



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



KAREN BASS, MAYOR
ABIGAIL R. MARQUEZ, GENERAL MANAGER

September 10, 2024

Council File: [21-1015-S7](#)
Council District: All
Contact Persons and Phone Numbers:
Ivy Daulo (213) 526-7161
Olivia Mitchell (213) 249-4342
Jacqueline Rodriguez (213) 564-7950

Honorable Karen Bass
Mayor, City of Los Angeles
Room 303, City Hall
200 N. Spring Street
Los Angeles, CA 90012
Attn: Heleen Ramirez
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: Michael Espinosa
Legislative Assistant

**TRANSMITTAL: REPORT BACK ON THE STATUS OF THE GRANT APPLICATION AND
AWARD OF THE CALIFORNIA GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC
DEVELOPMENT - LOCAL IMMIGRANT INTEGRATION AND INCLUSION GRANT**

SUMMARY

The General Manager of the Community Investment for Families Department (CIFD) respectfully requests that your office review this transmittal and forward it to the City Council for further consideration.

Through this transmittal, CIFD provides a report back on actions approved under Council File (C.F.) 21-1015-S7 and requests authority to execute a Memorandum of Understanding (MOU) with the Los Angeles County Department of Business and Consumer Affairs Office of Immigrant Affairs (DCBA-OIA) to provide Social Services Navigation from July 1, 2024 through June 30, 2025. CIFD is a grant subrecipient to DCBA-OIA through their Local Immigrant Integration and Inclusion Grant (LIIIG) Program Grant, Agreement #LIIIG-2023-04, from the Governor's Office of Business and Economic Development (GO-Biz).

The LIIIG Initiative provides 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.

RECOMMENDATIONS

The General Manager of CIFD respectfully requests that:

- I. The City Council, subject to the approval of the Mayor:
 - A. **AUTHORIZE** the General Manager of CIFD, or designee, to:
 - i. Accept the award as a subrecipient to the Los Angeles County Department of Business and Consumer Affairs Office of Immigrant Affairs (DCBA-OIA) for the Local Immigrant Integration and Inclusion Grant (LIIIG) on behalf of the City; and
 - ii. Execute the MOU, listed in Attachment A, with the Los Angeles County DCBA-OIA from July 1, 2024 to June 30, 2025.
 - iii. Execute any subsequent amendments to the MOU, subject to City Attorney review.
 - B. **AUTHORIZE** the City Controller to:
 - i. Appropriate Go-Biz grant award funds within Fund 65G CIFD Miscellaneous Grants and Awards Fund as follows:

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

- ii. Increase appropriations in Department 21; CIFD; Fund No. 100/21 for the GO-Biz grant program as follows:

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

- C. **AUTHORIZE** the General Manager of CIFD, or designee, to prepare Controller instructions needed to implement actions approved by the Council and Mayor on matters presented in or derived from this transmittal, and/or make necessary technical adjustments. Subject to the approval of the City Administrative Officer, and further, request that the Controller implement the instructions.

BACKGROUND

On June 16, 2023, GO-Biz released a Request for Proposal (RFP) for the LIIIG 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.

On July 28, 2023, CIFD jointly applied with DCBA-OIA for the LIIIG with DCBA-OIA serving as the lead agency and CIFD as the subrecipient. The proposal aimed to provide social services navigation in neighborhoods with a high concentration of immigrants, focusing on building trust and raising awareness about various County and City programs and resources.

In mid-September, the County was informed that our joint proposal was awarded \$1,149,000, with \$471,000 being allocated to the City of Los Angeles. These funds will be used to provide social services navigation with a high-level scope of work that includes:

- 1) Facilitating community engagement through outreach events and partnerships with specialized service providers.
- 2) Providing outreach materials, assisting with benefits enrollment, and addressing inquiries on various topics, including housing, childcare, financial literacy, healthcare, employment, and entrepreneurship resources.

The County executed its agreement with the state on January 12, 2024. Following the execution, CIFD collaborated with the County to begin developing the attached MOU. CIFD's responsibilities include:

- A. **Bi-weekly Coordination Meetings:** Participate in bi-weekly coordination meetings.
- B. **Outreach Strategic Plan:** Design a comprehensive outreach strategic plan to serve immigrant communities throughout the City of Los Angeles, including, but not limited to, under-resourced neighborhoods and culturally diverse/ethnic enclaves.
- C. **Major Events:** Co-lead (plan, coordinate, or host) three (3) major events with DCBA-OIA during the LIIIG period, with a minimum attendance goal of 500 community members per event.
- D. **Service Connect Day Events:** Coordinate a minimum of two (2) on-site service connect day events and/or service delivery (resource fair) events for a total of ten (10) events during the LIIIG period in the City of Los Angeles with the support of City Departments and Los Angeles County departments. These events shall be strategically located in parks, schools, and other venues that support and increase access for vulnerable immigrant groups and individuals.
- E. **Outreach Activities:** Coordinate a minimum of two (2) outreach activities for a total of ten (10) events during the LIIIG period, including in-person or virtual informational sessions, meetings, community workshops, and tabling opportunities at resource events/health fairs/community events in the City of Los Angeles. These outreach and engagement activities shall bolster connection to

critical City of Los Angeles and relevant County of Los Angeles programs and services.

- F. **Data Collection:** Collect and submit LIIG social services navigation data for events.
- G. **Quarterly Invoices:** Submit quarterly invoices to reimburse eligible expenses incurred during each month of the quarter.
- H. **Translation and Interpretation:** CIFD will use a current vendor, Focus International, to increase availability of translation and interpretation services.

To fulfill these deliverables, CIFD staff will lead outreach efforts, leverage FamilySource Centers, and coordinate with City departments, offices, and nonprofit partners. This includes providing clerical support, such as preparing program materials for meetings and events, procuring equipment and supplies, assisting with outreach efforts and benefits enrollment, and addressing inquiries on programs and services.

The budget breakdown for CIFD's portion of the LIIG program is as follows:

Budget Line Item	Amount
Direct salary costs and Fringe Benefits	\$284,000.00
Language Services (Interpretation + Translation)	\$50,000.00
Duplication & Printing	\$27,800.00
Supplies	\$5,000.00
Overtime	\$8,200.00
Headsets/Transmitters	\$22,000.00
Mileage	\$2,000.00
Tablets/lpads with mobile internet	\$21,000.00
Central Services	\$46,000.00
Equipment/other IT needs	\$5,000.00
TOTAL	\$ 471,000.00

FISCAL IMPACT STATEMENT

There is no impact on the General Fund.



ABIGAIL R. MARQUEZ
General Manager

Attachment A: Memorandum of Understanding for DCBA-OIA and CIFD



MEMORANDUM OF UNDERSTANDING

BETWEEN

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

AND

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

TO PROVIDE

LOCAL IMMIGRANT INTEGRATION AND INCLUSION GRANT PROGRAM

Prepared by:

**County of Los Angeles
320 W. Temple St. Room G-10,
Department of Consumer and Business Affairs
Los Angeles, CA 90012**

This Memorandum of Understanding (hereinafter referred to as an "MOU"), dated _____, 2024 is entered into by and between the County of Los Angeles ("County"), by and through the Department of Consumer and Business Affairs ("DCBA") - Office of Immigrant Affairs (OIA), and City of Los Angeles, acting by and through its Community Investment for Families Department ("City" or "CIFD"), (individually, as "Party," and collectively, as the "Parties").

RECITALS

WHEREAS, on July 28, 2023, DCBA-OIA and CIFD co-applied for the California Governor's Office of Business and Economic Development (GO-Biz) International Affairs and Trade Local Immigrant Integration and Inclusion Grant (LIIIG) to expand services to immigrant communities (Program) Council File 21-1015-S7;

WHEREAS, on January 12, 2024, DCBA-OIA received the LIIIG from the International Affairs and Trade Unit within the Governor's Office of Business and Economic Development (IATU);

WHEREAS, the Parties desire to enter into this MOU and any necessary amendments to facilitate the transfer of LIIIG funding between Parties in support of the LIIIG Program;

WHEREAS, on March 6, 2024, the County Board of Supervisors ("Board") authorized the Parties and Community-based Organizations to enter into this MOU and any necessary agreements to specify the responsibilities of each Party;

NOW THEREFORE, in consideration of the mutual terms and conditions contained herein, the Parties hereby agree as follows:

I. GENERAL PROVISIONS

- A. The purpose of this MOU is to facilitate the transfer of funds in an amount not to exceed \$471,000 ("Grant"), from GO-Biz LIIIG, for FY 2024-25, to DCBA-OIA, on a cost reimbursement basis for distribution purposes to CIFD. This coordinated effort directs engagement between government staff and immigrants and the reporting of the Program progress and outcomes related to local immigrant integration and inclusion services.

CIFD shall provide immigrant integration and inclusion services to eligible immigrants to bolster efforts focused on helping immigrants and their families thrive, increasing community trust, and enhancing the organizational capacity of the City and County of Los Angeles to support its immigrant communities successfully, as further defined in Section V, below.

- B. Parties agree to act in good faith to observe the terms of this MOU; however, nothing in this MOU is intended to require any unlawful or unauthorized act by any Party. Nothing in this MOU shall be interpreted to limit or restrict each of the Parties' legal, jurisdictional, or other rights or obligations with respect to the subject matter of this MOU. No provision of this MOU shall form the basis of a cause of action at law or equity by either Party against the other Party, nor shall any provision of this MOU form the basis of a cause of action at law or equity by any third party.
- C. The construction, interpretation, and enforcement of this MOU shall be governed by the laws of the State of California. By entering into this MOU, the Parties specifically intend to comply with all applicable laws, rules, or regulations. The Parties agree to negotiate in good faith revisions to the provision or terms as required to bring the entire MOU into compliance.
- D. If any provision of this MOU violates any statute or rule of law of the State of California, it is considered modified to conform to that statute or rule of law.

II. TERM

The term of this MOU shall commence on the Effective Date that this MOU is fully executed by both Parties and will continue through August 1, 2025, with an option to extend [in the event the LIIIG funding is extended past the current funding period], unless sooner terminated, in whole or in part, under the conditions set forth in Section III (Termination) of this MOU. All required services and deliverables shall be completed by June 30, 2025. Funding associated with service delivery must be fully expended by June 30, 2025.

III. TERMINATION

- A. This MOU may be terminated by either Party as a result of default by the other Party of its obligations under this MOU.
- B. Notice of termination shall be given along with justification for the termination, in writing, by either Party within thirty (30) days of an expressed intent.
- C. CIFD shall have no claim against DCBA for payment of any money or reimbursement, of any kind whatsoever, for any service provided by CIFD through its Program Administrator after the expiration or other termination date of this MOU. Should CIFD receive any such payment, it shall notify DCBA and immediately repay all such funds.

IV. AMENDMENTS

For any change, a written Amendment shall be prepared and executed by the Parties and approved as to form by County Counsel. A change is any modification to the agreement which would affect the rights of the Parties under the MOU, the respective obligations of either Party under the MOU, the interests of either Party, or the relations between the Parties as defined by this MOU.

V. CIFD RESPONSIBILITIES

- A. During the term of this MOU, CIFD shall participate in bi-weekly coordination meetings.
- B. Design a comprehensive outreach strategic plan to serve immigrant communities throughout the city of Los Angeles, including, but not limited to, under-resourced neighborhoods and culturally diverse/ethnic enclaves. The outreach plan shall aim to increase access to critical City and County programs and services to bolster inclusion and immigrant integration.
- C. CIFD shall:
 - i. By June 30, 2025, co-lead (plan, coordinate, or host) three (3) major events, during the LIIIG period, with DCBA-OIA, with a minimum attendance goal of 500 community members per event.
 - ii. By June 30, 2025, coordinate a minimum of two (2) on-site service connect day events and/or service delivery (resource fair) events for a total of ten (10) events during the LIIIG period within the City of Los Angeles with the support of City departments, Bureaus, and Offices and Los Angeles County departments. These events shall be strategically located in parks, schools, and other venues that support and increase access for vulnerable immigrant groups and individuals.
 - iii. By June 30, 2025, coordinate a minimum of two (2) outreach activities for a total of ten (10) events during the LIIIG period, including (in-person or virtual) informational sessions, meetings, community workshops, and tabling opportunities at resource events/health fairs/community events within the City of Los Angeles. These outreach and engagement activities shall bolster connection to critical City and relevant County of Los Angeles programs and services.
- D. **Reporting Schedule:** Collect and submit LIIIG social services navigation data for events and submit a report using the template provided. Reports will be due in ten (10) calendar days after service periods below:

FY 2024-2025 Service Period	Report Due
July 1, 2024 – December 31, 2024	Friday, January 10, 2025

January 1, 2025 – March 31, 2025	Thursday, April 10, 2025
April 1, 2025 – June 30, 2025	Thursday, July 10, 2025

- E. **Invoicing Requirement:** Submit quarterly invoices to reimburse eligible expenses incurred during each month of the quarter. Invoices should include supporting documents such as copies of receipts, verification of expenses, and personnel costs. The Party shall adhere to the following invoice schedule:

FY 2024-2025 Service Period	Invoice Due
July 1, 2024 – September 30, 2024	Thursday, October 10, 2024
October 1, 2024 – December 31, 2024	Friday, January 10, 2025
January 1, 2025 – March 31, 2025	Thursday, April 10, 2025
April 1, 2025 – June 30, 2025	Thursday, July 10, 2025

VI. DCBA-OIA RESPONSIBILITIES

- A. DCBA-OIA shall ensure expenses are accurately recorded, including staff utilization, materials costs, and vendor billing. OIA staff will work with DCBA data staff to compile and submit timely performance reports. OIA staff will also work with CIFD staff to ensure expenses are accurately recorded, including staff utilization, materials costs, vendor billing, and invoice preparation with supporting documentation.
- B. DCBA-OIA will oversee partner engagement and service implementation. OIA will also support the administration and oversight of the program, including execution of the grant agreement, monitoring of reporting and invoicing, assessing program performance, and developing program expansion.
- C. DCBA-OIA agrees to provide case management support to referrals with prospective immigration assistance to ensure linkage to available benefits, resources, and support services.
- D. As requested, DCBA-OIA will attend regularly scheduled meetings with CIFD staff to ensure effective communication and operation of the requirements under this MOU.

VII. PAYMENTS AND FUNDING

- A. Payments will only be made on a reimbursable basis and only out of funds available up to \$471,000.00.
- B. Invoices must be submitted by CIFD to DCBA-OIA on a quarterly basis.

- C. After timely receipt and approval of each invoice, and the associated LIIG Reporting Metrics - Social Services Navigation Report, DCBA will transfer the requested funds in the approved amount to CIFD within thirty (30) days.

VIII. NOTICES & APPROVALS

All notices and approvals shall be directed to and made by the following representatives of the Parties:

CIFD:

City of Los Angeles
Community Investment for Family Department
444 S. Flower Street, 14th Floor
Los Angeles, CA 90071-2915
Email Address: veronica.mcdonnell@lacity.org
Attn: Veronica McDonnell, Assistant General Manager, CIFD

DCBA-OIA:

Department of Consumer and Business Affairs
Hall of Records (HOR)
320 W. Temple St., Room G-10
Los Angeles, CA 90012
Email Address: dsharp@dcba.lacounty.gov
Attn: Daniel Sharp, Chief, Office of Immigrant Affairs

IX. SEVERABILITY

If any provision of this MOU, or the application thereof, is held to be invalid, then that invalidity shall not affect other provisions or applications of the MOU that can be given effect without the invalid provision or application, and to this end the provisions of the MOU are severable.

X. EFFECTIVE DATE

After the MOU has been executed by CIFD's authorized representative, the effective date of the MOU shall be the date that the MOU is fully executed by the DCBA Director, or designee.

IN WITNESS THEREOF, the Parties have caused this MOU to be executed between the City of Los Angeles, acting by and through its 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 _____