



2019 Emerging Opportunities Program Application

Submit Application to: EOPapplications@cityofmadison.com

Deadline: 12:00 pm CST (noon) on October 16, 2018

Late applications will not be accepted

Please limit your proposal and responses spaces provided in this form. Any materials submitted in addition to this application form will not be considered in the evaluation of the proposal. *Do not attempt to unlock or alter this form.*

If you need assistance with this proposal or are unclear about how to respond to any questions listed below, please contact CDD staff at 266-6520.

Agency or Group:	Southeast Asian Healing Center (SEAH)	Amount Requested:	\$14,000.00
Title of Proposal:	Improving Organizational Effectiveness		
Project Type	Build Organizational Capacity		
Project Description:	This project aims to improve nonprofit effectiveness, organizational and financial stability, program quality, and growth.		
Contact Person:	Doua Vang	Email	nruas@charter.net
Address:	5205 Piccadly Dr.	Telephone:	(608) 212-1304
Is this Group a 501 (C) (3)?	Yes or No No	If no, applicant will need to secure a fiscal agent with 501 (C) (3) status	
Applicant Organization founded (Year):	2018		
Name of Fiscal Agent (if Applicable):	Freedom, Inc.	Fiscal Agent Phone:	(608) 217-7754
Fiscal Agent Contact Person:	Kabzuag Vaj	Fiscal Agent Email:	kabzuagkvaj@gmail.com

1. Project Description

a. What is the goal of your project? (500 characters)

The primary goal is to develop a new, high-quality agency to reinstate services that work well for Hmong and Cambodian adults and elders. This funding will be used to build the capacity to provide culturally competent programming to meet the needs of the clientele. Further, the funding will be used to train staff and the Board to strategically strengthening the agency for sustainability, to plan and carry out fundraising, expand and enhance services as the communities grow and change.

Contact Us! CDD staff are committed and willing to help interested groups understand and work through program requirements. Call Nancy Saiz at 266-6520 or check out the staff directory on our website for a list of staff, their focal areas, and contact information.

- b. Intended Service Population: (500 characters) Describe the intended service population that will be impacted by this project (e.g., location, ages, ethnicities, income ranges, English language proficiency etc.).

The targeted population are adults and Hmong elders, aged 25 to 95 and Cambodian adults from ages 25 to 55 who live in Madison will be served. Both groups speak limited to no English, low income, working minimum wage jobs or receiving SSI/SSDI benefits. They face cultural barriers, language barriers, mobility barriers, health barriers, and age barriers. They have trauma experiences and witnessed tortures and killing. Many lost their loved ones before coming to the United States as refugees.

- c. Project Design: (5000 characters) Describe your proposed project activities. How will these activities help you accomplish your stated goals? Include information about key parts of your project that help us understand how you will accomplish your goals and how these funds would be used.

The project activities that need EOP support are practical and focus on start-up actions that can help us get a new entity up and running. Beginning activities will include:

- 1) Purchase of computer hardware and software so we can begin to document services and track financial and service activities. Because of the projected billing avenues (discussed below), we may have to buy services to comply with federal requirements for meaningful use in regard to electronic records.
- 2) Acquiring general and professional liability insurances for transportation, property, services provided by clinical staff, and coverage for volunteers including the Board of Directors.
- 3) Application for LLC and or 501(c)(3) status and for the various state program certifications. This includes the cost of fees and staff time to set up and prepare policies and procedures to meet the requirements of the certification standards. Certifications will allow us to bill for our services in the near future.
- 4) Training for the Board and for the staff. This training will ensure that the agency's personnel will have the skills to do the strategic planning and the actions that will follow to become a high-quality sustainable nonprofit social service organization.

The project activities above will ensure that we can provide a healing place for Hmong people to gather where they can speak their languages, cook their preferred foods, and share their histories, stories, joys, and sorrows. The Cambodians, who will also receive support from the monks and volunteers at the Temple, will also use the program for social services, case management, and wellness activities. We will provide a place of physical and emotional safety that will be staffed by volunteers from the Hmong, Cambodian, and western communities as well as paid staff. We will assist Hmong and Cambodian in accessing and obtaining needed benefits, applying for citizenship, understanding and navigating the larger City of Madison and Dane County social support system and culture, and institutions such as the workings of the schools, government, and available recreational/social/wellness activities. This funding will also help train staff and volunteers to connect Southeast Asian community members to hospitals and clinics for better medical care, referrals and improving the accessibility for services.

d. Proposed Timeline for Implementation

Activity	Estimated Start and Completion Dates
Buy laptops, cell phones and software	April 15, 2019
Obtain 501(c)(3)	June 30, 2019-July 31, 2019
Buy insurance policies	March 1, 2019

Activity	Estimated Start and Completion Dates
Determine software needs and purchase	May 30, 2019
Train Board of Directors and staff re: organizational, fundraising skills, and strategic plan.	ongoing
Sponsor a 1-2 day strategic planning for staff and Board (e.g., Nancy Young and Grayhorse Strategies)	July - August 30, 2019

2. Applicant Organization or Group: (2500 characters) Briefly describe the structure of your organization. Include information about your board and/or volunteers. Please describe any successes you have had that relate to the proposed project. (10 Pts)

-The organization will have a voluntary Board of Directors comprised of community members and program consumers and a participant advisory board. The organization will have a relatively flat hierarchy as we believe layers of bureaucracy actually discourage being in sync with the people served and their families. Doua Vang will be the Executive Director and he will work with a small group of paid staff and volunteers. He will work closely with other organizations involved (see below) including Freedom Inc. which will act as the fiscal agent for this grant. He will also have clinical consultants to advise him and the staff and to provide some of the training. Details will be provided if we are given an opportunity for an interview.

Doua Vang has been the Manager of Journey's Southeast Asian programs for more than two decades. Both programs have served consumers and their families with distinction. Kajsiab House has received scrutiny from the federal government, having received three SAMHSA grants. It was designated by them as a "best practice model." It has also received two UW Partnership grants. Both SAMHSA and the UW Partnership have incredibly competitive processes for recipients of their grants. Kajsiab House still receives inquiries from across the nation from those trying to replicate the services Kajsiab House provides. Most importantly, these programs receive high marks from those served, as evidenced by the outpouring of support following the closing of the program recently.

3. Alignment: (2500 characters) Briefly describe how your proposed project aligns with City, neighborhood or community based planning processes, data, or reports. (10 Pts)

This proposal aligns with the City's priorities. The support is necessary because of unanticipated needs. The decision of Journey Mental Health Center to close Kajsiab House and services at the Temple was a surprise to the staff and it created a panic to the community. Many elders expressed suicidal ideation and a few were hospitalized. Although there was a known significant budget shortfall, there was no indication that the solution would be to close out the programs in less than 60 days. Because these programs serve people who cannot and will not be able to access traditional, westernized treatment, issues of racial inequality are in play. Most of the Cambodian seniors and adults were victims of the killing field during the Pol Pot regime in Cambodia. The Hmong and Cambodian community are having difficulty accessing services and their language barrier made it hard for them to navigate the complex system of services and support without cultural competent staff who understand their cultures and background experience. Because the Hmong and Cambodian population who live in the City of Madison do not concentrate in one area, this project aims to reach out and to serve these two populations who live within the Madison city limit. Many individuals in both the Cambodian and Hmong communities are in conversation about what to do now and are bringing forth issues about what to change and what to keep. While this process will likely take some time and will highlight differences to be worked out, it certainly evidences strong and ardent engagement of Madison residents. The end result will be a new, promising project such as the City wants to support. What we need immediately is capacity building, such as this grant can provide to help strengthening the organization to handle these difficult issues..

4. Community Engagement: (2500 characters) Briefly describe how residents and the community who may benefit from this project have been involved in the development of this proposal. (10 Pts)

Since the announcement of the closing of the Southeast programs by Journey, residents and participants alike have come forward to help, support and plan. None of this has been secret. There have been many meetings, both private and public. Information has been shared by word of mouth, on social media, through meeting minutes and other email listserves. One public meeting, held at the Urban League in August included not only Hmong and Cambodian representatives but also a representative of Journey. The press, including the Wisconsin State Journal, The Capital Times, Capital City Hues, Channel 3 TV, has provided information. Community members have responded to those stories. Several organizations have come forth to offer their resources, and most of them serve communities of color or Southeast Asians specifically. These engaged residents remain invested and are spending many personal hours and energies to help. They have raised over \$125,000 of gap funding in a short period of time, including money from the City and county in addition to individual donations from a Go Fund Me page and other avenues.

5. Collaboration: (2500 characters) Briefly describe any collaboration or coordination with other organizations or service providers in the development of this proposal. (5 Pts)

We are formally collaborating with Anesis, Freedom Inc., the Hmong Insitute, and the Cambodian Buddhist Society. Members of the Hmong and Cambodian community and elders are consulted for input and opinions of what their needs and service design. The organization continues to seek the input and advise of elders in the community for conflict resolution, cultural misunderstanding, cultural education, and families dispute. There will be an advisory group consisting of Hmong and Cambodian members to help with program design and service delivery to these two population.

6. Funding: (5 points)

a) Has your organization received funding from the City of Madison Community Development Division, City of Madison CDBG office, Community Resources, or the Emerging Opportunities Program in the last 5 years? (Please note: Amount and frequency of funding will be considered in scoring this criteria)

Yes No

b) What other funding do you anticipate pursuing if the project is expected to continue? (500 characters)

We expect to request ongoing funding from the City of Madison, Dane County, United Way, community organizations, and foundations. In addition, this funding request will help enable the agency's staff capacity to bill Medical Assistance and Medicare as well as BadgerCare, Care Wisconsin and other HMOs. Services billed will include Crisis Stabilization and Comprehensive Community Services.

7. Budget (5 points):

a. Summarize your project budget by estimated costs, revenue, and fund sources.

BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED	AMOUNT OF NON-CITY REVENUES	SOURCE OF NON-City FUNDED PORTION
A. Personnel Costs (Complete Personnel chart below)				

BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED	AMOUNT OF NON-CITY REVENUES	SOURCE OF NON-City FUNDED PORTION
1. Salaries/Wages (show detail below)	27,300	7,600	19,700	Southeast Asian Healing Center, Inc. (SEAH)
2. Fringe Benefits and Payroll Taxes	6210	0	6210	SEAH
B. Program/Project Costs				
1. Program/Project supplies and equipment	3000	3000		SEAH
2. Office Supplies	1000	500	500	SEAH
3. Transportation	1000	400	600	SEAH
4. Insurance	3000	2000	1000	SEAH
5. Other (explain)				
C. Space Costs				
6. Rent/Utilities/Telephone	500	500		SEAH
7. Other (explain):				SEAH
D. TOTAL (A + B + C)	42,010	14,000	28,010	

Explanation of "Other" expenses: (500 characters)

b. Personnel Chart: List all paid staff that will be working on the proposed program/project.

Title of Staff Position	F.T.E.*	Proposed Hourly Wage*
Organization's Executive Director	0.05	\$35
Consultant - for program and staff training	0.05	\$40
Consultant - for nonprofit organization development training and strategic plan	0.0125	\$80
		\$
		\$
TOTAL	0.10125	

*FTE = Full Time Equivalent (1.00, .75, .50, etc.) 2080 hours = 1.00 FTE Please identify FTE that will be spent in this project.

-SIGNATURE PAGE-

City of Madison Contracts:

The following information is provided in order to outline city requirements that will apply if your proposal is funded. All allocated funds will be administered through contracts with the City of Madison, Community Development Division. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected organization. If funded, applicants will be required to attend a **mandatory meeting** on contracting requirements. City purchase of service contracts include requirements regarding non-discrimination, consideration of vulnerable populations along with specific requirements in the following three areas:

1. Affirmative Action:

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02, an Affirmative Action Plan with the City Department of Civil Rights (DCR) or an exemption if allowed by City DCR. For more information on these requirements, please visit the Department of Civil Rights website: <http://www.cityofmadison.com/dcr/programsCCP.cfm>.

2. Insurance

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management:

- Commercial General Liability
- Automobile Liability
- Worker's Comp
- Professional Liability

The cost of this coverage can be considered in the request for funding. The Certificate of Insurance that will be required at the time of contracting is available on the City of [Madison Risk Management website](#).

A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520.

3. Signature:

(Any applications submitted without a signature will be considered incomplete and will not be considered for funding.)

Applicant Signature:

Enter Name: Doua Vang

Date: 10/15/2018

By entering your initials in the box,

dv

You are electronically signing your name and agreeing to the terms above.