



**COMMUNITY
INVESTMENT
FOR FAMILIES
DEPARTMENT**
Paths to Prosperity



KAREN BASS, MAYOR
ABIGAIL R. MARQUEZ, GENERAL MANAGER

May 13, 2025

Council File: [17-0046-S3](#)
Council District: All
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Honorable Karen Bass
Mayor, City of Los Angeles
Room 303, City Hall
200 N. Spring Street
Los Angeles, CA 90012
Attn: Legislative Coordinator

Honorable Members of the City Council
C/O City Clerk
Room 395, City Hall
200 N. Spring Street
Los Angeles, CA 90012
Attn: Jason Lopez
Legislative Assistant

**COMMITTEE TRANSMITTAL: SECOND AMENDMENT TO THE REPRESENTLA
MEMORANDUM OF UNDERSTANDING AND TRANSFER OF FUNDS**

SUMMARY

The General Manager of the City of Los Angeles Community Investment for Families Department (CIFD) respectfully requests that your office review this transmittal and forward it to the appropriate committees for further consideration. Through this transmittal, CIFD provides recommendations on actions approved under Council File (C.F.) 17-0046-S3.

This report provides an amended Memorandum of Understanding (MOU). The MOU was revised to add the Fiscal Year 2024-25 allocation of City General Fund to support the continuation of the RepresentLA program.

RECOMMENDATIONS

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

- I. **APPROVE** the Second Amendment to the MOU (Attachment A) with the Los Angeles County Department of Consumer and Business Affairs, Office of Immigrant Affairs to add \$1 million in City General Fund approved for Fiscal Year (FY) 2024-25.
- II. **AUTHORIZE** the General Manager of CIFD, or designee, to execute the Second Amendment and any subsequent amendments to the MOU between the City and the Los Angeles County Department of Consumer and Business Affairs, Office of Immigrant Affairs, to provide immigrant legal services funding to the RepresentLA program.
- III. **AUTHORIZE** the General Manager of CIFD, or designee, to make any technical adjustments that may be required to implement the recommendations.

BACKGROUND

The RepresentLA program, formerly known as the Los Angeles Justice Fund (LAJF), is a public-private partnership involving the City of Los Angeles (City), Los Angeles County Department of Consumer and Business Affairs, Office of Immigrant Affairs (DCBA-OIA), California Community Foundation (CCF), and the Weingart Foundation. This comprehensive initiative pools financial resources to offer free legal representation for individuals in removal proceedings, legal counsel and representation for vulnerable individuals seeking affirmative immigration relief, resource linkage to vital support services, and outreach and education to Los Angeles County residents in underserved communities. The four pillars of the RepresentLA program include Detained Deportation Defense, Non-Detained Deportation Defense, Affirmative Immigration Relief Representation, and Outreach and Education.

CIFD's FY 2024-25 budget includes \$1 million in General Fund in the Contractual Services Account 003040 to support the RepresentLA Program.

DISCUSSION

CIFD, with the assistance of the DCBA-OIA, has prepared an amended MOU, Attachment A. The purpose of amending the MOU is to transfer allocated City funds to DCBA-OIA to support the RepresentLA program.

The original MOU was in the amount of \$4,000,000 for FY 2022-24 and does not account for the \$1 million allocation in FY 2024-25 funds. The amendment requested in this transmittal will allow us to fund the continuation of the much-needed support for this program.

Performance Metrics

RepresentLA has made progress over two years toward meeting the needs of unrepresented immigrants in the City and County. Since launching in April 2022, RepresentLA has provided removal defense representation, affirmative legal representation, legal orientation, and pro se assistance services to 9,899 individuals through February 2025. The program's removal defense pillar has provided detained and non-detained representation in court to 624 individuals. In comparison, the affirmative representation pillar has provided legal representation to 1,110 individuals, including asylum seekers, immigrants experiencing homelessness, labor trafficking and workplace exploitation representation, and limited-scope legal services to 8,165 individuals, including assisting 1,163 people with securing employment authorization. Additionally, legal intake services were provided to 20 individuals with Special Immigrant Juvenile Status and U.S. Armed Forces Veterans. Of these, 14 individuals received legal representation for their cases.

FISCAL IMPACT STATEMENT

There is no additional impact on the General Fund. The services provided under the MOU are supported by the \$1 million in General Fund appropriated in the current fiscal year budget.



ABIGAIL R. MARQUEZ
General Manager

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF LOS ANGELES
AND
COUNTY OF LOS ANGELES
DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS
FOR IMMIGRANT LEGAL SERVICES FUNDING
AMENDMENT NO. 2

This Amendment No. 2 ("Amendment") to Memorandum of Understanding ("MOU"), is made and entered into this _____ day of _____ 2025, by and between, the County of Los Angeles ("County"), by and through its Department of Consumer and Business Affairs ("DCBA"), and the City of Los Angeles, a municipal corporation ("City"), by and through its Community Investment for Families Department ("CIFD"). City and County are hereinafter after sometimes individually referred to as "Party" and collectively referred to as "Parties."

RECITALS

WHEREAS, on June 15, 2023, the Parties entered into a MOU to specify the responsibilities of each Party and to facilitate the transfer of funding between Parties to support the provision of mutually agreed upon services including, detained and non-detained merits-blind removal defense representation, affirmative immigration benefits representation, outreach and education to City residents through the County's existing RepresentLA Program ("Program"); and

WHEREAS, on March 14, 2025, Amendment No. 1 was executed to expand eligible Program services and authorize the County to utilize City funds to provide detained and non-detained merits-blind removal defense; and

WHEREAS, this Amendment is prepared pursuant to the provisions set forth in Section IV, Amendments, of the MOU; and

WHEREAS, the Parties desire to amend the MOU to and increase the contribution amount provided by the City to support the Program; and

NOW THEREFORE, in consideration of the mutual terms and conditions contained herein, the Parties hereby agree that the MOU shall be amended as follows:

1. Section I, General Provisions, Paragraph A, shall be deleted in its entirety and replaced as follows:

I. GENERAL PROVISIONS

- A. The purpose for this MOU is to facilitate the transfer of Program funds in an additional amount of \$1,000,000 (as set forth in the Second Amendment to the MOU) for a new total of \$5,000,000 (“City Funds”) from the City, for distribution to DCBA to expand and support immigrant legal services and provide Program outreach and education through DCBA’s Program Administrator, and to define responsibilities of Parties related to the transfer of funds and the reporting of Program progress and outcomes as it relates to the funded services.
- i. DCBA/OIA in partnership with, the City, and Philanthropic Partners, and through its Program Administrator, launched the County’s RepresentLA umbrella program which is a comprehensive initiative that provides free legal representation for individuals in removal proceedings, legal counsel and representation for vulnerable individuals seeking affirmative immigration relief, resource linkage to vital support services, and outreach and education to County and City residents in underserved communities.
- ii. DCBA/OIA, through its Program Administrator, shall utilize \$5,000,000 of City Funds contribution to provide detained and non-detained merits-blind removal defense representation, affirmative immigration relief representation, and community support for individuals (including veterans) who reside or intend to reside in the City of Los Angeles.
2. Section VI, DCBA/OIA Responsibilities, Paragraphs C and F, shall be deleted in its entirety and replaced as follows:

VI. DCBA/OIA RESPONSIBILITIES

- C. DCBA/OIA agrees to apply \$5,000,000 of City Funds to contribute towards the following Program deliverables the Program Administrator has contracted with DCBA/OIA to carry out (County Delegated Authority Agreement: CA-22-017):
- i. **Detained and Non-Detained Removal Defense** – Merits-blind legal representation to low-income and other vulnerable immigrants who currently reside, or intend to reside in the City, are subject to immigration removal proceedings, and are in need of legal representation in immigration courts. Services include:
- Representation in active removal proceedings, including representation in ancillary applications and/or petitions filed before a state court or U.S.
 - Citizenship and Immigration Services (USCIS), intended as a defense to removal, until a decision is made by the immigration judge or the Board of Immigration Appeals (BIA);
 - A motion to reopen, from the time of case acceptance, including active representation in immigration court (if the case is reopened),

- until a decision is made by the immigration judge or the BIA;
- An appeal before the BIA, where representation is newly initiated, or an appeal is submitted in a case where the legal service provider previously represented respondent at the immigration court level and the individual has been ordered removed;
- Subsequent representation in immigration court, if a BIA appeal is remanded, until a final decision is made by the immigration judge and/or the BIA shall count as a separate case;
- An appeal before the federal courts (Ninth Circuit), whether or not the case was previously represented at the immigration court/BIA level through RepresentLA or other funding;
- Post-conviction relief representation for an individual in active removal proceedings or an individual with a final order of removal, whether or not the case was previously represented at the immigration court/BIA level through RepresentLA or other funding;
- Representation to facilitate the return to the U.S. of a deportee (e.g., a U.S. Armed Forces veteran) who previously resided or intends to reside in the City;
- Representation of asylum applications filed before USCIS/Asylum Office, where the individual was initially in active removal proceedings, but their proceedings were dismissed pursuant to the exercise of prosecutorial discretion;
- Representation for individuals who have been issued a Notice to Appear, but it has not been filed at the Executive Office for Immigration Review at the time representation is initiated will include the following:
 - o Provider shall make efforts to make substantive filings for appropriate relief within three months of representation initiation, including, but not limited to applying for asylum in a timely manner, to meet any deadlines.”

ii. **Community Support** – Invest in education and community outreach engagements targeting the traditionally hard-to-reach immigrant populations and linguistically isolated or marginalized immigrant groups by providing:

- Virtual or in-person presentations
- Participation in community resource fairs
- Direct one-on-one outreach through phone calls or virtual and in-person conversations
- Participation in community meetings
- Social media events and campaigns
- Community canvassing
- Other activities for the purposes of facilitating the flow of information to and from the targeted groups and subcontracted legal and community support service providers, as well as for the purposes of increasing public awareness of immigrants’ legal rights.

- Program outreach efforts encouraging participation by Black and Indigenous immigrants, and other vulnerable populations.

iii. **Affirmative Immigration Relief Representation** – Cases which meet criteria to qualify for immigration affirmative relief:

- Immigrants experiencing or at imminent risk of homelessness
- Unaccompanied children not in removal proceedings who may qualify for Special Immigrant Juvenile Status
- Immigrants with disabilities, including deafness, blindness and other conditions that increase vulnerability to fraud or otherwise impact access to immigration legal services
- Asylum seekers not in removal proceedings
- Survivors of human trafficking, labor exploitation and other violent crime and trauma
- Victims of fraud and the unauthorized practice of law
- Temporary Protected Status (“TPS”) beneficiaries, including initial applications, renewals, re-acquisition of TPS, and adjustment to legal permanent resident status

Subcontracted legal service providers shall provide case management support, to the extent feasible, to ensure linkage to available benefits, resources, and support services for clients and impacted family members and shall track referrals and successful linkage to benefits programs and other support services.

In addition, the Program Administrator is responsible for identifying other emerging needs in response to shifts in immigration policy that impact service providers and the immigrant communities they serve. The Program Administrator may propose to DCBA/OIA, City, and Philanthropic Partners a potential expansion of Program deliverables that address these emerging needs provided they remain consistent with the existing affirmative relief framework and priorities of the Program and funding is available.

F. DCBA/OIA agrees to allocate the \$5,000,000 City Funds to the Program, as outlined in Exhibit A “Budget Detail” of this MOU, attached hereto.

- i. Target caseloads for each budgeted component of City Funds shall correspond to performance deliverables as set forth in this MOU and as established by the County as part of the overall Program expectations contracted with the Program Administrator (County Delegated Authority Agreement: CA-22-017).

3. Section VII, Payments and Funding, Paragraph A, shall be deleted in its entirety and replaced as follows:

VII. PAYMENTS AND FUNDING

- A. The City shall provide City Funds to DCBA in an additional amount of \$1,000,000 for a new total of \$5,000,000 payable to DCBA on or before the date which is sixty (60) days after the Second Amendment to the MOU is fully executed by the Parties.
- 4. Exhibit A, Budget Detail, shall be deleted in its entirety and replaced with Exhibit A-1, attached hereto. All references to "Exhibit A" shall hereafter be replaced by "Exhibit A-1."
- 5. Except as specifically provided for in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.
- 6. This Amendment includes seven (7) total pages, which constitute the entire understanding and agreement of the Parties.

(signature page to follow)

IN WITNESS THEREOF, the Parties have caused this MOU to be executed between the City of Los Angeles Community Investment for Families Department and the Department of Consumer and Business Affairs, or authorized designees, as duly signed on the day, month, and year of the last signature written below.

**LOS ANGELES COUNTY
DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS**

By: _____ Date: _____
RAFAEL CARBAJAL
DIRECTOR

**CITY OF LOS ANGELES
COMMUNITY INVESTMENT FOR FAMILIES DEPARTMENT**

By: _____ Date: _____
ABIGAIL R. MARQUEZ
GENERAL MANAGER

APPROVED AS TO FORM:
DAWYN R. HARRISON
County Counsel

By: _____
Senior Deputy County Counsel

EXHIBIT A-1 – BUDGET DETAIL

| Budget Detail | |
|--|--------------------|
| Cost Category | Budget Amount |
| Detained and Non-Detained Removal Defense Representation, Affirmative Immigration Relief Representation, and Community Support | \$4,750,000 |
| Veterans Support | \$250,000 |
| Total | \$5,000,000 |