worker and immigration rights, connecting vulnerable and hard-to-reach immigrant populations to County services and benefits, and safeguarding women experiencing domestic violence.

Through the LIIIG program, TODEC will:

- Offer quarterly immigrant integration events in partnership with County staff that will provide an overview of County services and opportunities for individuals to enroll onsite.
- Participate in at least two outreach events (e.g., tabling at existing events, conducting outreach in the fields) weekly to inform immigrant communities about County services and connect them to resources.
- Expand call center staffing to increase capacity to follow-up with resources and referrals.
- Expand services and internet connectivity to the most vulnerable immigrant populations in remote corners of the County.

TODEC's ongoing services that will be available to immigrant communities include:

- Know Your Rights trainings run by TODEC attorneys and OLAP Accredited Staff
- English as a Second Language/Civics classes
- El Centavito Aprende y Emprrende entrepreneurship training for adults and youth (age 16-18)
- #NaturalizeIE, focused on helping people become naturalized citizens and becoming informed and engaged voters, with the goal of naturalizing every eligible person in the County
- Monarcas Luchadoras, which engages youth, registers young adults to vote, and builds the next generation of empowered and civically engaged citizens

Intergovernmental Capacity and Technical Assistance

TODEC will provide cultural competency training for County government officials to better understand the issues that so many immigrants face, including fear of the government, language, cultural, and practical barriers, appropriate terms to use for talking about immigrants (e.g., "undocumented" vs "illegal"). The goal of this work will be to help government workers better understand the realities of and motivations behind living in the United States as an undocumented immigrant, and increasing County workers' empathy and understanding of, and ability to support, this population more effectively.

B.

TODEC will achieve the activities outlined above by hiring additional outreach workers and call center staff; conducting a comprehensive outreach and marketing campaign through social media, news media, email, call center, text messaging, and outreach to its vast network of community partners; acquiring a wi-fi mobile office van to expand outreach efforts and increase engagement and enrollment in public benefits.



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) |
|---------------------------------|----------------------------|--|
| Tanya Torno | Deputy Director | Successful administration of the LIIG grant |
| Brandon Trahan | Fiscal Manager | Invoicing, reporting and other fiscal responsibilities |
| Stefanie Rubio | Contracts & Grants Analyst | Carry out the activities specified in the grant agreement |
| | | |



A.

The County of Riverside's Department of Housing and Workforce Solutions is the designated entity administering federal, state, and local funding and serves as the Continuum of Care Lead Agency. This streamlined approach, maximizes the level of coordination among county departments, cities, and over 200 public, private, and non-profit stakeholders, while leveraging multiple funding streams. The County has well over 20 years administering the Continuum of Care Program, a HUD-mandated collaborative, and as a result of this experience has provided regular technical assistance to non-profit organizations who carry out homeless assistance projects. As a result of this experience, the County of Riverside has built a robust Homeless Delivery System which under this fiscal year alone, has assisted over 16,000 individuals across a continuum of services such as street outreach, emergency shelter, and other housing interventions.

Furthermore, TODEC has deep experience managing large public (County, state, and federal) grants. The Finance Director is responsible for budgeting and fiscal management. The Program Manager is responsible for reporting and tracking grant deliverables. TODEC uses Social Solutions software for secure case management, automated communications, and reporting and data analytics.

TODEC uses Results-Based Accountability (RBA) to solve problems using data-driven, decision-making processes and ensure they are meeting program goals. RBA helps TODEC identify the specific customers who benefit from the services we provide, so their performance measures to assess community-wide improvements focus on whether our community is better off as a result of their services. These performance measures also look at the quality and efficiency of these services.

B. The Housing and Workforce Solutions financial system complies with 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) in addition to, governmental Generally Accepted Accounting Principles (GAAP), as codified by the Governmental Accounting Standards Board (GASB), as the highest-ranking set of standards applicable to the County's accounting practices. These standards take highest precedence over all other standards, laws, and regulations.

HWS has a dedicated Administrative and Financial Division whose sole responsibility is to safeguard fiscal and programmatic accountability of Federal, State and local funds, property and other assets, with efficiency to effectiveness. To comply with audit requirements, the Fiscal Division maintains a separate ledger for indirect costs and separate ledgers for each project; maintains documents supporting accounting entries; records expenditures for each program by required cost categories; and emphasizes timely billing and payment of accounts receivables and payables. Internal controls ensure that all accounting entries are supported by appropriate documentation; authorized personnel approve all checks before they are disbursed; all checks are pre-numbered and accounted for; and monthly bank reconciliations are completed. The Fiscal Department also handles financial compliance reviews; quality assurance reviews; and internal and external audits. Financial and budget updates are prepared and presented to Management on a monthly basis.

HWS has the internal controls and processes in place to invoice GO-Biz for quarterly expenses and submit expense reports with each invoice, as required and within 15 calendar days after the end of each month as included in the Go-Biz reimbursement scale.



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?

A.

Both the County of Riverside and TODEC have extensive experience working collaboratively with stakeholders in Riverside County and throughout the region to maximize their impact. For ToDec, a critical example is their advocacy for how local and state governments supported immigrant communities during the pandemic. TODEC worked directly with Kathleen Janus, Governor Newsom's Senior Advisor on Social Innovation, on a number of different partnerships, such as the US Census and the DRAI program.

The partner relationships TODEC has built are strong and encompass all aspects of the Inland Empire immigrant community, from state and local government offices, to agribusiness owners, to healthcare, social, and religious organizations. They have launched successful educational campaigns about changes to immigration laws, the importance of accurate census counts, and most recently, COVID-19 safety and prevention. Outreach to immigrants in the Inland Empire is what TODEC and its partners do best.

Riverside County's collaboration with TODEC, Desert Healthcare District & Foundation and other community-based partners, allowed Riverside County to be the first county in the nation to prioritize vaccination of frontline farm workers. This partnership facilitated vaccination to well thousands of farm workers throughout the Eastern Coachella Valley whose communities are difficult to reach. "It's not just that they prioritized farmworkers — they developed a comprehensive, innovative strategy to ensure vaccine access and acceptance in farmworker communities." (NY Times, March 3, 2021).

As described above, TODEC maintains deep partnerships with a multitude of agencies and community-organizations serving the region's immigrant populations.

B.

TODEC possesses a wide array of valuable resources that will be strategically harnessed to maximize the impact of the grant. With a projected annual budget for FY 2023-24 of \$5,677,440, of which \$2 million will be pass-through funds going directly to vulnerable community members, the grant will represent a significant portion of the annual financial resources. TODEC's facilities include five offices across the Inland Empire. The organization uses Social Solutions software for secure case management, automated communications, and reporting and data analytics.

TODEC has a dedicated volunteer base of over 300 people, many of whom are immigrants who have benefited from TODEC's programs. Volunteers work as community organizers, supporting the range of programs, and shaping the direction of the work for the future.

The strategic utilization of their facilities and mobile units will enable them to extend their reach and cater to underserved communities in rural areas. By capitalizing on the dedication and involvement of volunteers, TODEC can expand their program offerings and enhance community engagement, ultimately fostering a sense of ownership and empowerment among the immigrant population. TODEC will bring all of its resources to bear to maximize impact for the community.



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: Connect the immigrant community to public and private resources. | |
| Objective 1: Hold at least one outreach events with Riverside County | 8/2024 |
| Objective 2: Participate in at least two outreach events (e.g., tabling at | 8/2024 |
| Objective 3: Improve navigation services to immigrant families who are | 8/2024 |
| 2) GOAL: Support long-term immigrant integration in Riverside County. | |
| Objective 1: Increase the number of Riverside County immigrants receiving | 8/2024 |
| Objective 2: Establish dedicated navigators who will specialize in social | 12/2023 |
| Objective 3: | |
| 3) GOAL: Improve communication and understanding between County and | |
| Objective 1: Provide quarterly cultural competency training to County | 8/2024 |
| Objective 2: Develop flyers and other marketing material showcasing | 12/2023 |
| Objective 3: Launch a county-wide campaign to raise awareness of | 8/2024 |



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.

Todec Legal Center Perris

EIN: 33-0711527 | Moreno Valley, California, United States

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC ⓘ

Copies of Returns (990, 990-EZ, 990-PF, 990-T)

Electronic copies (images) of Forms 990, 990-EZ, 990-PF or 990-T returns filed with the IRS by charities and non-profits.

- ✓ **Tax Year 2021 Form 990**
- ✓ **Tax Year 2020 Form 990**
- ✓ **Tax Year 2019 Form 990**
- ✓ **Tax Year 2018 Form 990**
- ✓ **Tax Year 2017 Form 990**
- ✓ **Tax Year 2016 Form 990**

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Business Search

► The California Business Search provides access to available information for **corporations, limited liability companies and limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.

Basic Search

A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number.

[Skip to main content](#) State



Request Certificate

| | |
|----------------------------|--|
| Initial Filing Date | 08/23/1996 |
| Status | Active |
| Standing - SOS | Good |
| Standing - FTB | Good |
| Standing - Agent | Good |
| Standing - VCFCF | Good |
| Formed in | CALIFORNIA |
| Entity Type | Nonprofit Corporation - CA - Public Benefit |
| Principal Address | 234 S D STREET PERRIS, CA 92570 |
| Mailing Address | PO BOX 1733 PERRIS, CA 92570 |
| Statement of Info Due Date | 08/31/2024 |
| Agent | Individual LUZ GALLEGOS 234 SOUTH D STREET PERRIS, CA 92570 |



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Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains ?keyword? search. The Advanced search allows for a ?starts with? filter. To search entities that have a status other than active or to refine search criteria, use the **Advanced** search feature.

Advanced Search

An Advanced search is required when searching for publicly traded disclosure information or a status other than active.

An Advanced search allows for searching by specific entity types (e.g., Nonprofit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

Disclaimer: Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

Although every attempt has been made to ensure that the information contained in the database is accurate, the

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08/23/1996



Request Certificate

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| Initial Filing Date | 08/23/1996 |
| Status | Active |
| Standing - SOS | Good |
| Standing - FTB | Good |
| Standing - Agent | Good |
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| Agent | Individual LUZ GALLEGOS 234 SOUTH D STREET PERRIS, CA 92570 |



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from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2)select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

SEARCH RESULTS



todec legal

Advanced

Results: 1

Entity Information

Initial Filing Date

TODEC LEGAL CENTER
234 S D STREET
PERRIS, CA 92570

08/23/1996

Initial Filing Date: 08/23/1996
 Status: Active
 Standing - SOS: Good
 Standing - FTB: Good
 Standing - Agent: Good
 Standing - VCFCF: Good
 Formed In: CALIFORNIA
 Entity Type: Nonprofit Corporation - CA - Public Benefit
 Principal Address: 234 S D STREET, PERRIS, CA 92570
 Mailing Address: PO BOX 1733, PERRIS, CA 92570
 Statement of Info Due Date: 08/31/2024
 Agent: Individual
 1117 GAIL FGOS
 234 SOUTH D STREET
 PERRIS, CA 92570



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SearchResults



Click on the Organization Name for details about the registration or report record. The maximum number of records shown per page is 50. If there are multiple pages of the results, the clickable page numbers will be displayed at the bottom. If you get too many results or do not find the organization for which you are searching, click the "Search" button and change the search criteria. It is best to search by something that is as unique to the organization as possible such as State Charity Registration Number, FEIN, S Corporate Number, or an unusual portion of their name. To see all registration and report records associated with an organization, avoid searching by State Charity Registration Number as that is record-specific.

[Search Again](#)

| ORGANIZATION NAME | RECORD TYPE | REGISTRATION STATUS | REGISTRATION NUMBER | REPORT NUMBER | FILED |
|---|----------------------|---------------------|---------------------|---------------|--------------|
| TODEC LEGAL CENTER PERRIS | Charity Registration | Current | 103742 | 330711527 | MOREN VALLEY |

| Registrant Details | | | |
|-------------------------------------|--|--|-------------------|
| Organization Name: | TODD'S LEGAL CENTER PURRIS Public Benefit | IRS EIN: | 39071527 |
| Entity Type: | | SOS/FBI Corporate Organization Number: | 1977613 |
| Registry Status: | Current | Renewal Due/Exp. Date: | 11/15/2023 |
| BCF Registration Number: | 161742 | Issue Date: | 6/30/2006 |
| Record Type: | Charity Registration | Effective Date: | 6/30/2006 |
| Date of Last Renewal: | 5/1/2023 | DBA: | |
| Mailing Address | | | |
| Street: | 190 BUX 1235 | | |
| Street Line 2: | MORENO VALLEY, CA 92556 | | |
| City, State Zip: | | | |
| Filings & Correspondence | | | |
| <u>Founding Documents</u> | <u>Founding Documents</u> | | |
| <u>Online Renewal Submission</u> | 2022 | | |
| <u>Audited Financial Statement</u> | 2022 | | |
| <u>IRS Form 990 Series</u> | 2022 | | |
| <u>Explanations For Yes Answers</u> | 2022 | | |
| <u>Audited Financial Statement</u> | 2021 | | |
| <u>Form RRF-1</u> | 2021 | | |
| <u>IRS Form 990 Series</u> | 2021 | | |
| <u>Renewal Filing</u> | 2020 | | |
| <u>Form RRF-1</u> | 2018 | | |
| <u>IRS Form 990 Series</u> | 2017-2018 | | |
| <u>Renewal Filing</u> | 2017 | | |
| <u>2016 IRS Form 990 Series</u> | 2016 IRS Form 990 Series | | |
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| <u>2015 RRF-1</u> | 2015 RRF-1 | | |
| <u>2015 IRS Form 990</u> | 2015 IRS Form 990 | | |
| <u>RRF-1 2014</u> | 2014 RRF-1 | | |
| <u>IRS Form 990-EZ 2014</u> | 2014 IRS Form 990-EZ | | |
| <u>RRF-1 2013</u> | 2014 RRF-1 | | |
| <u>IRS Form 990-EZ 2013</u> | 2013 IRS Form 990-EZ | | |
| <u>RRF-1 2012</u> | 2013 RRF-1 | | |
| <u>IRS Form 990-EZ 2012</u> | 2012 IRS Form 990-EZ | | |
| <u>RRF-1 2011</u> | 2011 RRF-1 | | |
| <u>IRS Form 990-EZ 2011</u> | 2011 IRS Form 990-EZ | | |
| <u>RRF-1 2010</u> | 2010 RRF-1 | | |
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| <u>IRS Form 990 2008</u> | 2008 IRS Form 990 | | |
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| <u>RRF-1 2004</u> | 2004 RRF-1 | | |
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| <u>RRF-1 2003</u> | 2003 RRF-1 | | |
| <u>IRS Form 990 2003</u> | 2003 IRS Form 990 | | |

<https://rct.doj.ca.gov/Verification/Web/Details.aspx?result=2a42736f-5274-4fe1-a520-94a25c72d77f>

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Details

| | |
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| RRF-1 2002 | 2002 RRF-1 |
| IRS Form 990 2002 | 2002 IRS Form 990 |
| RRF-1 2001 | 2001 RRF-1 |
| IRS Form 990 2001 | 2001 IRS Form 990 |
| RRF-1 2000 | 2000 RRF-1 |
| RRF-1 2000 | 2000 RRF-1 |

Annual Return of Data

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|--|------------|
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7/1/2002 |
| Accounting Period End Date: | 6/30/2003 |
| Filing Received Date: | 3/30/2003 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7/1/2003 |
| Accounting Period End Date: | 6/30/2004 |
| Filing Received Date: | 9/9/2004 |
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| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7/1/2004 |
| Accounting Period End Date: | 6/30/2005 |
| Filing Received Date: | 5/17/2005 |
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| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
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| Status of Filing: | Accepted |
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| Filing Received Date: | 10/3/2006 |
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| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
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| Accounting Period End Date: | 6/30/2007 |
| Filing Received Date: | 12/20/2007 |
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| Form CT-TR-1 Reject/Incomplete Reason: | |
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| Notes From Registry Staff: | |
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| Accounting Period End Date: | 6/30/2008 |
| Filing Received Date: | 8/15/2007 |
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| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7/1/2008 |
| Accounting Period End Date: | 6/30/2009 |
| Filing Received Date: | 5/14/2008 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7/1/2007 |
| Accounting Period End Date: | 6/30/2008 |
| Filing Received Date: | 5/17/2009 |
| Form RRF-1 Reject/Incomplete Reason: | |

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Details

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| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7/1/2018 |
| Accounting Period End Date: | 6/30/2019 |
| Filing Received Date: | 10/23/2020 |
| Form RRE-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7/1/2019 |
| Accounting Period End Date: | 6/30/2020 |
| Filing Received Date: | 5/24/2021 |
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| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7/1/2020 |
| Accounting Period End Date: | 6/30/2021 |
| Filing Received Date: | 5/18/2022 |
| Form RRE-1 Reject/Incomplete Reason: | Resubmission Correction Accepted |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | A duplicate payment (check #11445) was received. A previous payment (check #11247) had already been processed. The duplicate check has been shredded. |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 7/1/2021 |
| Accounting Period End Date: | 6/30/2022 |
| Filing Received Date: | 5/9/2023 |
| Form RRE-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Related Registrations & Event Reports | |
| <p>1. Form CT-TR-1 (2021) - 7/1/2021 - 6/30/2022</p> <p>2. Form CT-TR-1 (2022) - 7/1/2022 - 6/30/2023</p> <p>3. Form CT-TR-1 (2023) - 7/1/2023 - 6/30/2024</p> | |
| No Related Records | |



Exhibit B – Collaborative Declaration



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

**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.

| | |
|---|---|
| <p>Recipient Organization Name <u><i>HEB</i></u></p> <p>Authorized Representative Name <u>Heidi Marshall</u></p> <p>Title: Director</p> <p>Signature: <u><i>Heidi Marshall</i></u></p> <p>Date: Oct 27, 2023</p> | <p>Collaborative Partner #1 Organization Name <u>TODEC Legal Center Perris</u></p> <p>Authorized Representative Name <u>luz Gallegos</u></p> <p>Title: Executive Director</p> <p>Signature: <u><i>luz Gallegos</i></u></p> <p>Date: Oct 27, 2023</p> |
|---|---|



Exhibit C – Budget Detail

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



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 (LIIG) 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 LIIG 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 LIIG 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.

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.

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. Immigrant³

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,

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.



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.

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.

State of California
 Financial Information System for California (FI\$Cal)
GOVERNMENT AGENCY TAXPAYER ID FORM
 2000 Evergreen Street, Suite 215
 Sacramento, CA 95815
 www.fiscal.ca.gov
 1-855-347-2250



The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields marked with an asterisk (*) are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal Government Agency Name*

Remit-To Address (Street or PO Box)*

City* State * Zip Code*+4

Government Type: City County Special District Federal Other (Specify)

Federal Employer Identification Number (FEIN)*

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

| | | | |
|-------------------------|----------------------|------------------|----------------------|
| Dept/Division/Unit Name | <input type="text"/> | Complete Address | <input type="text"/> |
| Dept/Division/Unit Name | <input type="text"/> | Complete Address | <input type="text"/> |
| Dept/Division/Unit Name | <input type="text"/> | Complete Address | <input type="text"/> |
| Dept/Division/Unit Name | <input type="text"/> | Complete Address | <input type="text"/> |

Contact Person* Title

Phone number* E-mail address

Signature* Date

STATE OF CALIFORNIA
DRUG-FREE WORKPLACE CERTIFICATION
 STD. 21 (Rev. 10/2019)


CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

| | |
|--|--|
| CONTRACTOR/BIDDER FIRM NAME County of Riverside | FEDERAL ID NUMBER 95-600930 |
| BY (Authorized Signature)  | DATE EXECUTED |
| PRINTED NAME AND TITLE OF PERSON SIGNING Tanya Torno Deputy Director | TELEPHONE NUMBER (Include Area Code) (951) 955-7728 |
| CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS 3403 Tenth Street, Suite 310, Riverside, CA 92501 | |

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free workplace policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until 09/01/2026 (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

Signature: 

Email: hmarshall@rivco.org