

Immigration Liaison Project Narrative

A) Project Description

1) Outcomes

The City of Whitewater has recently seen significant growth in our immigrant population. This growth has created challenges for immigrant population success, but also in service delivery for local government. The Immigration Liaison will address this challenge by providing education and support for those most in need ultimately providing pathways to reduce poverty.

2) Approach

A. Workforce & Skills Navigation

Goal: Help immigrants convert skills into income more quickly.

Plan:

- **Foreign Credential Navigation:** Help residents translate foreign degrees, gather documentation, and access affordable credential evaluation.
- **Skills-to-Jobs Mapping:** Maintain a city guide showing local employers open to hiring without U.S. credentials.
- **Fast-Track Job Readiness Workshops:** Resume translation, interview preparation, and workplace norms training.
- **City “Employer Immigrant Friendly” Network:** Recognize employers who eliminate unnecessary credential barriers.

Impact: Faster employment, higher wages, reduced underemployment.

B. Small Business & Entrepreneurship Support

Goal: Turn immigrant talent into small-business activity.

Plan:

- **One-Stop Business Licensing Assistance:** Help new arrivals navigate LLC registration, food licensing, signage rules, childcare licensing, etc.
- **Micro-Grant Pathways:** Coordinate with local nonprofits + CDFIs to create \$1k–\$5k micro-grant programs.

- **Mobile Pop-Up Markets:** Provide low-cost vending permits, especially for food and craft entrepreneurs.
- **Banking Access Partnerships:** Work with credit unions to offer no-SSN/ITIN-based business accounts.

Impact: New businesses, local job creation, stronger neighborhood economies.

C. Housing Stability & Legal Pathways

Goal: Reduce poverty caused by housing instability and unclear legal status.

Plan:

- **Tenant Rights Orientation** in multiple languages.
- **Landlord Mediation Support** for misunderstanding-based conflicts common with new arrivals.
- **Low-Cost Immigration Legal Clinic Coordination** with university programs, faith groups, and nonprofits.
- **Support for ID/Documentation Navigation:** Birth certificates, consular IDs, ITIN numbers.

Impact: More stable housing, fewer evictions, increased access to employment and banking.

D. Access-to-Benefits & City Services

Goal: Make sure eligible residents receive the support they qualify for.

Plan:

- **City Benefits Enrollment Days** with interpretation (WIC, Head Start, SNAP eligibility education).
- **Multilingual Service Directory** for city services, healthcare, adult education, libraries.
- **Emergency Financial Assistance Navigation:** Help residents access local or nonprofit emergency funds quickly.

Impact: Immediate poverty relief and improved long-term stability.

E. Education & Youth Support

Goal: Strengthen family stability, break cycles of poverty.

Plan:

- **School Enrollment Help Desk:** Assist families with documents, immunization records, and transportation.
- **Parent Education Workshops:** School expectations, special education rights, and family engagement.
- **Youth Job Programs for Immigrant Teens:** Work with Parks & Rec or local businesses to place youth in seasonal jobs.

Impact: Youth support reduces family stress and increases household income.

F. Community Safety & Trust-Building (high value for police collaboration)

Goal: Improve safety and reduce poverty-related vulnerabilities.

Plan:

- **“Know Your Rights” Non-Enforcement Workshops:** Explaining city services vs. federal immigration functions.
- **Victim Support Navigation:** Help immigrants access victim compensation, domestic violence services, or trafficking support without fear.
- **Language Access in Public Safety:** Provide quick guides for officers and residents on communication channels.

Impact: Increased crime reporting, safer neighborhoods, and reduced exploitation.

The vast majority of the grant funding will be utilized for the salary and fringe benefits of the Immigration Liaison employee. That individual will be responsible for directly providing educational resources to the community. A small portion of the funding will be used for equipment and materials such as office equipment and office supplies to facilitate the work of the position.

There are multiple potential obstacles. The primary obstacles are related to the duration of the funding for the position. The Immigration Liaison is built upon trust of the community, and as such it may be challenging to gain the requisite trust in a short time span. However, if we are able to select an individual who already has built

positive relationships within the community that is expected to mitigate this concern.

Another potential obstacle is communication barriers. We are mitigating this by emphasizing a preference on an applicant who is multilingual – specifically fluency in Spanish.

Anticipated costs rest primarily in salary and fringe benefits of the Immigration Liaison. However, we do anticipate minor costs associated with outfitting office space for the individual as well as office supplies that will be used in the performance of their duties.

3) Timeline and Milestones

YEAR 1 MILESTONES FOR AN IMMIGRATION LIAISON POSITION

Quarter 1 (Months 1–3): Foundation & Infrastructure

- Establish role, responsibilities, and reporting structure.
- Training
- Map local immigrant populations (languages, neighborhoods, major needs).
- Create a directory of partner organizations: legal aid, workforce agencies, schools, libraries, nonprofits, health clinics.
- Begin multilingual service guides (city services, emergency assistance, employment resources).
- Hold introductory meetings with faith leaders and community groups.
- Launch a basic intake + referral system for residents seeking help.
- Deliver first monthly progress report to leadership.

Outcomes by end of Q1:

- Operating referral system.
- Citywide partnership map.
- Basic outreach presence in 2–3 community locations.

Quarter 2 (Months 4–6): Program Launch & Capacity Building

- Start **Employment Navigation Clinics** (resume translation, job readiness, credential assistance).
- Initiate **Housing Stability Support**: tenant orientation workshops in multiple languages.

- Begin **School Enrollment Assistance** for families ahead of summer.
- Launch “**How to Start a Small Business**” **workshops** with local economic development staff.
- Pilot a **community ambassador model**: recruit bilingual volunteers for events and translations.
- Develop simple metrics dashboard (contacts, referrals, case types).

Outcomes by end of Q2:

- 3 recurring program types launched.
 - 50–100 individuals assisted.
 - Community ambassadors trained.
-

Quarter 3 (Months 7–9): Scaling Services & Cross-Department Coordination

- Establish formal coordination protocols with police, schools, and housing teams for referrals involving:
 - victim support
 - youth issues
 - unstable housing
 - employment barriers
- Launch an **Immigrant Workforce & Small Business Night** in partnership with employers and CDFIs.
- Implement **language access improvements** for key city departments (signage, translated forms, phone interpretation procedures).
- Begin **foreign credential evaluation partnership** with a regional university or service provider.
- Conduct a mid-year community survey to identify unaddressed needs.

Outcomes by end of Q3:

- Citywide language access improvements established.
 - At least 3 cross-department protocols active.
 - Employment and entrepreneurship services expanded.
-

Quarter 4 (Months 10–12): Consolidation, Evaluation, and Long-Term Plan

- Evaluate service outcomes: employment placements, housing resolutions, business launches, referrals completed.
- Produce annual report summarizing:
 - Impact metrics

- Number of residents served
 - Poverty-reduction indicators (employment gains, access to benefits, reduced crisis cases)
- Propose Year 2 priorities (ex: micro-grant fund, expanded legal clinic, civic leadership academy).
- Host a **Citywide Immigrant Resource Fair** with partners.
- Formalize ongoing training for city employees on immigrant needs and cultural competence.
- Create sustainability plan (grant opportunities, partnerships, volunteer engagement).

Outcomes by end of Q4:

- Year 1 impact report completed.
- At least one citywide community event delivered.
- Clear Year 2 roadmap adopted by leadership.

4) Organizational Capacity

- The resumes of key City personnel involved in the project (Police Chief and City Attorney) are attached to the application.
- The job description of the Immigration Liaison is complete at a basic level, however, due to the significant work the individual will do within the community, there is opportunity to seek community member input to further develop the document.
- The draft job description is attached.
- The organization is very well suited to guide and provide oversight for an Immigration Liaison. City staff who will work directly with this individual have significant experience working with immigrant populations, service delivery, as well as personnel oversight. City staff also have developed positive relationships with key stakeholders in the area including the Immigrant Support Coalition.
- The Immigration Liaison will report to the City Attorney which provides direct access to legal guidance specific to immigration law. City staff have worked closely with an Immigration Attorney to compile a publicly available immigration guide.
- It is also expected that the Police Chief and other police department staff will closely communicate with the Immigration Liaison to ensure the individual is aware of community needs, special events, and educational opportunities. The Whitewater Police Department is accredited by WILEAG (Wisconsin Law Enforcement Accreditation Group), which is a voluntary process ensuring the

agency is compliant with state and federal laws and operating consistent with best practices.

- The Immigration Liaison will also have direct access to the City of Whitewater Community Development Director, who has specialized knowledge in housing and job growth opportunities.
- The City of Whitewater generally specializes in service delivery, so staff are well suited to facilitate the goals of the Immigration Liaison program.

5) Third Party Agreements

- No third-party agreements are anticipated to be required for the Immigration Liaison position.

6) Proof of Legal Status of Organization as Non-Profit

- As a municipal government, the City of Whitewater is a non-profit organization. The agency's IRS tax-exemption certificate is attached.

7) Plan for Oversight of Federal Funds and Activities

- The City of Whitewater will not utilize subrecipients, and therefore all oversight of grant funding will be completed directly by city staff. The primary day-to-day oversight of the Immigration Liaison will be completed by the direct supervisor, the City Attorney.
- Any materials purchased with grant funding will also be directly supervised by the City Attorney and the city's Finance Department.

B) Budget and Budget Justification

1) Personnel

Staff name/role	Percent FTE (or number of hours total)	Salary (Rate)	Subtotal personnel (b x c)
TBD, Immigration Liaison	1.0 FTE	\$42,000	\$42,000
Total Personnel=		\$42,000	

Budget Justification Personnel: TBD, Immigration Liaison (1.0 FTE), is responsible for directly providing services to the community and carrying out all proposed activities funded under the program. Annual salary is \$42,000.

2) Fringe Benefits

Benefit	Fringe Percentage	Base (Salaries)	Subtotal fringe (b x c)
Social Security	6.2%	\$42,000	\$2604.00
Medicare	1.45%	\$42,000	\$609.00
Worker's Comp	n/a	\$42,000	\$68.00
Wisconsin Retirement System	7.2%	\$42,000	\$3,024.00
Health Insurance	n/a	n/a	\$24,987.45
Health Reimbursement Account	n/a	n/a	\$2,000.00
Lifestyle Account	n/a	n/a	\$500.00
Life Insurance	n/a	n/a	\$12.00
Total Fringe		\$33,804.45	

Budget Justification Fringe: The required contribution for Social Security (6.2%) and Medicare (1.45%) is calculated from the employer share of 100% wages. Worker's comp is calculated at a rate provided by our City Finance Department. Health Insurance costs assume the hired individual would desire family coverage, and as such the estimate is a conservative sum. The organization covers 85% of the cost for all full-time employees. Retirement is calculated at 7.2% of employer share of 100% of wages. The health reimbursement account, lifestyle account and life insurance cost are also calculated

consistent with all city employees. Fringe benefits are calculated according to full-time status for this program budget.

3) Supplies

Supply type	Number of items	Cost per Item	Subtotal supply (b x c)
Desk and Chair	1	\$4,000	\$4,000
Laptop	1	\$1,500	\$1,500
Paper/Ink	5	\$125.00	\$625
Fuel/Mileage	3,000 miles	\$0.725	\$2,175
Total Supplies=		\$8,300	

Budget Justification Supplies: In order to provide the Immigration Liaison with usable office space, a desk and chair will need to be purchased as well as a laptop computer. Additionally, we anticipate the use of paper and ink for educational and programmatic materials. Finally, the Immigration Liaison will be required to travel about the city at times to provide services to the community, and they will be reimbursed at the IRS mileage rate for any travel they complete in their personal vehicle.

When considering personnel costs, fringe benefits, and supplies, the total cost of the program is projected to be \$84,104.45, which is under the \$85,000 funded through the grant.