

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: October 18, 2024

CAO File No. 0130-02145-0001

Council File No. 21-1015-S7

Council District: Citywide

To: The Mayor
The City Council

From: *for* Matthew W. Szabo, City Administrative Officer 

Reference: Community Investment for Families Transmittal dated September 10, 2024;
Additional information received through October 3, 2024

Subject: **ACCEPT A \$471,000 SUBRECIPIENT AWARD FROM THE LOS ANGELES COUNTY DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS, OFFICE OF IMMIGRANT AFFAIRS FOR THE LOCAL IMMIGRANT INTEGRATION AND INCLUSION GRANT PROGRAM AND RELATED ACTIONS**

RECOMMENDATIONS

That the City Council, subject to approval of the Mayor:

1. Note and file the Community Investment for Families Department (CIFD) report dated September 10, 2024;
2. Authorize the CIFD General Manager, or designee, to accept a subrecipient award from the Los Angeles County Department of Consumer and Business Affairs, Office of Immigrant Affairs (County) in the amount of \$471,000 for the Local Immigrant Integration and Inclusion Grant (LIIIG) through the California Governor's Office of Business and Economic Development;
3. Approve the Memorandum of Understanding (MOU) attached to the CIFD report and authorize the CIFD General Manager to execute the MOU between the City and the County to implement the LIIIG program to provide immigrant integration and inclusion services for a one-year term from July 1, 2024 through June 30, 2025, subject to review by the City Attorney as to form and compliance with City contracting requirements;
4. Request the City Controller to:
 - a. Appropriate LIIIG funds within the CIFD Miscellaneous Grants and Awards Fund No. 65G/21 as follows:

Account	Account Name	Amount
21A121	Community Investment for Families	\$ 338,000
21A299	Reimbursement of General Fund Costs	133,000
	Total	\$ 471,000

b. Increase appropriations within the CIFD Fund No. 100/21 as follows:

Account	Account Name	Amount
001010	Salaries, General	\$ 197,000
001090	Overtime General	8,200
002120	Printing and Binding	27,800
003040	Contractual Services	50,000
003310	Transportation	2,000
006010	Office and Administrative	53,000
	Total	\$ 338,000

5. Authorize the CIFD General Manager, or designee, to prepare Controller instructions and/or make technical adjustments as necessary to implement the actions approved by the Mayor and City Council, subject to the approval of the City Administrative Officer, and request the City Controller to implement the instructions.

SUMMARY

The Community Investment for Families Department (CIFD) requests authority to accept a \$471,000 subrecipient award from the Los Angeles County Department of Consumer and Business Affairs, Office of Immigrant Affairs (County) for the Local Immigrant Integration and Inclusion Grant (LIIIG) through the California Governor's Office of Business and Economic Development (GO-Biz), approval of the Memorandum of Understanding (MOU), and authority to execute the MOU with the County to provide immigrant integration and inclusion services.

On June 16, 2023, GO-Biz released a Request for Proposals for the LIIIG to support the development or expansion of immigrant integration efforts, increase community trust, and enhance the organizational capacity of local governments to support the immigrant population in California. Eligible activities for the LIIIG include: 1) Economic Development; 2) Social Services Navigation; 3) Intergovernmental Technical Assistance; and 4) Civic Engagement. On July 28, 2023, CIFD applied jointly with the County. In September 2023, the County was informed that the joint proposal was awarded \$1,149,000, of which \$471,000 was allocated to the City as a subrecipient. On January 12, 2024, the County, as the lead agency, executed the grant agreement with GO-Biz for the period of October 1, 2023 through August 1, 2025. Subsequently, CIFD worked with the County to develop an MOU to outline each agency's responsibilities and to facilitate the transfer of funds on a cost reimbursement basis.

The budget breakdown of the City's \$471,000 allocation is detailed in the table below.

Budget Line Item	Amount
Salaries	\$ 197,000
Fringe Benefits	133,000
Overtime	8,200
Duplication and Printing	27,800
Language Services Contracts	50,000
Mileage	2,000
Supplies	5,000
Headsets/Transmitters	22,000
Tables/iPads with Mobile Internet	21,000
Equipment/Information Technology Needs	5,000
Total	\$ 471,000

The joint program focuses on social services navigation by facilitating community engagement through outreach events and coordination with service providers and providing outreach materials and assistance with accessing information and various resources, including housing, childcare, financial literacy, healthcare, employment, and entrepreneurship. CIFD will lead the outreach efforts, which include coordinating major events, such as the Immigrant and Refugee Day Fair, on-site service connect days held at community sites, such as parks or schools, and other smaller-scale outreach activities, such as community workshops and informational booths at community events and fairs. The MOU also outlines the invoicing and reporting schedule which will include data on the number of attendees and the demographics, education and outreach, and referrals to social service providers.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The proposed grant activities will be fully funded by the Local Immigrant Integration and Inclusion Grant funds. No matching funds are required.

FINANCIAL POLICIES STATEMENT

The recommendations in this report comply with the City's Financial Policies in that grant funds will be used for eligible grant activities.