

FIRST AMENDMENT TO AGREEMENT

This FIRST AMENDMENT TO AGREEMENT (Amendment) made and entered into as of this ____ day of _____, 2025 (Effective Date), and amends the Agreement entered into by and between the City of Fresno, a California municipal corporation (City), and Central Valley Immigrant Integration Collaborative, a nonprofit corporation (Service Provider).

RECITALS

- A. Whereas, the City and Service Provider entered into an agreement dated November 16, 2023 (Agreement) to provide immigrant entrepreneurship support services for the partnership grant submitted jointly by the City and Service Provider under the Local Immigrant Integration and Inclusion Grant (Project); and
- B. Whereas, the City and Governor's Office of Business and Economic Development are parties to the Local Immigrant Integration and Inclusion Grant Agreement, dated October 1, 2023; and
- C. Whereas, the City and Governor's Office of Business and Economic Development entered into a First Amendment to the Grant Agreement, dated May 6, 2025, to increase grant award funding by \$45,000 and extend the term to January 31, 2026, for the Project; and
- D. Whereas, the City and Service Provider now desire to amend the Agreement to increase compensation by \$45,000, for a total fee not to exceed \$421,650, and extend the term to January 31, 2026; and
- E. Whereas, with entry into this Agreement, the Service Provider agrees it has no claim, demand, or dispute against the City.

AGREEMENT

NOW, THEREFORE, in consideration of the above recitals, which recitals are contractual in nature, the mutual promises herein contained, and for other good and valuable consideration hereby acknowledged, the parties agree that the Agreement be amended as follows:

- 1. The Agreement is amended to expand the scope of services indicated in **Exhibit A**, attached hereto and incorporated herein by reference.
- 2. The term of the Agreement shall be extended to January 31, 2026, and the performance period shall be extended to December 31, 2025.
- 3. Service Provider's sole compensation for satisfactory performance of all services required or rendered pursuant to this Agreement shall not exceed \$421,650.
- 4. Except as expressly modified by this Amendment, the Agreement remains in full force and effect. In the event of any conflict between the Agreement and this Amendment, this Amendment shall control.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Amendment on the date set forth above.

CITY OF FRESNO, a California municipal corporation

By: _____
Georgeanne A. White
City Manager

APPROVED AS TO FORM:
ANDREW JANZ
City Attorney

By: Sukhman Sekhon _____
Sukhman S. Sekhon Date
Deputy City Attorney

ATTEST:
TODD STERMER, MMC
City Clerk

By: _____
Deputy Date

Addresses:

City:
City of Fresno
Attention: Kelly Trevino, Assistant Director
2600 Fresno Street
Fresno, CA 93721
Phone: (559) 621-8426
E-mail: kelly.trevino@fresno.gov

Attachment:
Exhibit A – Scope of Services

Central Valley Immigrant Integration Collaborative, a nonprofit corporation

DocuSigned by:
By: Jesus Martinez _____
64FD0E40EB1640E...
Jesus Martinez
Name: _____

Title: Executive Director

(If corporation or LLC., Board Chair, Pres. or Vice Pres.)

Signed by:
By: Hugo Morales _____
281C5062DC574F4...
Hugo Morales
Name: _____

Title: Chair, CVIIC Board of Directors

(If corporation or LLC., CFO, Treasurer, Secretary or Assistant Secretary)

Service Provider
Central Valley Immigrant Integration Collaborative (CVIIC)
Attention: Jesus Martinez, Ph.D., Director
5014 East University Avenue
Fresno, CA 93727
Phone: (559) 666-6446
E-mail: jesus@cviic.org

Exhibit A

AMENDED SCOPE OF SERVICES

Service Agreement between City of Fresno
and Central Valley Immigrant Integration
Collaborative

Local Immigrant Integration and Inclusion Grant

ORGANIZATIONAL CAPACITY AND SERVICES

A. The first tranche of services to be provided are designed to accentuate the entrepreneur pipeline and are as follows:

- Facilitate connections with industry professionals;
- Facilitate access to capital and financing resources;
- Facilitate coordination with local entrepreneurship networks and resources;
- Workshops on entrepreneurship tools and resources; and
- Facilitate assistance with permitting within the CITY and Fresno County.

CITY is a majority-minority jurisdiction, with Hispanics making up the primary ethnic group in the metropolitan area. All communications will be provided in Spanish and English.

The second tranche of services will be centered around digital literacy, an increasingly critical deficiency that is causing significant barriers to entrepreneurs. In fact, a pre-pandemic study by the Fresno Coalition for Digital Inclusion found that 21% of those surveyed in the Central Valley had no internet at home and that 54% did not have an email address. To this end, significant support in the form of workshops is proposed to provide comprehensive digital literacy comprehension.

Under the first part of the proposed activities (navigation), a full time staff member that is a native Spanish speaker with significant connections to the local business support community will be recruited. They will then begin building on holistic efforts previously engaged in by the CITY and CVIIC to accentuate the type and quantity of resources that can be provided. A more formalized referral process with tracking will also be explored through a collaborative partnership.

B. The second portion of services anticipates a second full time staff member that will be conducting intensive native language digital literacy training. The training will include basic operational skills, such as computer basics, internet usage, email communications, commonly used resources, and troubleshooting issues. Training will include a benefit analysis of not just how to use these digital tools, but the benefit to doing so, and an overview of the resources that are available electronically.

C. This proposal intends to create two new FTE positions, which CVIIC can continue after the LIIIG funding concludes. CVIIC's overall financial situation and its entrepreneurship-related funding are solid and largely relies on private foundation grants. Thus, CVIIC has not been dependent on State of California-related funding opportunities. Its principal entrepreneurship funder has just renewed for two years a grant for \$320,000 per year. Five other entrepreneurship/economic mobility grants for a total of \$435,000 have also been approved and are being implemented. That support, and others, will be used to preserve sustainability of efforts under this application.

D. Over the course of the year, the following activities will be carried out:

- Recruit and enroll two separate 8-week cohorts of 30 Latino immigrants in Spanish-language entrepreneurship courses.
- Individualized technical assistance.
- Recruit and enroll in digital literacy courses up to 16 cohorts (10-15 participants) of low-income, Spanish-speaking, Latino immigrants.
- Continued development of regional network of organizations.
- In Fall 2023 CVIIC intends to launch a Latino immigrant entrepreneurship incubator.
- Program participants will be connected and referred to partner agencies.
- Connection to CVIIC's nonprofit immigration legal services network.
- Program participants and Fresno immigrant residents at large will also be offered enrollment in a self-paced entrepreneurship learning platform (MOBI) created by Santa Clara University, to continue their entrepreneurial training beyond the program.
- Program participants will be encouraged to join a Latino immigrant entrepreneurs Facebook group created by CVIIC that already has over 1,100 members.
- CVIIC will pursue research opportunities focused on immigrant entrepreneurship that can be of relevance to partner organizations and public sector institutions, and that can shed light on the ecosystem in which Latinos and other local immigrants operate.
- Organization of an immigrant entrepreneurs conference/expo with a target audience of 200 people, including immigrant entrepreneurs and representatives of local, state, and federal agencies.

D.1 The extended funding will provide continued services as outlined above and the following additional services through the end of 2025:

- Two Spanish language entrepreneurship courses. One basic curriculum and one advanced focusing on e-commerce. Estimated 20-30 people per cohort.
- 5 Spanish language digital literacy courses. Introductory level basic digital literacy and digital tools for entrepreneurs. An average of 15 participants per class.
- Continued referral services for capital access and other services offered by local partner agencies.
- Continued connections to City of Fresno Departments and City Hall tours.
- Organizing of Semana de Immigrant Entrepreneurs (Immigrant Entrepreneurs Week) events, offering in-person and virtual trainings and networking opportunities.
- Connection of LIIIG participants to the Latino immigrant entrepreneurs network that CVIIC has created over the years.
- Scheduling thematic and industry specific mini trainings, from May to December 2025.

E. CITY maintains a policy concerning the utilization of confidential electronic information that is housed within Administrative Order 8-11, Use of Electronic Systems and Tools. That policy specifically provides for maintaining the confidentiality of information, and that violation of confidentiality can result in disciplinary action, up to and including termination of employment.

As subgrantee, CVIIC will follow the City of Fresno's policies and procedures. Internally, CVIIC staff will only request basic information from participants and rely on encrypted online storage of participant information

ADMINISTRATIVE CAPACITY

A. General fiscal management for this grant will be conducted in compliance with accepted governmental accounting practices and in compliance with City of Fresno Administrative Order 1-1 “Grant Award Administration.” Specifically, Administrative Order 1-1 provides for coordination between the applicant City of Fresno department and the City of Fresno Finance Department, which conducts periodic and/or final audit reviews, as well as retention and management of all financial records.

B. CVIIC’s Executive Director and the Director of Immigrant Entrepreneurship will be in charge of program management and reporting. Accounting, bookkeeping and fiscal management are carried out by a firm, Industry Standard Inc. that specializes in providing a full-service package to agencies like CVIIC.

COLLABORATION

A. The City of Fresno Economic Development Department will support this project primarily through the in-kind expenditure of salaries and benefits of associated staff. In addition, the CITY will make available relevant (non-confidential) datasets and other in-kind resources to help ensure a positive outcome for participants.

The Local Immigrant Integration and Inclusion Grant is a competitive grant program that was released on a Request for Proposal from the Governor’s Office of Business and Economic Development; as well as the scope of work that was agreed to in the application highlighting partner and fiscal agent duties are incorporated herein.

REQUIRED REPORTING SCHEDULE

RECIPIENT will be required to follow the reporting schedule. Reports will be due one week after the reporting periods below:

FY 2023-2024 SERVICE PERIOD	REPORT DUE
October 1, 2023-December 31, 2023	January 9, 2024
January 1, 2024-March 31, 2024	April 8, 2024
April 1, 2024-June 30, 2024	July 8, 2024
July 1, 2024-September 30, 2024	October 8, 2024
October 1, 2024-December 31, 2025	January 15, 2025
January 1, 2025-March 31, 2025	April 15, 2025
April 1, 2025-June 30, 2025	July 15, 2025
July 1, 2025-September 30, 2025	October 15, 2025
October 1, 2025 – December 31, 2025	January 7, 2026

