



**Grant Agreement # LIIG-2024-22**

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 Ventura

The term of this Agreement is:  
October 1, 2024, through November 30, 2025

The maximum grant amount for this Agreement is:  
\$319,482.75

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.

<b>GRANT RECIPIENT</b>	
GRANT RECIPIENT'S NAME County of Ventura	
BY (Authorized Signature)  x.	DATE SIGNED
PRINTED NAME AND TITLE OF PERSON SIGNING Theresa Cho, MD, Health Care Agency Director	
ADDRESS 800 South Victoria Avenue, Ventura, CA 93009	
<b>STATE OF CALIFORNIA</b>	
STATE UNIT/AGENCY NAME INTERNATIONAL AFFAIRS AND TRADE, GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT	
BY (Authorized Signature)  x.	DATE SIGNED
PRINTED NAME AND TITLE OF PERSON SIGNING Emily Desai, Deputy Director, International Affairs and Trade	
ADDRESS 1325 J Street, Suite 1800, Sacramento, CA 95814	



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

This Local Immigrant Integration and Inclusion Grant (LIIIG) Grant Agreement (hereinafter referred to as the "AGREEMENT") dated October 1, 2024, is entered into by and between the County of Ventura (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-2024-22 ("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 Ventura 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 \$319,482.75 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 LIIIG RFP Announcement, Scope of Work, and budget outlined in the AGREEMENT, including the attached exhibits.
7. **Third-Party Subgrantee**. RECIPIENT may subgrant to a pre-approved Third-Party Subgrantee and shall execute Exhibit B (“Collaborative Declaration”). RECIPIENT shall also provide the IATU with a copy of executed sub-agreements or Memorandum of Understanding. RECIPIENT shall not enter into any additional collaboratives without the IAUT approval.
8. **Knowledge and expertise**. RECIPIENT represents that it is knowledgeable in its field and that any services performed/and or managed by RECIPIENT will be performed in compliance with this AGREEMENT and any attachments thereto.
9. **Performance**. RECIPIENT acknowledges that failure to comply with this AGREEMENT may affect future funding opportunities from the Governor’s Office of Business and Economic Development.



## **10. Definitions**

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

## **11. Eligible Uses of Funding and Activities**

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

### **1. Economic Development**

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



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



D. Professional Certification Assistance:

- i. Programs should assist immigrant residents in pursuing state professional licenses or other relevant professional certifications. Examples of activities may include the following:
- 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:

<b>FY 2024-2025 Service Period</b>	<b>Report Due</b>
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:

<b>FY 2024-2025 Service Period</b>	<b>Invoice Due</b>
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**

<b>General Information:</b>	
Local Government Applicant:	County of Ventura
DBA (if applicable):	
Employer/Taxpayer Identification Number:	EIN 95-6000944
Organizational DUNS (if available):	UEI # HG2JKZYYTUT3
Mailing Address (and physical address if it is different):	800 S. Victoria
Street 1:	
Street 2:	
City:	Ventura
County:	Ventura County
State:	California Only
Zip Code:	93009
<b>Name and contact information of the person to be contacted regarding this application:</b>	
First and Last Name:	Theresa Cho, M.D.
Title:	Health Care Agency Director
Telephone Number:	805-677-5272
Email:	theresa.cho@ventura.org
Website:	www.vchca.org

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

Signature (electronic is acceptable) 

Date 7/30/2024

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

County Ventura

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):**

<b>Staff Name or "New Hire"</b>	<b>Position or Title</b>	<b>Scope of Work</b> (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.

<b>Staff Name or “New Hire”</b>	<b>Position or Title</b>	<b>Scope of Work</b> (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.

<b>GOALS/OBJECTIVES</b> <b>Service Term (Include service term):</b>	<b>MONTH/YEAR TO BE COMPLETED</b> <b>(E.G., 08/2023)</b>
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
<b>1) GOAL:</b>	
Objective 1:	
Objective 2:	
Objective 3:	
<b>2) GOAL:</b>	
Objective 1:	
Objective 2:	
Objective 3:	
<b>3) GOAL:</b>	
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 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.

### **Project Budget Narrative:**

Ventura County Health Care Agency (VCHCA) is requesting a total of \$319,482.75 annually to implement the Local Immigrant Integration and Inclusion Grant (LIIG) program. This budget will support the hiring of essential staff, cover operational expenses, and enable the agency to effectively carry out the proposed activities aimed at promoting immigrant integration and inclusion in Ventura County.

### **Annual Personnel Costs: \$209,985**

The majority of the grant funds will be allocated to personnel costs, which are critical to the success of the LIIG program. VCHCA will hire an Inclusive Community Services Director (\$128,449.00 annually including fringe benefits) to oversee the program, train Community Health Workers (CHWs), and collaborate with Health Care Foundation for Ventura County (HCFVC) on interagency initiatives. The Director's expertise in language access and cultural humility will be invaluable in ensuring the program's effectiveness.

VCHCA will also hire two full-time CHWs as frontline service navigators and educators for the birth population, predominantly composed of Hispanic, Latino, and Indigenous people who encompass a large portion of the immigrant community. Their salary will be \$81,536.00 each annually including fringe benefits. However, VCHCA is requesting only 50% of the cost, at \$40,768 each for a total of \$81,536 annually. The 50% FTE for the CHWs is due to VCHCA having already received funding from PATH IGT to cover the other 50% of the cost. Stipulations of PATH IGT funding require the matching funds to be non-federal, making GO-Biz's LIIG state funding an ideal match. By leveraging the PATH IGT funds, VCHCA can effectively double the impact of the GO-Biz funding, allowing for the hiring of more staff to provide case management, education, and outreach to the immigrant population. The CHWs will conduct intake interviews, develop individualized plans, refer immigrants to relevant social services, and perform education and outreach throughout the county, including in hard-to-reach communities. The additional staff will enable VCHCA to cover more ground and provide a greater impact on the immigrant community.

### **Other Annual Costs: \$109,497.75**

The remaining grant funds will be used to cover various operational expenses and administrative costs. HCFVC will receive \$60,000 annually to support its role in facilitating the interagency task force including:

- Consulting costs for HCFVC to perform interagency taskforce duties, 5 hours weekly, at a rate of \$125 per hour for 260 hours total per year (\$32,500.00 annually). These funds will enable the foundation to dedicate the necessary resources and regional connections to effectively lead, implement, and amplify the task force's content creation, meetings, and outreach activities. This will be a contract-based collaboration and not a hired staff position.
- Other task force-related costs (\$27,500.00 annually), which include:
  - Creation of Meeting & Outreach Materials (\$18,000.00) These funds will support the creation of the following essential meeting and outreach materials, as well as collateral items for key departments and agencies involved in the task force's efforts to promote immigrant integration and inclusion in Ventura County.
    - Brochures in English/Spanish (bilingual) and two other languages: Design fees, Printing at least 1,000 each (bilingual English/Spanish and two additional languages)
    - Digital ads: Graphic designer fees including translation services for inclusivity
    - Professional videos/PSAs for outreach and recruitment: Production costs for at least six 1-minute videos targeting different immigrant and indigenous dialects
    - Branded tablecloths and banners: Creation of branded tablecloths, banners, pop ups, signage, outreach starter kits, and other materials to increase visibility and recognition of the task force's efforts during meetings and outreach events
    - Multimedia Outreach Materials: Stock photos representing the target population for print design and b-roll Production of videos, PSAs, and flyers for cross-promotion of programs and services in relevant languages
  - Outreach to Different Subsets of the Immigrant Community (\$8,000.00) These funds will support targeted outreach efforts to engage various immigrant subgroups directly, ensuring that the task force's activities are inclusive and representative of the diverse immigrant population in Ventura County.
    - Targeted Outreach Placements: Placement of informational materials in high-traffic areas frequented by the immigrant community, such as schools, community centers, libraries, and local businesses
    - Radio and Podcast Production: Informational audio podcasts disseminated through radio block times on targeted local radio stations like Radio Indigena 94.1 FM, a highly effective outreach tool for indigenous, immigrant, and farmworker communities via the Mixteco Indigena Community Organizing Project (MICOP)
    - Outreach Events and Fairs: Sponsorship or booth fees for participation in targeted outreach events/fairs
    - Digital Outreach: Outreach via WhatsApp groups, social media, and website articles
  - Meeting Space and Refreshments (\$1,500.00) These funds will be used to provide accessible meeting spaces for interagency task force communications and meetings, as well as refreshments for events.
    - Meeting space rental: Costs associated with renting accessible meeting spaces for task force meetings and events
    - Refreshments for meetings and events: Provision of light snacks, beverages, and other refreshments to encourage participation and engagement during task force meetings and outreach events

HCFVC's indirect cost rate of 15% on these expenses amounts to \$9,000.00 per year. VCHCA will also allocate 15% of the personnel and other costs, excluding indirect costs and admin fees (\$269,985 annually), as an administrative fee (\$40,497.75 annually) to cover the costs associated with managing the grant, such as financial reporting, auditing, compliance, and general oversight. The 15% administrative fee requested by VCHCA aligns with the guidelines provided by Go-Biz in the RFP and is necessary to cover the costs of managing the grant and ensuring compliance with all requirements. These funds will enable the agency to maintain proper fiscal oversight and provide timely reporting to the grantor.



# Health Care Foundation for Ventura County

EIN: 47-1535937 | Ventura, California, United States

## Other Names

HEALTH CARE FOUNDATION FOR VENTURA COUNTY INC

### Publication 78 Data

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

**On Publication 78 Data List:** Yes

**Deductibility Code:** PC [?](#)

### Determination Letter

A favorable determination letter is issued by the IRS if an organization meets the requirements for tax-exempt status under the Code section the organization applied.

#### Final Letter(s)

[FinalLetter\\_47-1535937\\_HEALTHCAREFOUNDATIONFORVENTURACOUNTYINC\\_09032014.tif](#)

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

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



## Registrant Details

Entity type: Corporate Class as registered with the Secretary of State or based on founding & registration documents.

Organization Name: HEALTH CARE FOUNDATION FOR VENTURA COUNTY, INC. IRS FEIN: 471535937  
Entity Type: Charitable or nonprofit corporation SOS/FTB Corporate/Organization Number: 3696618

Registry Status: Current - Awaiting Reporting Renewal Due/Exp. Date: 5/15/2024  
RCT Registration Number: CT0213409 Issue Date: 12/4/2014  
Record Type: Charity Registration Effective Date: 12/4/2014  
Date of Last Renewal: 10/5/2023 DBA:

## Mailing Address

Street: 3291 LOMA VISTA RD  
Street Line 2:  
City, State Zip: VENTURA CA 93003

## Filings & Correspondence

<a href="#">IRS Determination Letter</a>	IRS Determination Letter
<a href="#">Founding Documents</a>	Founding Documents
<a href="#">Founding Documents</a>	Founding Documents
<a href="#">Confirmation of Registration Letter</a>	Confirmation of Registration Letter
<a href="#">Renewal Filing</a>	2022
<a href="#">Renewal Filing</a>	2021
<a href="#">Renewal Filing</a>	2020
<a href="#">Renewal Filing</a>	2019
<a href="#">Renewal Filing</a>	2018
<a href="#">Renewal Filing</a>	2017
<a href="#">2015 RRF-1</a>	2015 RRF-1
<a href="#">2015 IRS Form 990</a>	2015 IRS Form 990
<a href="#">RRF-1 2014</a>	2014 RRF-1
<a href="#">IRS Form 990-EZ 2014</a>	2014 IRS Form 990-EZ
<a href="#">2016 Form RRF-1</a>	Click on Document Type at the left to open PDF
<a href="#">2016 IRS Form 990 Series</a>	Click on Document Type at the left to open PDF

## Annual Renewal Data

## Related Registrations & Event Reports

The related records shown below depend on the record type being viewed:

- Charity Registrations relate to Professional Fundraising Events which relate to Professional Fundraiser Registrations.
- Professional Fundraiser Registrations relate to Professional Fundraising Events.

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

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

**Basic Search**

- A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number. Note, **a basic search** will search **only ACTIVE entities** (Corporations, Limited Liability Companies, Limited Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains ?keyword? search. The Advanced search allows for a ?starts with? filter. To search entities that have a status other than active or to refine search criteria, use the **Advanced** search feature.

**Advanced Search**

- An Advanced search is required when searching for publicly traded disclosure information or a status other than active.
- An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

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

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2)select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

HEALTH CARE FOUNDATION FOR VENTURA COUNTY, INC. (3696618) X



Request Certificate

Initial Filing Date	07/24/2014
Status	Active
Standing - SOS	Good
Standing - FTB	Good
Standing - Agent	Good
Standing - VCFCF	Good
Formed In	CALIFORNIA
Entity Type	Nonprofit Corporation - CA - Public Benefit
Principal Address	3291 LOMA VISTA ROAD VENTURA, CA 93003
Mailing Address	3291 LOMA VISTA ROAD VENTURA, CA 93003-3099
Statement of Info Due Date	07/31/2026
Agent	Individual AMY BETH TOWNER 3291 LOMA VISTA ROAD VENTURA, CA 93003-3099



View History



Request Access

Health Care Foundation for Ventura County



Advanced

Results: 1

Entity Information	Initial Filing Date	Status	Entity Type	Formed In	Agent
HEALTH CARE FOUNDATION FOR VENTURA COUNTY, INC. (3696618)	07/24/2014	Active	Nonprofit Corporation - CA - Public Benefit	CALIFORNIA	AMY BETH TOWNER



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/05/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>Chivaroli &amp; Associates, Inc.</b> 200 N Westlake Blvd., Suite 101 Westlake Village, CA 91362	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b>		<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> <b>Health Care Foundation for Ventura County, Inc.</b> 3291 Loma Vista Road Ventura, CA 93003	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A: Continental Casualty Company</b>		<b>NAIC #</b> <b>20443</b>
	<b>INSURER B: American Casualty Co. of Reading, PA</b>		<b>20427</b>
	<b>INSURER C: Carolina Casualty Insurance Company</b>		<b>10510</b>
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		B 7013586380	12/17/2023	12/17/2024	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COM/OP AGG \$ <b>2,000,000</b> \$
A	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			B 7013586380	12/17/2023	12/17/2024	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	WC 7 12083868	1/18/2024	1/18/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
C	Directors' & Officers' Liability			DCP-136302-P10	12/15/2023	12/15/2024	Each Claim \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**Evidence of Directors' & Officers' Liability, General Liability and Automobile Liability as respects the operations of the named insured. Waiver of subrogation applies. County of Ventura is named as an additional insured in connection with the general liability policy.**

**CERTIFICATE HOLDER****CANCELLATION**

<b>County of Ventura</b> 800 S. Victoria Ave. Ventura, CA 93009	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

**BLANKET ADDITIONAL INSURED AND LIABILITY EXTENSION ENDORSEMENT**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS LIABILITY COVERAGE FORM  
BUSINESSOWNERS COMMON POLICY CONDITIONS

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**I. BLANKET ADDITIONAL INSURED PROVISIONS**

**A. ADDITIONAL INSURED – BLANKET VENDORS**

**Who Is An Insured** is amended to include as an additional insured any person or organization (referred to below as vendor) with whom you agreed under a **"written contract"** to provide insurance, but only with respect to **"bodily injury"** or **"property damage"** arising out of **"your products"** which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:

1. The insurance afforded the vendor does not apply to:
  - a. **"Bodily injury"** or **"property damage"** for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
  - b. Any express warranty unauthorized by you;
  - c. Any physical or chemical change in the product made intentionally by the vendor;
  - d. Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
  - e. Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
  - f. Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
  - g. Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

40020008070135863804195





**Exhibit B – Collaborative Declaration**



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

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

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

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

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

**Recipient Organization Name**

**Collaborative Partner #1 Organization Name**

---

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**Authorized Representative Name**

**Authorized Representative Name**

---

---

**Title:**

**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.





**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. 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

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<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>



## Exhibit E –Definitions

### 1. Asylee<sup>1</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<sup>2</sup>

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. Immigrant<sup>3</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

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

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

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

<sup>3</sup> 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.



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

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

Principal Government Agency Name\*

Remit-To Address (Street or PO Box)\*

City\*  State \*  Zip Code\*+4

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

Federal Employer Identification Number (FEIN)\*

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

Dept/Division/Unit Name	<input type="text" value="V.C. Behavioral Health"/>	Complete Address	<input type="text" value="1911 Williams Dr. #200, Oxnard, CA 93036"/>
Dept/Division/Unit Name	<input type="text" value="V.C. Ambulatory Care"/>	Complete Address	<input type="text" value="2901 N. Ventura Rd., #200, Oxnard, CA 93036"/>
Dept/Division/Unit Name	<input type="text" value="Ventura County Medical Center"/>	Complete Address	<input type="text" value="300 Hillmont, Ventura, CA 93003"/>
Dept/Division/Unit Name	<input type="text" value="V.C. Public Health"/>	Complete Address	<input type="text" value="2240 E. Gonzales Rd., Oxnard, CA 93036"/>

Contact Person\*  Title

Phone number\*  E-mail address

Signature\*  Date

**DRUG-FREE WORKPLACE CERTIFICATION**

STD.21 (Rev. 10/2019)

**CERTIFICATION**

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

CONTRACTOR/BIDDER FIRM NAME County of Ventura	FEDERAL ID NUMBER 95-6000944
BY (Authorized Signature) 	DATE EXECUTED 3/26/2024
PRINTED NAME AND TITLE OF PERSON SIGNING Barry Zimmerman	TELEPHONE NUMBER (Include Area Code) ( 805 ) 677-5272
TITLE Director of VCHCA	
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS	

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 03/01/2027<sup>(DATE)</sup> (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.