

**COFEM - Leadership Counsel for Justice and Accountability
JIF Grant application to the RAP Foundation 2020**

1. Name of organization.

Consejo de Federaciones Mexicanas en Norte America (COFEM)

2. Name of program/project.

Empowering Immigrants in the Eastern Coachella Valley

3. Name, phone number and email address of contact person for the Stage 3 Full Application.

Maria Bastida
213-417-8382
mbastida@cofem.org

4. State organization's Mission Statement.

The mission of the Consejo de Federaciones Mexicanas en Norte América (COFEM) is to empower immigrant communities to be full participants in the social, political, economic, and cultural life of the United States and their home country. We accomplish this work by uniting, strengthening, and expanding our member organizations to better advocate, educate, engage, and mobilize our communities; to help realize the American dream, preserve and share their cultural traditions and help improve the lives of families and friends in their country of origin.

5. When was the organization founded?

COFEM was founded in 2002 by Mexican State Federations of Hometown Associations. Today, COFEM comprises 12 Mexican State Federations of Hometown Associations, a youth soccer league, and Latina women's association. Then, in 2009 with the support of local partners, COFEM was able to open an office in Coachella. Thanks to the support of the City of Coachella, COFEM was recently able to move to a new office with the Public Works Department. The office is located in downtown Coachella next to the Veterans Park, which is home for a lot of community events and will be key in reaching the community.

6. How many board members are currently seated?

COFEM's Board of Directors is composed of seven members.

7. How frequently does the board meet?

COFEM's Board of Directors meets six times a year. Extraordinary meetings are held if needed.

8. How are the minutes of the board meetings maintained?

Meeting minutes are taken by a COFEM staff member who attends the meeting. The Board also has a Secretary who work with the staff member in finalizing minutes in both Spanish and English. The Board has the chance to review and approve meeting minutes for the previous monthly meeting at each meeting. Hard copies are stored in a locked file cabinet.

9. What are the practices and protocol for the financial documents of the organizations?

COFEM has various practices in place for managing financial documents. The organization’s bank accounts are reconciled monthly as suggested by an auditor and external accountant. COFEM conducts an annual audit to reconcile all accounts for the fiscal year. Its payroll is managed through ADP payroll system.

COFEM also has written policies and procedures that are closely followed by all staff, including an operations manual. Furthermore, the Board of Directors is continually informed about the organization’s finances. The Board’s finance committee reviews all financial statements, documents related to financial transactions, and the final audit.

Regarding grant management, each grant received is immediately recorded into one of COFEM’s programs in order to track the expenditures of grant funds. Narrative and financial reports are shared accordingly to the awarding agencies.

10. How many persons will be directly impacted?

Through this grant, 500 people will be directly impacted. In this grant period, COFEM intends to provide individuals information on more topics and in greater depth than in the first round of funding that was received from the RAP Foundation.

11. Provide estimate for direct impact in each of the below:

- Number of youth (0-18 years old) 50
- Number of adults (18-54 years old) 350
- Number of seniors (55+ years old) 100
- Number of persons at poverty or below 500

12. How many persons will be indirectly impacted?

1,500

13. Provide Executive Summary of the program (not to exceed 50 words).

The project will inform families about DACA and opportunities for undocumented students; constitutional, workers’ and tenants’ rights; and access to food and health care. Delivery methods will include information sessions (online and in person), a resource guide (online and print), and public service announcements (radio, social media, and text messages).

14. Identify the funding goal(s) as listed in RFP this proposal will impact.

COFEM, in partnership with Leadership Counsel for Justice and Accountability, is applying for funds to implement a project that is aligned to RFP funding goals A1 (Immigration services to impacted populations: Communications) and A2 (Immigration services to impacted populations: Know Your Rights). The specific project objective is to inform at least 500 people about their rights as immigrants and about other issues of importance to the immigrant community in the Eastern Coachella Valley.

15. Describe the population(s) that will benefit from your proposal using locally appropriate cited statistics as available. When possible, use comparable statistics from several sources to bolster your case for unmet need.

COFEM and Leadership Counsel work with undocumented immigrants, DACA (Deferred Action for Childhood Arrivals) recipients, and mixed status families who are particularly prominent in the target geographic region. It is estimated that unauthorized immigrants represent a larger part (14 percent) of Eastern Coachella Valley's estimated 34,000 residents than they do among all residents of Riverside County (about seven percent of approximately two million residents). Also, slightly more than one-third of all children (76 percent of whom are U.S. citizens) residing in Eastern Coachella Valley are estimated to have at least one unauthorized parent (Pastor and Marcelli, 2015).

The Eastern Coachella Valley is made up of four rural and unincorporated communities: Thermal, Oasis, Mecca, and North Shore. COFEM and Leadership Counsel will also work with families in the cities of Coachella and Indio, which like the unincorporated communities in the region, are home to predominantly Latino or Hispanic low-income agricultural working families.

In this project, we hope to reach out to families living in some of the approximately thirty mobile home parks in the Eastern Coachella Valley. The County of Riverside estimates that more than 3,400 people live in these parts, with the majority being low-income minority farmworkers and with 60% under the age of 18 (Desert Sun, 2014). Some come from remote parts of Mexico and speak the indigenous language of Purepecha.

16. Describe the unmet need for the population you are proposing to serve.

An unmet need facing many immigrant residents of the Eastern Coachella Valley is the lack of information on various topics that directly affect their daily life, including education, housing, and constitutional and labor rights. Immigrant families had need for this information even before the onset of COVID-19 in the area, as they navigated life during a political climate not always sensitive to their needs. The direct and indirect effects of the pandemic and the political response on multiple levels has exacerbated many of the challenges that immigrant communities face.

For example, many immigrants work in industries greatly affected by "shelter in place measures" like the restaurant and food service industry. Undocumented workers are excluded from many protections offered by the CARES Act and other efforts designed to mitigate the crisis. The ripple effect of lost income can be swift and profound, affecting families' access to housing and education. Other immigrants work in industries considered "essential" such as agriculture, but here they are exposed to health threats from the virus, often without adequate protections. Knowing about their rights and resources during this challenging time is a significant need.

In COFEM's last grant from the RAP Foundation, the focus was on education and constitutional rights. COFEM provided information on the DACA program and on the state and Federal Dream Acts, as well as

on constitutional rights. These topics remain highly salient today. The Supreme Court is expected to issue a ruling regarding the legality of the Trump administration's termination of the DACA program in the next few weeks. Any ruling will require information and support for the community. Then, knowing one's constitutional rights continues to be paramount as the current health crisis intensifies the anti-immigrant rhetoric and actions that already existed in some parts of society.

In this climate of uncertainty and fear on issues new and old, there is the need for information and guidance from trusted sources. COFEM is a trusted source in the Eastern Coachella Valley, as is Leadership Counsel. Together we will provide information on education, constitutional rights, workers' rights, and tenants' rights. When discussing rights, the public charge rule in immigration law also will be clarified. Steps will also be taken to provide information about other available resources through a network of partners.

17. Provide a detailed plan which includes concise objectives and also the methodology to be utilized in focusing the proposed project on the unmet need and/or expansion/improvement of existing services.

The objectives of this project include the following:

1. To develop a resource guide for immigrants that covers various topics, including education, housing, labor and constitutional rights, and access to food and health care.
2. To offer in-depth informational sessions about rights and resources to at least 500 people
3. To provide public service announcements about rights and resources through various means (at least three per month)

To meet objective one, COFEM and Leadership Counsel will conduct research in their respective areas of expertise and will also reach out to other organizations in the region to learn about services and programs that they offer or on which they have information. The intention is to create a comprehensive bilingual guide of available resources. The guide will be informative and visually appealing and available through the websites of both organizations. It will be designed in such a way that it can be easily read as a PDF document on either on a phone, tablet, or computer. Highlights from the guide will also be delivered through public service announcements discussed below. If in the next year we can once again host in-person convenings, we will also hand out print versions of the resource guide. COFEM experienced much success in its last RAP Foundation-supported project when it handed out "Know Your Rights Red Cards" at its sessions. The idea for an easily accessible resource guide builds upon this effective strategy.

To meet objective two, COFEM and Leadership Counsel will initially draw on their respective bases. COFEM does most of its work in Coachella, Mecca, and Indio. It engages largely with churches in these communities. In Mecca, COFEM also works with the nonprofit Galilee Center. COFEM also works with the nonprofit Galilee Center in Mecca and Family Worship Center in Indio. Then, COFEM's Civic Promoters also have their own social networks that they will reach out to for these sessions. Leadership Counsel works in Oasis, Thermal, and North Shore. It will focus on the mobile home parks in these communities.

The primary target population of this project ranges from youth in their last two years of high school (about 17 or 18 years of age) and adults up to 54 years of age. It is expected that some seniors will be reached as well, particularly because the Galilee Center, with whom COFEM successfully worked in the last RAP Foundation grant, includes many seniors as clients.

COFEM and Leadership Counsel will each host seven informational sessions during this grant period, focusing on their respective focus areas. COFEM will provide information on DACA and the California and Federal Dream Acts and other educational opportunities for undocumented students. COFEM will also address constitutional rights. Leadership Counsel will focus on tenant protections and relevant environmental justice issues. The seven sessions that each organization will hold will dive deeply into the topic of focus. Then, COFEM and Leadership Counsel together also will host four comprehensive sessions where they present information on additional topics like labor rights, public charge, and resources for accessing food and health care coverage. The intention with the project design is not to burden participants with too much information at one time.

The delivery method of the informational sessions will be influenced by social distancing guidelines tied to COVID-19. COFEM and Leadership Counsel are prepared to host their sessions digitally. For instance, COFEM will soon be using Facebook Live to deliver an informational session on public charge in collaboration with a local attorney. Participants will be able to engage in the event through comments. COFEM has also used Zoom effectively with its Civic Promoters. While both are feasible options, COFEM did learn that some residents may need training to use these technologies. Thus, as part of recruitment for digital informational sessions, COFEM and Leadership Counsel will provide training opportunities by phone a few days before the session to prepare residents to participate meaningfully.

Recruitment in a digital environment may also need to look a little different than it would on other occasions. To this end, COFEM will reach to volunteers who can do outreach into their social media circles to invite individuals to sessions. Information about accessing sessions will also be included in the online resource guide and on each organization's website and social media accounts. It will also be shared through phone text messages, recognizing that internet access can be a challenge in some rural communities. Once social distancing guidelines are modified or lifted, COFEM and Leadership Counsel will return to face-to-face convenings.

To meet objective three, COFEM and Leadership Counsel will work through media partners and through phone and social media. Public service announcements will be delivered through local radio stations, drawing on the resource guide for information. Highlights from the resource guide may also be shared through text messages as well as through social media and WhatsApp, a commonly used application among the target population.

18. Provide a detailed timeline of how the program will roll out in the 12 months of a grant year.

The project timeline is as follows:

Month 1: Develop resource guide

Month 2: Complete resource guide; share resource guide through website; host informational sessions by COFEM and Leadership Counsel; offer at least two public service announcements

Month: Comprehensive

Resource guide development – Months 1 and 2

Resource guide shared on website and highlights from guide shared through public service announcements – Months 2 through 12

Informational sessions on DACA, educational opportunities for undocumented students, and constitutional rights led by COFEM – Months 2, 4, 5, 7, 8, 10, and 11

Informational sessions on tenants' rights and related environmental justice issues led by Leadership Counsel – Months 2, 4, 5, 7, 8, 10, and 11

Comprehensive informational sessions that also cover labor rights, access to food and health care, and public charge led by COFEM and Leadership Counsel – Months 3, 6, 9, and 12

At least two public service announcements per month – Months 2 through 12

19. Describe how the program is furthering the improved information, resources and services to the targeted population and community.

This project builds on work that COFEM started with previous support from the RAP Foundation. COFEM successfully informed immigrant families about DACA, educational opportunities for the undocumented student population, and constitutional rights through that project. COFEM learned several important lessons from that experience, such as the value of having tangible resources like the red card to share with participants. In this grant, the tangible item will be the online (and print, when appropriate) resource guide. COFEM also is expanding on the information provided, both by developing its own capacity around knowledge about labor rights, seeking a formal partnership with Leadership Counsel for this project, and researching services of other organizations in areas like food distribution and health care. By building on lessons learned and leveraging partnerships and relationships in the community, COFEM is well positioned to offer much needed information to the immigrant community.

20. Identify the partners and/or collaborators and describe responsibilities of each for this program (if applicable).

COFEM will work with Leadership Counsel on this project. Leadership Counsel engages in community organizing, research, legal representation, and policy advocacy related to land use, housing, transportation, water, investment, and environment in the Eastern Coachella Valley. Leadership Counsel works with some of the most impacted communities in the region, including vulnerable, low-income residents of mobile home parks. Partnering with Leadership Counsel enables COFEM to have wider reach in the Eastern Coachella Valley. Leadership Counsel also brings expertise of importance to the immigrant community that COFEM does not hold. COFEM and Leadership Counsel complement one another in important ways that could benefit the immigrant community in the region.

In this project, Leadership Counsel will assist in developing and disseminating the resource guide. It will also host seven information sessions on tenants' rights and related environmental justice issues. Leadership Counsel will also host four comprehensive informational sessions with COFEM.

21. Name the Qualitative evaluation tools to be used AND describe your data collection process.

Two focus groups of 6 to 8 people or rounds of phone interviews with the same number of individuals will be conducted to gather qualitative data about the effectiveness and utility of the information shared through the information sessions, community meetings, workshops, and resource guide. If a face-to-face focus group is not possible, we will consider either an online focus group or a round of phone interviews.

22. Name the Quantitative evaluation tools to be used AND describe your data collection process.

The following quantitative data collection efforts would be conducted as part of this grant:

- Tracking of number of participants at each event (online or in person)
- Tracking of number of resource guides distributed, if we have print resource guides
- Tracking other means by which the resource guide is distributed, e.g. website, email attachment, etc.
- Tracking of number of public announcements made

23. Will the evaluation process require the expertise of an outside expert or consultant? If so, how will these services be secured?

Evaluation activities will be carried out by COFEM's internal evaluator, who is completing a doctorate in psychology with a co-concentration in organizational behavior and evaluation and applied research.

24. Describe and provide the evaluator's scope of work.

The evaluator will develop the focus group or interview protocol, implement the focus groups or series of interviews, document and/or transcribe notes, analyze the data, and present themes. The qualitative data will be collected in Months 4 and 7 of the project.

The evaluator will also develop tracking tools for quantitative data and analyze and report findings. The tracking tools will be developed in Month 1 of the grant so that quantitative data can be collected from the start of the project.

25. What are the expectations regarding the chosen evaluation processes and has the applicant organization used them before?

These evaluation methods are ones that COFEM has used in the past with success. COFEM bases its methods on an understanding of the literacy levels and language ability of its clients, while still recognizing the importance of systematic data collection to provide input for continuous improvement and information on results.

26. With what frequency will data be collected and reported?

The qualitative data will be collected twice during the project period. Reports will follow 3-4 weeks after data has been collected.

The quantitative data will be collected monthly. The data will be analyzed and presented quarterly.

There will be quarterly conversations reviewing the data to determine if any mid-course corrections are needed to improve service delivery and project outcomes.

27. How much total are you requesting from RAP Foundation?

COFEM and Leadership Counsel respectfully request, \$25,000 to carry this project.

28. What is your total organization's operating budget?

\$1, 113, 952

29. What is your total program budget?

\$29,253

30. Provide a narrative that describes the program budget including submitting a corrected/revised program budget.

Funds to be re-granted (\$10,000): This budget item refers to the sub-grant that will be awarded to the partner agency to assist with the development of a resource guide and implementing the project.

Salaries (\$7,823): This line item will cover the costs for a full-time staff person who will dedicate at least ten hours per week to conduct the activities and will help coordinate these efforts with the partner Organization.

Benefits (\$1,877): This line item will cover payroll taxes and benefits at 23% FTE.

Marketing Materials (\$400): This budget item refers to printing of material such as KYR cards and the resource guide that COFEM and LC will develop. This material will be shared with the community during outreach events and workshops/sessions. If no in-person presentations are allowed due to COVID-19, resources will be allocated towards staff salaries to invest additional hours to the project.

Consultant (\$1,000): This line item refers to the costs to hire a consultant who will conduct the evaluation portion of the project.

Meeting expenses (\$400): This line item will be used to cover expenses related to the workshops/sessions that COFEM and Leadership Counsel will organize, including snacks and water for volunteers and people attending. If no in-person meetings are allowed, this funding will be allocated towards staff expenses.

Mileage (\$700): This expense refers to the mileage COFEM personnel will use to travel to and from the outreach events and workshops related to the program as well as required meetings with the RAP Foundation. If no travel is needed due to the COVID-19, the funding will be used towards staff to increase hours invested in the project.

Supplies (\$1,000): This line item will cover the purchasing of material to conduct the program, such as pens, paper, ink, easel pads and other items. This funding will also be used to purchase material needed to conduct online- presentations or Facebook lives should restrictions of in-person meetings continue.

Phone (\$800): This budget item covers the expense incur for using the phone to reach community members and invite them to participate in the workshops/sessions. Staff will also conduct phone banking as an alternative to in-person meetings should the stay at home order continues.

Indirect expenses (\$1,000): This line item refers to expense incur by COFEM to ensure the program is implemented efficiently within the timeframe by conducting the corresponding administrative tasks, including processing payroll, purchasing supplies, etc.

Leadership Counsel Expenses

Personnel, Senior Policy Advocate (\$2,200): Salary of Senior Policy Advocate for time on this project at approximately 3% FTE

Personnel, Policy Advocate (\$3,900): Salary of Policy Advocate for time on this project at approximately 6% FTE.

Benefits (\$1,600): For fringe benefits and payroll taxes at approximately 27%.

Travel (\$300): Travel approximately monthly for community meetings and other meetings where there is engagement on this project at approximately \$25/trip = \$300. If travel is not possible, this budget will be used to support virtual community meetings and engagement through zoom or other online platforms.

Supplies (\$1,000): Supplies will consist of meeting supplies such as snacks and water for meetings, easel paper for meetings, markers, etc. at approximately \$50/meeting for 11 months = \$550. Host one larger regional convening where we will provide childcare and a full meal which will cost approximately \$450. Total = \$1,000. If in person community meetings are not possible, office supplies will still be needed by staff for everyday tasks and to support communications with residents such as additional time to reach out to community members individually to ensure engagement on this project.

Overhead/indirect (\$1,000): Approximately 10% of overall, which will include rent, utilities, and administrative support.

Total program budget: \$25,000

31. Provide supporting materials you think supports your proposal.

Please see attached.

32. Provide updated information regarding your board of directors, bylaws, financials and/or other governing documents. Attach updated documents.

There have been no updates regarding the items noted above.

33. Describe how your organization is adapting to the COVID-19 public health crisis to provide proposed program.

Adaptations made to the project as a result of the COVID-19 public health crisis include the following:

- The resource guide will be designed so that it can be viewed and disseminated online, in addition to print copies.
- Informational sessions will be provided digitally through Facebook Live or Zoom.
- Training will be provided before informational sessions for those who need support in accessing technology.
- Texting will complement internet-based technologies in recognition of challenges with internet connection in some rural areas.

- Public service announcements will make use of radio, telephone, and social media.

34. If awarded less than requested, can you still provide a program? If so, do you need to revise or modify proposed program? Describe modification, changes or revisions.

If awarded less, a program can still be provided; however, modifications would have to be made. Depending on the funding awarded, the number of presentations being conducted will have to be decreased. Similarly, other activities that are planned would have to be revisited to assess how many can be completed. Revision to the timeline will also be considered depending on the funding awarded.