



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

General Information:	
Local Government Applicant:	
DBA (if applicable):	
Employer/Taxpayer Identification Number:	
Organizational DUNS (if available):	
Mailing Address (and physical address if it is different):	
Street 1:	
Street 2:	
City:	
County:	
State:	California Only
Zip Code:	
Name and contact information of the person to be contacted regarding this application:	
First and Last Name:	
Title:	
Telephone Number:	
Email:	
Website:	

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 _____

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

County _____

City _____



Section 1

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

QUESTION 1: APPLICANT OVERVIEW

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

ONLY applicants intending to subgrant must complete this section.

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





QUESTION 2: ORGANIZATIONAL CAPACITY AND SERVICES

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

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

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





QUESTION 3: ADMINISTRATIVE CAPACITY

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

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





QUESTION 4: COLLABORATION

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



Section 2

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

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



Section 3

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