


**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 <u>County of Tulare</u>	FEDERAL ID NUMBER <u>94-6000545</u>
BY (Authorized Signature) 	DATE EXECUTED <u>March 25, 2024</u>
PRINTED NAME AND TITLE OF PERSON SIGNING <u>Larry Micari, Chair, Board of Supervisors</u>	TELEPHONE NUMBER (Include Area Code) <u>( 559 ) 624-8075</u>
TITLE <u>Chair, Board of Supervisors</u>	
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS <u>5957 S. Mooney Blvd., Visalia, CA. 93277</u>	

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.

Approve As To Form:  
County Counsel

By: Eric M. Scott  
Deputy

Date: 03/21/2024

Matter No: 2024546

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 March 25, 2027 (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.



**THE LOCAL IMMIGRANT INTEGRATION AND INCLUSION GRANT (LIIG)  
REQUEST FOR PROPOSAL -APPLICATION  
EXHIBIT A**

<b>General Information:</b>	
<b>Local Government Applicant:</b>	County of Tulare
<b>DBA (if applicable):</b>	
<b>Employer/Taxpayer Identification Number:</b>	94-6000545
<b>Organizational DUNS (if available):</b>	
<b>Mailing Address (and physical address if it is different):</b>	
<b>Street 1:</b>	221 S. Mooney, 103-E
<b>Street 2:</b>	
<b>City:</b>	Visalia
<b>County:</b>	Tulare
<b>State:</b>	California Only
<b>Zip Code:</b>	93291
<b>Name and contact information of the person to be contacted regarding this application:</b>	
<b>First and Last Name:</b>	Francena Martinez
<b>Title:</b>	Director of Human Services Branch
<b>Telephone Number:</b>	559-624-8075
<b>Email:</b>	FMartinez@tularecounty.ca.gov
<b>Website:</b>	

**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 3/28/24

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

County Tulare

City various



## **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). In addition, describe how the organization meets the funding priorities. This includes outlining rural immigrants' needs and challenges, with examples of successful engagement initiatives, strategies for overcoming integration barriers, and how these inform the implementation of LIIG activities. 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. Tulare County had a targeted population of 12,666 undocumented individuals who were previously only eligible for restricted Medi-cal benefits. With the Adult Expansion of 26-49-year-olds that went into effect on January 1st, 2024, these individuals were now eligible for full-scope Medi-Cal. In May 2016, children under 19 years of age became eligible for full-scope Medi-Cal benefits, and in January 2020, full-scope Medi-Cal was extended to young adults ages 19 through 25, regardless of immigration status. CalWorks assistance, CalFresh and In Home Supportive Services and Multi Services Senior Program are available to clients in Tulare County. Tulare County currently hosts and participates in Community Outreach events, with enrollment, retention, navigating services and troubleshooting. Staff currently support clients with employment services, developing goals, monitoring education for success. Tulare County continues to work with community partners to expand these services.

B. Located in the heart of California, Tulare County is a prime location for immigration services. Tulare County currently administers public programs for all residents including the immigrant population. Tulare County's population is made up of 68% Hispanics with 21% being foreign born. This average is higher than the national average of 13%. With Agriculture being our top job producer, many of the workers are immigrants, who work the fields. Approximately 14.3% of Tulare County residents are noncitizens. Tulare County currently administers public programs such as CalWORKs, CalFresh, Medi-Cal, Cash Assistance Program for Immigrants (CAPI). Tulare County Programs are funded in part with State Funds. We have experience in administering and completing grants. We have met contractual obligations.



## 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)
Martin Noguez	211 Director	Oversee 211 and Outreach
Jessica Veliz	211 Care Coordinator	Intake, follow up and application assistance
Marissa Nunes	College Access Coordinator	Assist with DACA, Post Secondary Applications

- 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. UWTC will provide immigrant residents with Care Coordination through their already established 211 I&R system. This will include a level of case management and referral services to public benefits, employment, and various social services according to the individual client's needs. 211 staff will work directly with the clients via phone and in person providing a robust and effective amount of guidance through the network of government and community systems.

All 211 Call Specialists and Care Coordination staff are bilingual in English and Spanish. Additionally, the 211 program contracts with a translation service that can accommodate over 140 different languages.

College Access Initiative will provide resources in English and Spanish to support Tulare County students and their families via text message based on the year the student is intending to graduate high school. These resources will include career exploration, Deferred Action for Childhood Arrivals (DACA) applications, CSU, UC, 2 year and private school application assistance along with scholarship information. Assist partnering with organizations like Community Services and Employment Training (CSET) to refer students to the #LEAD Program, which is a leadership program for high school students, preparing them for college, career and community involvement. These tools will help immigrant students create a path for continued education to career readiness.

B. Community outreach to known areas of immigrant population will be conducted in joint efforts with community non-profits such as Health Fairs and Resource Fairs. During this time, 211 and College Access will be promoted along with other County resources to support immigrant families.

The 211 phone line service will be used to conduct initial intake interviews with immigrant clients to understand their specific needs and determine appropriate resource referrals. As a part of this process, the clients will be offered the option to receive Care Coordination services provided by 211 staff at UWTC. Clients that opt in will then be contacted separately by a 211 Care Coordinator who will begin developing individualized plans to address their needs. After a thorough assessment and care plan has been done, the client will be referred to the relevant social services including, food, housing, employment, childcare, educational services, health care, and immigration services.

College Access will provide resources to families based on the year of high school graduation for each student.

C. UWTC is actively pursuing several different funding sources to provide the same proposed Care Coordination to other vulnerable populations. This includes First 5 Tulare County funding to provide case management services to families with children 0-5 years of age.



### 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)
County Admin Staff		Oversee Contract and Reporting
Rosemary Caso	Executive Director	Supervise Subgrantee Staff



A. To manage and monitor the subgrantee, Tulare County utilizes AGILOFT contract tracking software which tracks invoicing, line-item funds and total funds expended. Internal tracking with CBO method will monitor client applications within Tulare County services. Tulare County can pull census reports to provide demographic information.

The subgrantee, UWTC's current annual budget for expenditure is \$1,200,000. Staff and volunteers strive to maintain ambitious standards of ethical conduct and accountability through written policies and procedures. Fiscal management and monitoring include daily oversight by the Office Manager who pre-approves all expenditures based on the program budget, processes income and expenses, and creates financial statements using QuickBooks. The QuickBooks program allows for income and expenses to be accounted for by program and class, allowing for reports to reflect all activities associated with the 211 program. The Executive Director reviews the financial statements weekly. The Finance Committee reviews the financial statements monthly, acts on discrepancies, and makes recommendations. Once approved, the financial statements are forwarded to the Board of Directors for review and approval based on activities and the budget monthly. An annual audit is conducted by the independent auditing firm of Danniels, Phillips, Vaughn, & Bock, CPA's and Advisors. to ensure accounting procedures meet the highest standards.

United Way of Tulare County will ask clients during the intake for demographics of ethnicity, race, Country of Origin, language proficiency, age and gender in order to ensure the targeted population are met.

B. Tulare County will utilize AGILOFT and internal tracking to monitor funding. United Way of Tulare County will report to Tulare County based on the monthly call volume, unduplicated website clicks, referrals and follow-ups. In addition, the number of clients that received care coordinated services will be tracked. UWTC utilizes QuickBooks for all accounting practices. United Way of Tulare County will bill Tulare County quarterly for its services. Tulare County will bill Go-Biz accordingly using the expense and reporting template provided.

C. Tulare County will assign an administrative staff who will be the point of contact. United Way Executive Director will be administrating this grant under the subgrantee position.





#### 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. Tulare County, United Way of Tulare County and the non-profits in the Community Care Coalition have worked together for many years to provide support to Tulare County residents. The County Health and Human Services is under one department, allowing internal communication to be seamless. With external partnerships, Tulare County staff participate in the Community Care Coalition to ensure that communication between all non-profits, family resource centers, education and rural stakeholders occur to improve outreach and support

B. Tulare County has access to datasets such as areas of targeted populations will be shared with the subgrantee. Referrals to clients who meet the target population will be given to UWTC. Facilities can be utilized for community events. Tulare County staff will be in-kind to support and troubleshoot applications and support to clients.



## **Section 2**

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

<b>GOALS/OBJECTIVES</b> <b>Service Term (Include service term):</b>	<b>MONTH/YEAR TO BE COMPLETED (E.G., 08/2023)</b>
Example GOAL: Increase the economic integration of immigrant entrepreneurs into the local community and economy.	5/2024
Example Objective 1: Establish mentorship programs that connect immigrant entrepreneurs with successful business owners or industry experts.	10/2023
Example Objective 2: Organize networking events that allow immigrant entrepreneurs to promote their products or services.	2/2024
<b>1) GOAL: Expand outreach to increase access to Tulare County</b>	
Objective 1: Identify targeted areas where Immigrant clients live for	
Objective 2: Identify targeted areas where Immigrant clients live for	
Objective 3:	
<b>2) GOAL: Increase Access to services by providing material,</b>	
Objective 1: Attend Community Outreach Events	
Objective 2: Follow up with clients to provide additional support to	
Objective 3:	
<b>3) GOAL:</b>	
Objective 1:	
Objective 2:	
Objective 3:	



### **Section 3**

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