

**Grant Agreement # LIIG-2024-17**

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 Monterey

The term of this Agreement is:

October 1, 2024, through November 30, 2025

The maximum grant amount for this Agreement is:

\$264,122.49

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	
BY (Authorized Signature)	DATE SIGNED
x.	
PRINTED NAME AND TITLE OF PERSON SIGNING Lori A. Medina, Director, Department of Social Services	
ADDRESS 1000 S. Main St., Ste. 306, Salinas, CA 93901	
STATE OF CALIFORNIA	
STATE UNIT/AGENCY NAME INTERNATIONAL AFFAIRS AND TRADE, GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT	
BY (Authorized Signature)	DATE SIGNED
x.	
PRINTED NAME AND TITLE OF PERSON SIGNING Emily Desai, Deputy Director, International Affairs and Trade	
ADDRESS 1325 J Street, Suite 1800, Sacramento, CA 95814	

DocuSigned by:

Anne Brenton

A46091E5DE63489...

Deputy County Counsel



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

This Local Immigrant Integration and Inclusion Grant (LIIIG) Grant Agreement (hereinafter referred to as the "AGREEMENT") dated October 1, 2024, is entered into by and between the County of Monterey (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 LIIIG-2024-17 ("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 ("LIIIG RFP Announcement"); in Monterey 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 ("LIIIG 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, 2024, 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, 2024, through September 30, 2025.
4. **Compensation.** The RECIPIENT is entitled to up to \$264,122.49 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 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.



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

19. Payment.

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

20. Indemnification/Warranty Disclaimer/Limitation of Liability.

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

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



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

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



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



Exhibit A – Scope of Work and Performance Metrics



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

General Information:	
Local Government Applicant:	Monterey County Department of Social Services
DBA (if applicable):	
Employer/Taxpayer Identification Number:	94-6000524
Organizational DUNS (if available):	
Mailing Address (and physical address if it is different):	
Street 1:	1000 S. Main St
Street 2:	
City:	Salinas
County:	Monterey
State:	California Only
Zip Code:	93901
Name and contact information of the person to be contacted regarding this application:	
First and Last Name:	Lori A Medina
Title:	Director, Monterey County Department of Social Services
Telephone Number:	(831) 755-4434
Email:	MedinaL@co.monterey.ca.us
Website:	https://www.co.monterey.ca.us/government/departments-i-z/social-services

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 3/29/2024 | 4:12 PM PDT

DocuSigned by:
Lori Medina
BF027950140749D...

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

County County of Monterey

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). In addition, describe how the organization meets the funding priorities. This includes outlining rural immigrants' needs and challenges, with examples of successful engagement initiatives, strategies for overcoming integration barriers, and how these inform the implementation of LIIG activities. 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. Monterey County Department of Social Services (MCDSS) serves the entire county and is actively strengthening immigrant outreach and engagement through multiple collaborations, including the Department of Emergency management and DSW initiatives, the creation of the Anti-displacement Task Force, and the CAO's Homeless Services and Encampment Engagement and Resolution strategies. Most directly relevant to this proposal, MCDSS's plan to implement a Mobile Office and relationship with the County's Farmworker Resource Center (FRC) and in partnership with Centro Binacional, a trusted partner that assists indigenous language speakers with connecting to and navigating services. The proposed LIIG project will fund a project capable of connecting these initiatives and link county services.

The Monterey County FRC provides essential immigrant integration services, focusing on the agricultural worker community in Monterey County. To integrate outreach and service navigation as part of our regular operations, MCDSS is currently in the early stages of implementing its Mobil Office funded in part by a USDA grant. The Mobile Office is part of a plan to redesign service delivery to improve access to services for underserved populations. MCDSS works closely with the Department of Emergency Management, most recently in Pajaro during the 2023 floods and levee breach, both in partnership with CBO's and directly to support immigrant residents impacted by natural disasters.

The Farmworker Resource Center Program (FRCP), established in 2021 in response to the COVID-19 pandemic, utilized the Virus Integrated Distribution of Aid (VIDA) model to deploy Community Health Workers (CHWs) to farmworker communities. CHWs offer information, education, form assistance, cafecitos & platicas (coffee chats and talks), and case management, assessing the community's needs in real-time to tailor services and programs accordingly. In 2022, CHWs conducted over 150 visits to agricultural fields, providing resources and educational support in more than 12,400 peer-to-peer interactions in multiple languages, including Spanish, Triqui, Mixteco, Zapoteco, and English. They identified and addressed immediate challenges faced by farmworkers, such as access to vaccinations, COVID-19 testing, income assistance, utility assistance, direct-to-home food drop-offs, and connections to other resources. MCDSS and the Health Department are currently exploring opportunities to align county services in the employment of CHWs.

The 2023 Farmworker Population Needs Assessment Report synthesized multiple surveys to identify the common primary needs of the immigrant farmworker community in Monterey County. Common needs expressed across multiple surveys included access to healthcare, affordable housing, mental health support, nutrition and physical activity, substance use prevention, pesticide exposure education, social and wellness services, and financial support.

The demographic analysis of 41,704 agricultural workers revealed that 87% identify as Hispanic or Latino. The gender distribution is approximately 67% male and 33% female, with a median age of 36 years old. The top three occupations include Farmworkers and Laborers (Crop, Nursery, and Greenhouse), Agricultural



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)
Rotating Staff	Supervising Office Assistant	Answer staff questions. Collect data from the day's activities and return them to the
Rotating Staff	Eligibility Specialist	Inform community members about county programs, conduct interviews, upload doc
Rotating Staff	Social Service Aide	Sit in front of van at a table and engage customers about county programs, provide

- 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 LIIG activities MCDSS intends to provide will support Social Service navigation, which involves the implementation of immigrant education and outreach, a mobile benefits office, and the establishment of off-site social service locations and nonstandard hours of operation. The socio-political context creates many disadvantages for our immigrant population, many of whom highly prioritize the values of community and trust. The Key to advancing immigrant integration is engagement with trusted CBO's that can serve as a bridge connecting immigrant populations to community resources. Thus, a critical component of our plan is to engage with CBDIO, a trusted indigenous CBO, to provide media outreach, benefits information, and system navigation assistance in Spanish and indigenous languages. MCDSS invests in on demand translation services through a contract with Lion's Bridge Technologies, a service that can accommodate our need for indigenous language support.

Immigrant outreach and a mobile benefits unit is two-pronged strategy for reaching our immigrant residents by directly connecting residents with information and resources needed to promote stability and integration. The Central Coast has a large population of migrant farmworkers and the largest population of indigenous farmworkers in California. This highly vulnerable population faces many barriers to integration some of which include of language barriers, long work hours, lack of awareness about available services, logistical and language barriers to accessing services, and lack of trust in government. Moreover, not addressing integration, greatly exacerbates our community's ability to respond and recover from disasters. For Example, Monterey County's Recent Flooding in North (leading to the Pajero levy breach) and South County primarily impacted, and continues to impact, agricultural workers that have resulted in large disparities in resiliency among our residents and their ability to respond to, and recover, from emergencies.

The first prong/portion of the plan is to implement immigrant education and outreach with respect to social services, CBDIO will build off its work with the county Health Department and the Farmworker Resource Center to engage in community outreach and education about public benefits and assist community members in connecting with services and programs. Outreach activities will be conducted in-person, both in the community at trusted locations (markets, schools, community centers) and at CBDIO's Greenfield office, and via media, such as radio and social media.



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)
TBD "existing staff"	Program Manager	
Joshua Eisenberg	Management Analyst	
Juan Placencia	Information Systems Manager	



A. MCDSS has extensive experience managing State and Federal grants, including emergency or special focused grants requiring extensive intergovernmental and regional coordination, such as the Federal Emergency Assistance Program and the Homeless Housing and Assistance Program. In addition to State and Federal Legislative and Regulatory requirements, MCDSS complies with County policy and procedures with respect to grant, procurement, contract, fiscal, and monitoring policy. First MCDSS seeks Board of Supervisor approval to accept funds. Once a subcontractor is selected according to county procurement policy and procedures, MCDSS will engage with the department's contract manager to oversee contract development in accordance with procurement fiscal policies (department and auditor), and county council review prior to BOS approval. Contracts are reviewed that the scope of work, reporting, and invoicing process, and contractor responsibilities comply with applicable state, federal, county laws, regulations, and policies. For subgrantees, agency is reviewed for all relevant licenses, insurance, audit process, nonprofit standing. The fiscal department oversees the invoicing and appropriations process. Once the contract is executed, the contract manager monitors all aspects of the contract including invoicing, reporting, and service performance. MCDSS has a thorough contracting monitoring process which also includes desk reviews and/ or site visits based on the term of the contract. For this contract, the contract monitor will collect monthly invoices and data from the subcontractor and submit invoices to our fiscal department, which is overseen by the county auditor. This project will institute individual tracking forms to assess the impact of mobile services. MCDSS Community Benefits branch utilizes Cal SAWS and State data bases for all of state programs. Through our many data bases and tracking system, MCDSS will be able to track the population served, capture demographics and assess impact.

B. As referenced above, MCDSS complies with local government accounting methods and oversees the Department's fiscal management which includes, branch appropriations, grant management and sub-recipient contracts.

C.Existing Staff- Grant Administration

TBD "existing staff", Program Manager: Oversee staffing, Logistics, coordinating off-site locations, coordinating with fleet for vehicle maintenance

Joshua Eisenberg, Management Analyst Contract development and monitoring, Subcontractor oversight, reporting, liaison with fiscal department

Juan Placencia, Information Systems Manager: Outfitting mobile unit with technology; acquisition of portable wireless kit; systems maintenance



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. MCDSS has extensive experience working with critical internal and external stakeholders on immigrant issues and initiatives. All of our stakeholder relationships, as well as our experience with specific issues and initiatives, inform the planning and direction of this project. The experiences we've had as a community have illuminated the many challenges, barriers, and opportunities for addressing immigrant issues. Several partners address immigration issues directly. However, in addition to securing and distributing funding, we work with these partners on peripheral issues such as access to resources, developing policies and procedures, advocacy, systems integration, and eligibility.

Although our relationship with the Health Department and the Farmworker Resource Center is most relevant to this project, MCDSS works widely across county departments and local jurisdictions to address immigrant issues in policies and equity issues more broadly, including the Civil Rights Office (CRO), Department of Emergency Management (DEM), the County Administrative Office, Health Department, Housing and Community Development, the city of Salinas, the city of Soledad, and the city of King and unincorporated community of Pajaro. MCDSS engages with the CRO to advance the county goal of creating universally equitable outcomes for all our residents and DEM's equity efforts as a critical pillar to support community resiliency. MCDSS is able to work within other county systems, like emergency operations, to highlight the blind spots in emergency preparedness, response and recovery when it comes to our immigrant population. Internally, access and equity with respect to public benefits is at the heart of MCDSS's mobile benefits office.

MCDSS calls on several regular stakeholder and partner relationships for outreach and for addressing specific immigrant issues including United Way and 211, Catholic Charities, CA Rural Legal Assistance, Community Bridges, and Community Action Board of Santa Cruz. MCDSS funds 211 and ensures that language assistance and information about county resources is available to immigrants. Federal regulation and eligibility can present challenges when assisting our immigrant residents. As a result, we've relied heavily on these organizations to navigate the distribution county and state Disaster Assistance Funding. During Disasters, in addition to regular shelter operations and DSW, MCDSS supports the Emergency Operations Center by coordinating with CBOs that serve immigrant residents to assess needs, disperse resources, and support recovery efforts.

Our county has been impacted by several political, pandemic, socio-economic, and weather-related challenges that have initiated working groups to address topics like public charge, Census implementation, restrictions on pandemic relief, flooding, displacement levee breach, encampments, and illegal landlords charging migrants rent for unsafe and uninhabitable shelter. MCDSS has worked with various state & federal agencies about eligibility and of funding for immigrant residents, county departments and local jurisdictions with respect to encampment engagement, CDSS for disaster assistance resources, CSD in coordination with the Supply Bank to distribute diapers and formula to farmworkers displaced by the levee breach, local CBO's to administer the County's disaster assistance program, the Department of Emergency Management to contract CBO's to assist farmworkers affected by flooding, Assisting DEM with facilitating community forums and planning the administrative process associated with \$20 million Pajaro Disaster Assistance, Anti-Displacement Task Force as a multi-departmental response team to address urgent immigrant issues. In terms of advocacy, MCDSS is active with CWDA, CalCAPA and County Legislative advocacy, which is critical to ensuring funding, legislation and policies account for immigrant considerations.

In sum, MCDSS's direct experiences and working relationships with stakeholders not only inform perspective on immigrant issues but have also established partnerships and initial success for which we can continue to build. Until there is broader systematic change, these ongoing partnerships are critical for sustaining momentum, building trust, and integrating immigrant concerns into regular governmental operations.

B. The resources MCDSS will leverage to maximize the impact of this grant include existing plans for mobile services associated with a USDA grant, a county Dodge ProMaster van, MCDSS IT expertise, and ongoing relationships with the Health Department, Farmworker Resource Center, Department of Emergency Management, and multiple local CBOs. MCDSS also has an existing contract with Lion's Bridge for languages services to provide support to customers during case management and application completion. This project will have significant ongoing impact because it will also equip MCDSS with the technological capability to conduct immigrant outreach anywhere in the county during emergencies and power outages like those we experienced during last year's flooding and levee breach, which primarily impacted migrant workers.

MCDSS partners have valuable social capital and are potential hubs for, or connections to, service locations that immigrants trust and can access. In terms of tangible resources, MCDSS plans to redeploy existing staffing, has a van available for this project, and will utilize a USDA grant to incorporate mobile services as part of a service delivery model to improve access to services for vulnerable high barrier customers. A secondary, but important result, of initiating this project of engagement and service navigation is to collect better data on our immigrant population and effective integration methods. As there is no comprehensive data set to capture the immigrant population, we rely on multiple sources including those from CRLA, the National Center for Farmworker Health, UC Merced, and the Monterey County Department Health's FRC needs assessment, which consolidates 5 separate farmworker surveys.

Prior to the LIIG, MCDSS initiated a broader plan for mobile outreach and was recently awarded a \$858,348 USDA-FNS-SNAP-PTI-2023 grant to create a Mobile Office to support access to SNAP benefits. The Mobile Office will be ready to serve the community by May 2025. In the meantime, if awarded the LIIG for immigrant outreach and service navigation, our county has identified an existing county-owned vehicle that will be retrofitted to begin targeting outreach and service navigation for immigrant clients by the end of the 2024. The other portion of the grant will be used to support direct benefits information and education through CBDIO's media outreach targeting hard to reach immigrant farmworkers in Spanish and indigenous languages. Conducting outreach through CBDIO leverages this organization's social capital with the immigrant, and particularly indigenous, communities. CBDIO also has experience with benefits applications and resource navigation. Additionally, with the LIIG, ongoing focused mobile immigrant outreach for social services navigation would help MCDSS learn how to develop stronger immigrant integration strategies for the next phase of benefits outreach with the launch of the Mobile Office. Finally, MCDSS has been exploring strategies for aligning outreach efforts with the county FRC, which deploys CHWs to assist with resource navigation and MediCal enrollment.

Partnering more closely with the Health Department and the FRC is further strategy for maximizing impact, particularly with respect to outreach and building trust. The service delivery locations will be secured in partnership with the FRC and CBDIO. The FRC already deploys Community Health Workers (CHW) and CBDIO is actively engaged in MediCal outreach through May 30, 2024. To this end, alignment of outreach efforts would not only improve sustainability, but also magnify our impact by connecting customers to a broader array of community resources. Immigrant integration depends on building and sustaining strong partnerships and outreach, which is resource intensive. Our partners are also seeking resources to continue this work.

Ongoing immigrant integration efforts depends heavily on partnerships, and our partners are equally concerned about sustainability. The Health Department and CBDIO are each pursuing resources The FRC deploys Community Health Workers and CBDIO for outreach and resource navigation. CBDIO is funded by the FRC to conduct CHW work through May 30, 2024. The LIIG will provide term limited and specific funding for CBDIO. In the meantime, the organization also receives grants from foundations and is seeking grants to sustain ongoing outreach work. The Health Department is committed to keep the FRC operational beyond May 2024 and has secured the California Reinvestment Grant, a three-year funding initiative. This grant fully funds a team of Community Health Workers (CHWs), an office assistant, and a Coordinator dedicated to providing medical care linkages and system navigation services throughout Monterey County, including to our immigrant residents. Additionally, be exploring the possibility of utilizing CHW MediCal benefit reimbursements as a strategy to sustain its programs beyond the grant's end.



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: Implement Mobile Office	
Objective 1: Retrofit Existing County Van - mobile office -Hire a	11/1/2024
Objective 2: Outfit Van with Technology for connectivity/Portable	12/1/2024
Objective 3: Monterey Facilities and Social services will create and	12/2/2024
2) GOAL: Implement Immigrant Education & Outreach	
Objective 1: County will coordinate contract with CBDIO to develop	Oct/Nov 2024
Objective 2: MDSS will deploy media outreach information and	12/2024-6/2025
Objective 3: MCDSS will initiate language services for system	Entire grant period – Iterative design model
3) GOAL: Implement Immigrant Social Service Integration Plan	
Objective 1: MCDSS will partner with CBOs to establish MBO	12/2024
Objective 2: MCDSS MBO team will conduct case management to	12/2024
Objective 3: MCDSS will leverage existing partnerships to align	2/2025



Section 3

Project Budget: Provide a proposed budget and include staff and operational expenses details. Applicants shall complete the attached Project Budget (Exhibit B) 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.



County of Monterey
DEPARTMENT OF SOCIAL SERVICES
Roderick Franks
ASSISTANT DIRECTOR OF SOCIAL SERVICES

1000 S. Main Street Suite 216
Salinas, CA 93901
(831) 755-4448
countyofmonterey.gov/dss

Addendum: Exhibit A Monterey County LIIG Implementation Plan

LIIG Grant period October 1, 2024 – September 30, 2025

This grant will support capacity of existing staff to implement social service navigation for our immigrant population utilizing mobile outreach and benefits. This grant will specifically focus on communication/translation and technology components necessary to support staff capacity and their ability to perform social service navigation and implement mobile benefits. Goals and timelines were updated to reflect the revised round 2 LIIG grant period of October 1, 2024 – September 30, 2025.

Section 1. No Changes

Section 2 Implementation Plan

Goal 1: Implement mobile office. February 28, 2025

- Outfit mobile benefits office with Technology that supports staff's outreach and service navigation.

Goal 2: Implement Immigrant Education & Outreach. Nov 30, 2024

- Contract with CBDIO to provide translation services and to develop & deploy communication and education information and materials for immigrant residents to facilitate outreach and social service navigation.

Goal 3: Implement Immigrant Social Service Integration. April 30, 2025

- Deploy Mobile Benefits Office unit to conduct case management, assess immigrants needs, and enroll individuals and families in all available services and provide referrals to other community resources.





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Lori A. Medina, Director

Addendum: Monterey County Department of Social Services (MCDSS) LIIG Proposal and Budget (summary of Exhibits A update)

MCDSS's LIIG proposal is aimed at expanding, strengthening, and expediting immigrant integration efforts and building community trust by enhancing staff capacity to perform successful outreach and social services navigation. The elements of this proposal will leverage existing resources and planning efforts by addressing specific technical and communication components needed to implement a mobile social services unit capable of both delivering robust case management and aligning with other county immigrant integration initiatives.

Outreach and Mobile services are key to overcoming significant barriers to successful immigrant integration in our community. MCDSS designed a new service delivery model with the goal of improving access for vulnerable populations and secured a USDA grant to purchase an RV and convert a county-owned van to serve as mobile offices. The department also works closely with the Department of Emergency Management and local jurisdictions to address emergency responses, such as those faced by the residents of Pajaro, and will partner with the Health Department to leverage the county Farmworker Resource Center to coordinate outreach, broaden access to resources, and align service delivery efforts. The proposal targets staffing challenges for meeting these goals, which relate to our expansive rural geography, the existence of multiple indigenous cultures and languages, digital divide, service deserts, remote locations & seasonal nature of agricultural work, fragmented immigrant initiatives, and distrust of government.

The full proposal outlines many of these barriers and requests LIIG to develop the outreach and technical capabilities required to support staff capacity to perform social service navigation and issue benefits in the field. First, local indigenous CBO partners are integral to building trust, overcoming language barriers, and providing information and education campaigns about the availability of resources. Second, technology is key to bringing services directly to the immigrant populations during nontraditional office hours in rural areas whether at work locations, the FRC, or during emergencies. Technology and computing assets are essential for staff ability to securely and reliably connect to the county network and relevant state systems in order to perform assessments and issues benefits. MCDSS does not currently have the outreach or technical capacity to support executing this critical work in remote locations.

MCDSS is leveraging existing plans, resources, and partnerships to implement and sustain a mobile benefits unit. This proposal addresses the technical and outreach components needed for the organizational capacity to implement our immigrant outreach and mobile services unit, both of which are critical to successful immigrant integration efforts in our community.

Organization: Centro Binacional para el Desarrollo Indigena Oaxaqueño (CBDIO)

Mission: CBDIO was created by and for Indigenous communities in rural California to organize and ensure our communities' culture, languages, and knowledge are recognized and respected by the systems and institutions that impact our lives. Our goal is simple: the self-determination of Indigenous people.

Project Description: In partnership with the Monterey County Department of Social Services (DSS), CBDIO would conduct community outreach regarding DSS programs to immigrant communities in the County, with a particular focus on South County.

Population served: CBDIO's community outreach efforts focus on Indigenous-language immigrant communities in Monterey County. Most individuals reached are low-income, farmworkers, and of limited English proficiency. Many are also monolingual in an Indigenous language, such as Triqui, Mixteco, Zapoteco, or Chatino. In outreach efforts, CBDIO community workers also encounter Spanish-speaking immigrants from other communities as well, including Central American immigrants. In our Greenfield office alone, more than 1,250 individuals came to our office for assistance with various forms, applications, and other direct assistance, with about 800 identifying as Triqui, and other languages included Mixteco, Spanish, and Zapoteco.

History of past work: In the past, CBDIO has collaborated with the Monterey County Health Department to implement the Farmworker Resources Center, which engages in community outreach and education, and to provide direct services to farmworkers in the Salinas Valley and southern Monterey County. Services include assistance with public benefits applications (Medi-Cal, CalFresh, Paid Family Leave, State Disability Insurance, and other local and state benefits), translation and interpretation of English and Spanish forms, and support in submitting workers' rights complaints to relevant local, state, and federal agencies. In addition to our outreach and immigrant labor rights work, CBDIO has teams of community workers who engage with families through our First 5 and Maternal Mental Health (Mamas) programs, both of which work with Indigenous families to support young children and parents by providing care coordination and connection with public programs, health care providers, schools, and mental health resources.

Scope of Work under LIIG:

Immigrant, farmworking communities in Monterey County generally report lower educational attainment rates and poor written and digital literacy. Additionally, many Indigenous languages are not written. Thus, written flyers and materials are not sufficient when seeking to reach Indigenous communities with information about social services programs. In-person, or audio or video outreach are most effective for Indigenous communities, and these forms of outreach require trusted community messengers.

CBDIO would build off of its work with the county and the establishment of the Farmworker Resources Center to engage in community outreach and education about public benefits, and

assist community members in connecting with those programs. The outreach would be conducted in-person, both in the community and in our Greenfield office, and via media, such as radio and social media.

Media: CBDIO has connections with spanish- and Indigenous-language radio (i.e., Radio Bilingue) and has worked with them to promote key health and social services programs, such as Medi-Cal. CBDIO also has a strong following on our social media channels (Facebook, Instagram, WhatsApp) and is able to reach thousands through our posts.

Community Education and Outreach: Ultimately though, outreach through social media, radio, and television is not as effective as in-person communications by trusted messengers. By mobilizing community workers to engage in in-person and other linguistically and culturally appropriate forms of outreach, CBDIO is better able to convey important health information to Indigenous communities. This outreach is particularly critical in the southern part of Monterey County, where there are few health care or social services organizations.

Sustainability: CBDIO is working with partners, such as the Community Foundation of Monterey County, Monterey County Health Department, and other private foundations to continue this work for the long term.



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.

Recipient Organization Name
Monterey County Department of Social Services

Collaborative Partner #1 Organization Name
Centro Binacional para el Desarrollo Indigena Oaxaqueno

Authorized Representative Name
Lori A. Medina

Authorized Representative Name

Title: Director

Title:

Signature:

Signature:

Date:

Date:



Exhibit C – Budget Detail

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

**The Local Immigrant Integration And Inclusion Grant (LIIG)
Exhibit B - Project Budget**

JURISDICTION NAME:		County of Monterey Department of Social Services		
Total Grant Amount Requested:				
Program Development Costs				
Personnel Classifications	Role in Project (Narrative)	Year 1 Annual Salary and Benefits	Year 1 Percentage of Time (FTE)	Year 1 Total
CBDIO Community Worker	translation, recording in language	\$ 63,149.00	5.00%	\$ 3,157.45
CBDIO Community Worker	translation, recording in language	\$ 63,149.00	5.00%	\$ 3,157.45
CBDIO Community Worker	translation, recording in language	\$ 65,894.00	5.00%	\$ 3,294.70
CBDIO Community Worker	translation, recording in language	\$ 65,894.00	5.00%	\$ 3,294.70
CBDIO Community Worker	translation, recording in language	\$ 65,894.00	5.00%	\$ 3,294.70
CBDIO Interpretation Project Manager	coordinate interpretation and translation	\$ 90,494.00	7.00%	\$ 6,334.58
CBDIO Regional Manager	coordinate media plan, scripts, and production	\$ 90,494.00	7.00%	\$ 6,334.58
CBDIO Regional Manager	coordinate media plan, scripts, and production	\$ 90,494.00	7.00%	\$ 6,334.58
CBDIO County Director	coordinate media plan, scripts, and production	\$ 118,800.00	7.00%	\$ 8,316.00
		\$ -		\$ -
		\$ -		\$ -
Year 1 Personnel Subtotal:				\$ 43,518.74
Description of Other Costs				Year 1
Technology - computing assets/equipment, starlink connectivity, certifications and security, mounting hardware, wiring				\$ 65,000.00
Mobile Kit - Secure, encrypted Wireless connection to County System and State Benefits Systems; complete package				\$ 56,000.00
Satellite Internet Communications				
Cellar connectivity (1,800 per system)				\$ -
Mobile Office Technology Maintenance				\$ -
				\$ -
CBDIO (sub) - Subcontractor - Media: Video production, radio production, social media posts, purchase spots				\$ 42,000.00
CBDIO (sub)- Materials: equipment for audio and video recording, printing and preparation materials				\$ 5,500.00
CBDIO (sub) Indirect				\$ 9,000.00
MCDSS Admin 15-20%				\$ 43,103.75
Year 1 Other Costs Subtotal				\$ 220,603.75
Grand Total				\$ 264,122.49



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 (RFP)
SECOND ROUND
FEBRUARY 23, 2024**

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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 round two of the Request for Proposal (RFP) for the Local Immigrant Integration and Inclusion Grant (LIIIG) to provide \$2.1 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. For round two of the LIIIG, GO-Biz will prioritize funding local governments in rural regions with a high density of immigrant populations, and where immigration services are limited due to language barriers and resources. This includes, but is not limited to, Imperial, Monterey, Napa, San Benito, San Bernardino, Santa Cruz, Sonoma, and Ventura counties.

The LIIIG is a one-year grant from August 1, 2024, through July 31, 2025. 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.

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.

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.

C. TIMELINE¹

RFP Released by GO-Biz.....	February 23, 2024
Local Governments RFP Information Session.....	February 28, 2024
Nonprofit RFP Information Session	February 29, 2024
RFP Questions and Answers	February 23-March 1, 2024
RFP Submission Deadline	March 29, 2024
Tentative Award Notice	May 1, 2024
Anticipated Services Start	August 1, 2024

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 Requirement

- 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**

¹ Dates are subject to change.

- 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.

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)
 - i. The required form is available for [download here](#).
- b. Complete and submit the Project Budget (Exhibit B)
 - 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 March 29, 2024, to immigrantintegration.initiatives@gobiz.ca.gov with the subject line: "FY 2023-24 LIIIG 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): August 1, 2024, to July 31, 2025.
Service Term (Year One): August 1, 2024, to September 30, 2025.

2. Grant Agreement Term (Year Two)²: August 1, 2025, to July 31, 2026.
Service Term Year Two: August 1, 2025, to September 30, 2026.

² Contingent on funding availability.

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 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. 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 Application (Exhibit C) and Budget Proposal (Exhibit B). In determining funding awards, GO-Biz will prioritize funding local governments in rural regions with a high density of immigrant populations, and where immigration services are limited due to

language barriers and resources. This includes, but is not limited to, Imperial, Monterey, Napa, San Benito, San Bernardino, Santa Cruz, Sonoma, and Ventura counties. GO-Biz will utilize demographic data from the California Immigrant Data Portal 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 B) and outline the costs associated with hiring or extending staff capacity to provide the activities included in the LIIG. 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
August 1, 2024 – October 31, 2024	November 14, 2024
November 1, 2024 – January 31, 2025	February 14, 2025
February 1, 2025 – April 30, 2025	May 14, 2025
May 1, 2025 – July 31, 2025	August 14, 2025

Year 2³: Reporting Schedule

Reporting Period	Report Due
August 1, 2025 – October 31, 2025	November 14, 2025
November 1, 2025 – January 31, 2026	February 13, 2026
February 1, 2026 – April 30, 2026	May 14, 2026
May 1, 2026 – July 31, 2026	August 14, 2026

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
August 1, 2024 – October 31, 2024	November 14, 2024

³ Year two is contingent on funding availability.

November 1, 2024 –January 31, 2025	February 14, 2025
February 1, 2025 – April 30, 2025	May 14, 2025
May 1, 2025 – July 31, 2025	August 14, 2025

Year 2⁴: Invoice Schedule

Invoice Period	Invoice Due
August 1, 2025 – October 31, 2025	November 14, 2025
November 1, 2025 –January 31, 2026	February 13, 2026
February 1, 2026 – April 30, 2026	May 14, 2026
May 1, 2026 – July 31, 2026	August 14, 2026

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 March 29, 2024, to immigrantintegration.initiatives@gobiz.ca.gov with the subject line: “FY 2023-24 LIIIG 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.

⁴ 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) 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 B) Complete and submit the Project Budget. The project budget is available for download here . The project budget must be saved and submitted as an .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"/>	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)
<input type="checkbox"/>	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)
<input type="checkbox"/>	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)
<input type="checkbox"/>	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)



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, 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

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

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

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

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



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

7. Intergovernmental Capacity and Technical Assistance

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

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*

County of Monterey

Remit-To
Address (Street
or PO Box)*

1000 South Main Street, Suite 306

City*

Salinas

State * CA

Zip Code*+4

93901

Government Type:

☐ City

☒ County

☐ Special District

☐ Federal

☐ Other (Specify)

Federal
Employer
Identification
Number
(FEIN)*

94-6000524

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

Complete
Address

Dept/Division/Unit
Name

Complete
Address

Dept/Division/Unit
Name

Complete
Address

Dept/Division/Unit
Name

Complete
Address

Contact Person*

Becky Cromer

Title

Finance Manager III

Phone number*

755-4404

E-mail address

cromerbl@co.monterey.ca.us

Signature*


Becky Cromer

Date

3/25/24

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		FEDERAL ID NUMBER
County of Monterey Department of Social Services		94-6000524
BY (Authorized Signature)	Digitally signed by Lorena Paniagua-Castro Date: 2024.03.25 10:21:39 -07'00'	DATE EXECUTED
 Lorena Paniagua-Castro		03/25/2024
PRINTED NAME AND TITLE OF PERSON SIGNING		TELEPHONE NUMBER (Include Area Code)
Lorena Paniagua-Castro		(831) 796-1555
TITLE		
Departmental Human Resources Manager		
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS		
1000 S. Main St., Suite 308, Salinas, CA 93901		

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 03/25/2027
(DATE), 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.