



CITY OF OAKLAND

AGENDA REPORT


TO: Jestin D. Johnson
City Administrator

FROM: Sofia Navarro
Interim Director, Economic
& Workforce Development
Department

SUBJECT: Local Immigration and Integration
Grants For Immigrant
Entrepreneurs FY 2023-2025

DATE: November 21, 2023

City Administrator Approval


Jestin Johnson (Dec 5, 2023 19:29 PST)

Date: Dec 5, 2023

RECOMMENDATION

Staff Recommends That The City Council Adopt Accepting And Appropriating A Local Immigration And Integration Grant Award From The California Governor's Office Of Business And Economic Development (GoBIZ) For Two Hundred Seventy-Five Thousand And Forty Nine Dollars (\$275,049) And Awarding Grant Agreements To The Non-Profit Organizations, The Spanish Speaking Unity Council Of Alameda County, Inc. In A Total Amount Not To Exceed One Hundred ify-Seven Thousand Five Hundred Dollars (\$157,500), And Feed The Hunger Fund In A Total Amount Not To Exceed Sixty-Seven Thousand Nine Hundred Fifty Dollars (\$67,950), To Immediately Provide Immigrant Entrepreneurs With Technical Assistance, Training And Support Services For Fiscal Years 2023-2025.

EXECUTIVE SUMMARY

In July of 2023, on behalf of the City of Oakland (City), the Economic and Workforce Development Department (EWDD), as lead applicant, with community partners, the Spanish Speaking Unity Council (The Unity Council) and Feed the Hunger Fund applied for a competitive grant from the International Affairs and Trade Unit of the California Governor's Office of Business and Economic Development (GoBIZ) Local Immigration and Integration Grant (LIIG) to provide technical assistance and low-cost access to capital for immigrant entrepreneurs, with a focus on providing language access to a particularly underserved population of Vietnamese, Spanish and Mam speaking entrepreneurs, a growing demographic in the food entrepreneurship community. Across California, the State defines underserved small businesses as businesses run by women, people of color, veterans, low-to-moderate wealth, rural, disaster impacted, and more.

City Council Meeting
December 5, 2023

The City received notice of funding award in September 2023, with a start date of October 1, 2023. Specifically, the City was awarded \$275,049, with \$157,500 to provide business development and technical assistance services, and \$67,950 to provide financial coaching, literacy, and counseling services, with the balance of \$49,599 to support the City's grant administration.

Staff recommends approval of the proposed resolution to 1) accept and appropriate the \$275,049 in LIIG award funds from GoBIZ; 2) execute a grant agreement with The Unity Council in an amount not to exceed \$157,500 to provide technical assistance and business support services for immigrant entrepreneurs in Vietnamese, Spanish and Mam (an indigenous Guatemalan language); and 3) execute a grant agreement with the Feed The Hunger Fund in an amount not to exceed \$67,950 to provide financial coaching and literacy services to immigrant food entrepreneurs..

Approval of the proposed resolution will provide an opportunity to continue building upon the City's equitable economic development and recovery efforts by facilitating direct technical assistance programs and capacity building for immigrant entrepreneurs while also covering a portion of the City's internal grant administration costs. This proposed project will focus on primarily assisting small businesses located in disadvantaged communities throughout Oakland in high and highest priority neighborhoods as defined by the City of Oakland's Racial Equity Toolkit.

BACKGROUND / LEGISLATIVE HISTORY

The GoBIZ LIIG program aims to support the development or expansion of immigrant integration efforts and enhance the organizational capacity of local governments to support immigrant populations in California.

The City has long been known as a place where immigrant and refugee families have relocated, due in part to access to a variety of nonprofit supportive services that assist families to transition into new communities and providing pathways to economic stability. With more than 26% of the City's population being foreign born, Oakland has historically partnered with nonprofit organizations to provide immigrant families with services ranging from children, youth, senior and family supportive services; health and well-being services; access to workforce and employment programs; business development assistance; developing affordable housing; legal assistance and many other services to help immigrants. Currently, in the City 39.4 percent of the population speaks a language other than English at home, with business advocates and community partners surfacing a need to serve Spanish, Mam (Indigenous Guatemalan), and Vietnamese speaking entrepreneurs in their native language become economically stabilized

During COVID, the City and its partners outreached to over 300 small businesses to collect data on their struggles experienced prior to and during COVID. Data showed 91% of home-based businesses were owned by immigrants, women and black and indigenous people of color (BIPOC) that reported income of less than \$30,000 per year. Major concerns were threats of

displacement; lack of culturally sensitive programs and resources; need for financial planning; and lack of banking relationships with limited access to capital.

In July 2021, the City of Oakland received a \$1M Federal Economic Development Administration (EDA) grant to address Pandemic Recovery and Resiliency by providing one-on-one technical assistance to small BIPOC businesses in Oakland over two years. The City partners with the three organizations that have the expertise, cultural, and linguistic competency to deliver these services, one of which is The Unity Council, to ensure that culturally relevant technical assistance is delivered to small businesses in low-income neighborhood commercial corridors throughout the City. The Unity Council, located in the Fruitvale, is a non-profit 501(c)3 community development corporation that provides a number of services that support the City's economic and community development goals, including deployment of its Small Business Center, which provides direct services to entrepreneurs and small businesses. Their comprehensive programs reach more than 8,000 individuals and families annually in five languages and include early childhood education, youth mentorship and leadership development, employment services, career readiness, business development, housing and financial stability, senior citizen services, affordable housing, and arts and cultural events.

The City also partners with Feed The Hunger Fund to administer a \$500,000 EDA Revolving Loan Fund that provides loans to small businesses at accessible interest rates and lending parameters that favor small businesses at various stages of start up and growth. Feed the Hunger Fund has administered the Revolving Loan Fund for over twelve years, deploying grants within six weeks, while also providing business technical assistance to small entrepreneurs. Feed the Hunger Fund's focus is to provide micro and small business loans to low-income, BIPOC, immigrants, and women excluded or not served through mainstream financial services. Feed the Hunger Fund's multilingual staff provide business development assistance to enhance their skills and overcome hurdles, including navigating an online platform of over 200 modules of business tools.

Both organizations have forged a partnership based on shared program success serving immigrant entrepreneurs, recognizing that language specific business services need to be provided in the primary immigrant languages of Spanish, Mam (Indigenous Guatemalan), and Vietnamese, representing a growing and under-resourced demographic in the food entrepreneurship community. As such, they approached the City to apply for these first-ever funds dedicated to supporting immigrant entrepreneurs.

Oakland in partnership with co-applicants, The Unity Council and Feed the Hunger Fund, has proposed a model program that puts resources towards immigrant start-up businesses to build a more resilient inclusive business community in Oakland. The partners have the cultural and language capacity to serve the Spanish, Mam (Indigenous Guatemalan), and Vietnamese speaking populations, representing underserved limited English-speaking language groups in Oakland.

Since the award notification, staff has been working to execute the required grant agreement and final forms and a scope of work.

ANALYSIS AND POLICY ALTERNATIVES

About 27% of Californians are immigrants, and half of California’s kids have at least one immigrant parent. This LIIG program through GoBIZ provides funding for local governments to bolster efforts focused on helping immigrant families thrive and contribute – increasing community trust and enhancing the ability of local governments to serve their immigrant communities successfully.

The LIIG award offers an opportunity to address identified needs of immigrant small businesses in the City recovering from COVID-19 impacts by using \$275,049 in State grant funds for immigrant entrepreneur technical assistance and training. Approval of the requested action advances the Citywide priority of **housing, economic, and cultural security**.

Figure 1 offers a summary of the proposed uses of LIIG funds and the level of funding proposed for each use, which is also explained in further detail below.

| Figure 1 – Proposed Use of LIIG Funds | |
|--|-------------------------|
| A) Technical Assistance for Immigrant Entrepreneurs- Financial Education, Entrepreneurship and Business Development Services, Workshop Materials Outreach and Recruitment | \$225,450 |
| 1) The Unity Council | \$157,500 |
| 2) Feed The Hunger Fund | \$67,950 |
| B) City Administrative Fee Allowance | \$49,599 |
| TOTAL LIIG FUNDING | <u>\$275,049</u> |

The Unity Council will develop program curriculum and tools focused on financial education to support immigrant entrepreneurs, provide outreach and recruitment services, recruit 100 immigrant entrepreneurs, and provide referrals to Feed the Hunger Fund. Feed the Hunger Fund will develop curriculum and tools with a focus on entrepreneurship and business development, recruit 50 immigrant entrepreneurs, and deploy eight (8) loans totaling \$160,000 as part of capital available from other sources. GoBIZ LIIG permits partial cost recovery for administration costs. GoBIZ uses a pre-negotiated indirect cost formula rate that can be applied to the grant which results in \$49,599 for City administrative expenses, which includes fiscal accounting, project oversight, and reporting requirements associated with the project activities.

The Unity Council and the Feed the Hunger Fund are uniquely positioned to deliver on this LIIG program because they are trusted community organizations with linguistic and cultural capacity. They can assist with outreach gaps in targeted communities; build nonprofit capacity to provide

business support; and connect entrepreneurs with financial services to support the success of their business enterprises. The entities helped develop the proposal that won the grant.

Through a partnership approach, the City can leverage existing City resources and strengthen the communications and connections with small businesses of color located in the highest priority communities.

FISCAL IMPACT

The \$275,049 in funding for these grants are available as part of the Fiscal Year 2023-25 reimbursable grant award. Upon execution of the grant agreement with GoBIZ, the City will appropriate the \$275,049 budget in the Other State of California Fund (2159), Economic Development Organization (85411), in a Project to be created / determined.

PUBLIC OUTREACH / INTEREST

Staff has been working across multiple stakeholder groups and its partners who outreached to over 300 small businesses during COVID to collect data on their struggles experienced prior to and during COVID. The City will continue to partner with the service providers to refer clients from EWDD's Neighborhood Business Assistance Center, and the local ethnic chambers.

COORDINATION

The Budget Bureau and Office of the City Attorney were consulted in the preparation of this report and resolution.

SUSTAINABLE OPPORTUNITIES

Economic: The proposed grants support community driven initiatives and interventions to advance immigrant small business enterprises as an economic development strategy reaching some of the most vulnerable populations in the City.

Environmental: None.

Race & Equity: This initiative centers on the urgency from the immigrant Oakland business community and residents in high priority neighborhoods, defined as communities with disproportionate concentrations of people of color, low-income households, and further closing a language and access gap amongst sub-populations of residents with the least access to linguistic and culturally appropriate business development and entrepreneurship resources.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt Accepting And Appropriating A Local Immigration And Integration Grant Award From The California Governor's Office Of Business And Economic Development (GoBIZ) For Two Hundred Seventy-Five Thousand And Forty Nine Dollars (\$275,049) And Awarding Grant Agreements To The Non-Profit Organizations, The Spanish Speaking Unity Council Of Alameda County, Inc. In A Total Amount Not To Exceed One Hundred Forty-Nine Thousand Five Hundred Dollars (\$149,500), And Feed The Hunger Fund In A Total Amount Not To Exceed Sixty-One Thousand Seven Hundred Fifty Dollars (\$61,750), To Immediately Provide Immigrant Entrepreneurs With Technical Assistance, Training And Support Services For Fiscal Years 2023-2025.

For questions regarding this report, please contact Cristy Limon Johnston at 510-238-6193.

Respectfully submitted,



SOFIA NAVARRO

Interim Director, Economic & Workforce
Development Department

Reviewed and Prepared by:
Cristy Limon Johnston, Deputy Director,
Economic & Workforce Development
Department

Attachments (1):

A. LIIG- 2023-06 Award Agreement

**Grant Agreement #LIIG-2023-06**

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

CITY OF OAKLAND

The term of this Agreement is:

October 1, 2023, through November 30, 2024

The maximum grant amount for this Agreement is:

\$275,049.00

The parties agree to comply with the terms and conditions of the following Agreement, including exhibits which are by this reference made a part of this Agreement.

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

| GRANT RECIPIENT | |
|---|-------------|
| GRANT RECIPIENT'S NAME CRISTY JOHNSTON | |
| BY (Authorized Signature) | DATE SIGNED |
| x. | |
| PRINTED NAME AND TITLE OF PERSON SIGNING | |
| ADDRESS | |
| STATE OF CALIFORNIA | |
| STATE UNIT/AGENCY NAME INTERNATIONAL AFFAIRS AND TRADE, GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT | |
| BY (Authorized Signature) | DATE SIGNED |
| x. | |
| PRINTED NAME AND TITLE OF PERSON SIGNING Emily Desai, Deputy Director, International Affairs and Trade | |
| ADDRESS 1325 J Street, Suite 1800, Sacramento, CA 95814 | |



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

This Local Immigrant Integration and Inclusion Grant (LIIG) Grant Agreement (hereinafter referred to as the "AGREEMENT") dated October 1, 2023, is entered into by and between the City of Oakland (hereinafter "RECIPIENT") and the International Affairs and Trade Unit within the Governor's Office of Business and Economic Development (hereinafter, "IATU"), hereafter jointly referred to as the "Parties" or individually as the "Party."

- A. **WHEREAS**, IATU is the sponsor and the manager of this award issued to the RECIPIENT under Agreement Number LIIG-2023-06 ("Award");
- B. **WHEREAS**, IATU desires to retain RECIPIENT to perform and/or manage services as described in the 2023 Local Immigrant Integration and Inclusion Grant Request for Proposal Announcement ("LIIG RFP Announcement"); in the City of Oakland, to support the development or expansion of immigrant integration efforts, increase community trust, and enhance the organizational capacity of local governments to support immigrant populations in California.
- C. **WHEREAS**, RECIPIENT is an eligible local government, defined as 1) A California City, County, or County or City Department; 2) Has an existing Office of Immigrant Affairs/New Americans; **or** Designated Immigrant Affairs Liaison; or Administers public programs or benefits for immigrant populations, including but not limited to Economic Development, Work Force Development, CalFresh, CalWORKS, Refugee Resettlement Programs, Immigration Legal Services, etc.; 3) Has experience administering State grant or contract funding; and 4) Ability to meet all deadlines as outlined in the AGREEMENT ;
- D. **WHEREAS**, RECIPIENT may sign a Collaborative Declaration with an eligible Third-Party Subgrantee to deliver coordinated programs and services. Eligible Third-Party Subgrantee are nonprofits approved by IATU, and that meet: 1) The requirements set forth in Section 501(c)(3) or 501(c)(5) of the Internal Revenue Code; 2) Has experience delivering the eligible activities included in the Local Immigrant Integration and Inclusion Grant; 3) Has experience administering programs or benefits for immigrant populations including, but not limited to, Economic Development, Work Force Development, CalFresh, CalWORKS, Refugee Resettlement Programs, Immigration Legal Services, etc.); 4) Has experience administering City, County, or State grant or contract funding; and 5) Ability to meet all deadlines as outlined in the AGREEMENT;
- E. **WHEREAS**, all Parties acknowledge that this AGREEMENT and the Award are only available to entities eligible for the Local Immigrant Integration and Inclusion Grant, as described in Exhibit D ("LIIG RFP Announcement");
- F. **WHEREAS**, IATU desires to retain RECIPIENT to perform and/or manage services as specified in Exhibit A ("Scope of Work and Performance Metrics") and intends to compensate



RECIPIENT for such services, as described in Exhibit C (“Project Budget”) and RECIPIENT desires to be retained by IATU to perform and/or manage such services as described set forth in Exhibit A and to be compensated as set forth in Exhibit C;

NOW, THEREFORE, in consideration of the mutual and reciprocal promises and subject to the terms and conditions set forth herein, the Parties agree as follows:

1. **Recitals**. The parties acknowledge and agree that the recitals are true and accurate and are hereby incorporated by reference into this AGREEMENT.
2. **Performance Metrics**. RECIPIENT shall be responsible for the results and progress described in the Scope of Work and Performance Metrics, which is attached and incorporated by reference as Exhibit A.
3. **Term of Agreement**. The term of this AGREEMENT shall be from October 1, 2023, through November 30, 2024. Additional time is provided for the Grant Agreement Term, but not the performance period, to amend or closeout agreements. This AGREEMENT's performance period shall be from October 1, 2023, through September 30, 2024.
4. **Compensation**. The RECIPIENT is entitled to up to \$275,049.00 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, 2024.
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:
- Providing guidance and support in gathering required documentation, preparing application materials, and navigating the licensing process.
 - 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:
- Industry partnerships, skill-based seminars, entrepreneurial training, licensing requirements overviews, job application workshops, job shadowing, etc.
 - 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.
 - 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:
- 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.
 - 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.
 - 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:
- Conducting financial literacy workshops or seminars covering budgeting, saving, credit management, debt reduction, investment basics, and understanding banking services.
 - Collaborating with financial institutions, community organizations, or local experts to provide one-on-one financial counseling and coaching to immigrant individuals and families.



agencies with complementary expertise and resources. Examples of activities may include the following:

- a. Facilitate coordination, information sharing, and collaboration among various entities.
- b. Help avoid duplication of services and involve exchanging data, research findings, and other relevant resources to enhance the effectiveness of immigrant integration services.

B. Regular Meetings and Workshops

- i. Organize regular meetings, workshops, or training sessions that bring together officials from different levels of government and community leaders. These gatherings can focus on sharing best practices, discussing challenges, and identifying opportunities for collaboration and joint initiatives.

C. Cross-Jurisdictional Coordination

- i. Programs can establish collaborative groups or teams of representatives from different cities, counties, and nonprofit agencies. They are formed to address specific issues, challenges, or objectives requiring coordination and collaboration between agencies with complementary expertise and resources. Examples of activities may include the following:
 - a. Partnerships that can facilitate collaboration, information sharing, and resource pooling across municipalities.
 - b. They can also develop shared protocols, referral systems, and coordinated approaches to deliver services effectively to immigrant populations.

D. Capacity Building and Training

- i. Programs should design activities that enhance the knowledge, skills, abilities, and resources of local government officials and staff involved in intergovernmental collaborations. These activities strengthen the intergovernmental capacity to cooperate, coordinate efforts, and address shared challenges effectively. Examples may include the following:
 - a. Taking advantage of State training sessions, workshops, or webinars on cultural competency, language access, immigrant rights, community engagement, and service delivery improvement.
 - b. Improving staff skills or competencies relevant to intergovernmental collaborations, such as negotiation, conflict resolution, communication, project management, policy analysis, or collaborative decision-making.

E. Technical Assistance for Language Access and Cultural Sensitivity

- i. Provide technical assistance to local and regional agencies to improve language access and cultural sensitivity.
 - a. This assistance can involve training sessions, workshops, or consultations to help improve language services, develop language access plans, and enhance cultural competency among staff members serving immigrant populations.

F. Establish Sustainable Partnerships

- i. Establish partnerships with community organizations, non-profit agencies, and businesses interested in immigrant integration. Collaborating with these partners can help diversify funding streams, leverage additional resources, and share the



responsibility for program sustainability. Examples of activities may include the following:

- a. Regularly evaluate the program's outcomes, impacts, and challenges. This evaluation process can help identify areas for improvement, refine program strategies, and ensure that the program remains responsive to the evolving needs of immigrant populations.
- b. By adapting and fine-tuning the program based on evaluation findings, local governments can increase its effectiveness and attractiveness to potential funders.

12. Termination of Agreement. Either Party may terminate this AGREEMENT upon thirty (30) calendar days advance written notice to the other Party. Upon termination of this AGREEMENT, IATU agrees to compensate RECIPIENT for all allowable, unavoidable expenses reasonably incurred by RECIPIENT in the performance of its work under this AGREEMENT prior to the date of termination. RECIPIENT agrees to complete services and/or provide required deliverables through the date of termination.

13. Modification or Waiver. No part of this AGREEMENT shall be modified without the express written consent of both parties. The waiver by one Party of any breach of any term or condition of this AGREEMENT shall not be construed as a waiver of any other obligation by a Party to perform pursuant to the terms and conditions of this AGREEMENT. Nor shall said waiver be construed as a continuing waiver of the original breach.

14. Assignment. No part of this AGREEMENT may be assigned by either Party without the prior written consent of both parties.

15. Amendments. This Agreement may only be amended or modified in writing and signed by all Parties.

16. Authorized Representative.

- A. All applicants must designate an Authorized Representative. Authorized Representatives will carry out a variety of responsibilities during the application process and grant period.
- B. Following the grant period, the Authorized Representative will submit performance and financial reports to GO-Biz. The Authorized Representative will also receive and distribute GO-Biz reimbursements to Third-Party Subgrantees. In addition, the Authorized Representative will serve as the principal contact for GO-Biz. Any programmatic or agreement-related issues will flow through the Authorized Representative to the Third-Party Subgrantee in their agreement. Third-Party Subgrantees are expected to contact their Authorized Representative when programmatic issues and questions arise. Likewise, GO-Biz will communicate to Authorized Representatives on program-related information. If an Authorized Representative designates staff for a portion of these responsibilities, they must provide GO-Biz with a written statement confirming they are acting on behalf of the Authorized Representative.



17. Reporting Requirements.

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

| FY 2023-2024 Service Period | Report Due |
|-------------------------------------|-------------------|
| October 1, 2023 – December 31, 2023 | January 16, 2024 |
| January 1, 2024 – March 31, 2024 | April 15, 2024 |
| April 1, 2024 – June 30, 2024 | July 15, 2024 |
| July 1, 2024 – September 30, 2024 | October 15, 2024 |



18. Invoicing Requirements.

- A. Selected grantees may invoice GO-Biz for quarterly expenses and must submit expense reports with the invoice. Grantees shall not exceed the award issued for services.
- B. RECIPIENT will submit a quarterly invoice to GO-Biz to reimburse eligible expenses incurred during each month. Invoices should be submitted within 15 calendar days after the end of each month unless otherwise specified below. RECIPIENT will be required to follow the payment schedule:

| FY 2023-2024 Service Period | Invoice Due |
|-------------------------------------|--------------------|
| October 1, 2023 – December 31, 2023 | January 16, 2024 |
| January 1, 2024 – March 31, 2024 | April 15, 2024 |
| April 1, 2024 – June 30, 2024 | July 15, 2024 |
| July 1, 2024 – September 30, 2024 | October 15, 2024 |

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 – Scope of Work and Performance Metrics**

| | |
|---|--|
| General Information: | |
| Local Government Applicant: | City of Oakland |
| DBA (if applicable): | |
| Employer/Taxpayer Identification Number: | 94-6000384 |
| Organizational DUNS (if available): | 1371379770000 |
| Mailing Address (and physical address if it is different): | 250 Frank H. Ogawa Plaza, Suite 3315 |
| Street 1: | 250 Frank H. Ogawa Plaza, Suite 3315 |
| Street 2: | |
| City: | Oakland |
| County: | Alameda |
| State: | California Only |
| Zip Code: | 94612 |
| Name and contact information of the person to be contacted regarding this application: | |
| First and Last Name: | Cristy Johnston |
| Title: | Deputy Director Economic & Workforce Development |
| Telephone Number: | 510-238-6193 |
| Email: | cjohnston@oaklandca.gov |
| Website: | oaklandca.gov |

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 7/26/23

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

County Alameda

City Oakland



Section 1

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

QUESTION 1: APPLICANT OVERVIEW

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

ONLY applicants intending to subgrant must complete this section.

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



A. The City of Oakland has long been known as a city where immigrant and refugee families have been relocated, due in part to access to a variety of nonprofit supportive services that assist families in realizing a better life and providing pathways to economic stability. With more than 26% of the City's population being foreign born, Oakland has historically partnered with nonprofit organizations to provide immigrant families with services ranging from children, youth, senior and family supportive services; health and well-being services; access to workforce and employment programs; business development assistance; developing affordable housing; legal assistance and many other services to help immigrants become economically stabilized. Currently, in the City of Oakland 26% of the population is foreign born, with a need to serve Spanish, Mam (Indigenous Guatemalan), and Vietnamese in their native language, which has been the basis for selecting our partner organizations, Spanish Speaking Unity Council ("Unity Council") and Feed the Hunger Fund ("FTHF").

B. The Spanish Speaking Unity Council ("Unity Council") located in the Fruitvale, has been a trusted community partner in Oakland since it was established over 55 years ago as a nonprofit 501(c)3 community development corporation. Given the long-term history of collaboration, the City selected the Unity Council as a subgrantee to provide the cultural and linguistic assistance so immigrants can establish businesses that provide economic stability for their families. The Unity Council provides immigrants with the tools, knowledge, and resources to transform their lives and ultimately achieve long-term educational, career, and financial goals. Their comprehensive programs and services reach more than 8,000 individuals and families annually in five languages. Programs include early childhood education, youth mentorship and leadership development, employment services, career readiness, business development, housing and financial stability, senior citizen services, affordable housing, and arts and cultural events. The Unity Council employs a diverse workforce of over 300 people who reflect the linguistic, cultural, and ethnic identity of the communities they serve. The City of Oakland has provided grants throughout the years to the Unity Council that has submitted regular financial and programmatic reports that demonstrate their success and the positive impact of their community work.

The City also partners with a local CDFI, Feed the Hunger Fund (FTHF) with over 12 years of experience managing federal EDA Revolving Loan Funds. Their first EDA-RLF was awarded in 2010 and FTHF currently administers the City of Oakland's RLF. With over \$2.5 Million of EDA-RLF funds deployed, FTHF is familiar with the EDA and other governmental reporting requirements. In the fall of 2020, FTHF received CARES-Act funding from the City of Oakland to deploy to 20 street food vendors. Working with the City, FTHF deployed these grants within six weeks, while also providing business technical assistance to these small entrepreneurs. FTHF's focus is to provide micro/small loans to low-income, BIPOC, immigrants and women left out of mainstream financing. FTHF is often the first loan that these businesses receive. Thus, to be successful, it is imperative that the start-up businesses receive sound business development to enhance their skills and help them overcome hurdles inherent to small entrepreneurs. FTHF's bilingual staff provide this assistance and utilizes an on-line platform of 200+ modules of business tools.

Both Unity Council and FTHF are trusted organizations that have forged a partnership based on shared values to serve immigrant entrepreneurs. Recognizing that specific business services need to be provided in the primary immigrant languages of Spanish, Mam (Indigenous Guatemalan), and Vietnamese, the Unity Council and FTHF will coordinate business services.

The City will convene monthly partner meetings to review program updates and challenges. Data is tracked and reported monthly to ensure timely submission of Go BIZ quarterly reports. Partners track the following:

1. Name and contact information for entrepreneurs;
2. Ethnicity, race, age, and gender;
3. Country of origin
4. Primary language;
5. Type of business;
6. Type of activities/services provided to individuals;
7. Impact/stories

C. The City and its partners outreached to over 300 small businesses during COVID to collect data on their struggles experienced prior to and during COVID. Data showed 91% of home-based businesses were owned by immigrants, women and BIPOC that reported income of less than \$30k per year. Major concerns were threats of displacement; lack of culturally sensitive programs and resources; need for financial planning; and lack of banking relationships with limited access to capital. These concerns persist and our partnership shares a commitment to serve the small businesses in Oakland. We will continue to survey businesses by conducting monthly meetings to obtain feedback from businesses to ensure refinement and adjustment of services meet the needs of the small businesses.



QUESTION 2: ORGANIZATIONAL CAPACITY AND SERVICES

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

| Staff Name or "New Hire" | Position or Title | Scope of Work (e.g., specific duties, responsibilities, and tasks as it relates to LIIIG activities) |
|--------------------------|-----------------------------------|---|
| Meche Sansores | FTHF Business Development Officer | Community outreach and recruit participants |
| Jim Nguyen | Senior Business Advisor | Community Outreach, Business Coaching and Counseling - Vietnamese Community |
| Olga Tina Sanchez | Business Engagement Assistant | Community outreach, Business Coaching and Counseling, Loan/grant application assist |
| | | |

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



A. Oakland has been a leader in equitable economic development with the specific intent to help women and BIPOC businesses. Given the opportunity that lies in Oakland to support micro-enterprise and small businesses, with a focus on immigrant and women owned businesses, the partners will provide culturally and linguistically competent business assistance and financial support programs to ensure these businesses are established and successful. Oakland in partnership with co-applicants, the Unity Council and Feed the Hunger Fund ("FTHF"), a CDFI that works with immigrant food related entrepreneurs, has established a model program that puts resources towards immigrant start-up businesses to build a more resilient inclusive business community in Oakland. The partners have the cultural and language capacity to serve the Spanish, Mam (Indigenous Guatemalan), and Vietnamese populations which are the predominate limited English-speaking language groups in Oakland.

B. The Unity Council will conduct extensive outreach to the immigrant community in Oakland. An additional staff person, who has previously worked with both Unity Council and FTHF, will be added to serve the Vietnamese community. Unity Council will also utilize community sponsored events to reach out to potential immigrant entrepreneurs. Also, services to new immigrant entrepreneurs will also be promoted through the various Unity Council programs that include Head Start families and existing businesses throughout the Fruitvale and in Little Saigon. FTHF's business assistance starts at the initial stages of engagement, offering business workshops complemented by individual coaching sessions. Then, FTHF continues supporting the entrepreneurs needing capital to launch or improve their businesses through the loan application process and is extended post-loan to aid in developing the business. While FTHF continues to monitor and provide businesses with additional skill sets, it finds other opportunities to connect these entrepreneurs with the industry. FTHF actively promotes synergies among borrowers to address needs in their communities. Over the next year, FTHF will serve 72 startup entrepreneurs. From those 72 participants, 24 will enroll in individual coaching sessions receiving an average of 4 individual sessions. By the end of the year, at least 8 entrepreneurs will have received loan and grant capital.

C. The Unity Council's Sustainability Plan includes a current City of Oakland US EDA Contract which expires 3/30/2024 TUC has also secured the following resources to support this work:

- Secured \$250k for FY 23/24 (Oct-Sept) from philanthropy
- Secured \$250k for FY 24/25 (Oct-Sept) from philanthropy
- Secured 2 FTE for FY 23/24 (Jul-Jun) for employer services allocations from workforce integration contracts
- Secured 2 FTE for FY 24/25 (Jul-Jun) for employer services allocations from workforce integration contracts
- ~\$15k in earned income for multilingual outreach, recruitment and application assistance for corporate and public sector clients and conducts continued yearly fundraising as part of its yearly comprehensive organizational fundraising plan.

D. The Unity Council will assign one fulltime Business Engagement Specialist to this project to work with the Spanish speaking and Mam population and will hire a part time Senior Business Advisor to work with the Vietnamese speaking population. This program will leverage three other already existing positions, a Digital Literacy Instructor, a Business and Community Relations Manager and an Economic Development Manager. Together this team outreaches and recruits program participants, provides technical assistance including digital literacy instruction, individual coaching and translation services. This team will also convene entrepreneurs for networking and peer-to-peer learning opportunities and produces other special events throughout the year as an opportunity for entrepreneurs to prototype and test their products and services. Lastly this team works together to monitor, evaluate, refine programming and produce impact reports.

E. Over the next year, FTHF will serve 72 startup entrepreneurs. From those 72 participants, 24 will enroll in individual coaching sessions receiving an average of 4 individual sessions. By the end of the year, at least 8 entrepreneurs will have received loan and grant capital.

F. FTHF, as a CDFI has written policies in place to protect data collected in a secured database used by lenders called "DownHome"; FTHF computers has antivirus software to protect data, hard copies are kept locked at our premises. Independent auditors review annually our systems. All our activities are regulated by the US Department of the Treasury and the FTHF Loan Policy Manual approved by the Board of Directors.



QUESTION 3: ADMINISTRATIVE CAPACITY

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

| Staff Name or “New Hire” | Position or Title | Scope of Work (e.g., specific duties, responsibilities, and tasks) |
|---------------------------------|-----------------------------------|--|
| Cristy Johnston | Director Economic & Workforce Dev | Manage Business Development grants |
| Kenton Mak | Administrative Financial Manager | Hire staff and approves payment for con |
| | | |
| | | |



A. The City of Oakland has decades of experience managing State and Federal programs including \$117M for Capital Improvement Programs; Housing & Community Development Department disbursement of \$55M of Measure Bond funds; Human Services Department management of a Federal Head Start grant of over \$18M with multiple sites throughout the City; and the Oakland Workforce Development Board (OWDB), in conformance with the Workforce Innovation and Opportunity Act, manages over \$5M to fund nonprofits to provide workforce services.

In 2017, twelve East Oakland neighborhood organizations approached the City to apply for the California Strategic Growth Council (SGC) Transformative Climate Community (TCC) planning grant to implement a year-long community engagement process in partnership with City departments. The 'Better Neighborhoods, Same Neighbors' Community Plan, was the result of a the neighborhood planning process and provided the framework for the TCC Implementation grant.

In July 2020, the California Strategic Growth Council's TCC Program awarded the City of Oakland "Better Neighborhoods, Same Neighbors" Initiative ("BNSN") with a \$28.2M grant to manage the implementation of 5 projects and 3 transformative plans led by nonprofit partners, including community engagement, displacement avoidance, and workforce development. The City manages and administers the grant which includes compiling the reports and invoices to be submitted to the State for reimbursement. Because the State's payment process can be lengthy, the City approved a special City Council approved process for drawing on advance funding to ensure small nonprofits were not facing financial burdens. The advance payment process has proven to be a model that the SGC is promoting with other TCC grant funded cities that have multiple nonprofit partners.

In July 2021, the City of Oakland received a \$1M Federal Economic Development Administration (EDA) grant to address Pandemic Recovery and Resiliency by providing one-on-one technical assistance to small BIPOC businesses in Oakland over two years. The City partners with three organizations that have the expertise, cultural, and linguistic competency to deliver these services and it includes the Unity Council to ensure cultural and linguistic 1-on-1 business technical assistance is delivered to the small businesses in the low-income neighborhood commercial corridors throughout the City.

This EDA grant also funds Merriwether Williams Insurance Services to implement a contractor technical assistance program providing business support services to small construction contractors to help businesses navigate the requirements to successfully bid on City construction contracts. Training is provided in areas such as pre-qualification, certification with city policies, online bidding, permitting, qualifying for bonding and insurance, and compliance with public construction labor reporting requirements.

The City also partners with FTHF to administer a \$500K EDA Revolving Loan Fund that provides loans to small businesses at reasonable interest rates.

The current grants administered by the Economic and Workforce Development Department include: \$28.2M Strategic Growth Council TCC grant; \$1M EDA small business assistance grant; and \$500K EDA Revolving Loan Fund. All these grants require data collection and submission of financial and programmatic reports on a regular schedule of either bi-monthly or quarterly. The nonprofit partners use Salesforce and download into Excel that includes demographic data supporting programs' focus on serving underserved populations in designated low-income neighborhoods in Oakland. The City convenes monthly meetings with partners to discuss any challenges and adjustments that need to be made to ensure program goals are met. As the grant administrator, the City reviews the data and compiles program and financial reports for submission to the Federal or State Program Officer for each grant.

B. The City of oversees program and financial management processes required for Federal and State grants that are sub-granted to nonprofits. The City requires contract agreements with nonprofits that includes verification of 501(c)3 status; Certificate of Good Standing with the State; Business license; Compliance with ADA, Living Wage, and Equal Benefits; compliance with specific City ordinances; and Insurance. The City will request required State documents specific to this grant. The contracts with Unity Council and FTHF, includes a scope of work with the schedule for submitting reports and invoices. Upon submission of acceptable reports and invoices, City program and fiscal staff will approve payment to the nonprofit, pay the invoice, and submit the reimbursement request to the State.

C. Cristy Johnston is the Deputy Director for Economic and Workforce Development and is responsible for managing business development projects including grants to nonprofit partners and required reporting to the State. Cristy will review all reports and invoices from the partners to ensure grant compliance. Upon approval, invoices will be submitted to the fiscal department.

Kenton Mak is the Administrative Financial Manager responsible for supervising the finance staff. Kenton will process all invoices for payment to the nonprofit partners and submit the request for reimbursement to the State.



QUESTION 4: COLLABORATION

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

A. The City of Oakland, the Unity Council and Feed the Hunger Fund are committed to working collaboratively to address immigrant issues. The partners' agreement includes:

- Shared priorities and a common understanding of goals to ensure alignment across partners,
- A powerful vision for the future shaped by deep community engagement,
- Strong leadership and collaboration among a diverse set of actors with unique authority and resources to drive sustainable change, and
- Innovative approaches that are data-driven and evidence-based that move beyond "business as usual" to change the trajectory of communities that are being left behind.

The Unity Council has taken a leadership role in advocating for immigrant rights by taking the following actions in 2023:

1. The Unity Council collaborated with the San Mateo County Coalition for Immigrant Rights to advocate for a sanctuary ordinance, prohibiting cooperation with ICE without a warrant.
1. Provided support for SB 435 by collecting demographic data to address health disparities for Latino and Indigenous Californians.
2. Partnered with Safety Net for All coalition, advocating for a state budget to provide unemployment benefits to immigrant undocumented workers.
3. The Unity Council is part of the UCLA's Latino Policy & Politics Institute, and met with Governor Newsom, urging expanded healthcare access for all, regardless of immigration status.

FTHF has vast experience working with immigrant and refugee communities. In California the majority of FTHF clients are immigrants facing diverse immigration issues, FTHF is sensitive and flexible to accommodate their special situations. California team is comprised of immigrants. FTHF collaborate with multiple Community Development organizations to serve their client base.

B. The City will provide in-kind departmental resources that includes current Economic and Business Development staff that will support the work of Unity Council and FTHF by assisting with locating affordable Brick & Mortar sites for the new businesses; helping to navigate the City permitting and licensing processes; pursuing assistance with any additional building inspection requirements; and providing other City services as required.

FTHF will provide:

- 1). Highly skilled staffing to provide Business training and Individual coaching session to program participants ,
- 2) . \$160,000 in loan capital to qualified program participants.
- 3). In-kind includes fiduciary oversee to comply with all regulations as a CDFI, including internal lending regulations, staff supervision, portfolio management, external audit, etc.
- 4). FTHF has raised the required funds to support its operations and management.



Section 2

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

| GOALS/OBJECTIVES Service Term (Include service term): | MONTH/YEAR TO BE COMPLETED (E.G., 08/2023) |
|--|---|
| Example GOAL: Increase the economic integration of immigrant entrepreneurs into the local community and economy. | 5/2024 |
| Example Objective 1: Establish mentorship programs that connect immigrant entrepreneurs with successful business owners or industry experts. | 10/2023 |
| Example Objective 2: Organize networking events that allow immigrant entrepreneurs to promote their products or services. | 2/2024 |
| 1) GOAL: Immigrant individuals achieve economic self-sufficiency | 8/2024 |
| Objective 1: Community Outreach and Business Training: FTHF will | 11/2023 02/2024 05/2024 08/2023 |
| Objective 2: Individual Coaching Sessions: Workshop participants w | 11/2023 02/2024 05/2024 08/2023 |
| Objective 3: Access to Capital: Qualified applicants with a solid busi | 11/2023 02/2024 05/2024 08/2023 |
| 2) GOAL: Solidify City of Oakland, FTHF, & TUC Collaborative | 10/2023 |
| Objective 1: Bring together City of Oak, TUC & FTHF for a 2 day pla | 9/2023 |
| Objective 2: Continue setup planning meetings as needed. | 10/2023 |
| Objective 3: | |
| 3) GOAL: Outreach commences to target communities | 10/2023 |
| Objective 1: Create multilingual messaging and collateral for outreac | 10/2023 |
| Objective 2: Launch program at The Unity Council's 28th Annual Di | 10/2023 |
| Objective 3: Activate City of Oak, FTHF and TUCs communication ch | 10/2023-2025 |

Objective 4: Secure 4 slots in Spanish TV/Radio, 2 Slots in Vietnamese print/TV

Goal 4: TUC WORKSHOPS AND 1:1 COACHING COMMENCE

Objective 1: Solicit feedback from community on the areas of interest for workshops. Recruit presenters and schedule and conduct workshops. Workshops will be complementary to FTHF workshops

Objective 2: Host individual coaching sessions. We have 3 session kickoff series for Enrollment and a Assessment, Intro to Business Planning and Goal Setting. More sessions can be scheduled based on the entrepreneurs needs in relation to their set goals. We will also accompany them to appointments as needed to provide translation services or advocacy.

Goal 5: Quarterly Networking Event Commences (12/2023-8/2024)

Objective 1: Establish a quarterly networking event for new immigrant entrepreneurs.

Goal 6: Create retail pop-up opportunity at TUC's Holiday Posada to test products and services

Objective 1: Recruit up to 25 vendors to participate in The Fruitvale Holiday Posada market.

Objective 2: Prepare vendors for the popup. Coach vendors on licensing and permitting, merchandising, payment processing, marketing and customer feedback tracking.



Section 3

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

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 06 2009

FEED THE HUNGER FOUNDATION
211 CLIPPER ST
SAN FRANCISCO, CA 94114

Employer Identification Number:
26-2975093
DLN:
17053247335008
Contact Person:
ROBERTA VAN METER ID# 52624
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
July 14, 2008
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

FEED THE HUNGER FOUNDATION

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" and the last name "Choi" clearly distinguishable.

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC



Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

Entity Name: FEED THE HUNGER FUND
Entity No.: 3154193
Registration Date: 07/14/2008
Entity Type: Nonprofit Corporation - CA - Public Benefit
Formed In: CALIFORNIA
Status: Active

The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of May 12, 2023.

SHIRLEY N. WEBER, PH.D.
Secretary of State

Certificate No.: 107856326

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at bizfileOnline.sos.ca.gov.

[HOME](#) [ABOUT](#) [MEDIA](#) [CAREERS](#) [REGULATIONS](#) [RESOURCES](#) [PROGRAMS](#) [CONTACT](#)

SERVICE DISRUPTION - Site will be unavailable intermittently from Wednesday July 19th , 2023 6:00 PM to Thursday July 20th, 6:30 AM.

Registrant Details

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

| | | | |
|---------------------------------|----------------------|---|------------|
| Organization Name: | FEED THE HUNGER FUND | IRS FEIN: | 262975093 |
| Entity Type: | Public Benefit | SOS/FTB Corporate/Organization Number: | 3154193 |
| Registry Status: | Current | Renewal Due/Exp. Date: | 5/15/2023 |
| RCT Registration Number: | CT0148300 | Issue Date: | 12/24/2008 |
| Record Type: | Charity Registration | Effective Date: | 12/24/2008 |
| Date of Last Renewal: | 10/28/2022 | DBA: | |

Mailing Address

Street: 100 MONTGOMERY STREET, THE PRESIDIO
Street Line 2:
City, State Zip: SAN FRANCISCO CA 94129

Filings & Correspondence

| | |
|--|------------------------------|
| Misc 2010 Doc | Misc 2010 Doc |
| Incomplete Form Notice 2012 | Incomplete Form Notice 2012 |
| Founding Documents | Founding Documents |
| CT-550 2010 | CT-550 2010 |
| Confirmation of Registration | Confirmation of Registration |
| Check Return Letter | Check Return Letter |
| Renewal Filing | 2021 |
| Audited Financial Statement | 2021 |
| Online Renewal Submission | 2021 |
| IRS Form 990 Series | 2020 |
| Online Renewal Submission | 2020 |
| Audited Financial Statement | 2020 |
| Explanations For Yes Answers | 2020 |
| CT-550 Form RRF-1 Incomplete | 2019 |
| Audited Financial Statement | 2019 |
| Online Renewal Submission | 2019 |
| Explanations For Yes Answers | 2019 |
| Explanations For Yes Answers | 2019 |
| Renewal Filing | 2018 |
| Renewal Filing | 2017 |
| IRS Form 990 Series | 2016 |

| | |
|--------------------------------------|----------------------|
| Form RRF-1 | 2016 |
| 2015 RRF-1 | 2015 RRF-1 |
| 2015 IRS Form 990 | 2015 IRS Form 990 |
| RRF-1 2014 | 2014 RRF-1 |
| IRS Form 990 2014 | 2014 IRS Form 990 |
| RRF-1 2013 | 2013 RRF-1 |
| IRS Form 990 2013 | 2013 IRS Form 990 |
| RRF-1 2012 | 2012 RRF-1 |
| IRS Form 990 2012 | 2012 IRS Form 990 |
| RRF-1 2011 | 2011 RRF-1 |
| IRS Form 990 2011 | 2011 IRS Form 990 |
| RRF-1 2010 | 2010 RRF-1 |
| RRF-1 2009 | 2009 RRF-1 |
| IRS Form 990-EZ 2009 | 2009 IRS Form 990-EZ |
| RRF-1 2008 | 2008 RRF-1 |
| IRS Form 990-EZ 2008 | 2008 IRS Form 990-EZ |

Annual Renewal Data

| | |
|---|------------|
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 1/1/2010 |
| Accounting Period End Date: | 12/31/2010 |
| Filing Received Date: | 8/30/2011 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 1/1/2011 |
| Accounting Period End Date: | 12/31/2011 |
| Filing Received Date: | 11/12/2013 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 1/1/2012 |
| Accounting Period End Date: | 12/31/2012 |
| Filing Received Date: | 8/20/2013 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 1/1/2013 |
| Accounting Period End Date: | 12/31/2013 |
| Filing Received Date: | 5/16/2014 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 1/1/2014 |

| | |
|---|----------------------------------|
| Accounting Period End Date: | 12/31/2014 |
| Filing Received Date: | 6/8/2015 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 1/1/2015 |
| Accounting Period End Date: | 12/31/2015 |
| Filing Received Date: | 11/16/2016 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 1/1/2016 |
| Accounting Period End Date: | 12/31/2016 |
| Filing Received Date: | 11/1/2017 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 1/1/2017 |
| Accounting Period End Date: | 12/31/2017 |
| Filing Received Date: | 11/13/2018 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 1/1/2018 |
| Accounting Period End Date: | 12/31/2018 |
| Filing Received Date: | 11/13/2019 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | E-Accepted |
| Accounting Period Begin Date: | 1/1/2019 |
| Accounting Period End Date: | 12/31/2019 |
| Filing Received Date: | 10/23/2020 |
| Form RRF-1 Reject/Incomplete Reason: | Resubmission/Correction Accepted |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | E-Accepted |
| Accounting Period Begin Date: | 1/1/2020 |
| Accounting Period End Date: | 12/31/2020 |
| Filing Received Date: | 10/25/2021 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | E-Accepted |
| Accounting Period Begin Date: | 1/1/2021 |
| Accounting Period End Date: | 12/31/2021 |
| Filing Received Date: | 10/25/2022 |

Form RRF-1 Reject/Incomplete Reason:

Form CT-TR-1 Reject/Incomplete Reason:

IRS Form 990 Reject/Incomplete Reason:

Notes From Registry Staff:

Related Registrations & Event Reports

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.
- Raffle Registrations relate to Raffle Reports.
- Click on the **RCT Registration No** to navigate to the related record.

No Related Records

CINCINNATI OH 45999-0038

In reply refer to: 0248188025
Apr. 18, 2019 LTR 4168C 0
94-1670490 000000 00

00016970
BODC: TE

SPANISH-SPEAKING UNITY COUNCIL OF
ALAMEDA COUNTY INC
1900 FRUITVALE AVE
OAKLAND CA 94601



034746

Employer ID number: 94-1670490
Form 990 required: YES

Dear Taxpayer:

We're responding to your request dated Apr. 09, 2019, about your tax-exempt status.

We issued you a determination letter in October 1968, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

0248188025
Apr. 18, 2019 LTR 4168C 0
94-1670490 000000 00
00016971

SPANISH-SPEAKING UNITY COUNCIL OF
ALAMEDA COUNTY INC
1900 FRUITVALE AVE
OAKLAND CA 94601

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,



Kim A. Billups, Operations Manager
Accounts Management Operations 1



Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

Entity Name: SPANISH SPEAKING UNITY COUNCIL OF ALAMEDA COUNTY, INC.
Entity No.: 0527967
Registration Date: 06/09/1967
Entity Type: Nonprofit Corporation - CA - Public Benefit
Formed In: CALIFORNIA
Status: Active

The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of May 19, 2023.

SHIRLEY N. WEBER, PH.D.
Secretary of State

Certificate No.: 110344829

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at bizfileOnline.sos.ca.gov.

HOME ABOUT MEDIA CAREERS REGULATIONS RESOURCES PROGRAMS CONTACT

Registrant Details

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

Organization Name: SPANISH SPEAKING UNITY COUNCIL OF ALAMEDA COUNTY, INC. **IRS FEIN:** 941670490
Entity Type: Public Benefit **SOS/FTB Corporate/Organization Number:** 0527967

Registry Status: Current - Awaiting Reporting **Renewal Due/Exp. Date:** 2/15/2023
RCT Registration Number: 011199 **Issue Date:** 9/30/2005
Record Type: Charity Registration **Effective Date:** 9/30/2005
Date of Last Renewal: 9/26/2022 **DBA:**

Mailing Address

Street: 1900 FRUITVALE AVENUE, NO. 2A
Street Line 2:
City, State Zip: OAKLAND CA 94601

Filings & Correspondence

| Founding Documents | Founding Documents |
|---|-----------------------------|
| Renewal Filing | 2021 |
| Renewal Filing | 2020 |
| Renewal Filing | 2019 |
| Renewal Filing | 2018 |
| Renewal Filing | 2017 |
| 2015 RRF-1 | 2015 RRF-1 |
| 2015 IRS Form 990 | 2015 IRS Form 990 |
| 2015 IRS Form 990 | 2015 IRS Form 990 |
| 2015 Incomplete Fee Request | 2015 Incomplete Fee Request |
| RRF-1 2014 | 2014 RRF-1 |
| IRS Form 990 2014 | 2014 IRS Form 990 |
| RRF-1 2013 | 2013 RRF-1 |
| IRS Form 990 2013 | 2013 IRS Form 990 |
| RRF-1 2012 | 2012 RRF-1 |
| IRS Form 990 2012 | 2012 IRS Form 990 |
| RRF-1 2011 | 2011 RRF-1 |
| IRS Form 990 2011 | 2011 IRS Form 990 |
| RRF-1 2010 | 2010 RRF-1 |
| IRS Form 990 2010 | 2010 IRS Form 990 |
| RRF-1 2009 | 2009 RRF-1 |
| IRS Form 990 2009 | 2009 IRS Form 990 |
| RRF-1 2008 | 2008 RRF-1 |
| IRS Form 990 2008 | 2008 IRS Form 990 |
| RRF-1 2007 | 2007 RRF-1 |
| IRS Form 990 2007 | 2007 IRS Form 990 |
| RRF-1 2006 | 2006 RRF-1 |

| | |
|--|--|
| IRS Form 990 2006 | 2006 IRS Form 990 |
| RRF-1 2005 | 2005 RRF-1 |
| IRS Form 990 2005 | 2005 IRS Form 990 |
| RRF-1 2004 | 2004 RRF-1 |
| IRS Form 990 2004 | 2004 IRS Form 990 |
| RRF-1 2003 | 2003 RRF-1 |
| IRS Form 990 2003 | 2003 IRS Form 990 |
| RRF-1 2002 | 2002 RRF-1 |
| IRS Form 990 2002 | 2002 IRS Form 990 |
| RRF-1 2001 | 2001 RRF-1 |
| IRS Form 990 2001 | 2001 IRS Form 990 |
| 2016 IRS Form 990 Series | Click on Document Type at the left to open PDF |
| 2016 Form RRF-1 | Click on Document Type at the left to open PDF |

Annual Renewal Data

| | |
|---|-----------|
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 10/1/2009 |
| Accounting Period End Date: | 9/30/2010 |
| Filing Received Date: | 8/9/2011 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 10/1/2010 |
| Accounting Period End Date: | 9/30/2011 |
| Filing Received Date: | 8/15/2012 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 10/1/2011 |
| Accounting Period End Date: | 9/30/2012 |
| Filing Received Date: | 8/15/2013 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 10/1/2012 |
| Accounting Period End Date: | 9/30/2013 |
| Filing Received Date: | 8/19/2014 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 10/1/2013 |
| Accounting Period End Date: | 9/30/2014 |
| Filing Received Date: | 8/19/2015 |
| Form RRF-1 Reject/Incomplete Reason: | |
| Form CT-TR-1 Reject/Incomplete Reason: | |
| IRS Form 990 Reject/Incomplete Reason: | |
| Notes From Registry Staff: | |
| Status of Filing: | Accepted |
| Accounting Period Begin Date: | 10/1/2014 |
| Accounting Period End Date: | 9/30/2015 |

Filing Received Date: 8/23/2016
 Form RRF-1 Reject/Incomplete Reason:
 Form CT-TR-1 Reject/Incomplete Reason:
 IRS Form 990 Reject/Incomplete Reason:
 Notes From Registry Staff:

Status of Filing: Accepted
 Accounting Period Begin Date: 10/1/2015
 Accounting Period End Date: 9/30/2016
 Filing Received Date: 8/24/2017
 Form RRF-1 Reject/Incomplete Reason:
 Form CT-TR-1 Reject/Incomplete Reason:
 IRS Form 990 Reject/Incomplete Reason:
 Notes From Registry Staff:

Status of Filing: Accepted
 Accounting Period Begin Date: 10/1/2016
 Accounting Period End Date: 9/30/2017
 Filing Received Date: 8/20/2018
 Form RRF-1 Reject/Incomplete Reason:
 Form CT-TR-1 Reject/Incomplete Reason:
 IRS Form 990 Reject/Incomplete Reason:
 Notes From Registry Staff:

Status of Filing: Accepted
 Accounting Period Begin Date: 10/1/2017
 Accounting Period End Date: 9/30/2018
 Filing Received Date: 8/19/2019
 Form RRF-1 Reject/Incomplete Reason:
 Form CT-TR-1 Reject/Incomplete Reason:
 IRS Form 990 Reject/Incomplete Reason:
 Notes From Registry Staff:

Status of Filing: Accepted
 Accounting Period Begin Date: 10/1/2018
 Accounting Period End Date: 9/30/2019
 Filing Received Date: 8/24/2020
 Form RRF-1 Reject/Incomplete Reason:
 Form CT-TR-1 Reject/Incomplete Reason:
 IRS Form 990 Reject/Incomplete Reason:
 Notes From Registry Staff:

Status of Filing: Accepted
 Accounting Period Begin Date: 10/1/2019
 Accounting Period End Date: 9/30/2020
 Filing Received Date: 8/23/2021
 Form RRF-1 Reject/Incomplete Reason:
 Form CT-TR-1 Reject/Incomplete Reason:
 IRS Form 990 Reject/Incomplete Reason:
 Notes From Registry Staff:

Status of Filing: Accepted
 Accounting Period Begin Date: 10/1/2020
 Accounting Period End Date: 9/30/2021
 Filing Received Date: 8/19/2022
 Form RRF-1 Reject/Incomplete Reason: Resubmission/Correction Accepted
 Form CT-TR-1 Reject/Incomplete Reason:
 IRS Form 990 Reject/Incomplete Reason: Resubmission/Correction Accepted
 Notes From Registry Staff:

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.
- Raffle Registrations relate to Raffle Reports.
- Click on the **RCT Registration No** to navigate to the related record.

| | | | |
|-------------------------|--------------------------|-----------------------------|-------------------|
| Prereq Type: | Prerequisite | Relationship: | Charity |
| Registrant: | CHRISTINE LAUREN | | |
| Registration No: | E0011949 | Registration Type: | Fundraising Event |
| | | Registration Status: | Complete |

| | | | | | |
|--------------------------|--|---------------------------|-------------------|-----------------------------|------------|
| Date Established: | 10/19/2011 | Association Date: | 1/1/2011 | Expiration Date: | 12/31/2011 |
| Prereq Type: | Prerequisite | Relationship: | Charity | | |
| Registrant: | COMMUNITY COUNSELLING SERVICE CO., LLC | | | | |
| Registration No: | E0045920 | Registration Type: | Fundraising Event | Registration Status: | Complete |
| Date Established: | 1/14/2022 | Association Date: | 1/17/2022 | Expiration Date: | 7/15/2022 |
| Prereq Type: | Prerequisite | Relationship: | Charity | | |
| Registrant: | COMMUNITY COUNSELLING SERVICE CO., LLC | | | | |
| Registration No: | E0047810 | Registration Type: | Fundraising Event | Registration Status: | Complete |
| Date Established: | 7/13/2022 | Association Date: | 7/16/2022 | Expiration Date: | 12/31/2022 |
| Prereq Type: | Prerequisite | Relationship: | Charity | | |
| Registrant: | COMMUNITY COUNSELLING SERVICE CO., LLC | | | | |
| Registration No: | E0050128 | Registration Type: | Fundraising Event | Registration Status: | Complete |
| Date Established: | 3/24/2023 | Association Date: | 1/3/2023 | Expiration Date: | 7/31/2023 |
| Prereq Type: | Prerequisite | Relationship: | Charity | | |
| Registrant: | ELAINE BEALE | | | | |
| Registration No: | E0015941 | Registration Type: | Fundraising Event | Registration Status: | Complete |
| Date Established: | 1/23/2013 | Association Date: | 11/15/2012 | Expiration Date: | 1/15/2013 |
| Prereq Type: | Prerequisite | Relationship: | Charity | | |
| Registrant: | INDIGO SKIES CONSULTING | | | | |
| Registration No: | E0047070 | Registration Type: | Fundraising Event | Registration Status: | Complete |
| Date Established: | 4/1/2022 | Association Date: | 1/1/2022 | Expiration Date: | 2/28/2023 |
| Prereq Type: | Prerequisite | Relationship: | Charity | | |
| Registrant: | MARY M SCHMIDT FUNDRAISING COUNSEL | | | | |
| Registration No: | E0044385 | Registration Type: | Fundraising Event | Registration Status: | Complete |
| Date Established: | 7/27/2021 | Association Date: | 8/1/2021 | Expiration Date: | 12/31/2023 |
| Prereq Type: | Prerequisite | Relationship: | Charity | | |
| Registrant: | MARY M SCHMIDT FUNDRAISING COUNSEL | | | | |
| Registration No: | E0045356 | Registration Type: | Fundraising Event | Registration Status: | Complete |
| Date Established: | 11/19/2021 | Association Date: | 11/1/2021 | Expiration Date: | 12/31/2023 |
| Prereq Type: | Prerequisite | Relationship: | Charity | | |
| Registrant: | SHARON PAPO CONSULTING | | | | |
| Registration No: | E0044396 | Registration Type: | Fundraising Event | Registration Status: | Complete |
| Date Established: | 7/27/2021 | Association Date: | 8/3/2021 | Expiration Date: | 12/31/2021 |



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

Authorized Representative Name

Authorized Representative Name

Title:

Title:

Signature:

Signature:

Date:

Date:



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. A RECIPIENT must be designated to act on behalf of all organizations within the collaboration.

During the application period and grant term, GO-Biz will direct all correspondence to the RECIPIENT. All other organizations within the collaboration will be subgrantees and must have costs associated in the budget. GO-Biz will issue all grant payments to the Recipient and it will be the Recipient's responsibility to direct payments to the participating organization in accordance with the approved budget in the grant agreement.

All organizations within the collaboration, including the RECIPIENT, must be Eligible Grantees as defined in the FY 2023-24 Request for Proposal Announcement, meet all eligibility requirements no later than the start of the grant term and must maintain that eligibility throughout the duration of the grant 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 collaborative program for the Fiscal Year 2023-24 LIIG Program and agrees to the terms and conditions outlined above and in the FY 2023-24 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

Authorized Representative Name

Title:

Signature:

Date:

Collaborative Partner #2 Organization Name

Authorized Representative Name

Title:

Signature:

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
FISCAL YEAR 2022-2023
JUNE 2023**

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I. INTRODUCTION, BACKGROUND, AND PROGRAM OVERVIEW

A. INTRODUCTION

The Governor's Office of Business and Economic Development (GO-Biz) is California's leader in job growth and economic development efforts. GO-Biz offers business owners various services, including site selection, permitting assistance, regulatory guidance, small business support, international trade development, and more.

B. BACKGROUND AND PROGRAM OVERVIEW

The [Budget Act of 2022](#) (Senate Bill 178, Skinner) and Government Code section 12100.140 et seq. established the Local Government Immigrant Integration Initiatives program within GO-Biz. GO-Biz is pleased to announce the Request for Proposal (RFP) for the Local Immigrant Integration and Inclusion Grant (LIIG) to provide \$8.2 million in one-time funding to support the development or expansion of immigrant integration efforts, increase community trust, and enhance the organizational capacity of local governments to support immigrant populations in California.

The LIIG is a one-year grant from September 1, 2023, through August 31, 2024. Contingent on funding availability, GO-Biz may award additional funding for a second year. Eligible activities for LIIG funding are further defined below and include but are not limited to: 1) Economic Development, 2) Social Services Navigation, 3) Intergovernmental Technical Assistance, and 4) Civic Engagement.

The grant funding shall not replace any existing funding or required services. The applicant must provide a plan to ensure continuity of funding for proposed activities after the one-time grant is awarded for sustainability, including through public-private partnerships or other means. Applicants must create a comprehensive sustainability plan outlining strategies and timelines for maintaining and expanding the program beyond the grant period. The plan should include details on potential funding sources, partnerships, program modifications, and long-term goals to ensure the program's continuity and growth.

GO-Biz reserves the right to reject any applications, extend timelines, and cancel this RFP. Applicants will not be reimbursed for expenses incurred to develop an application or for expenses before executing a grant agreement. All application materials submitted become the property GO-Biz. GO-Biz may amend, reduce, or cancel the remaining agreement if funding becomes unavailable. GO-Biz's determination as to eligibility for grant funding, or the amount awarded, is final and not subject to appeal or protest.

C. Conference Call: GO-Biz will schedule a conference call to describe the scope of services in this RFP, review eligibility requirements, review application processes and other administrative requirements (e.g., reporting and invoicing), and respond to any questions. All interested organizations are encouraged to participate in the conference call.

D. Required Participation and Collaboration: Upon final award, selected local governments shall attend training on: a) grant terms and conditions; b) services, policies, and laws; and c) eligible funding activities. Local governments awarded funding shall coordinate with GO-Biz and other program partners to achieve outcomes that will benefit targeted populations.

E. TIMELINE¹

| | |
|---|-------------------|
| RFP Released by GO-Biz | June 16, 2023 |
| Local Governments RFP Information Session | June 21, 2023 |
| Nonprofit RFP Information Session | June 23, 2023 |
| RFP Questions and Answers | June 16-27, 2023 |
| RFP Submission Deadline | July 28, 2023 |
| Tentative Award Notice | August 25, 2023 |
| Anticipated Services Start | September 1, 2023 |

II. ELIGIBLE APPLICANTS

Only eligible local governments may apply for grant funding (see eligibility requirements below). Counties are encouraged to apply as primary grantees and coordinate with cities to subgrant awards. Local governments with limited capacity or experience to implement the funded grant activities may subgrant to nonprofit organizations.

Before submitting the RFP to GO-Biz for consideration, applicants must seek and document input from the public regarding the proposed activities. This may include immigrant residents, community organizations, and service providers representing or serving the jurisdiction's diverse demographics.

Eligible local governments shall meet the following criteria:

A. Eligibility Requirements

- a. Is a California City, County, or County or City Department; **and**
- b. Has an existing:
 - i. Office of Immigrant Affairs/New Americans; **or**
 - ii. Designated Immigrant Affairs Liaison; **or**
 - iii. Administers public programs or benefits for immigrant populations, including but not limited to Economic Development, Work Force Development, CalFresh, CalWORKS, Refugee Resettlement Programs, Immigration Legal Services, etc.; **and**
- c. Has experience administering State grant or contract funding.

¹ Dates are subject to change.

B. Nonprofit Eligibility Criteria

Local governments with limited capacity to administer the grant opportunity may consider subgrants to nonprofit organizations. The nonprofit eligibility includes:

- a. Meets the requirements set forth in Section 501(c)(3) or 501(c)(5) of the Internal Revenue Code; **and**
- b. Has experience delivering the eligible activities included in the Local Immigrant Integration and Inclusion Grant; **and**
- c. Has experience administering programs or benefits for immigrant populations including, but not limited to, Economic Development, Work Force Development, CalFresh, CalWORKS, Refugee Resettlement Programs, Immigration Legal Services, etc.); **and**
- d. Has experience administering City, County, or State grant or contract funding.

C. State Grant Requirements

Applicants shall comply with State requirements as outlined below. Applicants will also be required to submit the documents and forms listed below. The documents must be submitted as an email attachment in the final application submission. **All documents must be submitted as individual PDFs and appropriately titled according to the document's content. Submit documents to:**

immigrantintegration.initiatives@gobiz.ca.gov

- a. Complete and sign the Request for Proposal Application (Exhibit A, Attachment 1)
 - i. The required form is available for [download here](#).
- b. Complete and submit the Project Budget (Exhibit A, Attachment 2)
 - i. The project budget is available for [download here](#).
 - ii. The project budget must be saved and submitted as a .xls file.
 - iii. Ensure formulas are used appropriately throughout the Excel document.
- c. Complete and submit the Government Agency Taxpayer ID
 - i. The Government Agency Taxpayer ID is available for [download here](#).
- d. Complete and sign the STD.21 Drug-Free Workplace Certification
 - i. The STD.21 Drug-Free Workplace Certification is available for [download here](#).

D. Required Subgrantee Documents:

The local government applicant must submit the documents listed below on behalf of the subgrantee. The documents must be submitted as an email attachment in the final application submission. **All documents must be submitted as individual PDFs and appropriately titled according to the document's content. Submit documents to:**

immigrantintegration.initiatives@gobiz.ca.gov

- a. Submit proof of “active” 501(c)(3) or 501(c)(5) status from the Internal Revenue Service
 - i. To access and download proof of active status, visit the Internal Revenue Service website at the following link:
<https://apps.irs.gov/app/eos>
- b. Submit proof of “active” legal business status from the California Secretary of State
 - i. To access and download proof of active status, visit the California Secretary of State's website at the following link:
<https://bizfileonline.sos.ca.gov/search/business>
- c. Submit proof of “current” charity status with the California Department of Justice
 - i. To access and download proof of status, visit the California Department of Justice website at the following link:
<http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
- d. Submit proof of insurance coverage
 - i. Submit proof of current insurance certificate that meets the GO-Biz requirements upon execution of the grant. GO-Biz will provide guidance on the required insurance coverage.

To apply, submit a complete application with attachments no later than 5:00 p.m. PT on July 28, 2023, to immigrantintegration.initiatives@gobiz.ca.gov with the subject line: “FY 2022-24 LIIG Application.” Incomplete, late, or altered application forms will not be accepted.

III. DEFINITIONS

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

IV. GRANT AND SERVICE TERM

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

1. Grant Agreement Term (Year One): September 1, 2023, to November 2024.

Service Term (Year One): September 1, 2023, to August 31, 2024.

2. Grant Agreement Term (Year Two): September 1, 2024, to November 2025.

Service Term Year Two: September 1, 2024, to August 31, 2025.

V. ELIGIBLE USES OF FUNDING AND ACTIVITIES

A. Target Populations Served

Selected grantees will prioritize serving immigrants, refugees or asylees, unaccompanied minors, immigrant youth, immigrants residing in rural California, and hard-to-reach immigrant populations. Any service or programming funded under LIIIG shall be accessible to immigrants regardless of immigration status, and documentation of status shall not be required.

B. Non-Discrimination and Language Access

All services must be provided in compliance with federal and State nondiscrimination laws, including ensuring access for individuals with disabilities and individuals with limited English proficiency. Provision of services to individuals with limited English language ability may include in-person interpretation and document translation and access to a language service line on telephones.

C. Funding and Eligible Activities

GO-Biz will fund local government staff positions to develop or expand immigrant integration efforts, increase community trust, and enhance the organizational capacity of local governments in California. Local governments are encouraged to focus on 1-2 funded activities but may propose additional activities. Each activity below includes example sub-activities for your consideration. The activities include but are not limited to:

1. Economic Development

A. Entrepreneurship Development and Resources:

- a. Programs should foster and nurture the skills, knowledge, and resources necessary for immigrant residents to start, manage, and grow their businesses or ventures. This involves providing entrepreneurs with the support, tools, training, and networks needed to navigate the challenges and opportunities of the business ecosystem. Examples of activities may include the following:
 - i. Develop targeted business training programs for immigrant entrepreneurs, which may cover business planning, marketing, financial management, and legal compliance.
 - ii. Establish mentorship programs that connect immigrant entrepreneurs with successful business owners or industry experts who can provide guidance and support.
 - iii. Facilitate access to capital and financing options by partnering with financial institutions offering loans, grants, or micro-financing tailored to immigrant entrepreneurs.
 - iv. Connect immigrant entrepreneurs with local business chambers or networks to promote their products or services and with potential customers and partners.

B. New Business Development and Technical Assistance:

- a. Programs should assist immigrant residents in identifying, evaluating, and creating opportunities to establish new businesses or ventures. Examples of activities may include the following:
 - i. Develop best practices to integrate immigrant entrepreneurs with local economic development centers or related local business infrastructure to support emerging businesses with the necessary tools and guidance.
 - ii. Provide one-on-one business counseling and technical assistance to immigrant entrepreneurs, assisting them with business registration, licensing, permits, and other administrative processes.
 - iii. Assist with generating innovative business ideas, conducting market research, developing business plans, securing resources, and launching new enterprises.
 - iv. Establish partnerships with local business development organizations to offer specialized services and resources for immigrant-owned businesses, such as language-specific support or cultural competency training.
 - v. Develop incubator or accelerator programs that support immigrant entrepreneurs, providing them with workspace, mentoring, access to professional networks, and assistance accessing markets.

C. Apprenticeship Programs:

- a. Programs should develop new local apprenticeship opportunities or strengthen existing ones for immigrant residents in coordination with the Division of Apprenticeship Standards. Apprenticeship programs can provide individuals with industry-specific skills, knowledge, and hands-on experience in a particular trade or occupation. Examples of activities may include the following:
 - i. Collaborating with local employers to create apprenticeship programs targeting immigrant residents, offering training and employment opportunities in industries with high demand for skilled workers. These programs may be developed in collaboration with industry stakeholders, such as employers, trade associations, and educational institutions, to meet a particular industry's specific workforce needs and skill requirements.
 - ii. Develop partnerships with trade unions, industry associations, and vocational training providers to ensure immigrant workers access quality apprenticeship programs.
 - iii. Support navigating the apprenticeship system, including assistance with application processes, resume building, interview skills, test preparation, and ongoing mentorship.

D. Professional Certification Assistance:

- a. Programs should assist immigrant residents in pursuing state professional licenses or other relevant professional certifications. Examples of activities may include the following:
 - i. Providing guidance and support in gathering required documentation, preparing application materials, and navigating the licensing process.
 - ii. Collaborating with professional associations or licensing boards to streamline the licensure process for immigrant professionals, advocate for recognition of foreign credentials, and develop credential evaluation and equivalency pathways.

E. Workforce Development Training:

- a. Programs should focus on developing workforce skills among local immigrant residents. Examples of activities may include the following:
 - i. Industry partnerships, skill-based seminars, entrepreneurial training, licensing requirements overviews, job application workshops, job shadowing, etc.
 - ii. Collaboration with local workforce boards, community-based organizations, local employers, and industry experts to offer industry-specific training programs that address the needs of immigrant workers, including integrated education and English language literacy training that aligns with local job market demands.
 - iii. Provide job search seminars, workshops, or job application clinics that cover topics such as resume writing, interview techniques, job search strategies, and workplace communication skills.

F. Digital Literacy Training:

- a. Programs should aim to train participants with the necessary skills to effectively use technology for finding, evaluating, organizing, creating, and communicating information. Examples of activities may include the following:
 - i. Offer comprehensive digital literacy training programs that cover basic computer skills, internet usage, email communication, online job search techniques, and effective use of productivity tools.
 - ii. Provide training on specific software applications or platforms relevant to local job markets, such as customer relationship management (CRM) systems, accounting software, or project management tools.
 - iii. Include sessions on online safety, data privacy, and responsible use of social media platforms to promote digital citizenship and protect personal information.

G. Financial Literacy Training:

- a. Programs should seek to improve critical information for immigrants about financial best practices. Examples of activities may include the following:
 - i. Conducting financial literacy workshops or seminars covering budgeting, saving, credit management, debt reduction, investment basics, and understanding banking services.
 - ii. Collaborating with financial institutions, community organizations, or local experts to provide one-on-one financial counseling and coaching to immigrant individuals and families.
 - iii. Developing culturally sensitive financial literacy materials and resources that consider immigrant communities' unique needs and challenges, such as language accessibility and cultural nuances.

2. Social Services Navigation

A. Case Management Services:

- a. Programs should guide, assist, and support immigrant residents in navigating government and community systems, services, and processes. Examples of activities may include the following:
 - i. Conduct intake interviews with immigrant individuals to understand their specific needs and determine their eligibility for available services.
 - ii. Developing individualized plans to address specific needs and goals.
 - iii. Referring immigrant residents to relevant social services, including but not limited to public benefits, childcare, housing navigation and placement assistance, employment, and educational services, accessing health care, social adjustment, and immigration services.

B. Education and Outreach:

- a. Programs should engage with immigrant residents, providing information and raising awareness about specific issues, policies, programs, or services. Examples of activities may include the following:
 - i. Develop and distribute materials, such as brochures, flyers, and posters in multiple languages that provide information on the available public services and how to access them.
 - ii. Educate immigrant residents on the available public benefits and how to access them, including navigating the application process and where to find assistance.

- iii. Provide information and resources on affordable housing, childcare, financial literacy, health care, transportation, and other services relevant to immigrant and refugee entrepreneurs.

C. Language Services:

- a. Activities should provide language support and assistance to individuals with limited English proficiency to ensure effective communication and equitable access to government programs, services, information, and participation for linguistically diverse populations. Examples of activities may include the following:
 - i. Provide interpretation and translation services to help immigrants communicate with service providers and navigate the social service system.
 - ii. Provide referrals and language class enrollment assistance to help immigrants improve their English skills, which can enhance their ability to communicate with customers, vendors, and service providers.

3. Intergovernmental Capacity and Technical Assistance

A. Interagency Task Forces

- a. Programs should create collaborative groups or teams of representatives from multiple government agencies or departments. They are formed to address specific issues, challenges, or objectives requiring coordination and collaboration between agencies with complementary expertise and resources. Examples of activities may include the following:
 - i. Facilitate coordination, information sharing, and collaboration among various entities.
 - ii. Help avoid duplication of services and involve exchanging data, research findings, and other relevant resources to enhance the effectiveness of immigrant integration services.

B. Regular Meetings and Workshops

- a. Organize regular meetings, workshops, or training sessions that bring together officials from different levels of government and community leaders. These gatherings can focus on sharing best practices, discussing challenges, and identifying opportunities for collaboration and joint initiatives.

C. Cross-Jurisdictional Coordination

- a. Programs can establish collaborative groups or teams of representatives from different cities, counties, and nonprofit agencies. They are formed to address specific issues, challenges, or objectives requiring coordination and collaboration between agencies with

complementary expertise and resources. Examples of activities may include the following:

- i. Partnerships that can facilitate collaboration, information sharing, and resource pooling across municipalities.
- ii. They can also develop shared protocols, referral systems, and coordinated approaches to deliver services effectively to immigrant populations.

D. Capacity Building and Training

a. Programs should design activities that enhance the knowledge, skills, abilities, and resources of local government officials and staff involved in intergovernmental collaborations. These activities strengthen the intergovernmental capacity to cooperate, coordinate efforts, and address shared challenges effectively. Examples may include the following:

- i. Taking advantage of State training sessions, workshops, or webinars on cultural competency, language access, immigrant rights, community engagement, and service delivery improvement.
- ii. Improving staff skills or competencies relevant to intergovernmental collaborations, such as negotiation, conflict resolution, communication, project management, policy analysis, or collaborative decision-making.

E. Technical Assistance for Language Access and Cultural Sensitivity

a. Provide technical assistance to local and regional agencies to improve language access and cultural sensitivity.

- i. This assistance can involve training sessions, workshops, or consultations to help improve language services, develop language access plans, and enhance cultural competency among staff members serving immigrant populations.

F. Establish Sustainable Partnerships

a. Establish partnerships with community organizations, non-profit agencies, and businesses interested in immigrant integration. Collaborating with these partners can help diversify funding streams, leverage additional resources, and share the responsibility for program sustainability. Examples of activities may include the following:

- i. Regularly evaluate the program's outcomes, impacts, and challenges. This evaluation process can help identify areas for improvement, refine program strategies, and ensure that the program remains responsive to the evolving needs of immigrant populations.
- ii. By adapting and fine-tuning the program based on evaluation findings, local governments can increase its effectiveness and attractiveness to potential funders.

4. Civic Engagement & Community Participation

A. Leadership Development:

- a. Develop programming that fosters immigrant and unaccompanied youth skills and confidence to become effective community advocates and leaders. Examples of activities may include the following:
 - i. Leadership training programs that focus on developing essential leadership skills and competencies.
 - ii. Mentorship programs connecting immigrant entrepreneurs and immigrant youth with experienced mentors from similar backgrounds.
 - iii. Leadership conferences specifically targeted towards immigrant entrepreneurs and immigrant youth.
 - iv. Public speaking workshops designed for immigrant entrepreneurs that can help them improve their communication skills, boost their confidence, and effectively convey their business ideas and visions.
 - v. Internship programs that provide opportunities to gain practical experience and exposure to the public and business environment.

B. Cultural Exchanges:

- a. Programs should coordinate or develop partnerships to support cultural exchanges where immigrants can share their traditions, music, language, and cuisine with the broader community. This can foster understanding, appreciation, and cross-cultural dialogue.

VI. REVIEW PROCESS AND APPLICATION EVALUATION

All submitted applications will be screened to determine completeness, credibility, and eligibility. All eligible applications will be evaluated and rated for a potential final award. Incomplete applications, late applications, or ineligible applicants may not be considered. GO-Biz has sole discretion in selecting qualified organizations that will receive funding. **GO-Biz reserves the right to distribute funding based on regional and programmatic needs and solicit additional applicants if necessary.** Applicants selected by GO-Biz to receive funding will be notified of the steps required to execute an agreement with GO-Biz.

A. Application Evaluation Overview

In general, when reviewing proposals, GO-Biz considers several factors, including: (1) funding eligibility criteria; (2) staffing capacity; and (3) organizational oversight and administrative capacity. GO-Biz evaluation will consider information provided in the RFP (Exhibit A-Attachment 1) and Budget Proposal (Exhibit A-Attachment 2). In determining funding awards, GO-Biz will prioritize funding local governments that serve

rural and hard-to-reach populations and regions with a high density of immigrant populations. GO-Biz will utilize demographic data from the California Immigrant Data Portal and Community Economic Resilience Fund to determine areas with a high immigrant population density. This approach ensures that funding is directed towards areas with a significant concentration of immigrants, allowing for targeted support and resources to be allocated to those communities.

GO-Biz will also consider identified needs and capacity to assist the target populations and regions, language and cultural competency, and expertise in providing services.

B. Scoring Criteria

The proposals will be evaluated using the following sections and the scoring point scale. Nonprofit subgrantee questions will only be assessed to support eligibility and capacity of the local government to subgrant and will not be scored.

| Proposal Section | Points Possible |
|--|------------------------|
| Question 1: Applicant Overview | 50 |
| Question 2: Organizational Capacity and Services | 50 |
| Question 3: Administrative Capacity | 40 |
| Question 4: Collaboration | 20 |
| Implementation Plan | 20 |
| Project Budget | 20 |
| Total Points Available | 200 |

B. AWARD DETERMINATIONS

Applicants shall complete the attached Project Budget (Exhibit A, Attachment 2) and outline the costs associated with hiring or extending staff capacity to provide the activities included in the LIIIG. GO-Biz will determine budget proposals based on the number of proposed staff to be hired or advanced and operational costs.

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

VII.AUTHORIZED REPRESENTATIVE, REPORTING, AND INVOICING

A. AUTHORIZED REPRESENTATIVE

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

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

B. REPORTING REQUIREMENTS

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

- vi. Age Distribution
- vii. Gender

d. Reporting Schedule

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

Year 1: Reporting Schedule

| Reporting Period | Report Due |
|---------------------------------------|--------------------|
| September 1, 2023 – November 30, 2023 | December 14, 2023 |
| December 1, 2023 – February 29, 2024 | March 14, 2024 |
| March 1, 2024 – May 31, 2024 | June 14, 2024 |
| June 1, 2024 – August 31, 2024 | September 13, 2024 |

Year 2²: Reporting Schedule

| Reporting Period | Report Due |
|---------------------------------------|--------------------|
| September 1, 2024 – November 30, 2024 | December 13, 2024 |
| December 1, 2024 – February 28, 2025 | March 14, 2025 |
| March 1, 2025 – May 31, 2025 | June 13, 2025 |
| June 1, 2025 – August 31, 2025 | September 15, 2025 |

C. PAYMENT REIMBURSEMENT AND SCHEDULE

- a. Selected grantees may invoice GO-Biz for quarterly expenses and must submit expense reports with the invoice. Grantees shall not exceed the award issued for services.

b. Invoice Schedule

Grant recipients will submit a quarterly invoice to GO-Biz to reimburse eligible expenses incurred during each month. Invoices should be submitted within 15 calendar days after the end of each month unless otherwise specified below. GO-Biz will provide grantees with an invoice and financial template upon execution of the grant agreement.

Year 1: Invoice Schedule

| Invoice Period | Invoice Due |
|---------------------------------------|-------------------|
| September 1, 2023 – November 30, 2023 | December 14, 2023 |

² Year Two is contingent on funding availability.

| | |
|--------------------------------------|--------------------|
| December 1, 2023 – February 29, 2024 | March 14, 2024 |
| March 1, 2024 – May 31, 2024 | June 14, 2024 |
| June 1, 2024 – August 31, 2024 | September 13, 2024 |

Year 2³: Invoice Schedule

| Invoice Period | Invoice Due |
|---------------------------------------|--------------------|
| September 1, 2024 – November 30, 2024 | December 13, 2024 |
| December 1, 2024 – February 28, 2025 | March 14, 2025 |
| March 1, 2025 – May 31, 2025 | June 13, 2025 |
| June 1, 2025 – August 31, 2025 | September 15, 2025 |

VIII. APPLICATION SUBMISSION

1. To be considered for funding, all applicants must comply with the requirements described in this RFP. **Incomplete, late, or altered application forms will not be accepted. To apply, submit a complete application with attachments no later than 5:00 p.m. PT on July 28, 2023, to immigrantintegration.initiatives@gobiz.ca.gov with the subject line: “FY 2022-24 LIIG Application”.**
2. Review the Checklist, **Appendix 2**, for a complete list of documents to be submitted.
3. For general questions, please contact Yoan Vivas at yoan.vivas@gobiz.ca.gov or (916) 827-8626. GO-Biz will collect Frequently Asked Questions and post responses to the GO-Biz website.

NOTICE TO APPLICANTS

All materials submitted in response to a GO-Biz grant solicitation will become the property of GO-Biz and, as such, are subject to the California Public Records Act (Government Code section 7920.000 et seq.).

VERIFICATION OF APPLICANT INFORMATION

By applying, applicants authorize GO-Biz to verify any information submitted in the application. GO-Biz may request additional documentation to clarify or validate any information provided in the application and budget.

³ Year Two is contingent on funding availability.



THE LOCAL IMMIGRANT INTEGRATION AND INCLUSION GRANT APPENDIX 1 DEFINITIONS

1. **Asylee⁴**

An asylee is a person who has fled their home country and is seeking protection. Asylum status is a form of protection available to people who meet the definition of refugee, are already in the United States, and are seeking admission at a port of entry.

2. **Civic Engagement**

Civic engagement involves working to make a difference in the civic life of one's community and developing the combination of knowledge, skills, values, and motivation to make that difference.

3. **Economic Development**

Economic development is the process by which a region or nation's economy is improved, typically through the implementation of policies designed to promote sustainable growth, productivity, and competitiveness. Economic development involves the creation of new businesses, industries, and jobs, as well as improving infrastructure, education, and healthcare systems. Economic development aims to improve the standard of living for people in the region or nation, as measured by gross domestic product, income levels, and employment rates.

4. **Hard-to-Reach Communities**

Hard-to-reach communities refer to groups of people who face barriers that prevent them from accessing essential services, resources, and information. These barriers may be due to various factors, including geographic isolation, cultural and linguistic differences, poverty, discrimination, lack of infrastructure or transportation, or limited access to technology. Examples of hard-to-reach communities include rural populations, indigenous peoples, refugees and migrants, people with disabilities, and those living in conflict-affected areas or areas with limited government presence.

⁴ U.S. Citizenship and Immigration Services. "Refugees & Asylum." Accessed May 19, 2023. URL: <https://www.uscis.gov/humanitarian/refugees-asylum>

5. Immigrant Integration

Immigrant integration is the dynamic, two-way process in which immigrants and the receiving society work together to build secure, vibrant, and cohesive communities. Successful integration builds stronger, more economically, socially, and culturally inclusive communities. Immigrant integration means people can succeed in American society through progress in three broad areas: linguistic, economic, and social integration.

6. Immigrant⁶

An immigrant is a person who moves from their country of origin to another country, intending to settle there permanently or for an extended period. Immigrants may move for various reasons, such as seeking better economic opportunities, reuniting with family members, or escaping political or social instability in their home country. Immigration often involves legal procedures and requirements, such as obtaining visas, work permits, and residency permits, and may be subject to immigration laws and regulations of the destination country.

7. Intergovernmental Capacity and Technical Assistance

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

Technical assistance refers to providing specialized knowledge, expertise, and resources to support implementing specific programs, policies, or initiatives. Technical services may be provided by various actors, including governments, intergovernmental organizations, and non-governmental organizations.

8. Local Government

For this grant, eligible local governments include California counties, cities, and county or city departments.

9. Refugee

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

⁶ United Nations. Department of Economic and Social Affairs, Population Division. International Migration 2019. Wall Chart. ST/ESA/SER.A/444. United Nations, 2019.

10. Social Services Navigation

Social services navigation refers to assisting individuals and families in accessing and navigating social services and resource systems. This can include services related to healthcare, housing, education, employment, and other areas of social welfare. Social services navigators typically work with clients to identify their specific needs, connect them with appropriate services, and assist them in overcoming any barriers or challenges they may encounter. The goal of social services navigation is to improve access to social services and resources for those in need and to ensure that individuals and families can receive the support they require to achieve greater stability and well-being.

11. Unaccompanied Minors

Unaccompanied children as defined in Section 279(g)(2) of Title 6 of the United States Code, specifically a person who (a) is under the age of 18; (b) has no lawful immigration status in the United States; and (c) with respect to whom there is no parent or legal guardian either present or available to provide care and physical custody in the United States.



Appendix 2

Application Checklist

Applicants will be required to submit the documents and forms listed below. The documents must be submitted as an email attachment in the final application submission. **All documents must be submitted as individual PDFs and appropriately titled according to the document's content. Submit documents to: immigrantintegration.initiatives@gobiz.ca.gov.**

Use the following checklist to ensure that all documents and forms necessary to respond to this Request for Proposal (RFP) have been included.

| | |
|--------------------------|--|
| <input type="checkbox"/> | Application Checklist (this page) |
| <input type="checkbox"/> | Request for Proposal Application (Exhibit A, Attachment 1) Complete and sign the Request for Proposal Application. The required form is available for download here . Document Title: LIIG FY 2023-24 RFP- (Local Jurisdiction Name) |
| <input type="checkbox"/> | Project Budget (Exhibit A, Attachment 2) Complete and submit the Project Budget. The project budget is available for download here . The project budget must be saved and submitted as a .xls file. All formulas must be used appropriately throughout the Excel document. Document Title: Project Budget- (Local Jurisdiction Name) |
| <input type="checkbox"/> | Government Agency Taxpayer ID Complete and submit the Government Agency Taxpayer ID. The form is available for download here . Document Title: Government Agency Taxpayer ID- (Local Jurisdiction Name) |
| <input type="checkbox"/> | STD 21 Drug-Free Workplace Certification Complete and sign the STD.21 Drug-Free Workplace Certification. The STD.21 is available for download here . Document Title: STD.21- (Local Jurisdiction Name) |

Application Checklist

Required Subgrantee Documents

The applicant must submit the documents listed below on behalf of the subgrantee. The documents must be submitted as an email attachment in the final application submission. **All documents must be submitted as individual PDFs and appropriately titled according to the document’s content.**

Submit documents to: immigrantintegration.initiatives@gobiz.ca.gov

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



Exhibit E –Definitions

1. Asylee¹

An asylee is a person who has fled their home country and is seeking protection. Asylum status is a form of protection available to people who meet the definition of refugee, are already in the United States, and are seeking admission at a port of entry.

2. Civic Engagement²

Civic engagement involves working to make a difference in the civic life of one's community and developing the combination of knowledge, skills, values, and motivation to make that difference.

3. Economic Development

Economic development is the process by which a region or nation's economy is improved, typically through the implementation of policies designed to promote sustainable growth, productivity, and competitiveness. Economic development involves the creation of new businesses, industries, and jobs, as well as improving infrastructure, education, and healthcare systems. Economic development aims to improve the standard of living for people in the region or nation, as measured by gross domestic product, income levels, and employment rates.

4. Hard-to-Reach Communities

Hard-to-reach communities refer to groups of people who face barriers that prevent them from accessing essential services, resources, and information. These barriers may be due to various factors, including geographic isolation, cultural and linguistic differences, poverty, discrimination, lack of infrastructure or transportation, or limited access to technology. Examples of hard-to-reach communities include rural populations, indigenous peoples, refugees and migrants, people with disabilities, and those living in conflict-affected areas or areas with limited government presence.

5. Immigrant Integration

Immigrant integration is the dynamic, two-way process in which immigrants and the receiving society work together to build secure, vibrant, and cohesive communities. Successful integration builds stronger, more economically, socially, and culturally inclusive communities. Immigrant integration means people can succeed in American society through progress in three broad areas: linguistic, economic, and social integration.

6. Immigrant³

An immigrant is a person who moves from their country of origin to another country, intending to settle there permanently or for an extended period. Immigrants may move for various reasons, such as seeking better economic opportunities, reuniting with family members, or escaping political or social instability in their home country. Immigration often involves legal procedures

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

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

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

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



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

7. Intergovernmental Capacity and Technical Assistance

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

Technical assistance refers to providing specialized knowledge, expertise, and resources to support implementing specific programs, policies, or initiatives. Technical services may be provided by various actors, including governments, intergovernmental organizations, and non-governmental organizations.

8. Local Government

For this grant, eligible local governments include California counties, cities, and county or city departments.

9. Refugee

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

10. Social Services Navigation

Social services navigation refers to assisting individuals and families in accessing and navigating social services and resource systems. This can include services related to healthcare, housing, education, employment, and other areas of social welfare. Social services navigators typically work with clients to identify their specific needs, connect them with appropriate services, and assist them in overcoming any barriers or challenges they may encounter. The goal of social services navigation is to improve access to social services and resources for those in need and to ensure that individuals and families can receive the support they require to achieve greater stability and well-being.

11. Unaccompanied Minors

Unaccompanied children as defined in Section 279(g)(2) of Title 6 of the United States Code, specifically a person who (a) is under the age of 18; (b) has no lawful immigration status in the United States; and (c) with respect to whom there is no parent or legal guardian either present or available to provide care and physical custody in the United States.

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



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

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

Principal Government Agency Name*

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="Economic and Workforce Developm"/> | Complete Address | <input type="text" value="250 Frank H. Ogawa Plaza, Suite 3315, Oak"/> |
| Dept/Division/Unit Name | <input type="text"/> | Complete Address | <input type="text"/> |
| Dept/Division/Unit Name | <input type="text"/> | Complete Address | <input type="text"/> |
| Dept/Division/Unit Name | <input type="text"/> | Complete Address | <input type="text"/> |

Contact Person* Title

Phone number* E-mail address


Signature* Date

DRUG-FREE WORKPLACE CERTIFICATION

STD. 21 (Rev. 10/2019)

CERTIFICATION

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

| | |
|---|--|
| CONTRACTOR/BIDDER FIRM NAME City of Oakland | FEDERAL ID NUMBER 94-6000384 |
| BY (Authorized Signature)  | DATE EXECUTED 07/26/23 |
| PRINTED NAME AND TITLE OF PERSON SIGNING Cristy Johnston | TELEPHONE NUMBER (Include Area Code) (510) 238-6193 |
| TITLE Deputy Director, Economic and Workforce Development Department | |
| CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS 250 Frank H. Ogawa Plaza, Suite 3314, Oakland, CA 94612 | |

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 7/26/2026^(DATE) (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.