



FURTHER THE WORK
Building better justice.

Stand Together Contra Costa

Documents, 2017–2018

Rebecca Brown
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January 31, 2017, Noon to 2 PM

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it's the only thing that ever has." Margaret Mead

Donté Blue, Office of Reentry and Justice



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Elm Rowland, Deputy Public Defender



It's not all about Washington...



all about us



Protecting Immigrants from Harm:
What's beneath the surface?

So: What About CoCo?

In Contra Costa, some cities, schools, and higher education
have declared themselves to be "sanctuaries" – but unless the
whole County is a sanctuary, that has limited effect.

We have reports that the Sheriff's Office, the DA, and Probation,
actively cooperate with ICE,
although that is their choice, NOT required by law.
(See 1/30/17 statement for RSG from Sheriff's Office)

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Stand Together CoCo

One County, One Community, United

"The impact of deportation ripples outward, creating a climate of fear and paralysis in the entire community – children whose classmates are separated from their parents; businesses who lose valued workers; families who become scared to seek health care, to use public services or even to drive."ⁱ



A Proposal Prepared for
the Finance Committee of the Contra Costa County Board of Supervisors
Submitted by The Contra Costa Immigrant Rights Alliance, August 16, 2017
Report Written and Produced for CCIRA by Rebecca Brown, Reentry Solutions Group,
With support from the Y & H Soda Foundation

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I. EXECUTIVE SUMMARY

The Contra Costa Immigrant Rights Alliance (CCIRA) proposes that Contra Costa County establish *Stand Together CoCo*, a rapid response and community education project to support safety and justice for immigrant families in Contra Costa.

The mission of Stand Together CoCo is to ensure that all people in Contra Costa County, regardless of citizenship or immigration status, are afforded the rights established by the United States Constitution, and are protected from actions or policies that result in disparate, discriminatory, or unlawful treatment.

A project conducted in partnership with community-based organizations to be selected through a competitive process, Stand Together CoCo will provide culturally competent, no-cost rapid response support, legal defense services and clinics, and immigrant rights education and training to support families impacted by anti-immigrant policies and practices affecting Contra Costa County residents.

Stewarded by a multi-sector Steering Committee of local stakeholders, Stand Together CoCo will operate as a 2.5-year pilot project managed by the Office of the Public Defender during its pilot period, spanning January 1, 2018 to June 30, 2020.

Stand Together CoCo will launch its first phase from January 2018-June 2018, on a six-month budget of \$573,557. In this first phase, approximately 85% of all funds will be passed through to community-based organizations selected via a competitive Request for Qualifications (RFQ) issued in October 2017, to provide community-based training, support services, and legal representation. The Y & H Soda Foundation, which champions this effort, has committed \$75,000 to support the six-month first phase, contingent on a \$500,000 contribution by Contra Costa County to underwrite costs from Jan-June 2018.

As of the full fiscal year beginning July 1, 2018, the project will operate at an estimated annual budget of \$1,062,415. With the project in development during fall 2017 and in operation as of January 2018, Stand Together CoCo will work with the Soda Foundation, other private funders, Contra Costa leaders, and allies to raise a target of \$560,000 in annual commitments from private sources, to augment proposed annual \$500,000 grants made by the County in each of the pilot's three fiscal years.

As a public/private collective impact initiative staffed by trained community leaders and community-based immigration defense attorneys, and deploying across the county's three geographic regions, Stand Together CoCo will build on Contra Costa's outstanding record of success in developing bold and innovative solutions to advance justice and equity for all of its residents.

II. OUR REQUEST

We ask the Contra Costa County Board of Supervisors to authorize the Office of the Public Defender to establish Stand Together CoCo as a pilot project.

We further ask the Board of Supervisors to allocate \$500,000 in FY 17/18 funding to support operations in the Jan-June 2018 first phase, with a further commitment that the County will provide \$500,000 in annual support in each of fiscal years 2018-19 and 2019-20.

Working with key local partners, Stand Together CoCo will then use this commitment to generate funding from other public and private sources; we are already in conversation with leading regional funders that are eager to support this work, pending commitment from County authorities.

III. PROJECT DELIVERABLES

In its first six months, the project will provide direct services conservatively valued at \$626,900. Of course, this direct-service value does not begin to calculate or reflect larger economic benefits garnered for individuals, families, and Contra Costa County as a whole through the prevention of unnecessary detentions or improper deportations. For a survey of these economic costs, see Sections IV and below.

A. COMMUNITY WORKSHOPS, CLINICS, AND TRAININGS

- Workshops & Presentations: Conduct four workshops per region over the course of six months (on topics such as Know Your Rights, Your Rights as a Tenant, and Protecting Your Employee Rights), reaching an average of 45 people per workshop, totaling 540 people in the first six months (45 people at each of four events per region for three regions); these events will also be live-streamed, conservatively reaching an additional 500 people, thus **serving a total of 1,040 people in six months**, for a value conservatively estimated at \$26,000 (\$25/per person, per workshop)
- In-reach to County jails: Provide or coordinate monthly informational presentations on due-process rights and immigration processes and resources for people detained in the West County jail as ICE detainees, reaching an estimated 30 people per month, **reaching a total of 180 people in custody** in the first six months, for a value conservatively estimated at \$9,000 (180 people @ \$50/meeting)
- Clinical Consultations: Conduct Ask an Attorney/Case Review events, providing individualized legal consultations, advising on legal rights and forms of relief, arranging structured and customized referrals for pro-bono or low-cost legal services. An estimated **468 residents and families** will receive free legal consultations, for a value conservatively estimated at \$140,400 (assuming six consultations per lawyer per week for 26 weeks @ \$300 per consultation)
- Train the Trainer/ Leadership Development: 12 stipended Community Responders will be trained in relevant areas (e.g. group facilitation, participatory decision-making, and immigrant rights, deportation procedures, community defense and education), and will lead monthly Local Leadership Council meetings involving an additional 10 (volunteer) Peer Responders per region (both documented and undocumented); each LLC will develop an Operating Agreement that outlines areas of responsibility and duty, including shifts on dispatch and response (**12 stipended Community Responders, at least 30 volunteer Peer Responders = 42 people**), for a value conservatively estimated at \$84,000 (42 people @ \$2,000 in trainings)

B. PUBLIC EDUCATION AND OUTREACH

- Print materials: In first six months, **produce 6,000 Know Your Rights cards** which will include the Rapid Response hotline number, in Spanish, Chinese, Tagalog, Persian, Arabic, Vietnamese, and Laotian; reprint, as needed, in each of the subsequent years

- Churches, mosques, radio, Univision: Conduct outreach and information interviews, and provide informational materials and Know Your Rights cards, through **at least 36 faith-based organizations** in the project's first six months
- Provide single points of contact **with at least 10 school districts across the county** in the first six months, to foster communication and enhance family capacity and preparedness to respond to immigration enforcement concerns and actions

C. COMMUNITY RAID VERIFICATION AND RESPONSE

- One paid Community Response Coordinator, three paid Community Leaders, and 12 stipended Community Responders, supported by 30 volunteer Peer Responders/Local Leadership Council members, will staff a Rapid Response hotline 24 hours a day, seven days a week, to provide information, support, and response for Contra Costa County residents who are threatened with deportation or who are impacted by immigration enforcement activity.

D. REPRESENTATION IN IMMIGRATION PROCEEDINGS

- In the project's first six months, provide legal representation for **60 detained individuals** in pursuing bond or release, or in removal defense and applications for relief at Executive Office of Immigration Review, for a value conservatively estimated at \$367,500 (at a blended value of \$6,125/client for 60 clients)

IV. PROJECT NEED

The United States' federal immigration enforcement and removal model has long relied on an array of community-targeted tactics to identify, locate, detain, and deport non-citizen residents of the United States. These tactics include large worksite raids, immigration-related interrogations for people held in state and local prisons and jails, vehicle patrols canvassing certain communities, and Immigration and Customs Enforcement (ICE) foot patrols to target people going about their daily lives, such as in shops and workplaces, as well as at government sites such as the DMV, social service agencies, and courthouses.

Under the new Presidential administration, such actions have dramatically broadened and intensified, developing not only new tactics but expanding the net of targeted individuals. A recent federal memo issued by the Department of Homeland Security instructs ICE agents to "take enforcement action against all removable aliens encountered in the course of their duties," whether or not they are an identified ICE target or have any criminal history at all.ⁱⁱ At the same time, the federal government has formally adopted **stricter policies against releasing detainees** pending their deportation process, thus "expanding detention space to support the E.O.'s **termination of 'catch-and-release' policies**" (Albanese, 2, emphasis added).

In the popular imagination, people detained by ICE have no legal basis or process by which to challenge their deportation. But the fact of the matter is that *all* residents of the United States have constitutionally-protected rights of due process. For example, immigrants detained by ICE are legally entitled to file an "application for relief, to argue that the judge should let them stay in the country because of family and community ties, or because they fear persecution abroad."ⁱⁱⁱ

Yet the effort to protect due process rights in immigration proceedings is a daunting task. As explained in a 2014 study by Northern California Collaborative for Immigrant Justice, "To stay in the United States with their families,

immigrants detained in Northern California must navigate complex and intricate immigration laws and procedures” (NJJIC, 10).

It is important to note that under current U.S. immigration laws and policies, people caught up in the deportation system are not legally entitled to a lawyer if they cannot afford one – unless they can pay for a lawyer or find someone to represent them for free, respondents in deportation proceedings must proceed without an attorney. But it is almost impossible to traverse the complex deportation system without counsel – including counsel in the very first moments of the detention and removal process. Custodial detention is a frightening and confusing experience; decisions made in the intimidating confines of ICE custody – such as unknowingly signing away your rights, or failing to request due process like a bond hearing – can have irreparable and lifelong effect. As reported in a recent study in California, for example, “the odds of being granted bond [for release from detention] are more than 3.5 times higher for detainees represented by attorneys than those who appeared pro se, net of other relevant factors,” while “non-detained and represented immigrants succeeded approximately four times as often as those who lacked counsel.”^{iv} Yet in San Francisco’s Immigration Court, “roughly 2/3 of detained immigrants had no legal representation at any point in their removal proceedings” (NCCIJ, 9). The financial barriers are less daunting than the barriers to representation; the typical immigration bond nationally is slightly less than \$6,500.^v



Lacking access to proper legal counsel, therefore, many thousands of people are detained and deported as the result of missed due-process opportunities all along the way: due to failure to request or be awarded bond, or on the basis of erroneous facts, or due to erroneous interpretation of facts, or resulting from improper application of law, or without consideration of their potential relief from deportation related to their specific histories and circumstances. And the judicial logjam is only growing: In fiscal year 2014, for instance, the eighteen immigration judges of the San Francisco Immigration Court faced a backlog of 23,969 pending cases (NCCIJ, 12) – and this, it should be noted, was *before* the advent of the new administration’s intensified policies.

What this means is that millions of people across America, and potentially tens of thousands of people in Contra Costa, are subject to wrongful deportation – typically, due to lack of access to immediate counsel.

Given backlogs of this magnitude, it should come as no surprise that federal immigration judges recognize the importance of legal representation for people in immigration proceedings. “In a recent survey of the nation’s immigration judges, 92% of the judges agreed that ‘When the [immigrant] has a competent lawyer, I can conduct the adjudication more efficiently and quickly.’ In other words, representation “affects the efficiency of adjudicative proceedings” (NCCIJ, 12).

A recent data study estimated that there are 65,000 undocumented residents in Contra Costa,^{vi} with Spanish, Chinese, Tagalog, and Persian as the primary non-English languages spoken at home.^{vii} These immigrants and their families are essential elements of the vibrant mosaic that is Contra Costa County.

In the face of intensified federal immigration enforcement efforts, and in order to ensure due process while supporting vulnerable communities, the Contra Costa Immigrant Rights Alliance has spearheaded the creation of a new initiative to support, advocate for, and protect Contra Costa's vulnerable immigrant communities. Thus, and with the active support of Contra Costa County's elected leaders, Stand Together CoCo was born.

V. PROJECT SCOPE AND IMPACT

Immigrants – regardless of their immigration status – are, with their families, inextricably woven into California's history and fabric: in our economies, our neighborhoods, our businesses, and our schools.

It is imperative to realize that *all* non-citizen immigrants (including people who hold “green-cards”^{viii} and visas,^{ix} and whether or not they have any criminal convictions *or even arrests*) are subject to the expanded federal policies and actions now being implemented across the United States. According to an official memorandum dated February 21, 2017, “DHS will no longer exempt classes or categories of removable aliens from potential enforcement”; those who are prioritized for removal include people who have “committed acts which constitute a chargeable criminal offense” (whether or not they've been arrested, charged, or convicted), have “abused any program related to receipt of public benefits” (without clarifying the standards of evidence for making such a claim), or “in the judgment of an immigration officer, otherwise pose a risk to public safety” (Albanese 2), thereby widening the net to limitless expanse.



With this expansion and intensification of federal immigration deportation efforts, it should come as no surprise that, within Contra Costa as well as across our nation, community leaders and elected officials are developing new local resources and solutions to mitigate deportation's destructive effect on families, communities, and economies.

A wealth of research^x has made it clear: “The [detention or] deportation of a family's breadwinner or primary caregiver has devastating consequences for the spouse and children who depend on his earnings, including harm to their financial, educational, physical, and mental wellbeing. Deportation of a parent can cause children to enter the child welfare system, and result in children suffering lasting psychological harm that impacts their long-term economic and social stability. **These social and economic costs of deportation are largely borne by Northern California's counties, which administer public health, education, and social services**” (NCCIJ, 7, emphasis added). In addition to the severe local economic and social impacts of deportation, a recent report asserts that each deportation by ICE costs taxpayers an average of \$10,874.^{xi}

Blended-Status Families: Many non-citizens are members of “blended status” families, in which one parent, or all of the children, may be United States citizens. Across the state, the “vast majority of children...are U.S. citizens (96 percent), a small amount (2 percent) are lawfully residing immigrants, and very few children (2 percent) are undocumented immigrants.”^{xii}

Locally, blended families include children who are legal citizens; “While only 1 in 14 children [in Alameda and Contra Costa Counties] is an immigrant, nearly half have at least one immigrant parent, and 30% of households are headed by immigrant[s]... [E]stimates suggest that 72% of unauthorized residents...are living with citizens, and 34% are living with their own citizen children.”^{xiii}

Thus, although deportation focuses on individuals, its effects ripple with substantial consequence across their families, and thus across our broader community.

Children's Well-Being: Children are especially vulnerable to the detrimental effects of a hostile immigration enforcement environment: "Although undocumented immigrant parents may try to protect their children from adults' worries, children are highly cognizant of the implications of immigration status on their everyday lives. Even if family members are not actually detained or deported, immigrant families live in constant fear of being separated from loved ones, which keeps them from fully participating in American society," such as going to the doctor, driving a child to school, or visiting public places like parks (Effect, 2).

Multiple studies confirm that a parent's detention or deportation increases depression and anxiety in children, negatively affects physical health and school performance, decreases family income, increases housing and food insecurity, and increases risk of child-welfare involvement (Effect, 2). Further, many immigrant parents of children citizens hesitate to apply for essential public benefits to which their children are entitled – such as Medi-Cal – out of fear of navigating the systems or that the information may be used against them (Effect, 3).

Further, an estimated 12,000 young people in Contra Costa County^{xiv} are eligible for administrative relief from deportation under the Deferred Action for Childhood Arrivals (DACA) program,^{xv} which is now being threatened under President Trump's administration.



And when children miss school, our local school districts lose federal and state funding tied to Average Daily Attendance rates, while parents may be required to appear at truancy court proceedings; further, when individuals are afraid to engage with authorities, they may be unwilling to report crimes, whether as a victim or a witness, thus diminishing public safety overall.

Economy: Notwithstanding divisive rhetoric claiming that undocumented immigrants are a drain on the economy, a study by the Institute on Taxation and Economic Policy found that undocumented immigrants "collectively contribute an estimated \$11.74 billion to state and local coffers each year via a combination of sales and excise, personal income, and property taxes.... On average, the nation's estimated 11 million undocumented immigrants pay 8 percent of their incomes in state and local taxes every year."^{xvi}

The vast majority of undocumented immigrants hold wage-earning jobs,^{xvii} with workforce participation rates higher than those of non-citizens.^{xviii} A recent paper published by the National Bureau of Economic Research found that "the economic contribution of unauthorized workers to the U.S. economy is substantial, at approximately 3% of private-sector GDP annually, which amounts to close to \$5 trillion over a 10-year period"; the paper further found that "legalization of unauthorized workers would increase their contribution to 3.6% of private-sector GDP. The source of these gains stems from the productivity increase arising from the expanded labor market opportunities for these workers which, in turn, would lead to an increase in capital investment by employers."^{xix}

These macroeconomic effects prove true at the microeconomic level of individual families, as well - “[I]mmigration-related arrests cause household income to fall to half on average, and leave one-fourth of households without anyone earning wages.... The Urban Institute’s 2010 study of families of detainees found that 28.3% of families suffered from insufficient food access after six months” (NCCIJ 13). Yet people can be held in detention for many months; according to one survey of people detained in ICE custody for at least six months, the average length of detention was 273 days; of these people, 90% had been employed immediately prior to detention, with collective wages lost to families and the local economies calculated at more than \$11 million (CA Due Process Crisis, 10-11).

And for every person who has lost a job, there’s an employer who has lost an employee. “[W]hen employees are detained or deported, businesses must bear the costs of this turnover. A review of 30 previous studies of turnover costs showed that these costs are regularly 20 percent of annual wages for workers earning less than \$50,000.... Deportation and detention-related employee turnover thus places a huge financial burden on California employers, especially given that noncitizens comprise such a large proportion of California’s workforce” (CA Due Process, 11).



And the ripples widen: for every family that has lost one parent, there’s another parent (or relative or friend or child) who must shoulder additional demands, which in turn affects their own abilities to go to work, or school, or care for their families.

VI. LOCAL PRECEDENTS

Contra Costa County has both proven and recent experience in undertaking successful pilot initiatives to develop new approaches to meet urgent needs that require coordinated responses. In the County’s history, these initiatives are typically conceived as time-limited, cross-agency demonstration pilot projects that leverage established infrastructure and are supported by dedicated public funding sufficient to test these new solutions.

Local examples of Contra Costa’s commitment to innovative pilot projects include the County’s new Office of Reentry and Justice, originally proposed in May 2016 by the AB109 Community Advisory Board and now a pilot initiative operating inside the County Administrator’s Office; the Zero Tolerance for Domestic Violence initiative (now known as Families Thrive), established at the direction of the County Board of Supervisors and housed within the Employment and Human Services division; and the Family Justice Alliance, which began as a cross-sector, community-based pilot and is now an independent 501c3 organization operating in partnership with public and private agencies and our County Board of Supervisors.

Further, Stand Together CoCo will build on Contra Costa’s commitment to bold, coordinated, public/private solutions – such as Contra Costa CARES – developed to meet the distinct needs of undocumented Contra Costa residents. Launched as a twelve-month pilot in November 2015, Contra Costa CARES continues operating today, providing access to essential primary medical care for low-income adult undocumented residents. The CARES project was launched with \$1 million in initial funding, of which Contra Costa County provided \$500,000. Today, the project operates on an annual budget of \$1.5 million for fiscal 2017-18.

Taken as a whole, these initiatives came into being as the result of forward-thinking partnerships of community stakeholders, the County Board of Supervisors, and public and private agencies. Each of them reflects Contra Costa's demonstrated commitment to acknowledging and meeting the urgent challenges confronting some of our most vulnerable and marginalized community members.

The proposed project, Stand Together CoCo, builds on this legacy of extraordinary leadership and partnership.

VII. PROJECT RATIONALE

As an interdisciplinary, multi-sector initiative, Stand Together CoCo is designed to maximize the value of each element while augmenting collective capacity through intentional synergies.

- Grounded in community-based leadership development, capacity building, and community empowerment, Stand Together CoCo elicits, values, and enhances grassroots expertise, cultivates established and emergent community leaders, and advances community empowerment and agency.
- Partnering with experienced, established nonprofit organizations and legal service providers with deep ties to affected communities will advance trust and acceptance, while stewarding funds and augmenting capacity in the most cost-effective manner possible.
- Placing the project inside the Public Defender's Office will ensure a level of expertise, capacity, and visibility that will foster both excellence and accountability.
- The project's endorsement by the Contra Costa County Board of Supervisors will send a clear message of leadership, commitment, and compassion for our most vulnerable residents – and their allies – who are confronting terrifying new realities.

VIII. PROGRAMMATIC OVERVIEW

Stewarded by a Steering Committee and informed by regional Local Leadership Councils in each of the County's three geographic regions, Stand Together CoCo will provide three essential functions:

A. IMMIGRATION-RELATED INFORMATION AND RAID VERIFICATION, RAPID RESPONSE DISPATCH

Supported by a 24-hour Stand Together hotline built on an established web-based platform and augmented by an on-demand multi-language translation service, regional teams of trained Stand Together Community Leaders, stipended Community Responders, and volunteer Peer Responders will be dispatched to accomplish three goals:

1. Verify and provide accurate information about immigration-related actions reported in the community, in order to dispel inaccurate information while concentrating attention and resources in response to actions undertaken by agents of Immigration and Customs Enforcement (ICE)
2. Serve as trained Legal Observers to witness and document actions being undertaken by ICE in Contra Costa
3. Provide immediate support and systems navigation for families and individuals in Contra Costa who have been targeted by/detained by ICE

B. LEGAL REPRESENTATION, CLINICAL CONSULTATIONS, AND TECHNICAL ASSISTANCE

1. Rapid Response Legal Representation

Alerted by the Stand Together Dispatch, and in partnership with Community Leaders, a team of experienced immigration defense attorneys will provide Contra Costa residents with rapid-response legal representation at three critical moments in the deportation process:

- During the determination of eligibility for release from detention on bond
- During the judicial process to address or challenge grounds for deportation
- During the judicial process to determine eligibility for relief from deportation

2. Community-Based Clinical Consultations

The impact and consequence of the lack of access to legal services extends beyond the question of custody and bond, spilling into everyday life for non-detained immigrants and their families, as well. In the absence of reliable and accessible legal advice about rights and risks, thousands of families are trapped in the shadows, afraid to seek help or counsel.

This chronic condition – the lack of personal financial resources and uncertainty about who they can trust – is further exacerbated by the relatively limited pool of qualified immigration removal defense attorneys in Contra Costa County.

Thus, Stand Together CoCo, and its partners, will design and conduct community events to offer legal consultations and services. As part of this work, Stand Together CoCo lawyers will provide structured referrals to relevant nonprofit and public services to help address those needs. Such customized consultations will ensure that all Contra Costa residents have access to legal advice regarding the options and issues specific to each case and circumstances.

Conducted in partnership with existing community-based initiatives, these events will maximize the breadth and value of complementary resources such as the County's Clean Slate/Prop 47/Prop 64 legal remedies projects.

By embedding multi-partner “one stop” immigrant-resource events in trusted community-based settings, Stand Together CoCo will mitigate some of the most challenging barriers currently faced by these vulnerable residents – knowing where to start and how to get help.

3. Technical Assistance

In addition to providing direct representation and clinical services, the Stand Together CoCo attorneys will also provide community partners with technical assistance regarding new or complex developments of immigration law. To advance collective capacity, they will provide issues analysis on relevant developments in immigration law; provide training and job-shadowing opportunities to help Community Leaders and Responders understand the methods and procedures of immigration court; and review and assist in the development of content for legal rights workshops, such as those described below.

C. COMMUNITY EDUCATION AND LEGAL RIGHTS WORKSHOPS

Working in partnership with proven community-based partners, the multi-disciplinary Stand Together CoCo team will organize an ongoing array of culturally-responsive Community Education and Legal Services workshops, clinics, and trainings held in safe, trusted community-based sites across Contra Costa County.

Developed by Stand Together Community Leaders and Stand Together lawyers, and supported by stipended Community Responders and volunteer Peer Responders, these events will serve three primary functions:

1. **Workshops:** Advance equity, strengthen collective purpose, and equip Contra Costa families and individuals with essential tools and information to protect their families and exercise their Constitutional rights, which apply to all residents of the United States, regardless of their citizenship status

Hands-on workshops will help families prepare and equip themselves for potential targeting by ICE, offering practical and user-friendly guidance on topics such as: Let's Make a Family Preparedness Plan; Know Your Rights; Know Your Immigration-Status Options; What To Do if ICE Approaches You; Tenant Rights; and Employee Rights (including wage theft)

2. **Train the Trainer Capacity-Building:** Expand both individual and collective capacity to advance safety and justice for immigrant families in Contra Costa

In the Train the Trainer events, project staff will advance community capacity through technical trainings such as "Raid Verification Protocols," "Navigating the Immigration Bond Process," "Developing Family Preparedness Plans," and "How to be a Safe and Effective Legal Observer."

These events will also be co-convened with relevant partners and projects in order to maximize the reach and impact of existing community-based legal efforts, such as the County's Misdemeanor Early Representation Project, which is piloting to great success in both Antioch and Richmond.

3. **Leadership Development:** Create a structured continuum of development and leadership opportunities to identify, recruit, invest in, and organize an array of impacted community members.

At initial scale, this continuum will be led by three Community Leaders (paid, full-time) who will cultivate and work with twelve Local Responders (stipended, part-time), who will in turn provide engagement opportunities for an estimated 30-36 Local Leadership Council members (volunteers from impacted communities in each of the three geographic regions).

Facilitated by each region's Community Leaders and Local Responders, the Local Leadership Councils will provide safe and accessible methods to share essential information directly with and from the affected communities.

IX. PROJECT GOVERNANCE

Hosted by the Office of the Public Defender during its pilot phase, Stand Together CoCo will be administratively managed by Deputy Public Defender/Immigration Attorney Ali Saidi, in stewardship with a multi-stakeholder Steering Committee representing public agencies, nonprofit organizations, and community members.



To augment and inform the work of this body, the three regional Community Response Leaders will organize and manage Local Leadership Councils in each region. Co-facilitated by the Community Response Leaders and each region's stipended Community Responders, these Local Leadership Councils will provide structured opportunities to gather and disseminate information, identify areas of local concern, recruit and train volunteer responders, provide mutual support in what can be an isolating and terrifying environment, and inform project design and operations.

This governance structure – Host, Steering Committee, and Local Leadership Councils – encourages shared leadership, aligns public and community resources, and cultivates regional insights and meaningful peer-leadership development opportunities

X. COMMUNITY-BASED ORGANIZATIONS: RFQS AND TIMELINE

In its pilot phase, the project will be hosted at the Office of the Public Defender, which will provide in-kind occupancy and indirect resources to supervise the project. Under the umbrella of the Public Defender's Office, the bulk of the project's day-to-day activities will be undertaken by community-based organizations selected via a competitive Request for Qualifications (RFQ) process.

The RFQ process will be managed by an RFQ Team, which will include representatives of the Public Defender's Office, County leadership, and community members with expertise in the immigrant experience, community-based service delivery, community organizing, and immigration defense.

We propose the following timeline:

- Tuesday, September 12, 2017: Board of Supervisors approves Stand Together CoCo and commits funding
- By Friday, October 20, 2017: Assemble an RFQ Team, develop a Request for Qualifications, prepare for dissemination (pending approval/authorization by the Board of Supervisors)
- By Friday, November 10, 2017: Receive and vet responses, select proposed grantees
- On Tuesday, November 14, 2017: Present recommendations to Board of Supervisors
- By Monday, December 11, 2017: Finalize contracts
- By Friday, December 29, 2017: Develop basic policy documents and operating agreements
- Tuesday, January 2, 2018: Begin operations

XI. ATTACHMENTS

See attached Gantt chart, organizational chart, budget, and infographic for additional information.

- ⁱ Family Unity, Family Health: How Family-Focused Immigration Reform Will Mean Better Health for Children and Families, Human Impact Partners, June 2013, Foreword.
- ⁱⁱ Albanese, Matthew T., Memorandum Implementing the President's Border Security and Interior Immigration Enforcement Policies, February 21, 2017, page 1, accessed at <https://assets.documentcloud.org/documents/3889695/doc00801320170630123624.pdf>
- ⁱⁱⁱ Access to Justice for Immigrant Families and Communities, Northern California Collaborative for Immigrant Justice, October 2014, page 19; hereafter NCCIJ.
- ^{iv} California's Due Process Crisis: Access to Legal Counsel for Detained Immigrants, The California Coalition for Universal Representation, June 2016.
- ^v <https://www.immigrantbailfund.org>
- ^{vi} National and County Estimates of the Unauthorized Immigrant Population, 2010-14, Migration Policy Institute, <http://www.migrationpolicy.org/programs/data-hub/deferred-action-childhood-arrivals-daca-profiles>
- ^{vii} <http://statisticalatlas.com/county/California/Contra-Costa-County/Languages>
- ^{viii} https://www.uscis.gov/sites/default/files/USCIS/Green%20Card/GreenCard_Comparison_EN.PDF
- ^{ix} <https://www.irs.gov/individuals/international-taxpayers/immigration-terms-and-definitions-involving-aliens>
- ^x Satinsky, Sara, et al., Family Unity, Family Health: How Family-Focused Immigration Reform Will Mean Better Health for Children and Families, Human Impact Partners, June 2013, available at <http://www.familyunityfamilyhealth.org/uploads/images/FamilyUnityFamilyHealth.pdf> at 8
- ^{xi} Blanco, Octavio, How Much It Costs ICE to Deport an Undocumented Immigrant, CNN, April 13, 2017, <http://money.cnn.com/2017/04/13/news/economy/deportation-costs-undocumented-immigrant/index.html>
- ^{xii} The Effect of Hostile Immigration Policies on Children's Mental Health, The Children's Partnership: California Immigrant Policy Center, March 2017, page 1.
- ^{xiii} Pastor, Manuel, et al., California Immigrant Education Scorecard, Center for the Study of Immigrant Integration, University of Southern California, September 2012, page 5.
- ^{xiv} County Level Information on Undocumented Population, Deferred Action for Childhood Arrivals (DACA) Data Tools, Migration Policy Institute, <http://www.migrationpolicy.org/programs/data-hub/deferred-action-childhood-arrivals-daca-profiles>
- ^{xv} "Deferred Action for Childhood Arrivals (DACA) is an administrative relief from deportation. The purpose of DACA is to protect eligible immigrant youth who came to the United States when they were children from deportation. DACA gives young undocumented immigrants: 1) protection from deportation, and 2) a work permit. The program expires after two years, subject to renewal." Source: Undocumented Student Program, University of California at Berkeley, <https://undocu.berkeley.edu/legal-support-overview/what-is-daca/>
- ^{xvi} Undocumented Immigrants' State and Local Tax Contributions, Institute on Taxation and Economic Policy, March 2, 2017, <https://itep.org/immigration/>
- ^{xvii} Profile of the Unauthorized Population: United States, Migration Policy Institute, Data Hub. MPI's estimates are based on analysis of U.S. Census Bureau data from the 2014 American Community Survey (ACS), 2010-2014 ACS pooled, and the 2008 Survey of Income and Program Participation (SIPP), available at <http://www.migrationpolicy.org/data/unauthorized-immigrant-population/state/US>.
- ^{xviii} The Effect of Hostile Immigration Policies on Children's Mental Health, The Children's Partnership: California Immigrant Policy Center, March 2017, page 2.
- ^{xix} Edwards, Ryan, and Francesc Ortega, The Economic Contribution of Unauthorized Workers: An Industry Analysis, National Bureau of Economic Research, Working Paper No. 22834, Issued November 2016.



Contra
Costa
County

To: Board of Supervisors
From: FINANCE COMMITTEE
Date: September 19, 2017

Subject: Immigrants Rights Program in Contra Costa

RECOMMENDATION(S):

ACCEPT a report on funding an immigrants rights program in Contra Costa, and DIRECT staff on next steps, as recommended by the Finance Committee.

FISCAL IMPACT:

The requested allocation is \$500,000 in FY 17/18 funding to support operations in the January-June 2018 first phase, with a further commitment that the County will provide \$500,000 in annual support in each of fiscal years 2018-19 and 2019-20. These funds are not budgeted in FY 17/18 and would require an allocation from general fund reserves, which requires a 4/5 vote.

BACKGROUND:

On May 9, 2017, as part of the action to adopt the FY 2017/18 Recommended Budget, the Board of Supervisors referred to the Finance Committee for review and consideration a proposal for funding an immigrants rights program in Contra Costa.

The item was heard for the first time by the Finance Committee on June 26, 2017. Deputy Public Defender Ali Saidi give an update on the proposal under review and indicated the East Bay Community Foundation might provide funding for plan design. The proposal prepared and presented to the Finance Committee on August 16, 2017, by the Contra Costa Immigrant Rights Alliance is Attachment A. The original proposal submitted to the Board of Supervisors on May 9, 2017 is Attachment B.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/19/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 19, 2017

Contact: Lisa Driscoll (925)
335-1023

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Robin Lipetzky, Public Defender

BACKGROUND: (CONT'D)

>

The proposal requests that the Board of Supervisors authorize the Office of the Public Defender to establish Stand Together CoCo as a pilot project. The requested allocation is \$500,000 in FY 17/18 funding to support operations in the January-June 2018 first phase, with a further commitment that the County will provide \$500,000 in annual support in each of fiscal years 2018-19 and 2019-20. Working with key local partners, Stand Together CoCo will then use this commitment to generate funding from other public and private sources.

The Finance Committee accepted the report as presented and directed staff to forward the item to the full Board of Supervisors for discussion. Finance Committee support the proposal as presented with the condition that all proposed matching funds are secured by the Public Defender's Office from private donors. The Committee directed the Public Defender to attend the Board meeting for the discussion.

Attachment C is a letter from the Public Defender regarding private foundations' funding commitments to support Stand Together CoCo (Attachment D came in after this letter was written). Attachments D through I are letters of funding commitment and intention totaling \$585,000:

- D. Richmond Community Foundation - \$10,000 (Letter of Intention)
- E. Y & H Soda Foundation - \$275,000 (Letter of Commitment)
- F. San Francisco Foundation - \$100,000 (Letter of Commitment)
- G. California Endowment - \$100,000 (Letter of Intention)
- H. East Bay Community Foundation - \$50,000 (Letter of Commitment)
- I. Firedoll Foundation - \$50,000 (Letter of Commitment)

CONSEQUENCE OF NEGATIVE ACTION:

Status quo regarding immigrants rights in Contra Costa.

ATTACHMENTS

Attachment A - Proposal for Stand Together CoCo

Attachment B - Original Proposal Submitted to Board of Supervisors on April 18

Attachment C - Private Foundations' Funding Commitments

Attachment D - Letter of Funding Intention from Richmond Community Foundation

Attachment E - Letter of Funding Commitment from Y & H Soda Foundation

Attachment F - Letter of Funding Commitment from San Francisco Foundation

Attachment G - Letter of Funding Intention from California Endowment

Attachment H - Letter of Funding Commitment from East Bay Community Foundation

Attachment I - Letter of Funding Commitment from Firedoll Foundation

REQUEST FOR PROPOSALS (RFP) #1710-260

CIVIL LEGAL DEPORTATION-DEFENSE AND COMMUNITY SERVICES FOR *STAND TOGETHER COCO*

The Contra Costa County Office of the Public Defender is pleased to announce, on behalf of the Board of Supervisors, the solicitation of proposals from Applicants to implement “Stand Together CoCo.”

A maximum of \$491,843 in funding is available under this solicitation to provide civil legal deportation-defense and community education and support services for Contra Costa County’s Stand Together CoCo for the period January 2, 2018 through June 30, 2018. As described herein, additional funding in the amount of \$979,285 is available to provide such services for the fiscal year beginning July 1, 2018, with possible funding, at a similar level, for the fiscal year that begins July 1, 2019.

This RFP is a process by which the Public Defender’s Office will solicit proposals from Applicants who may be selected to enter into a contract with the County for the provision of these kinds of services.

CONTRACT AWARD

The County intends to award one or more Contract(s) to the successful Applicant(s). No response shall be binding upon the County until after the Agreement is signed by duly authorized representatives of both Contractor and the County. The initial term of any agreement awarded as a result of this RFP will be for no more than six months.

CORRESPONDENCE

As of the issuance of this RFP, Applicants are specifically directed not to contact any County personnel for meetings, conferences, technical discussions related to this RFP, or for any endorsement or support of any submitted response. Failure to adhere to this policy may result in disqualification of the Applicant’s response from further consideration.

RELATED DOCUMENTS

Applicants are encouraged to review the Stand Together Contra Costa proposal (which includes narrative, proposed budget, conceptual illustration, timeline), and Key Facts, which were submitted to the Board of Supervisors on September 19, 2017. These documents can be found at <http://www.contracosta.ca.gov/6884/Stand-Together-CoCo>.

PROPOSAL SUBMISSION OVERVIEW

A Bidders' Conference will be held on Friday, November 3, 2017, from 1:30-3:30 PM, in the Zoning Administrator's Room, 30 Muir Road, Martinez, CA, 94553.

All potential Applicants must submit a Notice of Intent to Apply (Form #1 in Forms section) to Ali.saidi@pd.cccounty.us, no later than 12 Noon on Wednesday, November 8, 2017. Please use "Notice on Intent to Apply to RFP #1710-260" as the subject line. This form is mandatory but not binding.

Written questions about the RFP may be submitted to Ali.saidi@pd.cccounty.us by 12 Noon, Friday, November 10, 2017; please use "RFP #1710-260" as the subject line. Written responses to these questions will be disseminated by the County via email to entities that have submitted a Notice of Intent to Apply. The RFP, responses to questions, and any addenda will also be available on the County's website, at <http://co.contra-costa.ca.us/6884/Stand-Together-CoCo>.

Final responses are **due on or before 5 PM, Tuesday, November 28, 2017**, to: Ali Saidi, Deputy Public Defender, Office of the Public Defender, 800 Ferry Street, Martinez, CA 94553. Proposals should be delivered to the front desk. Each submission must be marked on the outside with the Applicant's name and RFP #1710-260. Responses must be received at the physical location on or before the due date and time listed in this timeline, above. Late responses will not be accepted. Postmarked, facsimiled, and email submissions will not be accepted. Submission materials will not be returned.

Applications will be reviewed by an RFP Panel that may include representatives of the Public Defender's Office, County leadership, and community members with expertise in immigrant experience, community-based services, leadership development, or immigration defense.

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I. SUMMARY OF FUNDING OPPORTUNITY

The Contra Costa County Office of the Public Defender (“Public Defender’s Office”), on behalf of Contra Costa County, is pleased to issue this Request for Proposals to solicit community-based nonprofit organizations to provide services to implement Stand Together CoCo (“Project”), which is designed as a 2.5-year pilot Project operating from January 1, 2018 to June 30, 2020.

The Public Defender’s Office will provide administrative oversight of the Project, which will provide an array of community-based, culturally competent, no-cost rapid-response support, civil deportation defense legal services and clinics, immigrant rights education and training, and direct-service support for individuals and families drawn into the federal deportation system.

For the Project’s first six-month term from January 2-June 30, 2018, the total amount available is \$491,843. Depending on performance during the initial phase, and contingent on the County’s ongoing support, funding is expected to increase to \$979,285 in FY18/19, with a third year of funding at similar levels possible in FY19/20.

This RFP may result in a single award or multiple awards. Initial contracts may be reviewed for a subsequent term, contingent on availability of funding and demonstrated successful performance by funded entities during the initial contract period. Contracts for all services will be structured on a cost-reimbursement basis.

Private, not-for-profit organizations with demonstrated experience in developing and implementing services such as those detailed herein are invited to submit Responses. Organizations that are formally fiscally sponsored by private, not-for-profit organizations are also eligible to apply.

Entities interested in and capable of providing the requested services by contract with the Public Defender should carefully review the RFP and submit your response as directed in “Submission Requirements and Instructions” and “Response Instructions,” below.

This solicitation is not in any way to be construed as an agreement, obligation, or contract between the County and any party submitting a response, nor will the County pay for any costs associated with the preparation of any response.

II. AN IMPORTANT NOTE ABOUT THIS REQUEST FOR PROPOSALS

Applicants are provided broad latitude in developing their responses to the RFP. Applicants may submit stand-alone or joint applications, propose a single service or a combination of services, or offer to serve in one region or across Contra Costa County. This RFP is intended to elicit well-designed, well-informed, and innovative proposals that maximize the capacities and efficiencies of the applicant organizations.

In order to leverage and advance existing capacities, ensure sufficient regional coverage, leadership development, community engagement, and facilitate coordinated services and management, joint applications are strongly encouraged.

Applicants are cautioned to ensure that their proposals are complete, clear, detailed, and specific. Whether offering a stand-alone or combinatory approach, your proposal should persuasively demonstrate why your proposed approach is smart, well-designed, well-informed, feasible, and offers the greatest likelihood for success.

For joint proposals, be sure to identify the Lead Agency responsible for implementing the proposed activities, and you must clearly articulate interagency roles, responsibilities, and authorities.

This RFP may result in a single award or multiple awards. If more than one award is made, and as part of the contracting process, the Office of the Public Defender will hold an orientation and coordination meeting with the successful Applicants, in order to clarify and confirm methods of management, integration, and coordination.

Your proposal should readily indicate your subject-matter expertise, qualifications, and capacity to provide the proposed services; your staffing and management plans must be appropriate and sufficient to manage the tasks you propose; your budgets, timelines, and milestones should be realistic and demonstrate experience in launching complex Projects within a multi-partner context; and your operational systems – such as human resources, data, financial management, reporting, and licensing – must demonstrate their sufficiency to accomplish the proposed scope over a three-year cycle.

III. SUBMISSION METHODS AND TIMELINE

A. TIMELINE

RFP announced and issued	Friday, October 27, 2017
Bidders Conference (recommended but not mandatory)	Friday, November 3, 2017, 1:30-3:30 PM
Applicants' Notice of Intent to Apply due (mandatory, but not binding)	Wednesday, November 8, 2017, Noon
Written questions due from Applicants	Friday, November 10, 2017, Noon
Addendum issued	Wednesday, November 15, 2017, 5 PM
Response submission deadline	Tuesday, November 28, 2017, 5 PM
Review and rating period	Week of December 4, 2017
Notice of award recommendation(s)	Thursday, December 7, 2017, 5 PM
Deadline to submit appeal letters	Thursday, December 14, 2017, 5 PM
Board of Supervisors approval and authorization to award contracts is tentatively scheduled for the December 19, 2017 Board of Supervisors' agenda.	

IV. PROJECT DESCRIPTION

A. EXECUTIVE SUMMARY

The Office of the Public Defender, on behalf of Contra Costa County ("County"), is issuing this Request for Proposals (RFP) #1710-260 to solicit responses from qualified organizations to provide an array of community-based, culturally competent, no-cost rapid response support, legal defense services and clinics, immigrant rights education and training, and direct-service support for individuals and families drawn into the federal deportation system.

A Project conducted in partnership with community-based organizations selected through a competitive process, Stand Together CoCo will advance due process for Contra Costa residents who are impacted by anti-immigrant policies and practices. Stand Together CoCo will provide culturally competent, no-cost rapid response support, legal defense services and clinics, and immigrant rights education and training.

The mission of Stand Together CoCo is to ensure that all people in Contra Costa County, regardless of citizenship or immigration status, are afforded the rights established by the United States Constitution, and are protected from actions or policies that result in disparate, discriminatory, or unlawful treatment.

Stewarded by a multi-sector Steering Committee of local stakeholders, Stand Together CoCo will operate as a 2.5-year pilot Project managed by the Office of the Public Defender during its pilot period, spanning January 1, 2018 to June 30, 2020.

B. BACKGROUND

Stand Together CoCo is the product of a community/county/philanthropic partnership.

In early 2017, in response to new immigration-related policies and practices emerging under the new Presidential administration, a coalition of community stakeholders formed the Contra Costa Immigrant Rights Alliance (CCIRA).

Given intensified federal immigration enforcement efforts both nationally and locally, CCIRA proposed that the County implement a new public/private initiative to support, advocate for, and protect Contra Costa's vulnerable immigrant communities. CCIRA members approached the Contra Costa County Board of Supervisors to ask the County to consider this initiative.

At its meeting on September 19, 2017, the Board of Supervisors received a presentation, discussed the proposal, and received formal letters of intent and commitment submitted by multiple charitable foundations expressing their intention to provide a total of \$585,000 in private grants to support the program in 17/18 and 18/19, contingent on the County's agreement to contribute \$500,000 annually.

The Board unanimously voted to accept the recommendation of the Finance Committee and to commit \$500,000 in County funds annually for FY 17/18 and 18/19, drawing on unspent funds that have accumulated through the County's AB109 funding from the state of California.

Of the total Project cost, the anticipated annual uses of funds are as follows:

Table 1

	FY17-18	FY18-19	FY19-20
Public Defender	\$82,300	\$84,300	\$76,800
Legal Services	\$243,808	\$487,615	\$488,321
Community Services	\$248,035	\$491,670	\$491,670
Total budget	\$574,143	\$1,063,585	\$1,056,791

C. ELIGIBILITY

This opportunity is open to nonprofit organizations, or to fiscally sponsored Projects in good standing with a nonprofit 501c3 serving as their formal fiscal sponsor.

Applicants may apply as single entities or in partnership (with a Lead Agency identified). In addition, Applicant organizations may propose to provide legal services, community services, or region-specific services, in any combination or alone.

Applicant entities are strongly encouraged to consider the benefits of submitting joint proposals, in order to maximize efficiency of management, cost, and operations. This RFP is intentionally designed to encourage agencies to maximize their strengths, build efficiency through partnership, and develop proposals that they feel represent the best possible approaches.

The Applicant agency (or the Lead Agency, in the case of joint proposals) must meet the following criteria:

- Be registered and in active standing with the California Secretary of State's Office
- Have a valid, current business license and Employer Identification Number
- Hold current state or local licenses or certifications required to provide the services proposed, if applicable.
- Have a physical address
- Have a proven track record in successfully providing the proposed services

V. ADMINISTRATION: OFFICE OF THE PUBLIC DEFENDER

The Project will be hosted and managed by the Office of the Public Defender, which will provide administrative management and coordination to supervise the Project.

To accomplish its purpose, Stand Together CoCo will require well-organized and integrated responses potentially involving multiple partners. Working as one coordinated initiative, the partner organizations selected to implement Stand Together CoCo will provide county-wide services with three essential elements: 24-hour Stand Together hotline; civil deportation-defense legal services; and community-based education and support services.

a. Management

As the public agency responsible for the design and management of Stand Together CoCo and its contracted partners, the Public Defender's Office will serve as the Project's administrative manager; all of the Project's contracted partners will operate in collaboration with and under the supervision of assigned staff from the Public Defender's Office, including a .2 FTE Deputy Public Defender Immigration Attorney, and a 1.0 FTE Administrative Analyst.

b. Hotline infrastructure

The Public Defender's Office will provide a Stand Together hotline and information number, built on an established web-based platform and augmented by an on-demand multi-language

translation service. The Public Defender's Office will not staff this line; such staffing will be provided through agencies solicited through this RFP.

c. Partnership Coordination

The Public Defender's Office will be responsible for ensuring that the duties and activities of Project partners are efficient, well-coordinated, and effective.

The Public Defender's Office will also be responsible for providing technical assistance, as appropriate, to support Project implementation; such technical assistance may include support for development of Memos of Understanding among the Project partners; input regarding basic information-management and sharing processes; and input on work-flow or other operational protocols, among other activities.

The work of Stand Together CoCo will be informed by a multi-stakeholder Steering Committee representing public agencies, nonprofit organizations, funders, and community members. To be formed in early 2018, the Steering Committee will help guide the Project's strategies and activities, ensure stakeholder communication and input, and provide subject matter expertise to support Project implementation and improvement. The Public Defender will provide administrative capacity to convene and support the Steering Committee's meetings.

d. Communications

The Public Defender's Office will be responsible for the following:

- Procurement, development, and management of the 24-hour Stand Together hotline infrastructure, including access to interpreter services;
- Retaining a qualified consultant to develop and maintain a Rapid Response website during the course of the Project;
- Producing basic print materials, including Know Your Rights cards in multiple languages, for use by Project partners.

e. Reporting

The Public Defender's Office will be responsible for producing regular reports for the County, partners, and funders; these reports will provide information on the Project's activities, progress, findings, and budgets.

However, as an element of contract, the Project's contracted partner(s) will be required to provide the Public Defender's Office with regular written reports on their work. The methods, frequency, and content will be determined by the Public Defender, but will not be required more than once monthly.

VI. PROGRAMMATIC ACTIVITIES

Any and all contracted agencies will be expected to partner closely with the Public Defender's Office and with one another to create a truly integrated and collaborative set of services and activities.

Although legal services and community services require different and distinct skill sets, all of Stand Together CoCo's activities must be woven into one seamless network, built on the backbone of the shared 24-hour hotline, and serving each of the County's three geographic regions.

Joint applications are strongly encouraged.

A. IMMIGRATION INFORMATION AND VERIFICATION, RAPID RESPONSE DISPATCH

1. HOTLINE AND DISPATCH

Staff a 24-hour Stand Together hotline built on an established web-based platform and augmented by an on-demand multi-language translation service. [Note that that hotline technological infrastructure will be provided by the Public Defender's Office]. Ensure staff are trained and able to verify and provide accurate information about immigration-related actions reported in the community, and dispatch team members, as appropriate, to respond to reports of ICE raids.

2. TRAINED LEGAL OBSERVATION

Serve as trained Legal Observers to witness, document, and collect data regarding actions being undertaken by ICE in Contra Costa.

3. COMMUNITY SUPPORT AND NAVIGATION

Provide immediate support and systems navigation for families and individuals in Contra Costa who have been targeted by/detained by ICE.

B. LEGAL REPRESENTATION, CLINICAL CONSULTATIONS, AND TECHNICAL ASSISTANCE

1. RAPID RESPONSE LEGAL REPRESENTATION

Alerted by the Stand Together Dispatch, and in partnership with Community Leaders, provide Contra Costa residents with legal representation to ensure due process throughout the deportation process, especially at three critical moments: during the determination of eligibility for release from detention on bond, during the judicial process to address or challenge grounds for deportation, and during the judicial process to determine eligibility for relief from deportation.

2. COMMUNITY-BASED IMMIGRATION-RELATED CIVIL LEGAL CONSULTATIONS

Design and conduct community events to offer legal consultations and services. Conducted in partnership with existing community-based initiatives, these events will maximize the breadth and value of complementary resources such as the County's Clean Slate/Prop 47/Prop 64 legal remedies Projects.

Provide structured referrals to relevant nonprofit and public services to help address those needs. Such customized consultations will ensure that all Contra Costa residents have access to legal advice regarding the options and issues specific to each case and circumstance.

3. LEGAL ADVOCACY AND TRAINING FOR COMMUNITY-BASED ORGANIZATIONS

Provide community-based organizations with technical assistance and training regarding new or complex developments of immigration law.

Provide issues analysis on relevant developments in immigration law; provide training and job-shadowing opportunities to help Community Leaders and Responders understand the methods and procedures of immigration court; and review and assist in the development of content for legal rights workshops, such as those described below.

4. EDUCATION AND SUPPORT WORKSHOPS FOR COMMUNITY MEMBERS

In close collaboration with Project partners and staff, design and conduct education and support workshops for community members, to include:

- **Know Your Rights workshops:** Stand Together CoCo is intended to advance equity, strengthen collective purpose, and equip Contra Costa families and individuals with essential tools and information to protect their families and exercise their Constitutional rights, which apply to all residents of the United States, regardless of their citizenship status. Hands-on workshops will help families prepare and equip themselves for potential targeting by ICE, offering practical and user-friendly guidance on topics such as: Let's Make a Family Preparedness Plan; Know Your Rights; Know Your Immigration-Status Options; How to Clear Your Record; and What to Do if ICE Approaches You.
- **Train the Trainer Capacity-Building:** Stand Together CoCo is intended to build capacity to support safety and justice for immigrant families in Contra Costa through Train the Trainer events, providing community stakeholders with technical trainings such as "Raid Verification Protocols," "Navigating the Immigration Bond Process," "Developing Family Preparedness Plans," and "How to be a Safe and Effective Legal Observer." These events should be co-convened with relevant partners and Projects in order to maximize the reach and impact of existing community-based legal efforts, such as the County's

Misdemeanor Early Representation Project, which is piloting to great success in both Antioch and Richmond.

- **Leadership Development:** Stand Together CoCo is intended to advance community empowerment by creating a structured continuum of development and leadership opportunities to identify, recruit, invest in, and organize an array of affected community members. The proposal submitted to the Board of Supervisors outlined a range of roles to support leadership development: Paid, full-time Community Leaders in each geographic region would recruit and support stipended, part-time Local Responders. In turn, these team of Community Leaders and Local Responders would form and manage local Leadership Councils (one in each region), thereby providing engagement opportunities for volunteers from impacted communities in each of the three geographic regions. Facilitated by each region's Community Leaders and Local Responders, the Local Leadership Councils will provide safe and accessible methods to share essential information directly with and from the affected communities.

VII. PROJECT DELIVERABLES

As a whole, Stand Together CoCo partners will be responsible for providing the following deliverables. Successful Applicants will clearly delineate the deliverables they will achieve, their methods to achieve these deliverables, and (if applying for just one component of service) their methods to administratively and operationally manage these activities in partnership with other contracted entities.

A. COMMUNITY RAID VERIFICATION AND RESPONSE

Hotline Staffing: Staff a Stand Together hotline 24 hours a day, seven days a week, to provide information, support, and response for Contra Costa County residents who are threatened with deportation or who are impacted by immigration enforcement activity.

Leadership Development: Hire, train, and manage Community Response teams in each of the County's three geographic regions, to include a paid Community Response Coordinator to coordinate dispatch and response activities, paid Community Leaders, and stipended Community Responders.

B. COMMUNITY WORKSHOPS, CLINICS, AND TRAININGS

Workshops & Presentations: Conduct four workshops per region over the course of six months (on topics such as Know Your Rights, Your Rights as a Tenant, and Protecting Your Employee Rights), reaching an average of 45 people per workshop, totaling 540 people in the first six months (45 people at each of four events per region for three regions); these events will also be

live-streamed, conservatively reaching an additional 500 people, thus serving a total of 1,040 people in six months).

In-reach to County jails: Provide or coordinate monthly informational presentations on due-process rights and immigration processes and resources for people detained in the West County jail as ICE detainees, reaching an estimated 30 people per month, reaching a total of 180 people in custody in the first six months.

Clinical Consultations: Conduct Ask an Attorney/Case Review events, providing individualized legal consultations, advising on legal rights and forms of relief, arranging structured and customized referrals for pro-bono or low-cost legal services. An estimated 450 residents and families will receive free legal consultations.

Train the Trainer/ Leadership Development: Train 12 stipended Community Responders in relevant areas (e.g. group facilitation, participatory decision-making, and immigrant rights, deportation procedures, community defense and education); lead monthly Local Leadership Council meetings involving an additional 10 (volunteer) Peer Responders per region (both documented and undocumented); each LLC is to develop an Operating Agreement that outlines areas of responsibility and duty, including shifts on dispatch and response (12 stipended Community Responders, at least 30 volunteer Peer Responders = 42 people).

C. PUBLIC EDUCATION AND OUTREACH

Faith-based outreach: Conduct outreach and information interviews, and distribute informational materials and Know Your Rights cards, through at least 36 faith-based organizations in the Project's first six months.

Schools: Provide single points of contact with at least 10 school districts across the county in the first six months, to foster communication and enhance family capacity and preparedness to respond to immigration enforcement concerns and actions.

D. REPRESENTATION IN IMMIGRATION PROCEEDINGS

Legal Representation: In the Project's first six months, provide legal representation for 60 detained individuals in pursuing bond or release, or in removal defense and applications for relief at Executive Office of Immigration Review.

VIII. SUBMISSION REQUIREMENTS AND INSTRUCTIONS

The requirements in this section are mandatory. Contra Costa County reserves the right to waive any nonmaterial variation.

1. All Applicants shall submit one (1) original proposal and seven (7) complete copies of the proposal, under sealed cover, by mail or hand-delivery, **on or before 5 PM, Tuesday,**

November 28, 2017, to Ali Saidi, Deputy Public Defender, Office of the Public Defender, 800 Ferry Street, Martinez, CA 94553. Proposals should be delivered to the front desk. Each submission must be marked on the outside with the Applicant's name and RFP #1710-260. Responses must be received at the physical location on or before the due date and time listed in this timeline, above. Late responses will not be accepted. Postmarked, facsimiled, and email submissions will not be accepted. Submission materials will not be returned.

2. Each proposal must be submitted with the Response Cover Form (Form #2) as the first page in the proposal package. The Response Cover Form should clearly identify the proposed service(s), Applicant Agency, and any proposed partners.
3. Ancillary materials submitted with an application but not required by the RFP will be removed from the submission during technical review and will not be seen or considered by the Review Panel.
4. All costs incurred in the preparation of a proposal will be the responsibility of the Applicant and will not be reimbursed by the County.
5. A proposal may be withdrawn in person prior to **5:00 p.m. on December 1, 2017**. If withdrawing a proposal, the person must be a signatory or identified point of contact in the response, provide appropriate government issued picture identification (i.e. driver's license), and sign a receipt attesting to his/her withdrawal of the response.
6. Any questions regarding this RFP may be submitted to Ali.saidi@pd.cccounty.us by 12 Noon, Friday, November 10, 2017. You must include "Questions for RFP #1710-260" in the subject line of the email to ensure your question will be read and answered. Written responses to these questions will be disseminated by the County via email to entities that have submitted a Notice of Intent to Apply. The RFP, responses to questions, and any addenda will be available on the County's website, at <http://co.contra-costa.ca.us/6884/Stand-Together-CoCo>.

IX. RESPONSE INSTRUCTIONS

A. FORMAT AND CONTENT

1. Responses must be in the form of a package containing a complete response and all required supporting information and documents. Each Applicant must submit one (1) original package and seven (7) complete copies with attachments included.
2. Response materials are to be single-sided, double-spaced on 8 1/2" x 11" paper, with 1" margins on all sides, using Times New Roman in 12-point font.
3. Pages in the Proposal Narrative must be numbered consecutively, with each section identified by an appropriate Roman numeral. The Cover Sheet, Table of Content, and

required documents identified in the Attachments Section will not be counted towards the page limit.

4. Page limits:

- For applications proposing to provide a single component scope of service (either legal services or community services), the total proposal narrative shall not exceed 20 pages collectively.
- For applications (whether submitted by single entity or by a partnership) proposing to provide an integrated array of community services and legal services, the total proposal narrative shall not exceed 28 pages collectively.

5. All Forms attached to this RFP must be fully completed and included as part of the response in the order indicated on the Respondent Checklist.

6. Complete only one Response Cover Sheet per application, regardless of how many services are proposed. In the case of a joint proposal, submit only one Response Cover Sheet, identifying the entity that will serve as the Lead Applicant.

B. RESPONSE OUTLINE

Information in the response package must be presented in the following sequence, using the headers and sections provided.

1. RESPONSE COVER FORM (FORM #2)

The Cover Statement, *signed in blue ink* by the Applicant's Authorized Representatives, must be attached to and precede the proposal packet that contains original, signed copies of all required forms. A photocopy of this original Cover Statement must accompany all other submitted copies of the proposal.

2. TABLE OF CONTENTS

3. PROPOSAL NARRATIVE

A. APPLICANT'S PROPOSED SCOPE(S) OF WORK

☐ Legal Services ☐ Community-Based Education and Support

B. APPLICATION TYPE

☐ Single-entity application ☐ Joint application

C. APPLICANT AGENCY OVERVIEW

- o Summarize your organization's history, years in operation, and number of years providing the services proposed in this application
- o Summarize your organization's current core service array, budget, and organizational departments
- o Summarize your organization's qualifications as they relate to the proposed scope of services
- o Joint Applications (If applying as a single agency, write Not Applicable for the following questions):
 - Provide organizational information for your proposed partner, indicate their role on the Project
 - Summarize your proposed partners' qualifications as related to the proposed scope of services

D. TECHNICAL EXPERTISE

- o Describe your agency's expertise in providing services proposed in your application. Describe your agency's capacity to provide direct service, community-based services, and technical assistance and training services.
- o Describe the experience and expertise of the assigned Project staff; include all staff assigned to this Project, and include their résumés in the Attachments section. For positions that will be filled upon grant award, include job descriptions as detailed in the Attachments section.
- o Discuss your expertise and experience as it relates to collaborative Projects (including multisector Projects and start-up Projects) involving coordinated and integrated activities. Include information on relevant Projects' scope, purpose, goals; timeline, jurisdiction/geographic location; funder(s) and budget; the Project's partners; your organization's role in the Project, including your component's staffing, deliverables, and budget; the outcomes achieved by your role in the Project; and Project current status. Indicate, as well, the challenges you've encountered in such partnerships, and how those issues were or should have been addressed.
- o Describe your agency's experience and capacity related to monolingual non-English-speaking clients, as well as bilingual/bicultural clients; operating using trauma-informed practices; familiarity with strengths-based and client-directed methods; and culturally responsive and respectful practices,

recognizing that culturally responsive practices are more than about just language or ethnicity.

- o Describe your agency's experience with and relationships to various immigrant populations in Contra Costa County. How do these relationships correspond to the County's regional population distribution?
- o Describe your agency's experience and capacity related to data-management, especially in multi-partner Projects. What client information data systems do you use now? Who is responsible for your agency's information-technology and data-management systems?
- o Describe your agency's experience in managing confidential information, including information gathering and sharing protocols.
- o For joint applications, summarize your proposed partner's capacities and explain why this collaboration offers an important, necessary, and effective approach.

E. APPROACH TO THE SCOPE

- o Describe your approach to accomplishing the activities and deliverables described in this RFP. This should include a description of the activities and goals of **each** of the phases you anticipate, especially given that this is a start-up Project. Please note that your approach should address not only your own agency's scope (or the joint scope, if you are submitting a joint proposal) – your approach should also reflect your organization's role in achieving the goals, activities, and responsibilities for Stand Together CoCo as a multi-partner Project. *Ensure that this approach is supported by and consistent with the Gantt chart as described in the Attachments section.*
- o Describe your proposed approach as it relates to issues of Contra Costa's geographies or regions. Do you propose to provide services throughout the County's regions? If not, what do you propose, and what challenges and opportunities are presented by that approach?
- o Describe the methods you feel are necessary to ensure consistency, coordination, and communication among all Project partners, including the Public Defender's Office. What do you see as your organization's role in ensuring consistency of intention and activities, cultivating collective problem-solving, and contributing to collective implementation?
- o What do you think are the most important elements, attitudes, structures, resources, or methods necessary to successfully implement a multi-partner,

multi-sector, combined-services Project? What elements are most important in the initial months of the Project?

- o How will your agency's proposed scope of work on this Project align with/complement/leverage/compete with your organization's other activities, Projects, or resources?

C. LINE ITEM BUDGET AND BUDGET NARRATIVE

1. LINE-ITEM BUDGET (IN SPREADSHEET FORM, NOT TO EXCEED THREE PAGES)

Using the Stand Together CoCo budget as submitted to the County Board of Supervisors as a starting point, provide a comprehensive line-item budget detailing all costs and providing underlying computations for each line item. The proposal as submitted to the Board of Supervisors can be found here: <http://co.contra-costa.ca.us/6884/Stand-Together-CoCo>.

Proposed budgets are expected to be complete, reasonable, cost effective, and necessary for the proposed activities.

Provide sufficient detail on assumptions, calculations, and costs to ensure clear understanding of proposed funding uses. Identify one-time costs so that the ongoing annual costs are readily apparent and understood. Indirect costs should not exceed 12% of total request.

For joint applications, be sure that your budget details all line-item costs for each entity as well as for the combined proposal, to allow Reviewers to understand each agency's budget costs within the larger proposed budgetary context.

2. BUDGET NARRATIVE (IN NARRATIVE FORM, NOT TO EXCEED THREE DOUBLE-SPACED PAGES)

In your budget narrative, detail each line item cost: include the basis for the computations and indicate why this line item is necessary and appropriate. Ensure that the staffing pattern and costs for all personnel are clearly detailed, including base compensation, benefits percentage and cost, and FTEs.

Explain any material deviations you would make to the budget as it was submitted to the Board of Supervisors, and explain why this is necessary and appropriate.

If you assume gradual increase in costs as part of initial start-up, ensure that such assumptions are explained and clear; make sure that they clearly demonstrate start-up costs versus ongoing operating costs; and make sure that your start-up budget is consistent with your timeline.

D. REQUIRED ORDER, FORMS, AND CHECKLIST

Each respondent must submit a response in the following order with documents as described (unless otherwise noted). Duplicate enclosed forms as necessary.

1. **RESPONSE COVER FORM (FORM #2) ATTACHED AS COVER TO EACH PROPOSAL PACKET**
2. **TABLE OF CONTENTS**
3. **PROPOSAL NARRATIVE**
4. **ATTACHMENTS**
 - A. **Project Timeline:** Gantt chart, or other visual representation, of the timing and activities needed to implement the Project as designed. In spreadsheet form, and not to exceed two pages. Must be clearly labeled as "Attachment A," with pages numbered within the Attachment.
 - B. **Project Budget:** Detail all one-time and ongoing costs needed to support the Project, and the source of any additional funding that will provide direct leverage to the proposed services. Provide in spreadsheet form, and not to exceed two pages. Must be clearly labeled as "Attachment B," with pages numbered within the Attachment.
 - C. **Project Budget Narrative:** Detail of all one-time and ongoing costs needed to support the Project, and the source of any additional funding that will provide direct leverage to the proposed services. In narrative form, and not to exceed three double-spaced pages. Must be clearly labeled as "Attachment C," with pages numbered within the Attachment.
 - D. **Project Resumes or Job Descriptions:** Include current resumes for Executive Director and assigned Project staff. For positions that will be filled upon grant award, please include job descriptions that state duties, requirements, and qualifications. Please limit each resume and job description to no more than two pages. Must be clearly labeled as "Attachment D," with pages numbered within the Attachment.
 - E. **Organizational Chart:** Include a single-page organizational chart that demonstrates the Project's place within the larger organizational context and demonstrates the reporting relationships for all Project staff. Must be clearly labeled as "Attachment E."
 - F. **Applicant Statement of Qualifications (Form #3):** This completed form must be signed by Agency Executive Director and President of Agency Board of Directors or equivalent body.
 - G. **Applicant Contracts and Grants (Form #4):** This completed form must be signed by Agency Executive Director and President of Agency Board of Directors or equivalent body.

H. Nonprofit Determination Letter (501c3 letter) or Current Fiscal Sponsorship Agreement

- I. Organizational Financials:** Include the organization's current budget and balance sheet, as well as the organization's actual budget for the past two fiscal years. Provide a copy of your most recent audit. If you have not completed an audit in the past five years, explain why, and explain the process by which your annual financials and tax forms are prepared and reviewed by your governing body.

E. RATING SHEET

1. APPLICANT AGENCY OVERVIEW (15 PTS.)

- Applicant organization's history demonstrates a record of providing effective services that are relevant to the proposed scope of work; for joint proposals, the partner agency demonstrates a similar history
- Applicant's current service array is relevant and sufficient to the proposed scope of work; for joint proposals, the partner agency demonstrates a similarly relevant capacity
- Applicant's skills and capacities are relevant and sufficient to the proposed scope of work; for joint proposals, the partner agency demonstrates a similarly relevant capacity

2. TECHNICAL EXPERTISE (25 PTS.)

- Application demonstrates a sufficient level of experience and expertise in capacity to provide direct services and training
- Staffing plan is efficient and appropriate. Qualifications & credentials of staff (and partner, for joint application) are proper for the duties assigned, and identified staff meet or exceed these requirements
- Application demonstrates sufficient expertise and experience in participating in collaborative projects (including multisector projects) with integrated and coordinated activities
- Application demonstrates sufficient expertise and experience in managing issues that are likely to be important in working with the Project's intended clients, including issues of language, literacy, client empowerment, trauma, and diversity of experiences.

- Applicant demonstrates experience and capacity related to data-management, including in multi-partner projects. The client information system is well established, and the agency has sufficient staff capacity to support incremental data demands.
- Applicant demonstrates experience in managing confidential information, including information gathering and sharing protocols.

3. APPROACH TO THE SCOPE (45 PTS.)

- Applicant's proposed approach is sufficient to achieve the deliverables and partnership required of the Project. The proposed approach provides sufficient clarity and detail regarding phases, activities, outcomes, and responsibilities. The proposed approach identifies potential areas of challenge and demonstrates capacity to address such challenges.
- Application persuasively describes the methods necessary to ensure consistency, coordination, and communication among all Project partners, including the Public Defender's Office. Applicant has a clear understanding of its role in ensuring consistency of intention and activities, cultivating collective problem-solving, and contributing to collective implementation.
- Applicant demonstrates understanding of the elements, attitudes, structures, resources, or methods necessary to successfully implement a multi-partner, multi-sector, combined-services project. Applicant demonstrates an understanding of the challenges and tasks involved in the early phases of a start-up projects.
- Applicant's proposed scope fits well within its larger organizational context; Applicant has a clear understanding of how this proposed scope may complement, leverage, or compete with the organization's other activities, projects, or resources.

4. BUDGET (15 PTS.)

- Budget is clear, with sufficient detail to assess the reasonability of Applicant's (and partner's) costs.
- Staffing plan and programmatic costs are sufficient to achieve the proposed services.
- Applicant's existing capacities and funding sources provide useful leverage to maximize the value and benefit of the services to be contracted.
- Applicant clearly articulates meaningful deviations from the budget as submitted to the Board of Supervisors, and persuasively explains how the budget the Applicant proposes is appropriate and sufficient.



PUBLIC DEFENDER

Contra Costa County

Robin Lipetzky
Public Defender

CENTRAL/EAST OFFICE

Supervising Attorneys

Elizabeth Harrigan
Jonathan Laba
Karen Moghtader

December 6, 2017

**Request for Proposals #1710-260,
Civil Legal Deportation-Defense and Community Services for Stand Together CoCo:
Review Panel Contract Award Recommendations**

On October 27, 2017, the Contra Costa County Office of the Public Defender released Request for Proposals #1710-260 on behalf of the Board of Supervisors to solicit applications to provide Civil Legal Deportation-Defense and Community Services for Stand Together CoCo. Responses were due November 28, 2017.

Consistent with the County's competitive bidding process, the Office of the Public Defender convened a Review Panel comprising the following (in alphabetical order):

- Donté Blue, Deputy Director, Contra Costa County Office of Reentry and Justice
- Ana Herrera, Managing Attorney of Deportation Defense and Legal Advocacy, Dolores Street Community Services
- Robert Lane, Member, Contra Costa Immigrant Rights Alliance
- Ali Saidi, Deputy Public Defender, Contra Costa County Office of the Public Defender
- Bob Uyeki, Executive Director, Y&H Soda Foundation
- Rebecca Brown, President, Further The Work, as the panel's non-voting facilitator

Upon completion of its work, the Review Panel recommends to the Board of Supervisors the following contract award:

RFP #1710-260 Civil Legal Deportation-Defense and Community Services for Stand Together CoCo:
Catholic Charities of the East Bay: \$491,843 for fiscal year 2017/2018 (January-June 2018)

The Board of Supervisors is expected to make final recommendations on contract awards at its meeting on December 19, 2017.

The Office of the Public Defender recognizes and appreciates the service of the Review Panel members and thanks all responders for interest in contracting with Contra Costa County.


Robin Lipetzky
Public Defender

Signing for Robin Lipetzky

cc: Board of Supervisors
David Twa, County Administrator
Jachyn Davis, County Counsel



Contra
Costa
County

To: Board of Supervisors

From: Robin Lipetzky, Public Defender

Date: December 19, 2017

Subject: APPROVAL OF CONTRACT FOR PROFESSIONAL SERVICES

RECOMMENDATION(S):

APPROVE AND AUTHORIZE the Public Defender, or designee, to execute, on behalf of the County, a contract with Catholic Charities of the Diocese of Oakland DBA Catholic Charities of the East Bay, in an amount not to exceed \$491,843 to provide Civil Legal Deportation-Defense and Community Services for Stand Together CoCo, for the period from January 1, 2018 through June 30, 2018.

FISCAL IMPACT:

The cost of this contract is paid through Assembly Bill 109 (AB109) funds.

BACKGROUND:

On May 9, 2017, as part of the action to adopt the FY 2017/18 Recommended Budget, the Board of Supervisors referred to the Finance Committee for review and consideration a proposal for funding an immigrants rights program in Contra Costa County. The item was heard for the first time by the Finance Committee on June 26, 2017. On August 16, 2017, the Finance Committee received and reviewed a formal proposal for the project and voted to recommend the project for funding and implementation. On September 19, 2017, the Board of Supervisors unanimously voted to establish the project, Stand Together CoCo, and to approve \$500,000 in County funds to underwrite the project from January 1-June 30, 2018, with options to provide \$500,000 in County funds annually for two additional one-year terms (FY 18/19 and FY 19/20), subject to both renewed private funding and satisfactory program performance. On October 27, 2017, the Contra Costa County Office of the Public Defender issued a Request for Proposals with a maximum award of \$491,843 to solicit qualified entities interested in providing necessary services. Proposals were due November 28, 2017. On December 5, 2017, the Office of the Public Defender convened a Review Panel to evaluate proposals. At the conclusion of its work, the Review Panel unanimously voted to recommend that the Board of Supervisors award a contract to Catholic Charities of the East Bay, subject to final approval as to form by County Counsel. The Review Panel's recommendation is the matter presented to the Board of Supervisors for your consideration.

CONSEQUENCE OF NEGATIVE ACTION:

If the contract is not approved, a new process would have to be undertaken in order to implement Stand Together CoCo as approved and directed by the Board of Supervisors. This would delay the project's implementation, during which time immigrant rights and protections in Contra Costa would remain at current status quo.

RFP #1710-260 Stand Together CoCo
Attachment A: Summary of Proposed Services

In response to Contra Costa County's Request for Proposals #1710-260, Catholic Charities of the Diocese of Oakland, DBA Catholic Charities of the East Bay, proposes to serve as Lead Agency in a multi-agency partnership to provide an integrated array of civil legal deportation-defense and immigrant-related community services serving immigrant people throughout Contra Costa County.

Catholic Charities' proposal includes, as funded partners, a wide array of community-based organizations with proven expertise in the issues and activities required by Stand Together CoCo. In addition to Catholic Charities, the funded partners include Bay Area Community Resources, Centro Legal de la Raza, International Institute of the Bay Area, Jewish Family and Community Services, Monument Impact, and Oakland Community Organizations.

Together, and under the administrative supervision of the Office of the Public Defender, this multi-agency partnership will provide a seamless array of community education and outreach, rapid response, and deportation-defense legal services to provide no-cost, culturally competent, community-based support for individuals and families drawn into, or at risk of involvement in, the federal deportation system.

Consistent with the Stand Together Project Design approved by the Board of Supervisors in September 2017, the proposed partnership will provide services county-wide, not only providing services in densely populated areas with high immigrant populations, but also providing outreach, education, and direct services to the more rural and under-resourced geographic areas of the county.

The partnership will provide a staffed, 24-hour hotline, leadership development and advancement opportunities, community-based workshops and trainings, legal consultations and representation, in-reach to immigrants detained in the county jails, and education and outreach to schools, faith-based organizations, and community gatherings.

Stand Together CoCo complies with the provisions of Senate Bill 54 and is consistent with federal law, including 8 U.S.C. Section 1373.

If the Review Panel's recommendation is approved by the Board of Supervisors, and consistent with its prior direction to staff, the initial award will be structured for a six-month term (Jan-June 2018) in the amount of \$491,843, with options to renew for two additional one-year terms, subject to both renewed public/private funding and satisfactory performance.



PUBLIC DEFENDER

Contra Costa County

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CENTRAL/EAST OFFICE

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December 6, 2017

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- Bob Uyeki, Executive Director, Y&H Soda Foundation
- Rebecca Brown, President, Further The Work, as the panel's non-voting facilitator

Upon completion of its work, the Review Panel recommends to the Board of Supervisors the following contract award:

*RFP #1710-260 Civil Legal Deportation-Defense and Community Services for Stand Together CoCo:
Catholic Charities of the East Bay: \$491,843 for fiscal year 2017/2018 (January-June 2018)*

The Board of Supervisors is expected to make final recommendations on contract awards at its meeting on December 19, 2017.

The Office of the Public Defender recognizes and appreciates the service of the Review Panel members and thanks all responders for interest in contracting with Contra Costa County.


Robin Lipetzky
Public Defender

Signing for Robin Lipetzky

cc: Board of Supervisors
David Twa, County Administrator
Jachyn Davis, County Counsel

OPERATING GUIDELINES
FOR THE STAND TOGETHER CONTRA COSTA STEERING COMMITTEE
VERSION 3, ADOPTED JUNE, 28 2018

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OPERATING GUIDELINES
FOR THE STAND TOGETHER CONTRA COSTA STEERING COMMITTEE
VERSION 3, ADOPTED JUNE, 28 2018

ARTICLE 1: ENTITIES

1.1. Committee

The name of this committee is the Stand Together Contra Costa Steering Committee (“Committee”).

1.2. Project

The name of the project served by the Committee is Stand Together Contra Costa (“STCC”), a public/private partnership administratively supervised by the Contra Costa County Office of the Public Defender on behalf of Contra Costa County.

1.3. Plan

The purpose, operations, and general structures of STCC are governed by the Stand Together Contra Costa program design proposal approved by the Contra Costa County Board of Supervisors on September 19, 2017 (“the Plan”), which is incorporated into these Operating Guidelines by reference.

1.4. Administrative Host

Any reference to “Host” in this document refers to the Office of the Public Defender, which holds administrative responsibility for the Project’s operational, fiscal, and contractual obligations on behalf of Contra Costa County.

1.5. Funded Partner(s)

Funded Partners are nonprofit organizations that have entered into a contract with the Office of the Public Defender, or with agencies subcontracted to the Office of the Public Defender, to undertake elements of the Project.

ARTICLE 2: PURPOSES

2.1. General Purposes

- 2.1.1. General Purpose of the Project: The Project’s mission is to ensure that all people in Contra Costa County, regardless of citizenship or immigration status, are afforded the rights established by the United States Constitution and are protected from immigrant-related actions or policies that result or may result in disparate, discriminatory, or unlawful treatment.
- 2.1.2. General Purpose of the Plan: The Plan serves as the foundational organizational document establishing Stand Together Contra Costa’s mission and vision, operations and implementation, and governance and management.
- 2.1.3. General Purpose of the Host: The Host serves as the Project’s administrative supervisor holding formal responsibility for the Project.
- 2.1.4. General Purpose of the Funded Partner(s): Under contractual agreement with the Host, the Funded Partners are responsible for implementing the Project’s services.
- 2.1.5. General Purpose of the Committee: Working in an advisory capacity only, the Committee serves as the guardian for the Project, stewarding its mission, vision, and values; ensuring its ongoing operation in accordance with the Plan; and continuously recognizing and considering community needs and desires.

2.2. Specific Purposes

- 2.2.1. Specific Purposes of the Project:

- (a) Operating in partnership with community-based organizations selected through a competitive process, Stand Together Contra Costa will advance due process for Contra Costa residents who are impacted by anti-immigrant policies and practices.
- (b) To accomplish this purpose, Stand Together Contra Costa will provide culturally competent, no-cost rapid response support, legal defense services and clinics, and immigrant rights education and training.
- (c) Stand Together Contra Costa will operate as a 2.5-year pilot Project managed by the Office of the Public Defender during its pilot period, spanning January 1, 2018 to June 30, 2020.

2.2.2. Specific Purposes of the Plan:

- (a) The Plan is the Project's primary guiding document. All documents governing the Projects, and all activities and operations related to the Project, will be consistent with the intent and purposes of the Plan.
- (b) The Committee reserves the right to modify the Plan, consistent with Article 14: Amendments to the Operating Guidelines or the Plan.

2.2.3. Specific Purposes of the Host:

- (a) Maintain formal accountability for the Project's activities and finances
- (b) Develop the Project budget, with input and review by the Committee and funded partners
- (c) Consistent with Contra Costa County competitive bidding processes, select and contract with the Project's funded partner(s)
- (d) Comply with any contracts and grants that fund the Project, and informing Project partners of their respective obligations related to such contracts and grants
- (e) Provide Project reports to the Board of Supervisors
- (f) Provide and maintain technological infrastructure for the Project's Hotline
- (g) Provide basic communications infrastructure, including (at a minimum) project-related information hosted on the County's website

2.2.4. Specific Purposes of the Committee:

- (a) Ensure the continuity and sustainability of the Project during its pilot phase, and advocate to institutionalize immigrant rights, protections, and services within Contra Costa County thereafter
- (b) Provide input and advice to the Host to ensure that STCC reflects the spirit of the Plan and fulfills its purposes
- (c) Uphold, and hold responsibility for any modifications to, the Plan
- (d) Support the Host and its partners in implementing the Project
- (e) Serve as ambassadors and support fundraising efforts
- (f) Manage the Committee's internal operations and procedures, including Committee recruitment, selection, and membership

- (g) No less than annually and in partnership with the Host, review the Project's operations and produce a written report to the Contra Costa County Board of Supervisors

2.2.5. Specific Purposes of the Funded Partner(s):

- (a) Perform all services without material deviation from an agreed-upon Service Plan
- (b) Complete progress report forms supplied by Host
- (c) Maintain adequate records of service provision to document compliance with Service Plan and complete forms supplied
- (d) Cooperate with the collection of other fiscal/administrative/service data as requested by the Host

ARTICLE 3: POLITICAL ACTIVITIES

3.1. Restrictions on Lobbying

- 3.1.1. Neither the Committee nor its Members may, in the name of the Project or in the name of the Committee, engage in lobbying, e.g. any activity or communication intended to influence legislation or policy decisions.
 - (a) Legislation includes "action" by Congress, state legislature, local council or similar governing body, or by the public in a referendum or initiative.
 - (b) "Action" includes bills, resolutions, regulations and budgetary actions.
- 3.1.2. Further, no Member may, in the name of the Project or in the name of the Committee, engage in partisan advocacy, working on behalf, in favor of, or against a party or candidate.

ARTICLE 4: MEMBERSHIP

4.1. Composition & Eligibility

- 4.1.1. The Committee may use the term "Members" to refer to persons associated with it, but such persons shall not be members within the meaning of Section 5056 of the California Corporations Code. The Committee shall have no voting members within the meaning of the Nonprofit Corporation Law or of Section 5056 of the California Corporations Code.
- 4.1.2. The Committee's Members shall include representatives from multiple sectors and should represent a variety of areas of expertise relevant to immigration rights and protections, including physical and mental health, education, employment, housing, family support, legal services, public administration, public policy, community-based services, community organizing, civic engagement, and leadership development, among others.
 - (a) The Committee membership is specifically intended to include Contra Costa County residents who are naturalized citizens, who are not United States citizens, and/or family members of non-citizens or naturalized citizens of the United States.

- 4.1.3. No organization shall be allowed to hold more than one seat on the Committee.
- 4.1.4. With the exception of the representative of the Project's Host, no Member may be employed by or serve on the Board of any organization that is funded through Stand Together Contra Costa.
- 4.1.5. In their service on the Committee, Members shall strive to set aside individual or agency interests and shall contribute their expertise and resources to advance the Project's mission, goals, and activities.
- 4.1.6. All Members of the Committee must:
 - (a) Be adults (age 18 and over)
 - (b) Inform, advise, and support the advancement of the Project's mission, vision, values, and methods
 - (c) Possess relevant experience and expertise to assess, discuss, advance, and enhance the Project's work
 - (d) Serve as ambassadors to the larger community regarding the Project's work and purposes

4.2. Number and Composition of Members

- 4.2.1. The Committee shall have no fewer than 13 seats and shall include, at a minimum, all of the following:
 - (a) All-County Representatives (four seats)
 - (i) The Project's Host shall hold one seat on the Committee.
 - (ii) The Contra Costa Immigrant Rights Alliance (CCIRA) shall hold one seat on the Committee. This representative shall be a CCIRA member in good standing and shall be appointed by the CCIRA as its representative.
 - (iii) The Family Justice Center shall hold one seat on the Committee. This representative shall be an employee of the Family Justice Center and shall be appointed by the Family Justice Center as its representative.
 - (iv) One Funders' Representative seat shall be held by an employee of a nonprofit charitable foundation that funds Stand Together Contra Costa and shall be appointed by the philanthropic organizations providing financial support to the Project.
 - (b) Community-Based Organization Representatives (four seats)
 - (i) Four seats are reserved for individuals who agree to serve on the Committee as representatives of the larger community of nonprofit, community-based organizations ("CBO Representatives").
 - (ii) CBO Representatives shall be drawn from community-based organizations that are any of the following: 501c3 nonprofit organizations (with current registration by the IRS), public educational organizations, faith organizations, or organizations fiscally sponsored by 501c3 nonprofit entities that hold current registration by the IRS.

- (iii) Of the four CBO Representative seats, at least one seat must be held by a person who is employed by or who sits on the Board of a community-based organization that serves the Project’s target population but is not a funded partner of the Project.
 - (c) Community Representatives (five seats)
 - (i) Five seats are reserved for individuals who serve on the Committee in the role as representatives for the larger community voice (“Community Representatives”). Community Representatives are not required to be formally affiliated with or employed by any organization, and they may not be employed by or serve on the Board of any organization that is funded through Stand Together Contra Costa.
 - (ii) Of the five Community Representative seats, three seats are reserved for individuals who are members of the regional Local Leadership Councils; each of the three Councils shall appoint one member to serve as its representative.
 - (iii) Of these five Community Representative seats, at least two seats must be held by individuals (or their family members) who currently are or have previously been at risk of deportation.
- 4.2.2. The Committee may also create no more than four additional “flexible” seats for Members not listed in Section 4.2.1.
- (a) Each such Flex Seat shall be formed by agreement and decision of the Steering Committee and shall be governed by a Resolution specifically developed by the Steering Committee detailing the purpose, criteria, duration, and rights of the Member holding the respective Flex Seat.
 - (b) When adding Members via Flex Seats, mechanisms shall be developed to ensure continuing balance of stakeholder representation (All-County Representatives, CBO Representatives, and Community Representatives), to the degree possible, to ensure equity in power, position, experience, and voice.

4.3. Quorum

- 4.3.1. A quorum shall be 1/2 of the authorized voting seats, whether or not those seats are filled.
- 4.3.2. Once a quorum is established at a meeting, it remains effective until that meeting is adjourned.
- 4.3.3. The Committee may take action only after consensus vote of the quorum, as expressed in Section 12.2.

ARTICLE 5: DUTIES AND OBLIGATIONS

5.1. Meeting Attendance

- 5.1.1. Members agree to participate in up to two meetings of the full Committee per month.
- 5.1.2. Members are expected to attend all regularly scheduled meetings of the full Committee, subject to the provisions of Section 9.2.1(a).

5.2. Subcommittee Participation

- 5.2.1. In addition, Members of the Committee are expected to participate in and complete projects

for at least one Committee subcommittee or work group in each 12-month period.

ARTICLE 6: TERMS OF SERVICE, RENEWAL, AND RECRUITMENT

6.1. Terms of Service

- 6.1.1. Each Member's initial term shall expire on December 31, 2018 and may be renewed for no more than two additional annual terms.
- 6.1.2. A Member who has reached the maximum years of service is not eligible for continuing Committee membership. However, when a Member's term expires, the Member may continue to serve until the Committee has approved a qualified successor and the successor's term of service has officially begun.
- 6.1.3. Any year, or portion thereof, shall constitute a full year for purposes of calculating a Member's years of service, except for those years where a Member's term on the Committee began on or after July 1.
- 6.1.4. The Seat reserved for the Host shall exist in perpetuity without traditional term limits.

6.2. Renewal

- 6.2.1. Within the final sixty days of a Member's term of service, an eligible Member may renew his/her Committee membership by written notice delivered to the Chair, indicating the Member's intent to continue service on the Committee for an additional term and affirming that the Member remains eligible for service on the Committee.
- 6.2.2. After serving a maximum of three terms, a Member is ineligible to return to the Committee until s/he has taken a hiatus from the Committee for at least 12 continuous months.
- 6.2.3. If a Member applies to rejoin the Committee after a hiatus of at least 12 months, s/he is eligible to serve up to three terms of one year each.
- 6.2.4. Notwithstanding provisions in Sections 6.1 (Terms of Service) and 6.2 (Renewal), and with the exception of Section 6.1.4, no Member will be permitted to serve on the Committee for more than a total of six calendar years or portions thereof in his/her lifetime.

6.3. Recruitment & Recommendation

- 6.3.1. In the event of any vacancy, the Committee shall establish a Recruitment & Recommendation Work Group responsible for developing and implementing an outreach, recruitment, and recommendation process for filling existing or anticipated vacancies.
- 6.3.2. After presenting its recommendations to the Committee, and upon the Committee's vote accepting its recommendations, the Recruitment & Recommendation Work Group shall be disbanded.

ARTICLE 7: OFFICERS

7.1. Officers

- 7.1.1. The Officers of the Committee shall be the Chair, Vice Chair, and Secretary.
- 7.1.2. The Chair shall facilitate Committee meetings and, in coordination with the Project's Host, shall develop and distribute agendas:
 - (a) The Chair holds authority to establish and approve the membership of workgroups or subcommittees not otherwise formed by vote of the Committee.

- (b) At least annually, the Chair shall review financial statements; meet with the Host to assess overall progress; and coordinate the process for the Project's annual review by the Committee.
 - (c) The Chair shall have the power of appointment as required to accomplish Committee business. This power shall include the sole discretion to appoint and remove a Member to any role or duty specifically assigned to the Committee Chair or his/her designee. In the absence of subsequent action by the Committee to approve the appointment, any appointment by the Chair will be ineffective after ninety days.
 - (d) In the case of a vacancy in a seat reserved for named entities (e.g. CCIRA, the Family Justice Center, Funders' Representative) as defined in Section 4.2.1(a), the Chair is authorized to contact the appropriate entity to request that a new representative be appointed to the Committee.
- 7.1.3. The Vice Chair shall support the Chair, review and approve meeting minutes, and support the work of subcommittees or workgroups. If the Chair is unable to act, duties of the Chair shall then be the responsibility of the Vice Chair until the Chair is able to act.
- 7.1.4. In the absence of a staff person assigned to these tasks, the Secretary shall record, produce and provide for the availability and distribution of meeting minutes for each regular and specially noticed Committee meeting. The Secretary shall also be responsible for maintaining records of Member attendance, participation, terms and email lists.
- (a) If the Vice Chair is unable to act, duties of the Vice Chair shall then be the responsibility of the Secretary until the Vice Chair is able to act.
 - (b) In any case when the Secretary is not able to act, the Chair has the authority to delegate responsibility for the Secretary's duties to another Member until the Secretary is able to perform his/her duties.

7.2. Officer Election

- 7.2.1. Following the inaugural election of all Officers, each Officer will be elected in the first meeting of the calendar year and shall serve a one-year term.
- 7.2.2. No Officer shall hold his/her position as Officer for more than three consecutive years.
- 7.2.3. Each Member's status as an Officer will end with his/her annual term of membership unless the Member renews his/her status as an Officer along with his/her Committee membership in accordance with the provisions of Section 6.2.
- 7.2.4. Any action to remove a Member's Officer status must occur in accordance with the provisions of Section 9.2.
- 7.2.5. When there is an Officer vacancy, the first order of business for any Committee meeting shall be an attempt to fill the vacancy by first selecting a Chair, then a Vice Chair, and finally a Secretary. It shall be the duty of the Chair to facilitate this process, as follows:
- (a) Voting for any Officer position must occur during a regular or specially scheduled Committee meeting.
 - (b) A Member is properly nominated for voting to an Officer position when, before the first vote of a meeting for the position, any other Member provides either an oral nomination or a second of the Member's oral self-nomination. A Member who has

been properly nominated may remove him/herself from consideration for an Officer position at any time.

- (c) All Members present shall have exactly one vote. Only votes for a properly nominated Member will be counted, and all other votes will be treated as abstentions.
 - (i) To be appointed to an Officer position, a properly nominated Member must obtain the greatest number of votes in a single round of voting, or be unopposed, which relieves the Committee of the need for a vote.
 - (ii) If no Member receives the votes required for appointment, a second vote shall be taken in which the two Members who received the largest number of votes in the previous round of voting will continue to be recognized as properly nominated.
- (d) After at least two unsuccessful votes for an Officer, the Chair may call for the subsequent vote to be by lot consisting of exactly five Members who are not properly nominated for the Officer position.
 - (i) At any time that is proper to call for voting by lot for an Officer position, or at any time that no Member is properly nominated for an Officer position, the Chair may call for an immediate vote on the Chair's own motion to suspend further voting on the Officer position for the remainder of the current meeting. This motion to suspend shall not require a second, but otherwise shall proceed as any other Committee action.

ARTICLE 8: VACANCY

8.1. Vacancies

8.1.1. A vacancy in the Committee shall be deemed to exist on the occurrence of the following:

- (a) The death, resignation, or removal of any Member
- (b) An increase in the authorized number of Members
- (c) The failure of the Committee, at any regular meeting of the Committee at which any Member is approved, to approve the full authorized number of Members to be voted for at that meeting.

8.2. Filling Vacancies

8.2.1. In filling any vacancy, the Committee shall be guided by the criteria set forth in Sections 4.1 and 4.2, to ensure the balance of representation and areas of expertise are maintained wherever possible.

8.2.2. A vacancy in the Committee may be filled by the decision by the Members then in office, whether or not less than a quorum, using the decision-making process detailed in Section 12.2 or by a sole remaining Member. If the Members remaining constitute fewer than a quorum of the Committee, they shall fill the vacancy by the affirmative vote of a majority of all the Members remaining in the Committee.

8.2.3. If a Member resigns effective at a specific later date, in advance of the effective date the Committee may select a new Member to fill the noticed vacancy, but the new Member may not take a seat or be recognized as a Member until the vacancy becomes effective.

- 8.2.4. A vote for the nomination of a proposed candidate to fill a midterm Member vacancy can be taken on the motion of any Member. To fill a midterm Member vacancy with a proposed candidate, a 2/3 vote of a quorum of Members during any regular or specially noticed Committee meeting is required.
- 8.2.5. No reduction of the authorized number of Members shall have the effect of removing any Member prior to the expiration of the Member's term of office.

ARTICLE 9: RESIGNATION, REMOVAL, AND RETURN

9.1. Resignation

- 9.1.1. A Member may resign from any Committee appointment, including Committee membership, by written notice delivered to the Committee Chair.

9.2. Removal

9.2.1. Removal Due to Failure of Duties and Obligations

- (a) A Member who misses more than 25% of regularly scheduled meetings in any 12-month period or fails to participate in at least one subcommittee or work group in any 12-month period is subject to removal from the Committee.
- (b) In any meeting of the Committee in which a quorum has been established, the Chair, or Vice Chair as necessary, shall make an automatic motion for the Member's removal under Section 9.2. This motion shall not require a second before being voted upon.
- (c) Consistent with the ordinary process of consensus decision-making and voting, the Members present shall have opportunity to offer good cause as to why the removal action should not be approved, before voting on the motion.
- (d) Any individual removed from the Committee through the provisions of this Section is eligible to pursue future membership on the Committee in the usual manner.

9.2.2. Removal Due to Detrimental Actions

- (a) The Committee may remove any Member from any appointment, including Committee membership, for actions detrimental to the Committee or the Project.
- (b) In any meeting of the Committee in which a quorum has been established, a Member may make a motion for another Member's removal, clearly stating the Member's alleged detrimental actions and how these actions qualify the Member for removal.
- (c) Before any vote can be taken on a removal action, the Member whose removal is being considered must be given an opportunity to address the Committee regarding the alleged detrimental actions.
- (d) Individuals removed from the Committee through the provisions of this Section will be deemed ineligible for future Committee membership.

ARTICLE 10: SUBCOMMITTEES

10.1. Subcommittees and Workgroups

- 10.1.1. The Committee may establish one or more subcommittees, each consisting of three or more Members, to serve at the direction of the Committee.
 - (a) The Committee may delegate to any subcommittee the authority to make decisions on

behalf of the Committee; the subcommittee may then act on matters only within the scope of the authority delegated to it by the Committee.

10.1.2. The Committee may establish one or more work groups to serve at the direction of the Committee. Work groups may include participants who are not Members of the Committee. However, any such work group shall have a Member of the Committee as its Chair.

(a) Work groups shall not have authority to make decisions on behalf of the Committee; the work groups are authorized to conduct work on behalf of and make recommendations to the Committee.

10.2. Standing Subcommittees

10.2.1. Executive Subcommittee: The Executive Subcommittee shall comprise the Officers of the Steering Committee. The Executive Subcommittee is responsible for the management of the Committee's work.

10.2.2. Governance Subcommittee: The Governance Subcommittee is responsible for preparing and updating governance documents, including MOUs; reviewing governance policies and advising the Host and the Committee on matters related to governance, including addressing issues to foster consistency among the Project's work, the Committee's actions, and the Plan; and recruiting, nominating, orienting, and terminating Members.

10.2.3. Finance and Resource Development Subcommittee: The Finance and Resource Development Subcommittee is responsible for reviewing the Project's budget and budget reports; reviewing the Project's fundraising efforts; and reviewing and supporting the Project's marketing and outreach efforts.

ARTICLE 11: MEETINGS AND NOTICE

11.1. Regular Meetings

11.1.1. The Committee shall hold regular meetings no less than monthly and shall adjust the meeting schedule, increasing or decreasing meeting frequency as necessary, to achieve the goals and fulfill the responsibilities of the Committee.

11.1.2. The Committee's regular meetings shall be held at a time and place determined by the Committee. Whenever possible, agendas for each regular meeting shall be emailed to the Committee email list at least 48 hours (two business days) before each regular meeting.

11.1.3. The Officers of the Committee may elect to reschedule a regular meeting if necessary to ensure attendance by at least one Officer.

11.2. Special Meetings

11.2.1. The Chair or a simple majority of the Committee may call and give notice of special meetings of the Committee. The Committee shall hold special meetings as necessary to ensure timely and effective input on Project operations or for other urgent matters.

11.2.2. The Committee's special meetings shall be held at a time and place determined by the Committee. Whenever possible, agendas for each special meeting shall be emailed to the Committee email list at least 24 hours (one business day) before each special meeting.

ARTICLE 12: DECISION-MAKING

12.1. Consensus

- 12.1.1. The Committee shall strive to make all decisions by consensus as its foundational approach to decision-making, including the use of gradients of agreement to assess members' individual and collective points of view along with active discussion to identify areas of disagreement and alternative solutions.
- 12.1.2. "Consensus" is reached when 100% of Members present indicate a ranking of 1-4 on the gradients of agreement scale detailed in Section 12.3.
- 12.1.3. The Committee's Members shall work towards consensus in good faith and may not deliberately block consensus in order to distract, stall, or derail the Committee.
- 12.2. Decision-Making Process
 - (a) A Member makes a motion to adopt a proposal, which is then seconded by another Member. The Chair calls for discussion on the motion.
 - (b) Once discussion is closed, the Chair tests consensus by polling all Members present to indicate their level of support for the proposal, using the gradients of agreement scale detailed in Section 12.3.
 - (i) If consensus is reached, the proposal is adopted.
 - (ii) If consensus is not initially reached, the Committee engages in up to two more rounds of discussion and polling.
 - (iii) If consensus is not achieved as indicated by the third poll, the Committee shall default to a super majority vote, in which at least two-thirds of the filled seats must poll at levels 1 through 4 on the gradients of agreement scale.
 - (iv) In order to block a proposal, at least three of the Members present must indicate a "5" on the gradients of agreement scale.
- 12.2.2. For any decisions made by the Committee using the consensus methods detailed in this Section, the use of proxies shall not be permitted.
- 12.2.3. The Committee may take action in response to any decision duly reached by the Committee in accordance with the procedures detailed in Section 12.2.
- 12.3. Gradients of agreement scale
 - (a) 1= I fully support the proposal.
 - (b) 2 = I support the proposal, but with a few minor concerns.
 - (c) 3 = I have no strong feelings about the proposal and will support the group's decision.
 - (d) 4 = I want to note my disagreement with the proposal but will not block it.
 - (e) 5 = I will not support the proposal.

ARTICLE 13: CONFLICT OF INTEREST

- 13.1. Definition
 - 13.1.1. A conflict of interest exists whenever a member of the Committee is in a position to exploit a decision for direct or indirect personal gain; for example, but not limited to, guiding resources such as money or contracts to themselves, a family member, a business interest, an organization, or some other personal interest.

13.2. Prohibition

- 13.2.1. No Member shall vote on any matter in which he or she, or a member of his or her immediate family, or organizations he or she represents, has a potential conflict of interest due to having a possible economic gain from the matter being discussed or decided upon.

13.3. Procedure

- 13.3.1. When such a situation presents itself, the person must announce his or her potential conflict and abstain from participating in any decision related to the matter. The Chair is expected to make an inquiry if such a conflict appears to exist and the Member has not made it known to the Committee.

ARTICLE 14: AMENDMENTS TO OPERATING GUIDELINES OR THE PLAN

14.1. Procedure

- 14.1.1. Any action to amend either the Operating Guidelines or the Plan must be conducted during any regular or specially noticed Committee meeting
- 14.1.2. Any efforts to amend the Operating Guidelines or the Plan must follow the consensus-making procedures in Section 12.2, with the following exceptions:
- (a) To amend either the Operating Guidelines or the Plan, two-third of the filled seats must rank either 1 or 2 on the gradients of agreement scale as identified in Section 12.3.
 - (b) Notwithstanding Section 15.1.2 (a), if one-third of the Members present indicate a “5” on the gradients of agreement scale, the amendment is blocked.

14.2. Notice

- 14.2.1. Written notice of a proposed amendment to either the Operating Guidelines or the Plan must be given to all Members at least 7 days in advance of any consideration of such proposal.
- (a) The notice must include the precise changes in language being proposed, and each changed provision must also be presented in its entirety, exactly as it would read if the proposed amendments are accepted.
- 14.2.2. Any action taken in response to a noticed proposed amendment must be consistent with the scope of the proposed amendment as expressed in the notice.

STAND TOGETHER CONTRA COSTA
A Project Status Report Submitted to the Contra Costa County Board of Supervisors
July 10, 2018

I. EXECUTIVE SUMMARY

A. PROJECT OVERVIEW

First imagined only a year ago, over the course of just 12 months Stand Together Contra Costa has emerged as a shining example of the power of collective leadership and shared purpose to redress an inequitable reality.

Spurred by the early, urgent recognition of the threats posed by the federal government's frightening and destabilizing anti-immigrant policies and threatening behaviors – threats that have only grown more draconian in recent months – Contra Costa County's elected officials, nonprofit organizations, funding partners, and community leaders have collectively demonstrated extraordinary commitment, creativity, and integrity in launching this ambitious and important example of true public/private/community partnership.

To this end, the mission of Stand Together Contra Costa is to ensure that all people in Contra Costa County, regardless of citizenship or immigration status, are afforded the rights established by the United States Constitution and are protected from actions or policies that result in disparate, discriminatory, or unlawful treatment.

Stand Together Contra Costa provides no-cost rapid-response support, civil deportation defense legal services and clinics, immigrant rights education and training, and direct-service support for immigrant individuals and families in Contra Costa County.

A public-private initiative managed by the Office of the Public Defender in partnership with nonprofit organizations and community members, Stand Together Contra Costa's pilot phase spans January 1, 2018 through June 30, 2020.

Catholic Charities of the East Bay (CCEB), as lead of a coalition of seven nonprofit agencies, is the project's primary community-based partner; CCEB was selected through the County's rigorous competitive bidding process.

II. THE ORIGIN OF STAND TOGETHER CONTRA COSTA: A BRIEF HISTORY

In early 2017, in response to a wave of increasingly harsh immigration-related policies and practices emerging under the new Presidential administration, a coalition of community stakeholders formed the Contra Costa Immigrant Rights Alliance (CCIRA).

Given intensified federal deportation efforts both nationally and locally, CCIRA advocated that Contra Costa County implement a new initiative to support, advocate for, and protect the County's immigrant families.

In quick response to these community concerns, on May 9, 2017, the Contra Costa County Board of Supervisors referred to the Finance Committee for review and consideration this request to establish an immigrant rights initiative.

At its meeting on June 26, 2017, the Finance Committee invited CCIRA to develop and submit a full proposal, including budget and commitments for external funding, for consideration by that Committee. Following this direction, and in partnership with the Office of the Public Defender, CCIRA designed a rapid-response deportation-defense initiative entitled Stand Together Contra Costa. At its August 2017 meeting, the Finance Committee received the proposal to establish Stand Together Contra Costa and recommended it for adoption by the full Board of Supervisors.

On September 19, 2017 the Board of Supervisors received and discussed the proposal, including funding commitments by philanthropic organizations. Having reviewed the proposal, the Board unanimously voted to accept the recommendation of the Finance Committee and to commit \$500,000 in County funds for FY 17/18, with continuing commitments in FY 18/19 and FY 19/20, contingent on ongoing contributions by external funders.

III. KEY COMPONENTS

A. COMMUNITY VERIFICATION AND RESPONSE

The backbone of Stand Together Contra Costa is the Rapid Response Hotline, which is staffed 24 hours a day, seven days a week to provide a single point of contact for people who witness or are targeted by federal Immigration and Customs Enforcement (ICE) actions undertaken in our community.

Hotline staff verify ICE activity or dispel rumors, dispatch legal observers, provide accompaniment to family members to gather information to support legal defense for a person detained by ICE, and coordinate with the project's deportation-defense attorneys for individuals in bond and removal proceedings.

B. LEGAL SERVICES (CLINICS, CONSULTATIONS, AND REMOVAL-DEFENSE REPRESENTATION)

Stand Together Contra Costa conducts no-cost legal clinics in safe and familiar community settings to provide immigrants and their families with individualized legal consultations and structured and customized referrals.

Individuals detained by ICE are eligible to receive no-cost legal representation in pursuing bond or release, and to receive legal representation in removal defense and applications for relief before the Executive Office of Immigration Review (immigration court).

C. CAPACITY-BUILDING, EDUCATION, AND OUTREACH

Stand Together Contra Costa provides a wide array of no-cost informational presentations, public forums, train-the-trainer sessions, direct-service workshops, and leadership development opportunities, along with public communications about immigration-related issues to expand knowledge, dispel myths, and enhance both individual and collective capacity.

IV. PROGRESS TO DATE

A. PRE-LAUNCH & CONTRACTING

Following approval by the Board of Supervisors in September 2017, the Office of the Public Defender executed a variety of activities necessary to the project's launch: Retaining technical assistance necessary to undertake a project of this complexity and on an extremely accelerated timeline; preparing and releasing a Request for Proposals for community-based services and recruiting a panel of expert reviewers; selecting and contracting with a lead agency; forming and convening an initial ad hoc committee to develop the foundational structures for the Steering Committee, recruit Steering Committee members, and draft operating guidelines; hiring and orienting the administrative analyst assigned to the project; negotiating agreements to secure the technological infrastructure for the hotline; executing grant agreements with funders; identifying data methods and metrics; and selecting a lead agency responsible for implementing the project's services.

With an effective date of January 1, 2018, Catholic Charities' contract allowed a two-month start-up period to execute contracts with all of its subcontractors; recruit and orient new-hires; develop foundational protocols for responders, legal observers, and trainers; identify key elements of data and metrics; build out the data-system infrastructure necessary to collect and analyze data; and hire and train dispatchers on the hotline infrastructure, data-gathering and entry protocols, and dispatch procedures.

B. EARLY IMPLEMENTATION: SUBSTANTIAL SUCCESS ON AN ACCELERATED TIMELINE

Stand Together Contra Costa County launched its rapid-response hotline on March 1, 2018. Over the four months since, Stand Together Contra Costa has achieved all of the following:

i. Information and Dispatch

- Instituted the 24/7 hotline (phone and data system): 925-900-5151
- Fielded 1,008 calls
- Reported, observed, verified 19 incidents of reported ICE activity

- Recruited and trained 108 volunteers as legal observers operating throughout the County
- ii. Governance and Communications
- Established website: <https://standtogethercontracosta.org>, with a repository of videos and accessible, downloadable documents in multiple languages, along with a calendar of upcoming events
 - Established Facebook page: <https://www.facebook.com/StandTogetherContraCosta>
 - Designed, printed, and distributed bilingual Know Your Rights cards
 - Produced Know Your Rights documents in Arabic, English, Persian, Punjabi, Spanish, traditional Chinese, Vietnamese, and Urdu
 - Recruited and convened Steering Committee, conducting monthly governance meetings
- iii. Education, Leadership Development, and Capacity-Building
- Conducted 14 trainings in legal observation, training 246 people
 - Conducted 26 Know Your Rights workshops, educating 581 people in immigration rights
 - Conducted five informational presentations about immigration and the program, informing 85 people
 - Conducted five Immigration Forums, reaching 203 people
 - Conducted three Train the Trainer events, building immigration-related capacity for 24 representatives from community-based organizations
 - Hired eight bilingual rapid response dispatchers and three bilingual community leaders
 - Hired two full-time deportation-defense attorneys
- iv. Outreach
- Provided informational materials to all 36 Catholic parishes in Contra Costa County
 - Provided informational materials to Muslim mosques, Jewish temples, and ecumenical faith-based organizations in Contra Costa County
 - Provide informational materials and established contacts with dozens of schools in multiple school districts across Contra Costa County
 - Developing plan with community college district to increase information and services for their students and families
- v. Legal Services and Consultation
- Conducted 582 immigration consultations
 - Completed 35 intakes for legal representation
 - Represented/representing 20 people in bond and removal proceedings
 - Provided monthly informational presentations for ICE detainees in West County Detention Facility, reaching 513 detained immigrants

V. EMERGING LESSONS

A. THE NEED FOR STAND TOGETHER CONTRA COSTA IS REAL.

In the four months since its launch, it has become crystal clear that Stand Together Contra Costa is meeting an urgent, surging imperative in our county, providing rapid, responsive, reliable, trustworthy, and culturally appropriate services to an underrepresented and vulnerable population while building the county's capacity to recognize and respond to the needs of our county's immensely valuable immigrant families.

Given the increasingly horrifying policies and actions being executed by the federal government – explicit policies that pull babies from their parents' arms, intentionally and egregiously tearing families apart with no regard for their safety or reunification, impulsively declaring the intention to open a modern-day internment camp literally in our backyards – Stand Together Contra Costa has served as a beacon of hope for the tens of thousands of immigrant residents who are inextricably woven into the fabric of our county.

In its first four months of operations, Stand Together Contra Costa has achieved remarkable strides. The program has supplanted rumors with facts, reduced confusion by establishing a hub of information and support, enhanced coordination and capacity among a coalition of nonprofit organizations committed to a collective effort, and deepened the county's technical resources to provide due process legal protections for people who otherwise have had nowhere to turn.

By unanimously approving the plan to establish Stand Together Contra Costa, and to commit partial funding to support this effort, the Contra Costa County Board of Supervisors demonstrated invaluable leadership. Without that timely and responsive commitment, Stand Together Contra Costa could not have emerged and flourished so quickly. It is equally true that Stand Together Contra Costa could not exist, were it not for the proactive determination and commitment of our remarkable philanthropic partners and nonprofit community.

B. STAND TOGETHER CONTRA COSTA HELPS ALL OF US.

Stand Together Contra Costa exists first and foremost in order to provide essential, high-quality, and no-cost services and support to protect our immigrant neighbors and families.

But in the few short months of the project's existence, we have discovered that Stand Together Contra Costa also meets newly urgent needs that have emerged for the larger community as well. In the midst of the shocking new federal practices, Stand Together Contra Costa has come to provide a forum and opportunity for action for fair-minded Contra Costa residents and leaders who want to take a stand – indeed, to stand together – to support, protect, and advocate for equity and due process for all people in Contra Costa County.

C. PUBLIC/PRIVATE PARTNERSHIP IS POWERFUL. PUBLIC MANAGEMENT IS VALUABLE.

Per the plan presented to and approved by the Board of Supervisors, the Office of the Public Defender serves as the administrative authority and manager for Stand Together Contra Costa. In the months since the Board's approval of the plan, the value of locating this initiative inside the county's administrative infrastructure has been unmistakable.

Stand Together Contra Costa is a complex undertaking: Born of grassroots advocacy, it is funded by both the public sector and philanthropic entities, authorized by the county's leadership, administratively managed by the Public Defender's Office, conducted in integral partnership with community-based organizations, and stewarded by government representatives and community advocates alike.

It is certainly not easy to design, launch, or manage such a complex structure; having fewer moving parts makes a machine easier to run. But the success of Stand Together Contra Costa is a product of the commitment, capacity, and connections brought to the project by its many constituent members. By embedding management of this complex structure into the institutional framework intrinsic to a public department, the county Board of Supervisors offered the project a level of legitimacy, rigor, visibility, impact, and accountability that might otherwise have taken far longer to achieve.

D. COLLECTIVE STEWARDSHIP BRINGS VOICES TO THE TABLE.

Stand Together Contra Costa is a testament to the power of dedication, partnership, and inclusion, embodied in the project's Steering Committee of representative leaders who volunteer their time to support this work.

The Steering Committee was constituted in January, recruited in February, convened in March, and has met monthly since then, providing stewardship, critical inquiry, and collective wisdom to explore what's working, what needs adjustment, and what it takes to accomplish the project's important and ambitious mission.

At its June meeting, the Steering Committee received a year-end report offering key findings and recommendation to improve elements of coordination, operational consistency and efficiency, roles and responsibilities, communication, data-sharing, costs, and budgets for Year 2, which are summarized in Section E, below.

E. LOOKING AHEAD TO YEAR TWO: ADJUSTMENTS ARE NORMAL, NECESSARY, AND HELPFUL.

In reviewing Year 1 and planning for Year 2, the Steering Committee and project leaders have identified several opportunities for adjustment:

- i. Legal Staffing: It has proven difficult to hire and retain a high-quality Supervising Attorney at the salary level budgeted in the proposal presented by Catholic Charities. In addition, and recognizing the locally chilling economic, social, and public safety effects of federal immigration policies, many counties are now establishing deportation-defense positions in their public defender offices, thereby increasing the demand for such attorneys and making it difficult for the project to fill this position. As a result, the project's partners have had to fill this gap on an ad hoc basis, which is not sustainable. In light of this difficulty, the Steering Committee has directed the project leads to identify potential new solutions, which may include increasing the line-item budget allocated for this position and locating the position in the Public Defender's Office rather than on staff at a community-based organization. These changes would substantially enhance the project's ability to recruit and retain a qualified senior deportation-defense attorney.
- ii. Support Staffing/Hotline Coverage: The staffed, 24/7 rapid-response hotline is the cornerstone of Stand Together Contra Costa, serving as the hub for information, verification, and service dispatch. Yet staffing such a line 24/7 through both peak periods and slow times is challenging, in terms of both costs and shift-coverage. Given this fact, the Steering Committee has directed the project leads to explore options for ensuring adequate and appropriate coverage while reducing both cost and staff burden. To this end, the project leads are beginning to explore options to partner with other networks to establish shared peak-period and overnight call coverage. This option seems feasible, because all of the networks share the same technological platform. Further, such inter-regional planning and resource-sharing can enhance collective capacity while providing useful leverage to each of the partner agencies,
- iii. Multi-Partner Launch and Accelerated Schedule: It is a bold expression of urgent moral necessity to fund, recruit, contract, coordinate, and launch a multi-agency, public/private, county-wide start-up initiative on an ambitious six-month timeline. Given the project's complexity, and thanks in large part to the commitment of leaders and stakeholders at every level, Stand Together Contra Costa has been an astonishing success. However, it also comes as no surprise that there are multiple opportunities for adjustment as we encounter Year 2. The Steering Committee is currently working with the project leads to identify, specify, and quantify the cost of such changes. We are in the process of developing a revised operational plan and budget for Year 2 and will report the Steering Committee's recommendations to the Board of Supervisors in July.
- iv. Local Leadership Councils: Given the complexity of start-up, including hiring, training, and services, we have not yet convened the three Local Leadership Councils. This element is a priority for Q1 of Year 2, and our goal is to recruit and convene these councils by August of this year.

VI. BUDGET AS APPROVED BY BOARD OF SUPERVISORS

Sources	FY17-18 (six months)	FY18-19	FY19-20
Nonprofit Philanthropies	\$85,000	\$500,000	\$500,000
Contra Costa County	\$500,000	\$500,000	\$500,000
Total sources	\$585,000	\$1,000,000	\$1,000,000
Uses			
Public Defender	\$82,300	\$84,300	\$76,800
Legal and Community Services	\$491,843	\$979,285	\$979,991
Total uses	\$574,143	\$1,063,585	\$1,056,791

Over/under	\$10,857	-\$63,585	-\$56,791
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For its first term (January 1, 2018-June 30, 2018), Stand Together Contra Costa is operating on a total budget of \$574,143. Of this, the Office of the Public Defender, as the project's administrative manager, retains \$82,300 to underwrite the cost of one full-time administrative analyst and a set of operational items, including the hotline infrastructure, contract supervision, and communications.

The balance of the project's first-year budget – \$491,843 – serves to underwrite a contract with Catholic Charities of the East Bay (CCEB), as lead agency for a collaborative of seven community-based organizations: CCEB, Bay Area Community Resources, Centro Legal, International Institute of the Bay Area, Jewish Family & Community Services, Oakland Community Organizations, and Monument Impact.

To date, the project is operating within the available funding for Year 1. We are deeply grateful for the funding commitments made by both Contra Costa County and our extraordinary coalition of philanthropic partners for Year 2.

However, and as was indicated in the proposal submitted to and approved by the Board of Supervisors in September 2017, the budgets for Year 2 and Year 3 are not fully covered by committed funding. In addition, and as described in Section V.E, above, we are considering various staffing and operational adjustments for Year 2, which will likely have some effect on budget.

Once the Steering Committee and project leads have completed this review and analysis, we will provide the Board of Supervisors with an update on the project and its budget and funding.

VII. FINAL THOUGHTS

In a remarkably short period of time, Contra Costa County has accomplished an extraordinary collective achievement. And given the intensifying measures being deployed by the federal administration, marked by confusion, reversals, and national debate, the existence of Stand Together Contra Costa is even more important than it was imagined to be even a year ago.

As we begin Year 2 of this collective endeavor, we are deeply committed to excellence, transparency, and ongoing partnership among the county's grassroots coalitions, nonprofit and faith-based partners, public agencies, and elected leaders. It is with gratitude, humility, and unwavering dedication that we submit to the Contra Costa County Board of Supervisors this report on the project's first six months.



STAND TOGETHER CONTRA COSTA

A GRANT PROPOSAL SUBMITTED TO THE FIREDOLL FOUNDATION

JULY 26, 2018

OUR REQUEST AND THE COMMUNITY NEED

On behalf of Contra Costa County and our coalition of nonprofit partners, we submit this request for a renewal grant in the amount of \$50,000 to support Stand Together Contra Costa (STCC).

As the Firedoll Foundation is aware, in September 2017 the Contra Costa County Board of Supervisors agreed to establish a rapid-response deportation-defense initiative in response to newly intensified and draconian federal immigration policies and actions.

In just the time since then, the experience for non-citizens in the United States – and for the communities of which they are an integral part – has become only more frightening, confusing, and consequential.

First imagined not even a year ago, STCC has since emerged as a shining example of the power of collective leadership and shared purpose to redress an inequitable reality. Spurred by the early, urgent recognition of the threats posed by the federal government's frightening and destabilizing anti-immigrant policies and threatening behaviors – threats that have only grown more draconian in recent months – Contra Costa County's elected officials, nonprofit organizations, funding partners, and community leaders have collectively demonstrated extraordinary commitment, creativity, and integrity in launching this ambitious and important example of true public/private/community partnership.

But the urgent need for STCC has only grown, in the five months since the project's launch. As this application demonstrates, STCC's plan for Year 2 is ambitious and demanding, to meet the need for practical, legal, and educational services and information. We are turning to our inaugural partners to request your renewed commitment to the critical civic resources this project provides.

PROJECT SUMMARY

A public-private initiative managed by the Office of the Public Defender in partnership with nonprofit organizations and community members, Stand Together Contra Costa's pilot phase spans January 1, 2018 through June 30, 2020.

STCC's mission is to ensure that all people in Contra Costa County, regardless of citizenship or immigration status, are afforded the rights established by the United States Constitution and are protected from actions or policies that result in disparate, discriminatory, or unlawful treatment.

To advance due process for people affected by anti-immigration policies, STCC provides no-cost rapid-response support, civil deportation defense legal services and clinics, immigrant rights education and training, and direct-service support for immigrant individuals and families in Contra Costa County.

Catholic Charities of the East Bay (CCEB), as lead of a coalition of seven nonprofit agencies, is the project's primary community-based partner; CCEB was selected through the County's rigorous competitive bidding process.

Working as one coordinated entity operating county-wide, STCC's services include three primary elements: a staffed, 24-hour hotline; civil deportation-defense legal services; and community-based education, training, clinics, support, and leadership development services.

PARTNERING ORGANIZATIONS

The Office of the Public Defender has partnered with community stakeholders to conceive, develop, fund, and implement this project. As the contracted nonprofit agency, Catholic Charities of the East Bay serves as lead agency for a coalition of subcontracted organizations, including Bay Area Community Resources, International Institute of the Bay Area, Jewish Family & Community Services East Bay, Monument Impact and Oakland Community Organizations.

EXPECTED OUTCOMES

1. STCC is designed to protect the due process rights of immigrants living in Contra Costa and ensure that they have ready access to reliable information, no-cost legal consultations and representation, and informed, responsive support in navigating the complex system of deportation defense.
2. STCC is intended to increase local stakeholders' collective capacity to understand, advocate for, and advance the rights of immigrant residents; this is accomplished by increasing the number of lawyers trained in immigrant rights and deportation defense, providing public education to community organizations regarding immigrant rights and issues, and training community members to serve as leaders and allies for immigrant communities.

EVALUATION PLAN

To manage its existing programming, CCEB uses Salesforce, a cloud-based customer relationship management platform, to collect, track and analyze a array of data. The Office of the Public Defender is working with the IT department at CCEB to expand and customize their existing database to meet the needs of STCC. Using Salesforce, STCC can coordinate and standardize the data collection of each of the diverse activities of the seven partnering nonprofit organizations, our clients, and the project outcomes. By aggregating data contributed at multiple points by multiple program partners, the Salesforce database will allow STCC to track both activities and outcomes by client, partner, and program as a whole. In addition, because our partnership includes organizations providing various services types across Contra Costa, using this robust platform will help us identify unmet needs and emergent issues for our immigrant communities. Offering both formative and outcome data, this information will empower us to continuously update our services and deliverables to best meet the needs of the population.

To track the specific deliverables intended to achieve our primary outcomes, CCEB provides the Office of the Public Defender with monthly reports on operations and activities.

Outcome 1: Protecting due process rights and providing access to informed, responsive support

1. Workshops and Presentations: Conduct a minimum of 1 community workshop per region (West, Central and East) per month for a minimum of 36 community workshops by June 30, 2019, reaching a minimum of 2,000 community members annually, with particular emphasis on serving hard-to reach immigrants, non-Latino immigrants, and rural communities.
2. In-reach to County Jail: Lead or coordinate monthly information presentations and complete immigration intake forms for immigrants detained by ICE in West County Detention Facility for the remainder of the period of the ICE contract with the Contra Costa County Sheriff's Office.

3. Legal Consultations: Provide 1,000 free legal consultations to immigrants in Contra Costa County
4. Legal Representation: Provide legal representation to 60 individuals in bond and removal proceedings

Outcome 2: Increasing collective capacity to advance the rights of immigrant residents

1. Enhancing Immigrant-Rights Knowledge for Service Providers: Train community stakeholders in relevant areas (e.g. Know-Your-Rights, building capacity, group facilitation, participatory decision-making, immigrants' rights, deportation procedures, and community defense and education)
2. Community Leadership Development: Hire, train (including leadership development training) and manage Community Response Teams to coordinate dispatch and response activities
3. Faith-Based Outreach: Establish a single point of contact and provide information and resources to a minimum of 36 faith-based organizations
4. School District Outreach: Establish a single point of contact with each school district and provide information and resources to 18-20 school districts
5. Form Local Leadership Councils in all three geographic regions of the County, lead monthly meetings to support leadership and engagement for impacted community members
6. Outreach: Provide information about Stand Together Contra Costa, including but not limited to the distribution of flyers and cards, to a minimum of 10,000 community members.

CURRENT FOUNDATION SUPPORT

The following foundations have pledged their support for 2018/2019:

Foundation	Year 1 (FY 17/18)	Year 2 (FY 18/19)
Y & H Soda Foundation		\$275,000
The California Endowment		\$100,000
San Francisco Foundation		\$100,000
East Bay Community Foundation		\$50,000
Richmond Community Foundation		\$10,000

In the attached project budget, we have allocated project costs across the funding partners .

PROSPECTIVE FOUNDATIONS SUPPORT

We are immensely fortunate to have the support of county funding and a coalition of private foundations, which allowed us to implement STCC on an accelerated basis in 17/18 and to move with some confidence into 18/19. Over the coming months, and to meet any gaps or increased costs that might emerge, we will be working to identify new or expanded funding opportunities.

CONTACT INFORMATION

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Ali Saidi, Deputy Public Defender Immigration Attorney, Director of Stand Together Contra Costa.

Email: Ali.Saidi@pd.cccounty.us Phone: 510-412-4931

YEAR 1 REPORT

As our Year 1 report to the Firedoll Foundation, we attach the comprehensive report we submitted to the Contra Costa County Board of Supervisors earlier this month.

Financial Information

Stand Together Contra Costa is administratively managed by the Office of the Public Defender, which is responsible for the program's successful implementation and contracted obligations and activities.

Because the Office of the Public Defender is a department operated under the authority of the Contra Costa County Board of Supervisors, its budget is determined by the Board of Supervisors.

Similarly, the responsibility for financial accounting and for auditing the financial records for the Office of the Public Defender is managed by the County Administrator's Office as a component of the county's overall budget, under authority of the Board of Supervisors.

As a result, the Office of the Public Defender does not produce its own Statement of Financial Activity, Statement of Financial Position, or Audited Statements, all of which are functions managed by the County Administrator's Office.

Finally, since the Office of the Public Defender is a department of Contra Costa County, a public entity, neither the County nor the Office of the Public Defender is recognized as a 501c3 nonprofit entity.

Therefore, in response to the Firedoll Foundation's application instructions, we submit the following documents.

Statement of Financial Activity and Statement of Financial Position

To serve in lieu of the Statement of Financial Activity and Statement of Financial Position, we submit the budget for the Office of the Public Defender for fiscal year 2018-19. as approved by the Board of Supervisors on July 24, 2018.

Audited Statements

To serve in lieu of Audited Statements, we submit the 2018/2019 budget for Contra Costa. The Office of the Public Defender's budget can be found beginning on page 413 of the PDF.

<http://www.co.contra-costa.ca.us/DocumentCenter/View/49434/FY-2018-19-Recommended-Budget-?bidId=>

IRS Determination Letter

Because the Office of the Public Defender is a department of Contra Costa County, a public entity, neither the County nor the Office of the Public Defender is recognized as a 501c3 nonprofit entity.

					Actual Costs		County Funds	Private Funding								Gap	
Stand Together CoCo, Budget			Annual cost per FTE / Item	FTE on project / Number of Items	Year 2 (FY18-19)	PD	CCEB (first total: exclude restricted funding)	AB109	Y&H (\$75,000 rolled over from year 1)	TCE	SFF	Firedoll	EBCF	RCF	CCEB Restricted Funding for Attorneys	Total	Dollar Amount
Costs						\$224,946.67	\$860,053.44	\$500,000.00	\$275,000.00	\$100,000.00	\$100,000.00	\$50,000.00	\$50,000.00	\$10,000.00	\$12,500.00	\$1,085,000.00	
	Host (Office of the Public Defender)																
		Project Director Ali Saidi (provided in-kind by Public Defender)	\$ -	0.20													
		ASA III (Program Manager) (starting October 2018)	\$ 114,839.56	1.00	\$86,130	\$86,129.67		\$43,064.84	\$43,064.84							\$86,129.67	\$0.00
		Public Defender II (Senior Attorney/Legal Coordinator) (Starting October 2018)	\$ 144,540.00	1.00	\$108,405	\$108,405.00		\$54,202.50	\$54,202.50							\$108,405.00	\$0.00
		Administrative Analyst-Project APW1 (\$50K + 50% benefits) (July-Sept 2018 only)	\$ 75,000.00	1.00	\$20,737	\$20,737.17		\$10,368.59	\$10,368.59							\$20,737.17	\$0.00
		Website design and ongoing TA			\$285	\$285.00		\$285.00								\$285.00	\$0.00
		Hotline infrastructure @ \$50/month plus one-time set-up fee of \$10,000			\$300	\$300.00		\$300.00								\$300.00	\$0.00
		Technical assistance (implementation/operations support)			\$6,625	\$6,625.00		\$6,625.00								\$6,625.00	\$0.00
		Communications (Constant Contact)			\$265	\$265.00		\$265.00								\$265.00	\$0.00
		Translation Services			\$1,200	\$1,200.00		\$1,200.00								\$1,200.00	\$0.00
		PDQ Printing STCC cards			\$1,000	\$1,000.00		\$1,000.00								\$1,000.00	\$0.00
		Costs for Host		2.20	\$224,947	\$224,946.84		\$117,310.92	\$107,635.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$224,946.84	\$0.00
								\$382,689	\$167,364	\$100,000	\$100,000	\$50,000	\$50,000	\$10,000	\$12,500		
	Community Response Team																
		Stand Together Community Hub Coordinator	\$ 60,000.00	1.00	\$60,000		\$60,000.00	\$26,697.58	\$11,675.84	\$6,976.31	\$6,976.31	\$3,488.16	\$3,488.16	\$697.63		\$59,999.98	-\$0.02
		Community Response Leader (West and East County)	\$ 57,000.00	2.00	\$114,000		\$114,000.00	\$50,725.40	\$22,184.09	\$13,254.99	\$13,254.99	\$6,627.50	\$6,627.50	\$1,325.50		\$113,999.96	-\$0.04
		Dispatcher - \$15/hr x 40 hours/wk (OCO)	\$ 44,200.00	2.00	\$88,400		\$88,400.00	\$39,334.43	\$17,202.40	\$10,278.43	\$10,278.43	\$5,139.22	\$5,139.22	\$1,027.84		\$88,399.97	-\$0.03
		Community Response Coordinator	\$ 35,360.00	1.00	\$35,360		\$35,360.00	\$15,733.77	\$6,880.96	\$4,111.37	\$4,111.37	\$2,055.69	\$2,055.69	\$411.14		\$35,359.99	-\$0.01
		Community Response Leader (Central)	\$ 41,600.00	0.75	\$31,200		\$31,200.00	\$13,882.74	\$6,071.44	\$3,627.68	\$3,627.68	\$1,813.84	\$1,813.84	\$362.77		\$31,199.99	-\$0.01
		Community Engagement Manager	\$ 80,000.00	0.20	\$16,000		\$16,000.00	\$7,119.35	\$3,113.56	\$1,860.35	\$1,860.35	\$930.17	\$930.17	\$186.03		\$15,999.99	-\$0.01
		Dispatcher - 1 @ 1.0 FTE; \$14/hr x 35 hours/wk		1.00	\$27,300		\$27,300.00	\$12,147.40	\$5,312.51	\$3,174.22	\$3,174.22	\$1,587.11	\$1,587.11	\$317.42		\$27,299.99	-\$0.01
		Benefits	20.00%	7.95	\$64,646		\$64,646.00	\$28,764.86	\$12,579.94	\$7,516.51	\$7,516.51	\$3,758.25	\$3,758.25	\$751.65		\$64,645.98	-\$0.02
		Central County Outreach Intern @\$15/hr, 20 hrs/month	\$ 28,800.00	0.125	\$3,600		\$3,600.00	\$1,601.85	\$700.55	\$418.58	\$418.58	\$209.29	\$209.29	\$41.86		\$3,600.00	\$0.00
		Local Leadership Council Expenses (mileage, childcare, meeting expense, etc.)	\$ 29,120.00	0.525	\$8,000		\$8,000.00	\$3,559.68	\$1,556.78	\$930.17	\$930.17	\$465.09	\$465.09	\$93.02		\$8,000.00	\$0.00
		Print materials @ approx. \$1,600 for Spanish, \$500 per language in the top six languages	\$ 2,000.00	1	\$2,500		\$2,500.00	\$1,112.40	\$486.49	\$290.68	\$290.68	\$145.34	\$145.34	\$29.07		\$2,500.00	\$0.00
		Language Access (interpreters and translations)			\$2,000		\$2,000.00	\$889.92	\$389.19	\$232.54	\$232.54	\$116.27	\$116.27	\$23.25		\$2,000.00	\$0.00
		Other: Laptops (3 @ \$500 ea.)	\$ 500.00	3	\$0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
		Other: Meeting expense (food, childcare, etc.) (\$240/workshop @ 24 per yr.)	\$ 240.00	24	\$4,600		\$4,600.00	\$2,046.81	\$895.15	\$534.85	\$534.85	\$267.43	\$267.43	\$53.49		\$4,600.00	\$0.00
		Cell phones (per FTE, @ \$25/ FTE /month) (8 FTE)	\$ 25.00	96	\$2,400		\$2,400.00	\$1,067.90	\$467.03	\$279.05	\$279.05	\$139.53	\$139.53	\$27.91		\$2,400.00	\$0.00
		Local mileage for Community Action Unit @ approx. 1410 miles/month @ \$.535/mile	\$ 0.535	16910	\$4,873		\$4,873.00	\$2,168.29	\$948.27	\$566.59	\$566.59	\$283.30	\$283.30	\$56.66		\$4,873.00	\$0.00
		Facilities, IT, Communications	\$ 18,316.00		\$7,853		\$7,853.00	\$3,494.27	\$1,528.17	\$913.08	\$913.08	\$456.54	\$456.54	\$91.31		\$7,853.00	\$0.00
		Indirect @ 12% of all program costs	12.00%		\$56,728		\$56,727.84	\$25,241.60	\$11,039.08	\$6,595.85	\$6,595.85	\$3,297.93	\$3,297.93	\$659.59		\$56,727.82	-\$0.02
		Costs for Community Action Unit			\$529,460		\$529,459.84	\$235,588.27	\$103,031	\$61,561	\$61,561	\$30,781	\$30,781	\$6,156	\$0	\$529,459.67	-\$0.17
	Legal Services Team																
		Technical Assistance (July-Sept 2018)	\$ 60,000.00	1.00	\$10,000		\$10,000.00	\$4,449.60	\$1,945.97	\$1,162.72	\$1,162.72	\$581.36	\$581.36	\$116.27		\$10,000.00	\$0.00
		Staff Attorneys	\$ 164,521.00	2.20	\$164,521		\$152,021.00	\$67,643.21	\$29,582.88	\$17,675.76	\$17,675.76	\$8,837.88	\$8,837.88	\$1,767.58	\$12,500.00	\$164,520.95	-\$0.05
		Legal Services Assistant	\$ 30,740.46	0.75	\$26,616		\$26,616.00	\$11,843.05	\$5,179.40	\$3,094.69	\$3,094.69	\$1,547.35	\$1,547.35	\$309.47		\$26,615.99	-\$0.01
		Benefits (@ 20%)	20.00%	4.03	\$41,294		\$41,294.00	\$18,374.16	\$8,035.70	\$4,801.33	\$4,801.33	\$2,400.66	\$2,400.66	\$480.13		\$41,293.99	-\$0.01

Stand Together CoCo, Budget		Annual cost per FTE / Item	FTE on project / Number of Items	Year 2 (FY18-19)	PD	CCEB (first total: exclude restricted funding)	AB109	Y&H (\$75,000 rolled over from year 1)	TCE	SFF	Firedoll	EBCF	RCF	CCEB Restricted Funding for Attorneys	Total	Dollar Amount
	Cell phones @ \$25/FTE/month (2.0 FTE attorneys)	\$ 25.00	24	\$600		\$600.00	\$266.98	\$116.76	\$69.76	\$69.76	\$34.88	\$34.88	\$6.98		\$600.00	\$0.00
	Language Access (interpreters and translators)			\$4,000		\$4,000.00	\$1,779.84	\$778.39	\$465.09	\$465.09	\$232.54	\$232.54	\$46.51		\$4,000.00	\$0.00
	Other: supplies, photocopying, litigation and legal filing fees	\$ 6,440.00		\$3,700		\$3,700.00	\$1,646.35	\$720.01	\$430.21	\$430.21	\$215.10	\$215.10	\$43.02		\$3,700.00	\$0.00
	Computers & Software (2 @ \$500 ea.)	\$ 500.00	2.00	\$0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
	Local mileage for Attorneys @ 800 miles/month/FTE @ \$.535/mile (2.0 FTE attorneys)	\$ 0.535	19200	\$4,764		\$4,764.00	\$2,119.79	\$927.06	\$553.92	\$553.92	\$276.96	\$276.96	\$55.39		\$4,764.00	\$0.00
	Professional Development (state bar fees, continue legal education, liability insurance, etc.)	\$ 1,900.00	2.00	\$5,300		\$5,300.00	\$2,358.29	\$1,031.37	\$616.24	\$616.24	\$308.12	\$308.12	\$61.62		\$5,300.00	\$0.00
	Facilities & Shared Costs (Receptionist, IT, other Supplies, etc.)			\$5,360		\$5,360.00	\$2,384.98	\$1,043.04	\$623.22	\$623.22	\$311.61	\$311.61	\$62.32		\$5,360.00	\$0.00
	Indirect @ 12% of all program costs (excluding consultants and non-recurring	12.00%		\$31,939		\$31,938.60	\$14,211.39	\$6,215.17	\$3,713.56	\$3,713.56	\$1,856.78	\$1,856.78	\$371.36		\$31,938.59	-\$0.01
	Costs for Legal Services Unit			\$298,094		\$298,093.60	\$127,077.63	\$55,575.74	\$33,206.49	\$33,206.49	\$16,603.25	\$16,603.25	\$3,320.65	\$12,500.00	\$298,093.51	-\$0.09
	Flexible legal defense funds/litigation expenses including expert witnesses			\$ 5,000		\$5,000.00	\$2,224.80	\$972.99	\$581.36	\$581.36	\$290.68	\$290.68	\$58.14		\$5,000.00	\$0.00
	Program Management Fee															
	Data Collection and Analysis (includes benefits)															
	Chief Program Officer	\$ 13,648.00		\$ 0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
	Director of Data Analytics and Quality Improvement	\$ 23,244.00		\$ 3,890		\$3,890.00	\$1,730.89	\$756.98	\$452.30	\$452.30	\$226.15	\$226.15	\$45.23		\$3,890.00	\$0.00
	Director of Grants	\$ 4,648.00		\$ 8,071		\$8,071.00	\$3,591.27	\$1,570.59	\$938.43	\$938.43	\$469.22	\$469.22	\$93.84		\$8,071.00	\$0.00
	Director of Immigration Legal Services	\$ 16,932.00		\$ 4,000		\$4,000.00	\$1,779.84	\$778.39	\$465.09	\$465.09	\$232.54	\$232.54	\$46.51		\$4,000.00	\$0.00
	Grants Post-Award Manager	\$ 5,786.00		\$ 0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
	Salesforce Community Licenses	\$ 2,025.00		\$ 2,025		\$2,025.00	\$901.04	\$394.06	\$235.45	\$235.45	\$117.73	\$117.73	\$23.55		\$2,025.00	\$0.00
	Sub-total: Data Collection and Analysis	\$ 66,283.00		\$ 17,986		\$17,986.00	\$8,003.04	\$3,500.03	\$2,091.27	\$2,091.27	\$1,045.63	\$1,045.63	\$209.13	\$0.00	\$17,985.99	-\$0.01
	Technical Assistance of Operational Support (includes benefits)															\$0.00
	Chief Financial Officer	\$ 10,614.00		\$ 10,614		\$10,614.00	\$4,722.80	\$2,065.46	\$1,234.11	\$1,234.11	\$617.05	\$617.05	\$123.41		\$10,614.00	\$0.00
	Senior Accountant	\$ 11,400.00		\$ 11,400		\$11,400.00	\$5,072.54	\$2,218.41	\$1,325.50	\$1,325.50	\$662.75	\$662.75	\$132.55		\$11,400.00	\$0.00
	Sub-total: Technical Assistance of Operational Support	\$ 22,014.00		\$ 22,014		\$22,014.00	\$9,795.34	\$4,283.87	\$2,559.61	\$2,559.61	\$1,279.80	\$1,279.80	\$255.96	\$0.00	\$22,013.99	-\$0.01
	Total Program Management Fee	\$ 88,297.00		\$40,000		\$40,000.00	\$17,798.39	\$7,783.89	\$4,650.87	\$4,650.87	\$2,325.44	\$2,325.44	\$465.09	\$0.00	\$39,999.99	-\$0.01
	Total Costs			\$872,553	\$224,947	\$872,553.44	\$500,000	\$275,000	\$100,000	\$100,000	\$50,000	\$50,000	\$10,000	\$12,500	\$1,097,500.00	\$0.11
Remaining Funds							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Total Actual Operating Costs				\$ 1,097,500												

Allocation Percentages						
AB109	Y&H	TCE	SFF	Firedoll	EBCF	RCF
44.496%	19.460%	11.627%	11.627%	5.814%	5.814%	1.163%



STAND TOGETHER CONTRA COSTA

A GRANT PROPOSAL SUBMITTED TO THE WALLACE ALEXANDER GERBODE FOUNDATION

OCTOBER 17, 2018

CONTACT INFORMATION

Ali Saidi, Deputy Public Defender Immigration Attorney, Director of Stand Together Contra Costa.

Email: Ali.Saidi@pd.cccounty.us Phone: 510-412-4931

OUR REQUEST FOR SUPPORT

On behalf of Contra Costa County and our coalition of nonprofit partners, we appreciate the opportunity to submit this application to the Wallace Alexander Gerbode Foundation for grant funding in the amount of \$50,000 to support Stand Together Contra Costa (STCC).

As the Gerbode Foundation is aware, in September 2017 the Contra Costa County Board of Supervisors agreed to establish STCC as a rapid-response deportation-defense initiative. Spurred by early, urgent recognition of the new threats posed by the federal government's frightening and destabilizing anti-immigrant policies – threats that have only grown more draconian over the past year – STCC's mission is to ensure that all people in Contra Costa County, regardless of citizenship or immigration status, are afforded the rights established by the United States Constitution and are protected from actions or policies that result in disparate, discriminatory, or unlawful treatment.

A public-private initiative managed by the Public Defender's Office (PDO) in partnership with nonprofit organizations and community members, STCC's pilot phase spans January 1, 2018 through June 30, 2020. After approval by the Board of Supervisors in fall 2017, STCC entered into contract with CCEB in January 2018 and launched services in March 2018.

Operating county-wide, STCC's services include three primary elements: a staffed, 24-hour information and rapid-response dispatch hotline; civil deportation-defense legal services; and community-based education, training, clinics, support, and leadership development services for immigrant individuals, families, and allies throughout Contra Costa.

STCC is a complex undertaking: Born of grassroots advocacy, it is funded by both the public sector and philanthropic entities, authorized by the County's leadership, administratively managed by the PDO, conducted in integral partnership with community-based organizations, stewarded by a Steering Committee of community-based organizations and leaders, informed by three, regional Local Leadership Councils, and operated in part with the support of community members who serve as trained responders and legal observers.

It is certainly not easy to design, launch, or manage such a complex structure; having fewer moving parts makes a machine easier to run. But the success of STCC is a product of the commitment, capacity, and connections brought to the project by its many constituent members. By embedding management of this complex structure into the institutional framework intrinsic to a public department, the Board of Supervisors offered the project a level of legitimacy, rigor, visibility, impact, and accountability that might otherwise have taken far longer to achieve.

As the project's administrative "host," the PDO is responsible for the project's oversight and foundational infrastructure. The majority of the project's direct services are provided through a contract with Catholic Charities of the East Bay (CCEB), which serves as lead agency for a coalition of

subcontracted organizations that includes Bay Area Community Resources, International Institute of the Bay Area, Jewish Family & Community Services East Bay, Monument Impact, and Oakland Community Organizations.

First imagined just over a year ago, STCC has emerged as a shining example of the power of collective leadership and shared purpose to redress inequitable realities. Yet the urgent need for STCC's practical, legal, and educational services and information has only grown in the nine months since the project's launch. While STCC exists first and foremost in order to provide essential, high-quality, no-cost services to protect our immigrant neighbors and families, we have come to understand that STCC also provides a forum and opportunity for action for fair-minded Contra Costa residents and leaders who want to take a stand – indeed, to stand together – to support, protect, and advocate for equity and due process for all. We invite the Gerbode Foundation to consider making a grant to support this critical effort.

STCC: KEY COMPONENTS

A. Community Verification and Response

The backbone of Stand Together Contra Costa is the Rapid Response Hotline, which is staffed 24 hours a day, seven days a week to provide a single point of contact for people who witness or are targeted by federal Immigration and Customs Enforcement (ICE) actions undertaken in our community.

Hotline staff verify ICE activity or dispel rumors, dispatch legal observers, provide accompaniment to family members to gather information to support legal defense for a person detained by ICE, and coordinate with the project's deportation-defense attorneys for individuals in bond and removal proceedings.

B. Legal Services (Clinics, Consultations, and Removal-Defense Representation)

Stand Together Contra Costa conducts no-cost, culturally competent, legal clinics in safe and familiar community settings to provide immigrants and their families with individualized legal consultations and structured and customized referrals.

Individuals detained by ICE are eligible to receive no-cost legal representation in pursuing bond or release, and to receive legal representation in removal defense and applications for relief before the Executive Office of Immigration Review (immigration court).

C. Capacity-Building, Education, and Outreach

Stand Together Contra Costa provides a wide array of no-cost informational presentations, public forums, train-the-trainer sessions, direct-service workshops, and leadership development opportunities, along with public communications about immigration-related issues to expand knowledge, dispel myths, and enhance both individual and collective capacity.

ABOUT THE PUBLIC DEFENDER'S OFFICE

In any county, the Office of the Public Defender has an important capacity to spearhead the call for a justice system that delivers justice not just for the wealthy, not just for the privileged, but for the most vulnerable among us.

Under the leadership of Public Defender Robin Lipetzky, Contra Costa County's Office of the Public Defender has developed a statewide reputation for developing innovative programs and practices that redress the enormous harms caused by inequitable state and federal policies.

In response to emerging federal anti-immigration policies, the Contra Costa PDO has blazed a path to protect the rights of its non-citizens. One of only a handful of Public Defender Offices in California that

employ an in-house Immigration Specialist attorney, Contra Costa County's PDO is recognized as a statewide leader in developing proactive partnerships to advance immigrant rights, civil protections, and legal remedies.

GOALS, OUTCOMES AND DATA

A. Goals

Put most simply, STCC has two primary goals:

1. Protect the due process rights of immigrants living in Contra Costa and ensure that they have ready access to reliable information, no-cost legal consultations and representation, and informed, responsive support in navigating the complex system of deportation defense.
2. Increase local stakeholders' collective capacity to understand, advocate for, and advance the rights of immigrant residents; this is accomplished by increasing the number of lawyers trained in immigrant rights and deportation defense, providing public education to community organizations regarding immigrant rights and issues, and training community members to serve as leaders and allies for immigrant communities through regional Local Leadership Councils.

B. Outcomes

1. Protect due process rights and providing access to informed, responsive support
 - a. Workshops and Presentations: Conduct a minimum of 1 community workshop per region (West, Central and East) per month for a minimum of 36 community workshops by June 30, 2019, reaching a minimum of 2,000 community members annually, with particular emphasis on serving hard-to reach immigrants, non-Latino immigrants, and rural communities.
 - b. Legal Consultations: Provide 1,000 free legal consultations to immigrants in Contra Costa County
 - c. Legal Representation: Provide legal representation to 60 individuals in bond and removal proceedings
2. Increase collective capacity to advance the rights of immigrant residents
 - a. Enhance Immigrant-Rights Knowledge for Service Providers: Train community stakeholders in relevant areas (e.g. Know-Your-Rights, building capacity, group facilitation, participatory decision-making, immigrants' rights, deportation procedures, and community defense and education)
 - b. Advance Community Leadership Development: Hire, train (including leadership development training) and manage Community Response Teams to coordinate dispatch and response activities
 - c. Inform and Engage Faith-Based Organizations: Establish a single point of contact and provide information and resources to a minimum of 36 faith-based organizations
 - d. Inform and Engage Local School Districts: Establish a single point of contact with each school district and provide information and resources to 18-20 school districts
 - e. Form Local Leadership Councils in all three geographic regions of the County, lead monthly meetings to support leadership and engagement for impacted community members

- f. Advance Public Knowledge: Provide information about Stand Together Contra Costa, including but not limited to the distribution of flyers and cards, to a minimum of 10,000 community members.

C. Data

Partnering with CCEB, STCC uses Salesforce, a cloud-based customer relationship management platform, to collect, track and analyze an array of data. Through Salesforce, STCC can coordinate and standardize the data collection of each of the diverse activities of the seven partnering nonprofit organizations, our clients, and the project outcomes. By aggregating data contributed at multiple points by multiple program partners, the Salesforce database will allow STCC to track both activities and outcomes by client, partner, and program as a whole.

In addition, because STCC includes organizations providing various services types across Contra Costa, this robust platform helps identify unmet needs and emergent issues affecting immigrant communities. Offering both formative and outcome data, this information will allow STCC to continuously update the project's services and deliverables to best meet the needs of the population.

BUDGET AND FUNDING

For its first term (January 1, 2018-June 30, 2018), Stand Together Contra Costa operated on a total budget of \$574,143, supported by a mix of public and private funding.

For fiscal 18/19, STCC's projected budget is \$1,149,944. Of this, twenty-one percent is allocated to the PDO to underwrite its project-specific costs, while seventy-nine percent is allocated to community-based organizations.

For 18/19, the following entities have committed financial support:

Contra Costa County	\$500,000
Y & H Soda Foundation	\$275,000
The California Endowment	\$100,000
San Francisco Foundation	\$100,000
East Bay Community Foundation	\$65,000
Firedoll Foundation	\$50,000
<u>Richmond Community Foundation</u>	<u>\$10,000</u>
Total committed	\$1,100,000
Unfunded balance	\$49,944

The attached budget provides extensive detail on the project's sources and uses for 18/19; we invite the Gerbode Foundation to consider joining this coalition of funders.

ATTACHMENTS

1. Application
2. Budget for fiscal 2018/2019
3. Budget with funder sources and use allocations, 2018/2019
4. News articles



Year 2 (July 1, 2018-June 30, 2019)

	Overview			Uses		
	Per-Item Cost	FTE on project / Number of Items	Project Costs	PD	CCEB	Total Uses
Sources						
				\$238,944	\$911,000	\$1,149,944
Uses						
Host (Office of the Public Defender)						
Project Director Ali Saidi (provided in-kind by Public Defender)						
ASA III (Program Manager) at \$114,840 including benefits, budgeted for 10 months, starting November 2018	\$114,840	1	\$76,560	\$76,560	\$0	\$76,560
Public Defender II (Senior Attorney/Legal Coordinator) at \$144,540 including benefits, budgeted for 10 months, starting November 2018	\$144,540	1	\$96,360	\$96,360	\$0	\$96,360
Administrative Analyst-Project APW1 (\$50K + 50% benefits) (July-Sept 2018)	\$75,000		\$18,750	\$18,750	\$0	\$18,750
Website design and ongoing TA			\$15,000	\$15,000	\$0	\$15,000
Hotline infrastructure @ \$100/month			\$1,200	\$1,200	\$0	\$1,200
Technical assistance (implementation/operations support)			\$15,000	\$15,000	\$0	\$15,000
Communications			\$4,000	\$4,000	\$0	\$4,000
Translation services			\$3,500	\$3,500	\$0	\$3,500
Printing STCC cards			\$1,500	\$1,500	\$0	\$1,500
Indirect @ 12%		12.00%	\$7,074	\$7,074	\$0	\$7,074
Costs for Host		2	\$238,944	\$238,944	\$0	\$238,944
Contracted Services						
Community Response Unit						
Stand Together Community Hub Coordinator (CCEB) \$60K + 21% benefits	\$72,600	1	\$72,600		\$72,600	\$72,600
Community Response Leaders-West and East (OCO), 2 FTE @ \$57K + 15% benefits	\$65,550	2	\$131,100		\$131,100	\$131,100
Dispatcher (OCO) 2 @ \$15/hr x 40 hours/week + 15% benefits	\$35,880	2	\$71,760		\$71,760	\$71,760
Dispatcher (BACR) \$15/hr x 35 hours/week + 25% benefits	\$34,125	1	\$34,125		\$34,125	\$34,125
Community Response Coordinator (MI) \$35,360 + 18% benefits	\$41,725	1	\$41,725		\$41,725	\$41,725
Community Organizer (MI) \$41,600 + 18% benefits, .75 FTE	\$49,088	0.75	\$36,816		\$36,816	\$36,816
Community Engagement Manager (MI) \$80,000 + 18% benefits, .2 FTE	\$94,400	0.2	\$18,880		\$18,880	\$18,880
Central County Outreach Intern (MI) \$15/hr, 20 hrs/month, unbenefitted	\$3,600		\$3,600		\$3,600	\$3,600
Personnel: Community Response Unit		7.95	\$410,606	\$0	\$410,606	\$410,606
Local Leadership Council Expenses (mileage, childcare, meeting expense, etc.)	\$6,000		\$6,000		\$6,000	\$6,000
Print materials @ \$1,600 for Spanish, \$500 per language in the top six languages	\$4,600		\$4,600		\$4,600	\$4,600
Language Access (interpreters and translations)	\$5,000		\$5,000		\$5,000	\$5,000



Year 2 (July 1, 2018-June 30, 2019)

	Overview			Uses		
	Per-Item Cost	FTE on project / Number of Items	Project Costs	PD	CCEB	Total Uses
LLC meeting expenses (food, childcare, etc.) (\$300/meeting @ 8 per year for 3 LLCs)	\$7,200		\$7,200		\$7,200	\$7,200
Cell phones (\$50/ FTE community response unit /month)	\$4,770		\$4,770		\$4,770	\$4,770
Local mileage for Community Action Unit @ approx. 800 miles/month/FTE @ \$.545/mile	\$41,594		\$41,594		\$41,594	\$41,594
Community outreach events, four @ \$1,500 each			\$6,000		\$6,000	\$6,000
Carryover costs			\$12,500		\$12,500	\$12,500
Indirect @ 12% of all operating costs	12.00%	\$0	\$10,520		\$10,520	\$10,520
Operating costs for Community Action Unit			\$98,184	\$0	\$98,184	\$98,184
Legal Services Unit						
Technical Assistance	\$15,000		\$15,000		\$15,000	\$15,000
Staff Attorneys (avg. \$75K + 25% benefits)	\$93,750	2.2	\$206,250		\$206,250	\$206,250
Legal Services Assistant @ \$37K + 22% benefits at .75 FTE	\$45,140	0.75	\$33,855		\$33,855	\$33,855
Personnel: Legal Services Unit		2.95	\$255,105	\$0	\$255,105	\$255,105
Cell phones @ \$50/FTE/month for legal services staff	\$1,770		\$1,770		\$1,770	\$1,770
Language Access (interpreters and translators)	\$7,000		\$7,000		\$7,000	\$7,000
Supplies, photocopying @ \$250/month	\$3,000		\$3,000		\$3,000	\$3,000
Miscellaneous litigation and legal filing fees	\$7,500		\$7,500		\$7,500	\$7,500
Local mileage for attorneys @ 200 miles/week/FTE @ \$.545/mile	\$12,470		\$12,470		\$12,470	\$12,470
State bar fees, continuing legal education, professional insurance, etc. \$2,500/FTE	\$7,375		\$7,375		\$7,375	\$7,375
Indirect @ 12% of all operating costs	12.00%		\$4,694		\$4,694	\$4,694
Operating costs for Legal Services Unit			\$43,808		\$43,808	\$43,808
Flexible legal defense funds/litigation expenses including expert witnesses			\$15,000		\$15,000	\$15,000
Program Management Costs: CCEB						
Chief Program Officer	\$13,648		\$13,648		\$13,648	\$13,648
Director of Data Analytics and Quality Improvement	\$23,244		\$23,244		\$23,244	\$23,244
Director of Grants	\$4,648		\$4,648		\$4,648	\$4,648
Director of Immigration Legal Services	\$16,932		\$16,932		\$16,932	\$16,932
Grants Post-Award Manager	\$5,786		\$5,786		\$5,786	\$5,786
Salesforce Community Licenses	\$2,025		\$2,025		\$2,025	\$2,025
Chief Financial Officer	\$10,614		\$10,614		\$10,614	\$10,614
Senior Accountant	\$11,400		\$11,400		\$11,400	\$11,400



Year 2 (July 1, 2018-June 30, 2019)

		Overview		Uses		
		Per-Item Cost	FTE on project / Number of Items	Project Costs	PD	CCEB
Total Program Management Costs		\$88,297		\$88,297	\$0	\$88,297
Total Costs				\$1,149,944	\$238,944	\$911,000
						\$88,297
						\$1,149,944
						\$1,149,944

Year 2 (July 1, 2018-June 30, 2019)

[illegible]

Total Costs



Photo credit: Catholic Charities of the East Bay

At a time when immigrants are being targeted by increasingly hostile federal policies, we commend the Contra Costa County Board of Supervisors, which voted unanimously today to authorize the county's first-ever immigrant legal defense program. The community-led program, which will be operated by the county's public defender's office, follows similar programs that have recently launched in San Francisco and Alameda Counties. Contra Costa's program, "Stand Together CoCo," will provide rapid-response deportation defense services, a 24-hour hotline, as well as training and education for families in need of immediate immigration legal assistance.

The Bay Area's community leaders must stand firmly behind the immigrants who are so critical to our region's identity and vibrancy. As a reflection of the urgent need for immigrant legal defense and support, our foundations and several others have quickly pledged \$575,000 to help make Stand Together CoCo's launch possible. Philanthropic funding, combined with \$500,000 from the county per year, will sustain the program for its first two and a half years. This effort represents a joint commitment from the public and private sectors to work in partnership with the community to ensure that Contra Costa County is a welcoming, inclusive place where everyone has access to due process and the opportunity to thrive. Our foundations stand united with Contra Costa County against all attacks that threaten these values.

Jim Becker, CEO, Richmond Community Foundation

Fred Blackwell, CEO, The San Francisco Foundation

James Head, CEO, The East Bay Community Foundation

Sandor Straus, President, Firedoll Foundation

Bob Uyeki, CEO, The Y & H Soda Foundation

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Contra Costa Implements \$1 Million Program to Help County's Undocumented Residents

By [Gillian Edevane](#)

Published at 11:37 AM PDT on Sep 20, 2017 | Updated at 2:26 PM PDT on Sep 20, 2017



Getty Images

A \$1 million pilot program designed to provide legal assistance to undocumented immigrants grappling with threats of deportation was fast-tracked through the Contra Costa County Board of Supervisors on Tuesday, passing unanimously and with vocal community support.

Called [Stand Together](#) Contra Costa, the program is the county's most direct response to the climate of fear many undocumented immigrants say they have been living in since the inauguration of President Donald Trump, who rode a wave of anti-immigrant rhetoric into the White House. The program will provide immigration-based help for the county's estimated 65,000 undocumented residents and their families.

"The board has made many decisions that have been rapid," Supervisor Federal Glover said, remarking on the expediency with which the expensive pilot program was pushed through. "Many times we live up in the

world of the unknown, and that's because our nation has put us in the position to be in the world of the unknown."

According to the Migration Policy Institute, 37 percent of Contra Costa County's undocumented population has at least one minor in the household. The specter of families being torn apart by Trump-era immigration orders has created a dire need in the county for added services, advocates said Tuesday.

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Under the proposal, an estimated 2,000 residents will receive Know Your Rights presentations. Another 1,000 will receive free legal consultations, while an estimated 200 residents will have no-cost representation afforded to them.

Ali Saidi, an immigration attorney with the Public Defender's Office, spearheaded the pilot program. In his presentation to the board, he talked about working with local schools and other organizations to get the word out about how the program can help families feel more secure.

"There is a feeling of alienation from both our national and local governments," Saidi said, imploring county leaders to approve funding. "There is mistrust and fear, and that's compounded by a lack of access to resources and due process rights."

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The program's goals are myriad: In addition to providing no-cost legal assistance, Stand Together Contra Costa includes a rapid response network and emergency hotline designed to help confirm — or dispel — reports of immigration raids happening within county limits. In the past few months, false reports of raids circulating on social media have led people to avoid grocery stores and schools, fearing that ICE agents were conducting immigration sweeps at those locations.

Saidi had already secured more than \$500,000 in funding commitments from various organizations, including \$100,000 from the California Endowment and another \$100,000 from the San Francisco Foundation. Although the rest was originally going to come from the county's general fund, it will now be administered through AB 109 funding, which the state earmarked for public safety and prison realignment in 2011.

Supervisor Karen Mitchoff, who introduced the proposal to the board, noted that she would like to see data showing the pilot program's efficacy if it is to continue past its first year. She described it as a temporary solution, one that is necessary because the U.S. has yet to work out a sustainable and holistic immigration reform plan.

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"In order to show the public that this money is well spent, we need to know how many people you're serving and what kind of services were provided," Mitchoff said. "This isn't a program that is supposed to go on for 10 years."

The program will be re-evaluated next April, at which time the board will decide whether to approve another round of funding.

Contact Gillian Edevane through email at gillian.edevane@nbcuni.com. You can also follow her on Twitter at [@GillianNBC](https://twitter.com/GillianNBC).



SODA FOUNDATION

Robin Lipetzky
Public Defender
Contra Costa County Office of the Public Defender
800 Ferry Street
Martinez, CA 94553

Letter of Funding Commitment

September 11, 2017

Dear Ms. Lipetzky:

I am pleased to inform you that Y & H Soda Foundation commits to making a \$275,000 grant to the Contra Costa Office of the Public Defender to support the *Stand Together CoCo Project*. The terms and conditions of this grant are as follows:

1. The grant is restricted to supporting the *Stand Together CoCo Project* for the 24-month grant period from July 1, 2017 through June 30, 2019. \$75,000 is for the 12-month grant period beginning July 1, 2017 and ending June 30, 2018 and \$200,000 is for the 12-month grant period beginning July 1, 2018 and ending June 30, 2019.
2. The \$75,000 disbursement is contingent upon Contra Costa County allocating \$500,000 to the *Stand Together CoCo Project* for the period January 1, 2018 through June 30, 2018.
3. The \$200,000 disbursement is contingent upon Contra Costa County allocating \$500,000 to the *Stand Together CoCo Project* for the period July 1, 2018 through June 30, 2019.
4. The Office of the Public Defender will provide both a financial report and a narrative report on the outcomes of the initial grant disbursement no later than September 1, 2018 and the second grant disbursement no later than September 1, 2019. The financial report will document how the grant was spent and the narrative report will detail progress against the activities and goals described in the proposal.
5. The first year funding of \$75,000 will be disbursed upon receipt of documentation that Contra Costa County has allocated \$500,000 to *Stand Together CoCo* for the period January 1, 2018 through June 30, 2018.

The Y & H Soda Foundation is proud to partner with Contra Costa County on this critically important project.

Sincerely,

Robert Uyeki
CEO

September 11, 2017

Ms. Robin Lipetzky
Public Defender
Contra Costa County Office of the Public Defender
800 Ferry Street
Martinez, CA 94553

Letter of Funding Commitment

Dear Ms. Lipetzky:

I am pleased to inform you that The San Francisco Foundation commits to making a \$100,000 grant to the Contra Costa County Office of the Public Defender to support the *Stand Together CoCo Project*. The terms and conditions of this grant are as follows:

1. The grant is restricted to supporting the *Stand Together CoCo Project* for the 12-month grant period from July 1, 2018 through June 30, 2019.
2. The \$100,000 disbursement is contingent upon Contra Costa County allocating \$500,000 to the *Stand Together CoCo Project* for the period January 1, 2018 through June 30, 2018 and also allocating an additional \$500,000 to the *Stand Together CoCo Project* for the period July 1, 2018 through June 30, 2019.
3. The Office of the Public Defender will provide both a financial report and a narrative report on the outcomes of the grant no later than September 1, 2019. The financial report will document how the grant was spent and the narrative report will detail progress against the activities and goals described in the proposal.

The San Francisco Foundation is proud to partner with Contra Costa County on this critically important project.

Sincerely,



Fred Blackwell
Chief Executive Officer



September 6, 2017

Robin Lipetzky
Public Defender
Contra Costa County Office of the Public Defender
800 Ferry Street
Martinez, CA 94553

Letter of Funding Intention

Dear Ms. Lipetzky:

The California Endowment is pleased to indicate our strong support for the *Stand Together CoCo Project*. It is my intention to bring forward a recommendation to support the project with a \$100,000 grant to the Contra Costa Office of the Public Defender. In early April 2018, you will receive a formal invitation to submit an application for funding for the project. Final approval is contingent upon receipt of all required documents, thorough due diligence, and a determination of strong alignment with The Endowment's mission and vision for Building Healthy Communities. As part of our due diligence, we expect to see a commitment from Contra Costa County of \$500,000 to the *Stand Together CoCo Project* for the period January 1, 2018 through June 30, 2018 and an additional \$500,000 to the *Stand Together CoCo Project* for the period July 1, 2018 through June 30, 2019.

Once approved, the grant will be restricted to supporting the *Stand Together CoCo Project* for the 12-month grant period from July 1, 2018 through June 30, 2019. The Office of the Public Defender will need to provide both a financial report and a narrative report on the outcomes of the grant no later than September 1, 2019. The financial report will document how the grant was spent and the narrative report will detail progress against the activities and goals described in the proposal.

The California Endowment is proud to partner with Contra Costa County on this critically important undertaking to ensure all of the county's residents have access to the information, resources, and assistance needed to live healthy lives in safety and dignity. Thank you for your leadership to ensure health and justice for all.

Sincerely,

Diane E. Aranda
Senior Program Manager

1000 North
Alameda Street
Los Angeles
CA 90012
213.928.8800
FAX 213.928.8801
800.449.4149

www.calendow.org



Robin Lipetzky
Public Defender
Contra Costa County Office of the Public Defender
800 Ferry Street
Martinez, CA 94553

Letter of Funding Commitment

September 11, 2017

Dear Ms. Lipetzky:

I am pleased to inform you that the East Bay Community Foundation commits to making a \$50,000 grant to the Contra Costa Office of the Public Defender to support the *Stand Together CoCo Project*. The terms and conditions of this grant are as follows:

1. The grant is restricted to supporting the *Stand Together CoCo Project* for the 12-month grant period from July 1, 2018 through June 30, 2019.
2. The \$50,000 disbursement is contingent upon Contra Costa County allocating \$500,000 to the *Stand Together CoCo Project* for the period January 1, 2018 through June 30, 2018 and also allocating an additional \$500,000 to the *Stand Together CoCo Project* for the period July 1, 2018 through June 30, 2019.
3. The Office of the Public Defender will provide both a financial report and a narrative report on the outcomes of the grant no later than September 1, 2019. The financial report will document how the grant was spent and the narrative report will detail progress against the activities and goals described in the proposal.

The East Bay Community Foundation is proud to partner with Contra Costa County on this critically important project.

De Domenico Building
200 Frank H. Ogawa Plaza
Oakland, CA 94612

Main 510/836.3223
Fax 510/836.3287
info@eastbaycf.org
www.eastbaycf.org

Sincerely,



James Head

President & Chief Executive Office

Firedoll Foundation

c/o Tigmera, LLC
1460 Maria Lane, Suite 400
Walnut Creek, CA 94596
(925) 937-3112

Robin Lipetzky
Public Defender
Contra Costa County Office of the Public Defender
800 Ferry Street
Martinez, CA 94553

Letter of Funding Commitment

September 8, 2017

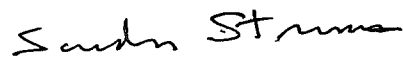
Dear Ms. Lipetzky:

I am pleased to inform you that Firedoll Foundation commits to making a \$50,000 grant to the Contra Costa Office of the Public Defender to support the Stand Together CoCo Project. The terms and conditions of this grant are as follows:

1. The grant is restricted to supporting the Stand Together CoCo Project for the 12-month grant period from July 1, 2018 through June 30, 2019.
2. The \$50,000 disbursement is contingent upon Contra Costa County allocating \$500,000 to the Stand Together CoCo Project for the period January 1, 2018 through June 30, 2018 and also allocating an additional \$500,000 to the Stand Together CoCo Project for the period July 1, 2018 through June 30, 2019.
3. The Office of the Public Defender will provide both a financial report and a narrative report on the outcomes of the grant no later than September 1, 2019. The financial report will document how the grant was spent and the narrative report will detail progress against the activities and goals described in the proposal.

Firedoll Foundation is proud to partner with Contra Costa County on this critically important project.

Sincerely,



Sandor Straus
President
Firedoll Foundation

**Richmond
Community
Foundation**

James Becker
President and CEO

Robin Lipetzky
Public Defender
Contra Costa County Office of the Public Defender
800 Ferry Street
Martinez, CA 94553



Letter of Funding Intention

Board Officers:

September 13, 2017

Marsha Tomassi
Chair

Dear Ms. Lipetzky:

Jeff Gagnon
Vice Chair

I am pleased to inform you that the Richmond Community Foundation intends to make a \$10,000 grant to the Contra Costa Office of the Public Defender to support the *Stand Together CoCo Project*. The terms and conditions of this planned grant are as follows:

Richard Hong
Treasurer

Cynthia Le Blanc,
Secretary

Directors:

Menbere Aklilu

James Brandt

Kaye Burnside

Conor Flannery

Josh Genser

Erica Goode

Bielle Moore

Jorge Reyes

Glicel Sumagaysay

1. The grant is restricted to supporting the *Stand Together CoCo Project* for the 12-month grant period from July 1, 2018 through June 30, 2019.
2. The \$10,000 disbursement is contingent upon Contra Costa County allocating \$500,000 to the *Stand Together CoCo Project* for the period January 1, 2018 through June 30, 2018 and also allocating an additional \$500,000 to the *Stand Together CoCo Project* for the period July 1, 2018 through June 30, 2019.
3. The Office of the Public Defender will provide both a financial report and a narrative report on the outcomes of the grant no later than September 1, 2019. The financial report will document how the grant was spent and the narrative report will detail progress against the activities and goals described in the proposal.

The Richmond Community Foundation is proud to partner with Contra Costa County on this critically important project.

Sincerely,

James A. Becker
President and CEO