



**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. TIMELINE<sup>1</sup>**

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**

<sup>1</sup> 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](mailto: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](mailto: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](mailto:immigrantintegration.initiatives@gobiz.ca.gov) with the subject line: "FY 2023-24 LIIG Application." Incomplete, late, or altered application forms will not be accepted.**

### III. DEFINITIONS

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

### IV. GRANT AND SERVICE TERM

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

**1. Grant Agreement Term (Year One):** August 1, 2024, to July 31, 2025.

**Service Term (Year One):** August 1, 2024, to September 30, 2025.

**2. Grant Agreement Term (Year Two)<sup>2</sup>:** August 1, 2025, to July 31, 2026.

**Service Term Year Two:** August 1, 2025, to September 30, 2026.

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<sup>2</sup> 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.

<b>Proposal Section</b>	<b>Points Possible</b>
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
<b>Total Points Available</b>	<b>200</b>

**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 LIIIG. GO-Biz will determine budget proposals based on the number of proposed staff to be hired or advanced and operational costs.

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

**VII. AUTHORIZED REPRESENTATIVE, REPORTING, AND INVOICING**

**A. AUTHORIZED REPRESENTATIVE**

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

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

## **B. REPORTING REQUIREMENTS**

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

- vi. Age Distribution
- vii. Gender

**d. Reporting Schedule**

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

**Year 1: Reporting Schedule**

Reporting Period	Report Due
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 2<sup>3</sup>: 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

<sup>3</sup> 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 2<sup>4</sup>: 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](mailto: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](mailto: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.

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<sup>4</sup> Year two is contingent on funding availability.



## THE LOCAL IMMIGRANT INTEGRATION AND INCLUSION GRANT APPENDIX 1 DEFINITIONS

### 1. **Asylee<sup>4</sup>**

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.

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<sup>4</sup> 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. Immigrant<sup>6</sup>**

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.

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<sup>6</sup> 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](mailto: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"/>	<b>Application Checklist (this page)</b>
<input type="checkbox"/>	<b>Request for Proposal Application (Exhibit A)</b> Complete and sign the Request for Proposal Application. The required form is available for <a href="#">download here</a> . <b>Document Title: LIIG FY 2023-24 RFP- (Local Jurisdiction Name)</b>
<input type="checkbox"/>	<b>Project Budget (Exhibit B)</b> Complete and submit the Project Budget. The project budget is available for <a href="#">download here</a> . The project budget must be saved and submitted as an .xls file. All formulas must be used appropriately throughout the Excel document. <b>Document Title: Project Budget- (Local Jurisdiction Name)</b>
<input type="checkbox"/>	<b>Government Agency Taxpayer ID</b> Complete and submit the Government Agency Taxpayer ID. The form is available for <a href="#">download here</a> . <b>Document Title: Government Agency Taxpayer ID- (Local Jurisdiction Name)</b>
<input type="checkbox"/>	<b>STD 21 Drug-Free Workplace Certification</b> Complete and sign the STD.21 Drug-Free Workplace Certification. The STD.21 is available for <a href="#">download here</a> . <b>Document Title: STD.21- (Local Jurisdiction Name)</b>

## 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](mailto:immigrantintegration.initiatives@gobiz.ca.gov)

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