

# **Northeast Florida Immigrant Resource Alliance Corp – NEFIRA Education Pillar 2025**

## **FY 2024-2025 City Grant Proposal Term Sheet**

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**Grant Recipient:** Northeast Florida Immigrant Resource Alliance Corp (“NEFIRA” or “Recipient”)

**Program Name:** NEFIRA Education Pillar 2025 (the “Program”)

**City Funding Request:** \$76,181

**Contract/Grant Term:** October 1, 2024 – September 30, 2025

**Any substantial change to this FY 2024-2025 City Grant Proposal Term Sheet (the “Term Sheet”) or a budget change not within 10% of the attached Program budget line-items will require City Council approval.**

### **PROGRAM OVERVIEW:**

Jacksonville's immigrant population has steadily increased since the early 1990's. The city has seen significant increases in its European, Latino, and Asian immigrant populations. It is estimated that by 2050 approximately one quarter of the population will be foreign-born.

As the Florida immigrant population continues to grow, our mission is to support immigrants on their pathway to living informed, stable and civically engaged lives and our vision is to see immigrants participate wholly as citizens of the North East Florida community.

NEFIRA recognizes that local North East Florida immigrants need help in many ways. NEFIRA also recognizes that North East Florida has great many community programs, government resources, willing professionals and existing services that immigrants can benefit from. NEFIRA seeks to bridge the gap by creating systems to connect the available resources to immigrants through educational programs, stabilization resources and civic engagement opportunities.

### **PROGRAM SCOPE OF WORK AND DELIVERABLES:**

As part of the Program, NEFIRA will provide the following services:

- Free Citizenship Drives - we host bi-yearly free citizenship events where we help Permanent Residents apply for Citizenship for free. We have previously worked with the City of Jacksonville, the University of North Florida, and the Florida Immigrant Coalition (“FLIC”).
- English Civic Classes - we work with existing community organizations such as the FLIC, the YMCA and Chets Creek Church to provide English Civic Classes to individuals looking to prepare for their Citizenship exam.
- First Time Voter Education – we work with organizations such as FLIC and New Citizen to provide training to first time voters.
- English as a Second Language – we work with existing community organizations such as the YMCA and Chets Creek Church to provide English for Speakers of Other Languages (ESOL) classes to individuals looking to improve their English skills.
- Financial Literacy Classes – we work with banks such as Alive Credit Union, Certified Public Accountants, and financial advisors to provide training/literature for individuals looking to begin their personal financial management, budgeting, and investing.

- Higher Education Training – we work with Florida State College at Jacksonville (FCSJ) to create bridge for access to vocational higher education.
- Maintain a Resource Catalog available to Program participants

#### **PROGRAM COSTS/PAYMENT TERMS:**

City funds shall be expensed in accordance with the approved budget for the sole benefit of Duval County residents. Funds will be disbursed on a reimbursement basis upon the City's receipt and approval of required documentation including but not limited to paid invoices, cleared checks and bank statements.

Program Consultant Salary (Part-Time): \$40,000

Occupancy Expenses: \$120

Office Expenses: \$34,645

Travel Expenses: \$416

Equipment Expenses: \$1,000

#### **PROGRAM IMPACT & REPORTING:**

To achieve the Program and NEFIRA goal of bridging the gap through educational programs, stabilization resources and civic engagement opportunities, we are developing and strengthening community partnerships with organizations such as the City of Jacksonville, the University of North Florida, the Florida Immigrant Coalition, YMCA, Chets Creek Church, New Citizen, FSCJ, Alive Credit Union, and private professionals. By hiring a Program Consultant that will be responsible for modifying and monitoring each of the sub-programs, we will be able to provide services to the community at a higher level.

The Program's achievements during the prior year included 2 Free Citizenship Drive Events, helping over 54 residents apply for their Citizenship. For FY 2024/25, we anticipate providing services to over 500 residents across the various Program activities.

Upon completion of the grant period, NEFIRA will provide the City with a report detailing the number of residents supported in achieving citizenship, the number and type of events held, and the results of participant surveys evaluating the effectiveness of the Program.

#### **ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

FY2025 City Grant Application  
Proposed Funding Period: FY 2024-2025

FY 2025 City Grant - Complete Program Budget Detail

Lead Agency: NEFIRA

Program Name: NEFIRA Education Pillar 2025

Agency Fiscal Year: 2024-2025

BUDGET								
Categories and Line Items	Prior Year Prg Funding FY 2022-2023	Current Year Prg Budget FY 2023-2024	Total Est. Cost of Program FY 2024-2025	Funding Partners				
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
I. Employee Compensation								
Personnel - 01201 (list Job Title or Positions no names)								
1. Program Consultant (PT)	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Employee Compensation	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00
Fringe Benefits								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Employee Compensation	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00
II. Operating Expenses								
Occupancy Expenses								
Rent - Occupancy -04408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Expenses								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$29,445.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - DropBox & Survey Monkey	\$0.00	\$0.00	\$650.00	\$0.00	\$0.00	\$650.00	\$0.00	\$0.00
Travel Expenses								
Local Mileage - 04021	\$0.00	\$0.00	\$416.00	\$0.00	\$0.00	\$416.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Expenses								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance -04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Client Expenses - 08301								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$28,945.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$0.00	\$0.00	\$36,181.00	\$0.00	\$0.00	\$36,181.00	\$0.00	\$0.00
III. Operating Capital Outlay (OVER \$5,000)								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses Total	\$0.00	\$0.00	\$76,181.00	\$0.00	\$0.00	\$76,181.00	\$0.00	\$0.00
Percent of Budget	-	-	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%

Last Modified: 07/08/2024

All City Grant items listed must be included in the narrative section of the budget.

**Budget Narrative for Selected Items of Cost**  
**FY 2025 City Grant Application**  
**Program Budget Narrative (Max. 2 Pages)**  
**Proposed Funding Period: FY 2024-2025**  
**COJ Funding Only**

**Agency:** NEFIRA

**Program Name:** NEFIRA Education Pillar 2025

**EXPENSES:** Please provide narrative description for all categories listed below for which you are seeking **City Funding Only**.

We have included those required elements in the spaces below. See instructions when listing personnel expenses.

Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

**I. Employee Compensation** \* (not related to costs of the office of the governor of a state or the chief executive of a political subdivision)

<b>Salary &amp; Wages</b>	\$ 40,000.00	As we have never had paid support staff, we will be hiring a part-time Program Consultant for \$40,000 to help the Board with its vision and mission. Once the position has developed well, the board would be looking to make the position full-time for an Executive Director.
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<b>Payroll Taxes &amp; Benefits</b>	\$ -	
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**II. Operating Expenses**

**Occupancy Expenses**

Insurance Property & General Liability	\$ 120.00	While we don't have a brick and mortar yet, we do have to get Insurance Property is for the 2 Citizenship events we host yearly (\$60 each time)
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**Office Expenses**

Office and Other Supplies	\$ 2,000.00	We need office supplies if the form of paper, pens, labels, flags, white out, clipboards, folders (etc.), for our bi-yearly Citizenship Drive events. Plus the regular office supplies for our new Program Consultant to use during their work hours.
Postage	\$ 50.00	We need postage for mail we sent out to vendors, partners and clients.
Printing and Advertising	\$ 2,000.00	We need printing and advertising for our bi-yearly Citizenship Drive events, annual fundraising event, and social media expenses.
Publications	\$ 500.00	We need publication costs for the flyers/materials we print and disseminate for our bi-yearly Citizenship Drive events, fundraising event and educational partnership programs.
Professional Fees and Services (Not Audit)	\$ 29,445.00	We need professional fees to pay for our Certified Public Accountant (\$500) We need funding for our educational programming that includes: English as a Second Language, English Civic Classes, Financial Literacy Classes and First Time Voter Education (\$28,945)
Other - DropBox & Survey Monkey	\$ 650.00	We need other expenses for our DropBox and Survey Monkey subscriptions that use for all of our events.

**Travel Expenses - not related to entertainment expenses**

Local Mileage	\$ 416.00	We need travel reimbursement for our Project Consultant as they will be traveling in Duval County.
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**Equipment Expenses**

Rental & Leases - Equipment	\$ 1,000.00	We need to rent a venue for our annual fundraising event.
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<b>Direct Client Expenses</b>	\$ -	
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**III. Operating Capital Outlay:**