THIS SAMPLE APPLICATION IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. PLEASE NOTE THAT THE BUDGET PORTION OF THE APPLICATION DOES NOT REFLECT A FINAL OVW-APPROVED BUDGET.

1. **Grant Point-Of-Contact:**
[redacted]

2. **Fiscal Agent/Sponsor Statement:** [redacted] will not serve as a fiscal agent or sponsor. [redacted] will utilize one subaward recipient, [redacted] Legal Assistance, which will provide legal services for clients served through this project.

3. **Fiscal Funds Expenditure Statement:** [redacted] has not expended $750,000 in federal funds in the last fiscal year. [redacted] last fiscal year ended June 30, 2022**.**

4. **Off-Shore Accounts Statement:** [redacted] does not hold money in offshore accounts.

5. **Three-Step Safe-Harbor Procedure Statement:** [redacted] is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executive compensation is reasonable.

1) The Board Officers and Trustees are volunteers and not compensated by the agency.

2) The Executive Committee of the Board of Directors evaluates the Chief Executive Officer (CEO) every year on his/her performance, and determine reasonable compensation. To approve the compensation for the CEO, the Board documents how it reached its decisions, including the data on which it relied, in minutes of the meeting during which the compensation was approved. The Board Chair will operate independently without undue influence from the CEO. No member of the Executive Committee will be a staff member, the relative of a staff member, or have any relationship with staff that could present a conflict of interest. Key Employees' salaries are determined by the CEO based on comparability data of other non-profits in the region.

3) The Executive Committee obtains independently sourced information to make a recommendation to the full board for the compensation (salary and benefits) of the CEO based on a review of comparability data. This data is obtained through an independent source (GuideStar.org) and also found in IRS Form 990 filings of similar organizations. Additionally, [redacted] was one of 343 [redacted] nonprofit organizations that participated in staff compensation data collection for the 2015 [redacted] Nonprofit Salary and Benefit Report, which was published by The [redacted] Association of Nonprofit Organizations.

6. **Faith-Based Statement:** [redacted] is not a faith-based organization.

7. **Culturally Specific Statement:** The applicant, [redacted] serves the culturally specific populations of Asian immigrants and refugees in [redacted] metropolitan area. [redacted] is applying for its "Safe Families Program" which serves the culturally specific population of Asian immigrant and refugee survivors in [redacted] This program's target populations will include Chinese, Vietnamese, Burmese, Bhutanese, Chin, Indonesian, Lao, and other Southeast Asian and South Asian communities.

8. **Sexual Assault Service Statement:** Sexual assault victim services is not the primary purpose of the organization.

9. **Rural Community Statement:** This application does not focus on a rural community or area.

10. **Tribe Statement:** This applicant is not a federally recognized tribe.

11. **Tribal Organization Statement:** The applicant is not a tribal organization.

12. **Subrecipient Statement:** The applicant is not a partner/subrecipient on a current grant or pending application for this grant program.

13. **Subrecipient Current Grant Program Statement:** [redacted] subrecipient on this application is [redacted] Legal Services. They are not a partner/subrecipient on any other current or pending grant through this program.

14. **Racial Equity Priority Area Statement: The applicant proposes to address the priority are of Advancing racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking.**

15. **Sexual Assault Priority Area Statement:** The applicant is not proposing to address this priority area as a central component of the program plan. However, the applicant will support all Asian survivors of sexual assault who come to our organization in search of services. Additionally, all program staff also will receive training in sexual assault, and program leadership will engage in Coordinated Community Response work related to all forms of gender-based violence, including domestic violence, dating violence, sexual assault, stalking,

16. **LGBTQ Priority Area Statement:** The applicant is not proposing to address this priority area as a central component of the program plan. However, the applicant will support all LGBTQ Asian survivors who come to our organization in search of services. Additionally, all program staff will be receiving training on LGBTQ issues, and program leadership will engage in Coordinated Community Response work that will include protections for LGBTQ survivors.

17. **Percentage of Funds Per Issue:** Should the application be funded, the applicant expects that the funds will be addressed in the following manner: a) Domestic Violence: 75%; Dating Violence: 2%; Sexual Assault: 15%; Stalking: 8%. The applicant anticipates that 25% of clients served by this grant will be survivors of more than one form of violence (For example, a domestic violence survivor who also has been a victim of stalking and/or sexual assault).

18. **CSSP Purpose Areas:** This application addresses the following six purpose areas:

- Purpose Area #1: Working with state/local governments and service agencies
- Purpose Area #2: Increasing community capacity to provide culturally specific resources
- Purpose Area #4: Enhancing traditional services through culturally-specific leadership
- Purpose Area #5: Cooperating with community to develop education/prevention strategies
- Purpose Area #7: Culturally-specific resources and services for safety, housing, economics, and workplace needs of survivors
- Purpose Area #8: Examining the dynamics of culture

19. **Applicant's Culturally Specific Population:** Asian Americans are the focus of this applicant's culturally specific services.

20. **Project's Culturally Specific Population:** Asian Americans are the focus of the project.

21. **Staff and Board Statement:** [redacted] staff and Board members are culturally and linguistically representative of the community served.

a. Board of Directors: The applicant has a Board of Directors.

b. Percentages: The Board of Directors consists of 13 members with 57% identifying as Asian American. Board members share our agency's mission and vision, and several members have significant lived/work experience and multilingual skills to support AAPI culturally specific services and gender-based violence.

c. Board Positions: The Board of Directors positions are: Board Chair; Vice Chair; Secretary; Treasurer; Members; and Advisory Board Members. The Chair of the Board is Cambodian American, and the Vice-Chair is Chinese American. Board Member [redacted], Esq., (Cambodian American) has professional expertise in legal rights of low-income AAPI immigrants/refugees including domestic violence survivors. [redacted] Board of Directors-Advisory Board includes [redacted], MPH (Chinese American), a member of the Asian/Pacific American Health Consortium that provides resources for Asian survivors of domestic violence and has administered trainings on domestic violence within the LGBTQ+ community. The Advisory Board also includes [redacted] (Vietnamese American), MD, MPH who is the Director of [redacted] University Health Services and is an expert on health in Asian immigrant communities and LGBTQ+ communities. Advisory Board member [redacted] has worked as an attorney in China and the US. She has practiced immigration law for victims of gender-based violence and human trafficking.

d. Staff: [redacted] has 42 staff members, primarily Asian American and other BIPOC. Organization-wide, these staff are bilingual/multilingual in 25 languages and dialects. [redacted] Management Team is 50% Asian American, 67% BIPOC; and 67% foreign-born. The grant-funded project is a team of 9 staff members. On this culturally-specific 9-member team, 78% are Asian American; 89% are foreign-born; and 89% are fluent in one or more Asian languages. These languages include Burmese, Chin, Hakha-Chin, Mandarin, Vietnamese, Malay, Indonesian, Hindi, and Nepali.

e. Staff Positions: The applicant [redacted] CEO, [redacted], is a 1st generation [redacted] refugee who came to the United States in 1975. The Deputy Director, [redacted], also is a [redacted] refugee. In terms of the grant request, the Program Administrator was born in Japan and has 15 years of experience in managing community-based social services for Asian immigrant/refugee families. The Program Coordinator was born in [redacted]. She also lived in [redacted] for 18 years and has 25 years of experience leading community-based programs with Asian communities. The Community Resources Coordinator is the daughter of [redacted] refugees and has 10 years of experience in providing culturally appropriate social work services for survivors of DV and other forms of trauma. The five Outreach Workers on this project are immigrants from [redacted]; they all have deep ties to AAPI immigrant/refugee communities in [redacted]. Many of [redacted] staff live in [redacted] and are known throughout the neighborhood as community leaders.

22. **Victim Services Provided:**

a. The applicant has provided victim services since 2011.

b. The applicant currently provides case management, outreach, community education, support groups, and Coordinated Community Response activities to support services and access for Asian survivors of domestic violence, sexual assault, dating violence, and stalking. [redacted] culturally-specific outreach and direct case management services are the core of the Safe Families Program, assisting survivors around emergency and long-term housing arrangements for themselves and their children, access to food and enrollment in health insurance and public benefits during transition periods, and support around obtaining employment, education, and self-sufficiency. [redacted] bilingual/bicultural Outreach Workers have small caseloads due to the intensity of the work and the time required for each survivor. Outreach Workers address the multidimensional identities of the immigrant/ refugee experience and intricacies in language and culture. Outreach Workers work with medical providers and court staff to ensure that trained medical and court interpreters are available for appointments. Outreach Workers and clients explore safety concerns, prioritize self-determination, and develop personalized and effective safety strategies.

23. Applicant Category: [redacted] is a Category 1 Applicant and will submit an MOE. [redacted] is partnering with a subrecipient, [redacted] Legal Services, on this grant application. If awarded a grant, [redacted] Legal Services will provide legal resources and advocacy for [redacted] clients. A subaward MOU is attached.

Section 1: Purpose of Proposal

I. Communities In Service Area: [redacted] has approximately 1.6 million residents including nearly 133,553 Asians and Asian Americans, comprising 8.3% of the city's population[1]. In the bordering [redacted], the Asian population is now 8% and 7.7% respectively[2]. Over the past 10 years, the - region's Asian population has grown by 127%, making it the fastest growing racial group in the area.[3] Citywide, 10.27% of residents are Limited English Proficient (LEP), and the three most common Asian languages spoken are Chinese, Vietnamese, and Indian dialects. In [redacted] where - is based, 12.4% of residents are LEP, 14% are Asian, and up to 40% of Asians are below the federal poverty line[4]. Of the Asian clients who utilize- services, 95% are LEP. [5]

2. *Culturally Specific Population:* [redacted] **"Safe Families Program"** supports Asian immigrants/refugees in [redacted] and sunounding counties. [redacted] has one of the highest percentages of Asian immigrants/refugees in the entire state. Although most - clients live in this area, Asian immigrant/refugee communities have networks across the region; therefore, some clients are refen-ed to us from word-of-mouth connections and live as far away as 2 homs. We suppo11 survivors regardless of gender identity, disability, immigration status, or ethnicity. Domestic violence and sexual assault are historically viewed as having a male abuser/female victim, and this is how most of om clients define their experiences; however, we know that abuse

[1] US Census, 2020.
[2] US American Co1mnunity Sw-vey 2021, 5 Year Estimates.
[3] Pew Charitable Tmsts, 2019. Retrieved from https://www.pewtmsts.org
[4] US Census. 2020.
[5] -2022 service statistics, internal records.

happens across gender lines. We have worked with Asian men who are survivors of physical, psychological, and financial abuse, stalking, and other fonns of violence. Although there are cultural no1ms for gender roles and "showing signs of weakness", eve1y survivor has their own sto1y and deserves dignity, confidentiality, and the right to self-dete1mination.

3. *Gaps In Victim Services:* - has a network of mainstream domestic violence and sexual assault victim se1vice providers. These organizations belong to th[redacted], which standardizes training for DV and sexual assault advocates statewide. Additionally, the City of- coordinates the "Shared Safety: Coordinated Community Response" initiative which is a coalition of more than 30 city offices and se1vice providers.- has a 24-hour DV Hotline, legal se1vices, emergency shelters, collllseling providers, and children's se1vices. However, most se1vices are not known nor utilized by LEP Asian immigrant/refugee smvivors. Although se1vice providers would like to better se1ve immigrants and refugees, it is [redacted] experience that they have limited capacity to do so. The city's shelters are in [redacted], legal se1vices are in - and collllseling se1vices are in - and [redacted]. Most organizations have staff who speak English and sometimes Spanish, without targeted reach to other communities. In neighboring collllties of [redacted], the resources are even scarcer. - is the only organization in the tristate region [redacted]) that provides culturally-specific se1vices for Asian smvivors.- also is the only DV provider m[redacted]-a densely populated area of 176,429 residents.[6]

The COVID-19 pandemic has increased the se1vice gaps related to gender-based violence in Asian immigrant commllllities. These include econoinic and technological abuse, marital rape, isolation

[6] US Census, 2020.

of smvivors, and lack of community connections and emotional support7. COVID-19 also increased the need for affordable housing, digital access, public benefits, hunger relief, childcare, health access, mental health care, and living wage employment. Three years after the stari of the pandemic, these needs are still paramount. [redacted] direct se1vice volume is at an all-time high. When we refer clients to other se1vice providers, they face long waitlists due to capacity limitations. The need simply outweighs the demand. Safe Families Program clients frequently are confronted with legal needs such as housing, divorce, finances, and custody, but it has been a challenge for them to obtain affordable legal counsel and linguistically appropriate suppoli.

4. *Barriers:* Up to 55% of Asian women experience DV dming their lifetime[8]. Regarding sexual assault, many- clients have experienced gender-based violence as a weapon of war, on their journeys to and within refugee camps, and during third countiy resettlement. In small, tight-knit ethnic communities, intimate paiiner violence is often not disclosed. Stigma, shame, fear, and limited preventive education are conti·ibuting factors to the under-repo1iing. For example, all [redacted] case management clients complete an intake assessment which includes DV/sexual assault/stalking safety screening questions; however, many clients ar·e not ready to fully answer these questions during the initial intake. Many clients do not initially recognize their experiences as abuse or assault; they may not want to admit it even to themselves. It can take time to understand and notice the cycle of violence.

In 2022 we worked with a smvivor from India who had been suffering in a relationship that included physical, emotional, sexual, and financial abuse. She confided to our social worker that she felt like she was in a no-win situation: when she was at home, she knew that her husband would

[7] Huang, Grace and Pyo, Yein (2020). *How COVID-19 and Systemic Responses are Impacting Asian and Pacific Islander Survivors o(Domestic Violence and Sexual Assault.* Retrieved from http://api-gbv.org.

rape her, and when she left the house, he would stalk her. He also threatened her due to her immigration status. Our social worker supported the client with options and safety planning. After one paiticularly violent night of abuse, she decided to leave him and enter the city's domestic violence shelter. Our social worker helped her to navigate this system. After our client got settled in the shelter, she contacted our social worker and said that she was relieved to be safe, but she still felt unsure. She said that she was the only Asian in the shelter and no one understood her. Two days later, she called our social worker again. She said that she had talked to her parents and her sister, and they convinced her that she should come home. Leaving her maITiage was bringing shame to her family and community. Her mother also said her husband had promised to change. Due to these cultural/familial pressures, our client decided to check herself out of the shelter and go home. At first, eve1ything was "wonderful" according to the client; she said that her husband had never been kinder. But that didn't last long. A month later, she told our social worker that he had sta1ted raping and stalking her again. This time, she chose to engage law enforcement. Our social worker suppo1ted her in navigating this process, including accompanying her to the police district office and advocating for the police to provide language access, which they were initially reluctant to do. Our social worker also assisted her in using a legal aid provider to obtain a Protection from Abuse (PFA) order. She now is free from her abuser, has steady employment, and is enrolled in college. Although her sto1y ends in empowe1ment, safety, and hope, the path was not easy. There were multiple service gaps. First, our client felt that the DV shelter was not a comfo1table place for her; in fact, being culturally and linguistically isolated made her feel insecure. Secondly, although our client chose to engage law enforcement in her safety plan, doing so was a painful, embaiTassing, frnstrating, and time-consuming effo1t. Her fears were heightened because as an immigrant, she woITied that involvement in the justice system could put her extended

family in jeopardy. Finally, although this client is a survivor of sexual assault, the concept of her going to the local sexual assault crisis center was not on the table for her- the mere idea of it was a strange and foreign concept.

In the [redacted], government-nm offices and hospitals are required to provide language access (most commonly, telephonic inte1pretation "Language Line") to all city residents in need. However, many private agencies are not required or trained to provide language access. In our experience, many service providers have never heard of Language Line, have no translated materials for LEP clients, and have no lived experience or work experience to understand the cultural needs of Asian survivors. There are culturally-specific community groups and health providers that cater toward one or two Asian ethnic communities; however, they do not provide domestic violence/assault/stalking se1vices, nor do they have the capacity to suppolt clients from the dozens of ethnic communities that comprise the city's Asian population.[9]- is the only provider in the area with the expe1tise and capacity to address these intersectional issues.

Although DV impacts families regardless of income, there is a conelation between families experiencing DV and pove1ty.[10] - stakeholders have emphasized that in many Asian cultures, it is customa1y for men to handle the family's finances, allowing economic abuse to manifest such as not allowing women to receive an education, preventing them from working, and blocking their access to funds. As 95% of [redacted] Safe Families Program clients are low-income, financial insecurity is one of the most common bani.ers to seeking safety, paiticularly when there ai·e children involved.[11]

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[9] [redacted]

[1] Hetling, A. and Zhang, H. (2010), Domestic Violence, Poverty, and Social Services: Does Location Matter?*. Social Science Quarterly, 91: 1144-1163. doi:10.1111/j.1540-6237.2010.00725.x

[11] Hess, C., & Rosario, A. D. (2018). *Dreams Deferred: A Survey on the Impact of Intimate Partner Violence on Survivors' Education, Careers, and Economic Security.* Institute for Women's Policy Research. Retrieved from https://iwpr.org/wp-content/uploads/2018/10/C475_IWPR-Repott-Dreams-Defen-ed.pdf

In many Asian cultures, divorce is heavily stigmatized-- people who get divorced"lose face." Once extended families approve of a m miage, there is pressure to maintain the veneer of a functional family. Patriarchal traditional values within immigrant communities often hold Asian women responsible for a successful family. Hence, women often feel that they fail as a wife or mother in an event of the husband's infidelity or abuse. The ve1y act of disclosing the abuse is an act of betrayal. As one example, a Safe Families Program client recently told our Program Coordinator, "My pastor told me that I must go back to my husband. MaITiage is the most important thing in our community." We also have had clients whose medical providers discouraged them from seeking out domestic violence services because of the paramount value of keeping the family together. As one client told us, "Suffering is pait of life... we endure it. That's what women are supposed to do."

Cultmal no1ms evolve. The migration experience itself alters cultural no1ms as families integrate into US society.- works with community leaders to uplift the strengths of traditional Asian cultural values such as loyalty, family, and respect. Cultural sensitivity is fundamental to challenging patriarchal beliefs that have been sanctioned as a fo1m of control and abuse. - reframes these nonns in a way that upholds the values of human wo1th and dignity.

Section 2: What Will Be Done

1. *Pro;ect goals & ob;ectives:* [redacted]s Safe Families Program has two goals: 1.) To enhance Asian immigrants/refugees' safety and access to resources for domestic paitner violence, dating violence, sexual assault, and/or stalking; and 2.) To strengthen suppo1t and resources for Asiai1immigrants/refugees experiencing domestic violence, dating violence, sexual assault, and/or stalking. The project will address OVW CSSP Purpose Areas **1,** 2, 4, 5, 7, and 8, as well as the Racial Equity Priority. The October 2023 through September 2026 workplan has five objectives:

a) Goal #1, Objective #1: Case Management for 50 survivors per year: [redacted] intensive case management will address intersectional needs. Fom - Outreach Workers, one Program Coordinator, and one Community Resomces Coordinator will have small caseloads due to the complexity and multi-layered needs of immigrant LEP smvivors. Some clients will stay emolled in the program for years; therefore, an anticipated 120 unduplicated clients will be se1ved over the 36-month grant cycle. The Community Resomces Coordinator will oversee intake assessments, crisis inte1vention, and case assignments. Advanced (or extended) case management sessions with clients will be used for completing applications for resomces, counseling (safety planning, emotional supp01t, crisis inte1vention, education on intimate paitner violence, stages of change, help with stress management, and refenals). Clients will be supported with health access, immigration, housing, employment, childcare, public benefits, emotional health, basic needs, and other needs.- will refer up to ten (10) clients per year to program paiiner- [redacted] for legal issues such as PFA orders, child custody, and divorce. Measmement tools to track progress include supe1vision logs and om secme electronic database with intake fo1ms, case notes, referrals, safety plans, and suppo1ting documents such as PFAs.

b) Goal 1, Activity 2: Education and Outreach to 2,000 people per yeai·: - will conduct outreach and community education within Asian immigrant/refugee communities. - will develop and distribute 2,000 cultmally and linguistically appropriate outreach materials per year, in up to eight (8) languages. - will conduct three (3) community education workshops per year around the themes of sexual assault prevention and domestic violence. These workshops will be presented to Asian communities using pa1ticipat01y activities. Training topics will include "Sexual Assault," "Healthy Relationships" and "Recognizing Red Flags". Measmement tools: Electronic database; cmriculum; attendance logs; outreach distribution logs;

social media/website metrics; presentation documents; translated materials.

c) Goal #1, Objective #3: 24 Resiliency Groups per year: - will conduct fom (4) 6-week workshops per year using themes of resilience. Our "Resiliency Groups" will provide culturally appropriate space for education, stress reduction, creative self-expression, and community suppo1i. From years of experience, - has witnessed that for trauma smvivors, the process of creating mi is healing and empowering. Many smvivors do not have the words to express how they feel, or they face cultmal barriers when speaking of taboo topics; thus, ali becomes the vehicle of expression. Resiliency groups will provide an opportunity to connect with others, to lemn mindfulness techniques, and pride and accomplishn1ent after creating mi and exhibiting their work in om small galle1y. We will offer textile mis, mosaic, painting, clay, and/or mixed media. Other topics may be added based on community interest.

d) Goal #2, Objective #4: 3 Professional Trainings per year: - will facilitate three (3) professional development presentations per yem·. These workshops will train other se1vice providers about culturally-specific considerations when working with Asian smvivors, using a lens of trauma-info1med care and racial equity. Potential audiences include health systems, mainstream DV providers, law enforcement, and/or immigrant organizations. Additionally, - will facilitate two (2) presentations over the course of the grant cycle to our subrecipient pminer, [redacted]. Measurement tools will include: cmTiculum; attendance logs; presentation documents; debrief notes; documentation of refe1rnls.

e) Goal #2, Objective #5: Coordinated Community Response: - will influence [redacted] policies around se1vices for Asian smv1vors through coalition-work. - is an active member of "Shared Safety: Response to Relational Violence" network. [redacted] Program Director will engage in systems-level change through

bi-monthly At-Large Shared Safety Council meetings; bimonthly Shared Safety Collllllunications Collllllittee meetings; and Shared Safety Task Forces when appropriate. In this coalition, - will provide leadership to uplift the needs of LEPs, Asian smvivors, and immigrants/refugees. [redacted] Program Director and Coordinator also will engage in statewide coalitions such as [redacted] Coalition Against Domestic Violence meetings which are held twice per year. Results will be tracked through meeting minutes and policy changes.

Supervision & Staff Development: All cmTent Safe Families Program staff have completed 40- Hour Domestic Violence Ce1tification Training. Any new hires on the project will complete their 40-hour training series within three months of hire. The two Coordinators and Director will have weekly individual supe1vision conferences. Outreach Workers will attend biweekly supe1vision with the Program Coordinator. The Program team will attend monthly team meetings. All staff will attend trainings on Mandated Repoiting of Child Abuse, HIPAA, Language Access, and other topics. Subrecipient paitner will host two professional development trainings about legal rights for illllllligrant smvivors. - also will provide case consultation as needed.- will consult with OVW CSSP technical assistance providers as-needed.

2. *Timeline:* Outreach, case management, crisis intervention, and intakes will be ongoing throughout the grant cycle. Data collection will be completed daily. Resiliency Groups will be held 2-3 times per month. Collllllunity education workshops and professional development presentations will take place 6-7 times per year. Coordinated Collllllunity Response activities will be completed bimonthly or quaiterly, depending on the policy action item. [redacted] will attend the grantee orientation and CSSP Institute sessions according to the schedule provided by OVW and CSSP TA providers.

3. *Tailoring to the Culture:* Eve1y aspect of the program is culturally specific: from the initial program development (Asian community needs assessments, stakeholder inte1views, focus groups, literature reviews), to the program implementation (trauma-infonned, culturally specific, and linguistically appropriate), to program evaluation (recognizing that many low-income Asian refugees have low literacy levels even in their native languages, [redacted] assessment tools are simple and sho1t). The Safe Families Program was launched in 2011, based on community-identified needs. Now in our 12th year, all project activities continue to be planned with input from our four multilingual Outreach Workers and client feedback. Our outreach and community education activities are designed and led by our Outreach Workers, with oversight from the Project Coordinator. When we have questions about program delive1y and/or program development, OVW CSSP's technical assistance providers are our prima1y resource to ensure that we are culturally appropriate and adhering to best practices.

4. *Building Upon Current Activities:* For the 2023-2026 grant cycle, we will continue to provide intensive case management, outreach, community education, trainings, and pa1tnership work with city government and other coalition-based activities. We have a strong foundation of community resources, case management systems, onboarding and supe1vision procedures, data collection/analysis, coalition work, and monitoring procedures. We will enhance the program through a pruinership with a new subrecipient, [redacted]. This fo1mal prutnership will expedite legal refenals to and from the Safe Families Program, in order to address some of the se1vice gaps that were outlined in Section 1. This legal prutnership also will include systems-level work such as professional development trainings and advocacy. Also new to the 2023-2026 project outline is an explicit commitment to advance racial equity. Advancing racial

equity-not just for Asian immigrants/refogees, but for all racially and ethnically marginalized communities-is a core organizational goal in [redacted] strategic plan.

5. *Organizational Approach to Victim Safetv & Autonomv:* Each client who emolls in [redacted] case management se1vices will be asked screening questions to assess safety in their household. A linguistically appropriate team member will connect with the smvivor at a location that is accessible, confidential, and safe. [redacted] office is equipped with private rooms for confidential consultations. Case management will be available by phone and/or by virtual sessions, which will be helpfol in suppo1ting smvivors who live foither away such as [redacted]. The case management team will spend initial sessions with clients joining, building tmst and safety, detennining the client's goals, and prioritizing sho1t and long-tenn tasks based on immediate needs and safety. Safety planning will be ongoing with each case management session. The program budget includes client emergency fonding for safety locks, relocation expenses, transpo1tation, prepaid phone for safety, and/or basic housing supplies as needed.

6. *Pro;ect Approach to Victim Safety& Autonomv:* - will continue to follow strict procedmes to never compromise victim safety. For example, - staff do not provide couples-based case management in situations of domestic violence. Safety plans are reviewed dming each case management session.If a client is seeking safe housing, [redacted] ensures that the client has the financial resources for the relocation to be successful. The Safe Families Program uses the Empowe1ment Model[12] for se1vices. This means that our team understands that clients are the experts in their own lives-we provide clients with options and resources, but ultimately the smvivor is the one who knows what is best for their situation. Autonomy is often something that peipetrators of abuse t1y to take away, and it is a strong value of the Safe Families Program to

[12] [redacted] Coalition Against Domestic Violence (2019). 45-Hour Domestic Violence Training For Advocates manual.

ensure that clients are supported in reclaiming autonomy over their life and decisions. Ongoing professional development and supervision will continue to reinforce these principles.

6. *Strategies to Engage in Services:* [redacted] is a crncial bridge to ensure that the needs of Asian immigrant and refugee survivors in- and SUITounding counties are met. The Outreach team conducts culturally-specific, linguistically appropriate outreach. This includes strategies of social media, printed outreach materials, texting, word-of-mouth, tabling, and engaging with faith-based institutions, ethnic community groups, small businesses, and schools. Refenals to [redacted] other program units such as hunger relief, ESL classes, digital navigation, elders, and health access services, give clients access to an anay of culturally and linguistically appropriate services.

When conducting community education and outreach to Asian communities, - 1s mindful to use culturally appropriate messaging. Our Outreach Workers are skilled in exercising nonjudgment concern for individual decision-making. Asian immigrants/refugees may be reluctant to self-identify as survivors of intimate paitner violence; therefore, a nuanced approach is often effective. Many clients hear about us through word-of-mouth conurnmity connections; clients who have benefited from our prograin often provide emotional suppo1t in helping others take the first step in seeking help. Our project is called the "Safe Fainilies Program" because it is culturally innocuous yet upholds the principal value that eve1y client wants their family to be safe. Lastly, while patriai·chy is a predominant social nonn that leads to inequity and abuse in Asian fainilies, there are ample examples of healthy and equitable fainilies that are non-abusive. - uplifts these examples as role models for a new no1m.

7. *Accessibility Commitment:* [redacted] Language Access Plan ensures accessibility and acconllllodations for all clients in need. Our Safe Families Program staff speak a total of 8 Asian

languages/dialects.- utilizes in-kind interpretation provided by other staff members, interns, and/or telephonic interpretation (Language Line) to serve clients with additional language needs including accommodations for deaf and hard-of-hearing clients. Our facility is ADA-accessible. For clients with limited mobility issues, we offer case management over the phone and/or through video conferences. If the client does not have affordable digital access,_ can issue them a tablet/mini-laptop and enroll them in free/low-cost Wi-Fi services. We also have digital tools for deaf/hard-of-hearing clients as needed. Our Community Resources Coordinator works closely with health access/disability service providers to obtain additional resources.

8. *Engaging Stakeholders in Program Design:* Stakeholders have been involved in Safe Families program design for the past 12 years. Most recently, in December 2022, - conducted internal confidential interviews with all Asian immigrant women on staff. Of the staff interview pru.ticipants, 43% disclosed that they are smvivors of domestic violence, dating violence, sexual assault, and/or stalking. All these staff have engaged community members in focus groups around domestic violence, safety, and community health; identified topics for community education workshops; made recommendations to revise our intake/case management fonns to be more trauma-info1med and culturally-appropriate; and suggested activities for Resiliency Groups. Clients also are empowered to contribute program ideas and improvements. For example, more than one client asked if we could help "teach our men" or "educate our clergy" about domestic violence. As a result,_ is co-hosting a- hnmigrant Faith Leaders Smnmit in May 2023, which will directly address this community-felt need. As another exru.nple, clients told us that they wished that medical providers better understood their culture; toward that end, in May 2022 we presented at an AAPI regional health providers conference, where we talked about cultural considerations and trauma-infonned practice with Asian smvivors. We also have trained

medical providers who refer patients to — . In 2023-2026, we will continue to engage stakeholders from our Outreach Team and communities in program design and evaluation.

Section 3: Who Will Implement the Project

I. Kev individuals and organizations:

Applicant Organization:- is applying as a Categ01y I Applicant and is responsible for adherence to program requirements, programmatic decision making, perfo1mance measures, and outcomes. Safe Families team includes nine program staff. Operational suppo11 includes the CEO, Finance Director, and Human Resources Coordinator.

The Project Director will oversee budget expenditures, program implementation, administration, repo11ing, staffing, program evaluation, and project sustainability. She will supervise the Project Coordinator and Community Resources Coordinator. She will represent - at Coordinated Community Response activities and at paiiner meetings. She will be point-of-contact for OVW. The Project Coordinator will manage the day-to-day program activities and program development, supe1vise Outreach Workers, and conduct data collection and evaluation. She will represent - at paiiner meetings. She will oversee program purchases, and provide case management and interpretation as needed. The Community Resources Coordinator will conduct initial phone screenings, intakes, case management assignments, case management, and pa11nership development to obtain community resources. (4) Outreach Workers will conduct case management, outreach, community education, interpretation/translation, and data collection. The Program Assistant will assist with data ent1y, database management, invento1y, operations and facility needs, inte1pretation/ translation, tabling , maintaining tracking logs, and other administrative tasks.

Letter of Commitment: Through our work in the Shared Safety coalition, workplan will address the RFP's Pmpose Area #1: *"Working with State and local governments and social service agencies to develop and enhance effective strategies to provide culturally specific services to victims of domestic violence, dating violence, sexual assault, and stalking".* A Letter of Commitment from the City of- Office on Domestic Violence Strategies is enclosed in this grant application package.

Subrecipient: - has one subrecipient on this grant application, which will provide legal suppo1t to the Safe Families Program.- is a Legal Services C01poration funded legal aid organization that has been providing free civil legal services to individuals and families in- who cannot afford an attorney since 1996. They help people going through some of life's greatest challenges -from violence within a family to the loss of a home passed down through generations or the loss of a job that threatens being able to put food on the table - through their seven units: General Intake, Family Law, Consumer Housing, Taxpayer Suppo1t, Unemployment Compensation, Faimworker Project, and Medical Legal Community Pa11nership.- subrecipient responsibilities will include: Provide two (2) professional development trainings to- about family law and legal rights of survivors; Refer - clients in need of non-legal victim services to — Engage with advocacy work, cultivation oflegal resources, and program sustainability initiatives; Provide legal representationto up to ten (10) clients per year; and collect and report biannual data to — -

2. Expertise & Capacity:

- *Lead Applicant:* Inission is *"to support and serve immigrants and refugees and other politically, socially and economically marginalized communities, as they seek to advance the condition of*

their lives in the United States." fu 1984,_ was established by refugees from- The founding vision was to unite several of Southeast Asian organizations into a dynamic refugee-led coalition. This allowed small ethnic communities to share resources and created a unified voice and effective advocacy for the city's Southeast Asian community. fu 1998, after 14 years of exclusively serving Southeast Asians,_ expanded to serve other immigrants/refugees as well as native-born of eve1y ethnicity. Although the Southeast Asian immigrant/refogee collllllunity remains area of cultural expe1iise, we recognize that marginalized collllllunities must work together towards progress. - envisions a collllllunity where the contributions of each generation of Americans, whether native to this land, immigrant, or brought against their will, are equally acknowledged, valued, and embraced, and where all people live whole, healthy lives with joy and dignity. - understands that the most effective way to support immigrants/ refogees is by addressing multiple needs while also recognizing and developing individual and collllllunity strengths. Current programs include health access, immigrant family wellness, English as a Second Language (ESL), digital literacy, digital navigation, naturalization, Safe Families Program, elders programming, public benefits, civic engagement, tmancy prevention, afterschool programs, hunger relief, and community development. Annually, - serves more than 8,000 residents of- and smTounding counties. Lastly,- is largest refogee-founded organization, continuously led for 40 years by 1st Generation refogees.

Culturally Specific Community Focus: Since its founding **in** 1984, - has provided a wide range of services and advocacy for Asian irmnigrants/refogees. fuitiatives that have focused on gender issues and culturally sensitive topics including HIV and sexual health; LGBTQ issues; maternal health; domestic violence; sexual assault; reproductive health; mental health; and cancer.

Understanding that accessibility to health and social services is a major baiTier for many LEP refugees/immigrants, - is centrally located in the most densely populated Asian immigrant/refugee neighborhood of _____ has cultivated high levels of tiust and connections within Asian immigrant/refugee communities. As such, we are able to support hard-to-reach Asian immigrants/refugees who are socioeconomically and linguistically isolated.

- *Subrecipient:* For 26 years,- has been only provider of comprehensive family law services to low-income smvivors of family violence, sexual assault, dating violence, and/or stalking. Se1vices include safety planning, legal infonnation, options counseling, refenals for suppo1tive se1vices, and legal advice and representation in PFA, custody, suppo1t, and divorce. - is committed to reducing baiTiers to achieving racial equity; they have established several fainily law initiatives designed to address the specific safety and legal needs of underse1ved populations including the immigrant, Asian and Latinx communities. - has been a valued partner and collaborator on several of these initiatives. Together, the organizations have paiinered on systemic change, coalition work, and advocacy on behalf of the Asian community and have a long-established system for cross-referrals between the organizations.

3. Staff and Board Reflective of the Community: - _____ Boai·d of Directors consists of 13 members with 57% identifying as Asian American, and 61% as Women. Several of Board members have significant lived/work experience related to nonprogram management and gender-based violence. The Chair of the Boai·d is Cambodian American, and the Vice-Chair is Chinese American. Another Board Member is an attorney who specializes in economic/health justice for low-income immigrants/refugees. Three members of Adviso1y Boai·d Member have professional expe1tise in public health, domestic violence, LGBTQ, human trafficking, and related issues in Asian American communities.

staff also is reflective of the community. CEO, , is a 1st generation- refugee. Management Team is 50% Asian American, 67% BIPOC; 67% foreign-born, and 71% Women. On the Safe Families Program team: 78% are Asian American; 89% are foreign-born; and 89% are fluent in one or more Asian languages. The Safe Families Program Director was born in- and lived there until she was 6 years old. As an adult, she completed service projects in as well as an MSW summer program in•. The Program Coordinator was born in., lived in-for 18 years, and is fluent in Indonesian and Malay. The Community Resources Coordinator is the daughter of - refugees and is bilingual in Vietnamese. The four Outreach Workers are immigrants/refugees from , speaking 7 Asian languages/dialects between them. The majority of Management Team and Safe Families Program staff live in and are neighborhood community leaders.

4. Organizational Expertise & Experience: - has been operating the Safe Families Program since 2011. Pilot funding from the focused on building leadership and awareness of DV in Bmmese refugee community. In 2014, grant funds allowed the program to expand into the Bhutanese and Chinese communities. In 2015, - was awarded a 2-year OVW CSSP grant. During that grant period, - provided community education, leadership development, and direct se1vices to Bmmese, Bhutanese/Nepali, Indonesian, and Chinese smvivors, as well as began collaborating with DV se1vice providers in the— region.- was awarded a second CSSP grant for the project period in 2018, with renewal funding in 2020. Now in 2023,_ is suppo1iing Asian smvivors across the region from various ethnic/ linguistic communities. culturally-specific outreach and direct se1vices are the core of the Safe Families Program, assisting

survivors with emergency issues as well as long-te1m goals. - is meeting and/or exceeding program deliverables in the cmTent OVW grant.

5. Kev Personnel Expertise & Experience: All cmTent program staff have 40-hour DV Advocates Training Ce1tification as well as training in sexual assault and trauma. The team includes:

il.:.Pro ·am Director is a Licensed Social Worker (LSW) with an MSW from the University of . She has administered Safe Families Program since 2018 and has worked in various capacities within the organization since 2009. Her 2021-2023 professional development ce1tifications include Racial Equity, Health Equity, LGBTQ, COVID-19, mental health, and program management. She has served on local and national nonprofit steering committees focused on culturally-specific services, racial equity, language access, and immigrant rights. She has nearly 2 decades of nonprofit experience.

b. Pro ·am Coordinator has an MA in Urban Studies with a concentration in Community Alts Education. She also has an MFA in visual ait. She was the Founder and Director of Health and Community Alts projects in from 1997-2007. She has coordinated the Safe Families Program since 2018. Before she was promoted, she worked as - Outreach Worker for 3 years. She has 25 years of experience in community education and outreach. She has se1ved on steering committees of civic groups in advocating for racial equity. She is fluent in English, Malay, and Indonesian.

c. The Communi Resources Coordinator is .:. She has a BSW from- - and an MSW from the University of . She has 9 years of experience in case management and public health, with expe1tise in mental health, health care, addiction, disabilities, housing insecurity, and crisis inte1vention.- personal experience of watching

her- refugee parents strnggle has motivated her to help clients address intersectional challenges. She is bilingual in Vietnamese.

d. 4 Outreach Workers: [redacted] is om Bhutanese Outreach Worker. An immigrant from., she is fluent in Nepali, Hindi, and English. She has a Bachelor of Science in Public Health and is on track to complete her MPH degree in summer 2023. Prior experience includes community health work involving COVID-19, food insecurity, LGBTQ, chronic health conditions in BIPOC communities, and mental health. , MA, has been [redacted] - Outreach Worker since 2018. An immigrant from_ _ she worked at - [redacted] before joining the- team. She completed the Core Medical Interpreter ce1iification in 2018. She is bilingual in English and Mandarin. 3)- - is om Bmmese Outreach Worker. A refugee from the [redacted] when she first was resettled in [redacted], she became a - client. After gaining English and digital literacy through [redacted] suppo1i services, she began doing word-of-mouth refenals to- and mentoring other Bmmese/Chin families who were snuggling with the challenges of assimilation. - recognized her leadership and advocacy skills, and she joined om staff in 2019. She is fluent in English, Bmmese, Chin, and Hakha Chin. 4) [redacted], M.S., is the Indonesian Outreach Worker. An immigrant from_, she is fluent in Indonesian, Malay, and English. She joined team in 2019 and has 15 years of experience in cultmally-specific community service, education, and leadership.

e) The Program Assistant position will be filled upon receipt of funding. A BSW or related degree is prefened. Bilingual/multilingual skills language are strongly prefened.

US Dept of Justice OVW Culturally Specific Services Program
Budget Detail Worksheet and Narrative

[redacted]

"Safe Families Program"

Proposed Project Period

a. Start Date: October 1, 2023
b. End Date: September 30, 2026

A.	Personnel		Computation								
	Position	Name	Annual Salary/Rate		Level of Effort %		# of Years on Project		Total Requested Federal Funds
A.1	Coordinator of Community & Family Wellness	[redacted]	$ 57,941.52	x	50.00%	x	3	=	$ 86,912.28
A.2	Health & Social Services Director	[redacted]	$ 70,324.80	x	20.00%	x	3	=	$ 42,194.88
A.3	Community Resources Coordinator	[redacted]	$ 55,429.92	x	25.00%	x	3	=	$ 41,572.44
A.4	Program Assistant	[redacted]	$ 41,998.32	x	10.00%	x	3	=	$ 12,599.50
A.5	Chinese Outreach Worker	[redacted]	$ 44,553.60	x	20.00%	x	3	=	$ 26,732.16
A.6	Burmese Outreach Worker	[redacted]	$ 40,950.00	x	7.50%	x	3	=	$ 9,213.75
A.7	Indonesian Outreach Worker	[redacted]	$ 44,553.60	x	7.50%	x	3	=	$ 10,024.56
A.8	Bhutanese Outreach Worker	[redacted]	$ 41,998.32	x	7.50%	x	3	=	$ 9,449.62
A.9	CEO	[redacted]	$ 132,284.88	x	2.50%	x	3	=	$ 9,921.37
A.10	Finance Director	[redacted]	$ 69,931.68	x	2.50%	x	3	=	$ 5,244.88
A.11	HR Coordinator	[redacted]	$ 49,511.28	x	2.50%	x	3	=	$ 3,713.35
	SUBTOTAL PERSONNEL								**$ 257,578.79**

A.1	Coordinator of Community & Family Wellness: This position is filled. [redacted] is the Program Coordinator of this OVW funded project. If awarded an OVW grant, she will be responsible for coordinating and ensuring the implementation of project activities such as case management services, resiliency groups and outreach plans, supervising Outreach Workers assigned to this project, maintaining project data, and conducting project evaluation. She will develop outreach materials and outreach plans. She will coordinate project logistics and represent [redacted] at Shared Safety coalition meetings and other partnership meetings. She will be the point-of-contact for referrals to/from our subrecipient, [redacted]. She also will coordinate our Language Access plans to ensure that all survivors are supported regardless of language needs. The annual salary for this position is budgeted at $57,941.52. This position is allocated for 50% for a total cost of $86,912.28 for the 36-month period.

A.2	Health & Social Services Director: This position is filled. [redacted] is the Program Administrator of this OVW-funded project. If awarded this grant, she will be responsible for monitoring of budget expenditures, program implementation, administration, reporting, project sustainability, and supervision of the Project Coordinator and Community Resources Coordinator. Supervision will include guidance to the Project Coordinator on best practices, evidence-based strategies, social work skills, data collection, program evaluation, external reporting, and regular internal monitoring of program goals, objectives, and outcomes. She will represent [redacted] at Shared Safety: Coordinated Community Response activities and with other partner organizations. She will be the point-of-contact for advocacy initiatives. She will be [redacted] point-of-contact for OVW. The annual salary for this position is budgeted at $70,324.80. This position is allocated for 20% for a total cost o $42,194.88 for the 36-month period.
A.3	Community Resources Coordinator: This position is filled. [redacted] is the Community Resources Coordinator. She will conduct intakes of new Safe Families Program clients and will oversee case management caseloads. She will provide clinical case management to Vietnamese-speaking survivors as well as clinical case management to clients who need telephonic interpretation. She will provide leadership to the team for crisis intervention needs, emotional support/counseling, behavioral health, and health access. She will be responsible for building community partnerships to ensure appropriate resources for our clients. This will include engaging with housing systems, law enforcement, courts, sexual assault resources, immigrant service providers, health systems, and behavioral health systems, as well as locating basic needs resources such as food, clothing, transportation, housing, and utilities for our clients. The annual salary for this position is budgeted at $55,429.92. This position is allocated for 25% for a total cost of $41,572.44 for the 36-month period.
A.4	Program Assistant: This position is filled. The Program Assistant will assist with data entry, database management, inventory of program supplies, logistical preparation of program events, record-keeping, operations and facility needs, interpretation/translation, tabling, printing and organizing program outreach materials, assist with maintaining time sheets and other tracking logs, and other administrative tasks regarding program activities. The annual salary for this position is budgeted at&$41,998.32. This position is allocated for 10% for a total cost of $12,599.50 for the 36-month period.
A.5	Chinese Outreach Worker: This position is filled. [redacted] will work with Mandarin Chinese speaking survivors of DV, sexual assault, dating violence, and stalking. She will conduct culturally-specific case management, implement community outreach, facilitate community education, provide interpretation/translation, assist with planning and facilitating Resiliency Groups, and complete data collection. The annual salary for this position is budgeted at&$44,553.60 . This position is allocated for 20% for a total cost of $26,732.16 for the 36-month period.
A.6	Burmese Outreach Worker: This position is filled. [redacted] will work with Burmese and Chin speaking survivors of DV, sexual assault, dating violence, and stalking. She will conduct culturally-specific case management, implement community outreach, facilitate community education, provide interpretation/translation, assist with planning and facilitating Resiliency Groups, and complete data collection. The annual salary for this position is budgeted at $40,950 . This position is allocated for 7.50% for a total cost of $9,213.75 for the 36-month period.
A.7	Indonesian Outreach Worker: This position is filled. [redacted] will work with Indonesian and Malay speaking survivors of DV, sexual assault, dating violence, and stalking. She will conduct culturally-specific case management, implement community outreach, facilitate community education, provide interpretation/translation, assist with planning and facilitating Resiliency Groups, and complete data collection. The annual salary for this position is budgeted at $44,553.60. This position is allocated for 7.50% for a total cost of $10,024.56 for the 36-month period.
A.8	Bhutanese Outreach Worker: This position is filled. [redacted] will work with Nepali and Hindi speaking survivors of DV, sexual assault, dating violence, and stalking. She will conduct culturally-specific case management, implement community outreach, facilitate community education, provide interpretation/translation, assist with planning and facilitating Resiliency Groups, and complete data collection. The annual salary for this position is budgeted at& $41,998.32. This position is allocated for 7.50% for a total cost of $9,449.62 for the 36-month period.
A.9	The position of CEO is filled. [redacted], CEO, provides supervision to all program directors as well as administrative oversight of all operations and programs. The annual salary for this position is budgeted at $ $132,284.88. This position is allocated for 2.50% for a total cost of $9,921.37 for the 36-month period.
A.10	The position of Finance Director is filled. [redacted], Finance Director, is responsible for day-to-day finance and accounting tasks and will serve as the fiscal contact for this project. She will submit financial reports to OVW according to OVW required timeline. The annual salary for this position is budgeted at $69,931.68. This position is allocated for 2.50% for a total cost of $5,244.88 for the 36-month period.
A.11	The position of Human Resources Coordinator is filled. [redacted], HR Coordinator, is responsible for recruitment of new hires, onboarding new hires, personnel matters, and payroll processing related activities. The annual salary for this position is budgeted at $49,511.28. This position is allocated for 2.50% for a total cost of $3,713.35 for the 36-month period.

B.	Fringe Benefits		Computation							Total Requested Federal Funds
	Position	Type of Benefit	Base		Rate					
B.1-1	Coordinator of Community & Family Wellness	F.I.C.A.	$ 86,912.28	x	7.65%				=	$ 6,648.79
B.2-1	Health & Social Services Director	F.I.C.A.	$ 42,194.88	x	7.65%				=	$ 3,227.91
B.3-1	Community Resources Coordinator	F.I.C.A.	$ 41,572.44	x	7.65%				=	$ 3,180.29
B.4-1	Program Assistant	F.I.C.A.	$ 12,599.50	x	7.65%				=	$ 963.86
B.5-1	Chinese Outreach Worker	F.I.C.A.	$ 26,732.16	x	7.65%				=	$ 2,045.01
B.6-1	Burmese Outreach Worker	F.I.C.A.	$ 9,213.75	x	7.65%				=	$ 704.85
B.7-1	Indonesian Outreach Worker	F.I.C.A.	$ 10,024.56	x	7.65%				=	$ 766.88
B.8-1	Bhutanese Outreach Worker	F.I.C.A.	$ 9,449.62	x	7.65%				=	$ 722.90
B.9-1	CEO	F.I.C.A.	$ 9,921.37	x	7.65%				=	$ 758.98
B.10-1	Finance Director	F.I.C.A.	$ 5,244.88	x	7.65%				=	$ 401.23
B.11-1	HR Coordinator	F.I.C.A.	$ 3,713.35	x	7.65%				=	$ 284.07
B.1-2	Coordinator of Community & Family Wellness	Worker's Compensation	$ 86,912.28	x	0.32%				=	$ 278.12
B.2-2	Health & Social Services Director	Worker's Compensation	$ 42,194.88	x	0.32%				=	$ 135.02
B.3-2	Community Resources Coordinator	Worker's Compensation	$ 41,572.44	x	0.32%				=	$ 133.03
B.4-2	Program Assistant	Worker's Compensation	$ 12,599.50	x	0.32%				=	$ 40.32
B.5-2	Chinese Outreach Worker	Worker's Compensation	$ 26,732.16	x	0.32%				=	$ 85.54
B.6-2	Burmese Outreach Worker	Worker's Compensation	$ 9,213.75	x	0.32%				=	$ 29.48
B.7-2	Indonesian Outreach Worker	Worker's Compensation	$ 10,024.56	x	0.32%				=	$ 32.08
B.8-2	Bhutanese Outreach Worker	Worker's Compensation	$ 9,449.62	x	0.32%				=	$ 30.24
B.9-2	CEO	Worker's Compensation	$ 9,921.37	x	0.32%				=	$ 31.75
B.10-2	Finance Director	Worker's Compensation	$ 5,244.88	x	0.32%				=	$ 16.78
B.11-2	HR Coordinator	Worker's Compensation	$ 3,713.35	x	0.32%				=	$ 11.88
B.1-3	Coordinator of Community & Family Wellness	LT and ST Disability Ins.	$ 36.63	x	50.00%	x	36		=	$ 659.34
B.2-3	Health & Social Services Director	LT and ST Disability Ins	$ 44.44	x	20.00%	x	36		=	$ 319.97
B.3-3	Community Resources Coordinator	LT and ST Disability Ins	$ 35.03	x	25.00%	x	36		=	$ 315.27
B.4-3	Program Assistant	LT and ST Disability Ins	$ 33.18	x	10.00%	x	36		=	$ 119.45
B.5-3	Chinese Outreach Worker	LT and ST Disability Ins	$ 28.16	x	20.00%	x	36		=	$ 202.75
B.6-3	Burmese Outreach Worker	LT and ST Disability Ins		x	7.50%	x	36		=	$ -
B.7-3	Indonesian Outreach Worker	LT and ST Disability Ins		x	7.50%	x	36		=	$ -
B.8-3	Bhutanese Outreach Worker	LT and ST Disability Ins		x	7.50%	x	36		=	$ -
B.9-3	CEO	LT and ST Disability Ins	$ 62.50	x	2.50%	x	36		=	$ 56.25
B.10-3	Finance Director	LT and ST Disability Ins	$ 44.17	x	2.50%	x	36		=	$ 39.75
B.11-3	HR Coordinator	LT and ST Disability Ins	$ 31.28	x	2.50%	x	36		=	$ 28.15

B.1-4	Coordinator of Community & Family Wellness	State Unemployment Ins.	(3.3985% x$10,000)	x	50.00%	x	3	=	$	509.78
B.2-4	Health & Social Services Director	State Unemployment Ins.	(3.3985% x$10,000)	x	20.00%	x	3	=	$	203.91
B.3-4	Community Resources Coordinator	State Unemployment Ins.	(3.3985% x$10,000)	x	25.00%	x	3	=	$	254.89
B.4-4	Program Assistant	State Unemployment Ins.	(3.3985% x$10,000)	x	10.00%	x	3	=	$	101.96
B.5-4	Chinese Outreach Worker	State Unemployment Ins.	(3.3985% x$10,000)	x	20.00%	x	3	=	$	203.91
B.6-4	Burmese Outreach Worker	State Unemployment Ins.	(3.3985% x$10,000)	x	7.50%	x	3	=	$	76.47
B.7-4	Indonesian Outreach Worker	State Unemployment Ins.	(3.3985% x$10,000)	x	7.50%	x	3	=	$	76.47
B.8-4	Bhutanese Outreach Worker	State Unemployment Ins.	(3.3985% x$10,000)	x	7.50%	x	3	=	$	76.47
B.9-4	CEO	State Unemployment Ins.	(3.3985% x$10,000)	x	2.50%	x	3	=	$	25.49
B.10-4	Finance Director	State Unemployment Ins.	(3.3985% x$10,000)	x	2.50%	x	3	=	$	25.49
B.11-4	HR Coordinator	State Unemployment Ins.	(3.3985% x$10,000)	x	2.50%	x	3	=	$	25.49

B.1-5	Coordinator of Community & Family Wellness	Health and Dental Ins.	$	1,096.00		50.00%	x	36	=	$ 19,728.00
B.2-5	Health & Social Services Director	Health and Dental Ins.				20.00%	x	36	=	$ -
B.3-5	Community Resources Coordinator	Health and Dental Ins.	$	600.00		25.00%	x	36	=	$ 5,400.00
B.4-5	Program Assistant	Health and Dental Ins.	$	500.00		10.00%	x	36	=	$ 1,800.00
B.5-5	Chinese Outreach Worker	Health and Dental Ins.	$	600.00		20.00%	x	36	=	$ 4,320.00
B.6-5	Burmese Outreach Worker	Health and Dental Ins.				7.50%	x	36	=	$ -
B.7-5	Indonesian Outreach Worker	Health and Dental Ins.				7.50%	x	36	=	$ -
B.8-5	Bhutanese Outreach Worker	Health and Dental Ins.				7.50%	x	36	=	$ -
B.9-5	CEO	Health and Dental Ins.	$	1,366.00		2.50%	x	36	=	$ 1,229.40
B.10-5	Finance Director	Health and Dental Ins.	$	731.00		2.50%	x	36	=	$ 657.90
B.11-5	HR Coordinator	Health and Dental Ins.	$	663.00		2.50%	x	36	=	$ 596.70

SUBTOTAL FRINGE BENEFITS **$ 57,582.27**

	Narrative
B. X- 1	F.I.C.A based on 7.65% of total wages for the 3 year period.
B. X- 2	Worker's Compensation is calculated at 0.32% of total wages for the 3 year period.
B. X- 3	LT and ST Disability Ins. Is calculated based on estimated monthly cost for each staff x FTE x 36 months.
B. X- 4	State Unemployment Ins. Is calculated at 3.3985% x$10,000 per year for each employee x FTE x 3 years.
B. X- 5	Health and Dental Ins. Is calculated based on estimated monthly cost for each staff x FTE x 36 months.

TOTAL PERSONNEL AND FRINGE BENEFITS **$ 315,161**

C.	Travel		Computation				Total Requested Federal Funds
	Purpose of Travel	Location/Description	Item		Rate		
C.1	Local Travel	Public transit travel for program staff to program-related activities such as family court hearings, police offices, partnership meetings, trainings, and similar activities	[redacted] passes		2 Passes (Per Round Trip x Month) x $2/pass x 36 months	=	$ 144.00
C1.1.	Mileage	Travel for Program Leadership to attend [redacted] statewide DV/sexual assault coalition meetings in [redacted]	Travel reimbursement, [redacted] to [redacted] round-trip		200 miles RT x 0.66/ mile x 2 staff x 2 meetings/per year x 3 years	=	$ 1,584.00
C.2	OVW-Mandated Training and Technical Assistance	Location TBD. Travel to OVW-sponsored New Grantee Orientation and OVW CSSP Institutes	Airfare/Transportation, Lodging, Per Diem		TBD	=	$ 15,000.00
			SUBTOTAL TRAVEL				**$ 16,728**

Narrative

C.1	Local travel: [redacted] passes for program staff to attend program-related activities such as family court hearings, health clinics, police offices, [redacted] subrecipient meetings, Shared Safety task forces, other service provider meetings, trainings, and similar activities.
C.1.1	We are budgeting $1,584.00 (at the current IRS mandated rate) for travel to / from [redacted] statewide coalition meetings. These meetings are held in the [redacted] area, 2 meetings per year for a total of 6 meetings throughout the grant period. During these meetings, [redacted] will engage with mainstream DV service providers to strengthen statewide cultural competency and racial equity in service provision.
C.2	A total of $15,000 has been budgeted for the OVW mandated technical assistance and training to cover the cost of travel for staff in accordance with the budget requirements in the solicitation for this program.

D.	Equipment	Computation			Total Requested Federal Funds
	Item Description	# Units	Cost Per Unit	% Charged to Award	
D.1	N/A	$ -	$ -		$ -
		SUBTOTAL EQUIPMENT			**$ -**

Narrative

D.1	N/A

E.	Supplies		Computation							
	Supply Items	Description	Units		Cost Per Unit/Month/Year		# of Months/Years		Total Requested Federal Funds
E.1	Language Line	Telephonic Interpretation	1	x	$ 50.00	x	36	=	$ 1,800
E.2	Marketing Outreach Materials	Tall Double Sided Color Rack Cards 3.75x8.5" , 6 Sets of 800 Cards per language	4,800	x	$ 0.30	x	1	=	$ 1,440.00
E.3	Marketing Outreach Materials	400 flyers in 6 languages	2,400	x	$ 0.01	x	1	=	$ 24.00
E.4	Giveaways (with Pre-Approval)	Logo Jumbo Magnetic Clips	200	x	$ 2.89	x	3	=	$ 1,734.00
E.5	Giveaways (with Pre-Approval)	Logo Key Chains	100	x	$ 6.57	x	3	=	$ 1,971.00
E.6	N/A			x		x	3	=	$ -
E.7	Resiliency Group Supplies		4	x	$ 250.00	x	3	=	$ 3,000.00
E.8	Printing		1	x	$ 2,000.00	x	1	=	$ 2,000.00
E.9				x		x		=	$ -
E.10				x		x		=	$ -
E.11				x		x		=	$ -
								SUBTOTAL Supplies	**$ 11,969.00**

	Narrative
E.1	[redacted] Language Access Plan ensures that linguistically appropriate services are available to all program clients. Our OVW grant-funded project team is fluent in eight (8) Asian languages and dialects. [redacted] staff in other departments can provide in-kind interpretation/translation in five (5) additional Asian languages. All other linguistic needs are supported through our account with Language Services Associates ("LSA"/ "Language Line"). LSA provides live telephonic interpretation in hundreds of languages/dialects. Fr clients who are deaf or heard of hearing, we will utalize LSA servcies as well. We are budgeting LSA costs to be an average of $50/month (approx. 50 minutes x $1/minute= $50/month) totaling $1,800 over the 36-month period.
E.2	Marketing Outreach Materials may include creating and printing Tall Rack Cards in 6 languages. The cost for printing 6 sets of 800 cards is estimated at $1,440. 4800 Cards (800 Cards x 6 languages) x $0.30/card= $1,440. These will be used for community tabling, community-based outreach, and distribution to program partners such as health providers, mainstream DV/sexual assault agencies, legal providers, and schools. All grant-funded materials will be pre-approved by OVW before they are produced and distributed.
E.3	We are budgeting $24 for program flyers. We plan on printing a total of 2,400 Flyers(400 flyers/ language x 6 languages) at $0.01/Flyer. These will be used for community tabling, community-based outreach, and distribution to program partners such as health providers, mainstream DV/sexual assault agencies, legal providers, and schools. All grant-funded materials will be pre-approved by OVW before they are produced and distributed.
E.4	Jumbo Magnetic Clips will be budgeted at $1,734 for the 3 year Period. (200 clips/ year x 3 years x $2.89/Clip). They will have the [redacted] logo, phone number, and OVW approval clause. These will be used for tabling and community-based outreach. We also will give out these materials to Safe Families Program clients to ensure that they have a safe way to reach us. All grant-funded materials will be pre-approved by OVW before they are produced and distributed.

E.5	Keychains will be budgeted at $1,971. (100 keychains/year x 3 years x $6.57/keychain). They will have the [redacted] logo, phone number, and OVW approval clause. These will be used for tabling and community-based outreach We also will give out these materials to Safe Families Program clients to ensure that they have a safe way to reach us. All grant-funded materials will be pre-approved by OVW before they are produced and distributed.
E.6	N/A
E.7	Resiliency group supplies are budgeted at $3,000. These are group-based activates designed for survivors to foster community connections, reduce social isolation, and provide a safe and culturally-appropriate outlet to express experiences with trauma, pain, survival, and resiliency. Examples of Resiliency Group activities include art therapy, mindfulness, yoga, fabric arts, and culinary arts. We plan to have four (4) six-week sessions per year. The cost per session is budgeted at an average of $250. (4 sessions/year x 3 years x $250/session). For example, a 4-session workshop on ceramics would include the costs of clay ($100); glazes & wax resist (120); and kiln firing ($30).
E.8	We are budgeting $2,000 in printing costs over the 3-year budget period. These costs include project brochures, one-page flyers, internal materials such as program policy memos, meeting notes, onboarding materials for new hires, and staff business cards.

F.	Construction	Computation			
	Item Description	# Units	Cost Per Unit	% Charged to Award	Total Requested Federal Funds
F.1	N/A	$ -	$ -		$ -
		SUBTOTAL CONSTRUCTION			$ -

	Narrative
F.1	N/A

G.	Subawards	Computation for Sub awardee/Partner Agency Personnel Costs						Total Requested Federal Funds
	Position	Name	Annual Salary/Rate		Level of Effort %			
Year 1	Family Law Attorney from [redacted]	[redacted]	$79,800		15%	=		$ 11,970.00
Year 2	Family Law Attorney from [redacted]	[redacted]	$86,800		15%	=		$ 13,020.00
Year 3	Family Law Attorney from [redacted]	[redacted]	$90,800		10%	=		$ 9,080.00
							Sub-Total	**$ 34,070.00**

	Position	Type of Benefit	Base		Rate			
	Family Law Attorney from [redacted]	Employer's FICA	$ 34,070	x	7.65%			$ 2,606.36
	Family Law Attorney from [redacted]	Unemployment Compensation	$ 34,070	x	0.68%			$ 231.68
	Family Law Attorney from [redacted]	Worker's Compensation	$ 34,070	x	0.24%			$ 81.77
	Family Law Attorney from [redacted]	Health Insurance Premiums, Net	$ 34,070	x	18.50%			$ 6,302.95
	Family Law Attorney from [redacted]	Pension	$ 34,070	x	4.50%			$ 1,533.15
	Family Law Attorney from [redacted]	Disability/Life Insurance	$ 34,070	x	0.430%			$ 146.50
							Sub-Total	**$ 10,902.41**

G.1	**Total for** [redacted]	**Legal Services**	**$ -**					**$ 44,972**

SUBTOTAL CONTRACTS, CONSULTANTS, AND SUBAWARDS **$ 44,972**

Narrative

G.1	If awarded this grant, [redacted] will be the subrecipient on this project. [redacted] is a legal aid provider in [redacted] that has extensive expertise in providing legal representation and counsel to low-income survivors of domestic violence and other victims. Their role in this project will include: a) Provide two (2) professional development trainings to [redacted] about family law and legal rights of survivors; b) Collaborate with [redacted] to establish streamlined referral processes so that clients can more easily access each other's services; c) Refer [redacted] Asian immigrant/refugee clients in need of non-legal victim services including emotional support, community connections, case management, housing advocacy, and other support services to [redacted]; d) Engage with systems-level advocacy work, cultivation of legal resources, and program sustainability initiatives; e) Provide legal representation to up to ten (10) clients per year who meet [redacted] eligibility requirements such as, but not limited to, [redacted] residency and income levels, with the understanding that the capacity of [redacted] to accommodate this number may change over the course of the funding period; and f) Collect and report biannual data to [redacted], based on a reporting format that is agreed upon by the parties and meets funder compliance requirements. [redacted] will perform its responsibilities under the grant through an experienced family law attorney. Salary costs are based on a collective bargaining agreement and have been negotiated through October 2026. [redacted] will be compensated for a .10-.15 FTE attorney who will implement these activities. Fringe benefits are based on an organizational rate of 32% for [redacted] and include FICA, workers compensation, unemployment, health insurance, disability insurance, life insurance, long/short term disability and tax sheltered annuity employer contributions.

H.	Other Costs		Computation								
	Item	Cost per FTE			FTEs to this Award		# of Years			Total Requested Federal Funds
H.1	Rent	$ 3,579.89		x	1.55	x	3	=	$	16,646
H.2	Utilities	$ 332.03		x	1.55	x	3	=	$	1,544
H.3	Building Security System	$ 16.13		x	1.55	x	3	=	$	75
H.4	Maintenance and Repair	$ 38.43		x	1.55	x	3	=	$	179
H.5	Communications	$ 903.37		x	1.55	x	3	=	$	4,201
H.6	Accounting Service Fee	$ 1,569.82		x	1.55	x	3	=	$	7,300
H.7	Payroll Service Fee	$ 178.03		x	1.55	x	3	=	$	828
H.8	IT Service Fee	$ 921.80		x	1.55	x	3	=	$	4,286
H.9	CaseFlow: electronic client database system	$ 289.20		x	1.55	x	3	=	$	1,345
H.10	Copier Leasing	$ 147.35		x	1.55	x	3	=	$	685
H.11	Other Equipment Leasing	$ 7.75		x	1.55	x	3	=	$	36
H.12	General Liability Insurance	$ 508.60		x	1.55	x	3	=	$	2,365
H.13	Client Emergency Funds	client safety needs	1	x	$ 6,926.62	x	3	=	$	20,779.87
H.14	40-Hour Training: Domestic Violence Advocate Certification Training		$450 x 2 Staff					=	$	900

SUBTOTAL Supplies	**$ 61,170**

	Narrative
H.1	Rent for Office Space for direct and administrative staff is allocated to this grant. It is necessary for the site location to provide the services and activities. Rent is budgeted at $16,646 for the 3 year budget period.
H.2	Utility cost is necessary for the site location to provide the services and activities. Utilities are budgeted at $1,544 for the 3 year budget period
H.3	Building Security System is budgeted at $75 for the 3 year budget period.
H.4	Maintenance and Repair is budgeted at $179 for the 3-year budget period. This line item was intended to cover simple facility needs such as making extra copies of keys, cleaning supplies, salt and snow shovels for winter, replacement light bulbs, air fresheners, etc.
H.5	Communication line items include Telephone and Internet at [redacted] Office. Communications costs reflect the % of effort for the personnel listed in this application.
H.6	Accounting Service Fees are budgeted at $7,300 for the 3 year budget period.
H.7	Payroll Service Fee is budgeted at $828 for the 3 year budget period.
H.8	IT Service Fee includes computer updates, Internet monitoring, and all other technical assistance for staff. It is budgeted at $4,286 for the 3 year budget period.
H.9	CaseFlow is our electronic social services database. This secure, encrypted database will be used to collect project data including client intake documents, case management documentation, resiliency group data and documentation, community education data and documentation, and demographics of clients served in this grant-funded program. In addition to data collection, the CaseFlow database will be used for case review, program outcomes analysis, internal audits, and reporting. All project staff are trained to use this system efficiently and ethically, with oversight/review from the Quality Assurance Coordinator, Program Coordinator, and Program Director. CaseFlow is budgeted at $1,345 for the 3 year budget period.
H.10	Copier Leasing is budgeted at $685 for the 3 year budget period. The copier is used to make copies of outreach flyers, client paperwork, and any
H.11	Other Equipment Leasing is budgeted at $36 for the 3 year budget period and includes the lease for the office cooler.

H.12	Liability Insurance includes protection for all staff who will be working directly with clients. This coverage includes: employee dishonesty, forgery and alternations of files, professional liability and auto insurance. Liability Insurance is budgeted at $2,365 for the 3 year budget period.
H.13	Client Emergency Funds: [redacted] is allocating $20,779.87 (approx. $6,926.62 per year) for client emergency funds. These funds will be distributed to intimate partner violence survivors who need emergency assistance with safe housing costs such as relocation expenses, security locks/cameras on doors, rent, utility hookups, and/or basic supplies for home care and health needs as well as pre-paid cell phones for safety reasons. All fund distributions will include an internal request from the case manager/Outreach Worker, initial screening and review from the Program Coordinator, and second review and final approval from the Program Administrator, in collaboration with the Finance Director to ensure adherence to budget. The number of clients benefitting will be 7-12 clients per year. A client will be eligible for a maximum of $1,000 in emergency funds. Clients could receive less than that, depending on their need. [redacted] has an established system of controls to ensure that these funds are used appropriately. The process is as follows: On behalf of the client in need, the case manager/outreach worker will prepare an emergency funds application request form. The application will include: a) background of client's DV history and current situation/safety concerns; b) reason/need for emergency request; c) detailed safety plan for the client; d) efforts to set up a family budget plan and obtain support from other sources (such as enrolling in low-income utility plans and applying for public housing waitlists); e) itemized breakdown of the requesting funds and supporting documentation (such as lease or billing statement). For example: If a client recently fled domestic violence and is now living on their own, they may need assistance with purchasing supplies such as a space heater, health care needs, or basic kitchen items like silverware and plates. The case manager will send the application request package to the program coordinator for review and approval. The application package will then be sent to the program director for second review and approval. The application package will then go to [redacted] Finance Department for financial review, check cutting, and accounting checks-and-balances. No cash funds, credit card payments, checks, or gift cards will be given directly to clients. If the client is in need of material goods such as basic housing supplies, [redacted] will purchase the appropriate items and distribute them to the client. Checks for rental deposits, utility deposits, or similar will be made out directly to the vendor (landlord, utility company, etc.). [redacted] will be in compliance with all OVW fiscal requirements; for example, OVW funds will not be used for arrears. OVW grant funds will not be used for any physical modifications to buildings. This includes installing locks (though the re-keying of locks IS allowable) or drilling to install video cameras. OVW Grant funds also will not be used for purchasing insurance for client vehicles. All emergency funds distributed will be tied to the victimization of the client.
H.14	40-Hour Training: Domestic Violence Advocate Certification: The 40-hour training focuses on empowerment theory and safety planning. Topics include DV 101; cycles of abuse; forms of abuse; stalking; trafficking; sexual assault; dating violence; domestic violence; effects of domestic violence on children; immigration; legal rights; technology safety; working with law enforcement; language access; trauma-informed approaches; cultural competency; racial equity; LGTBQ issues; emergency housing/shelters; DV hotline; self-care; Shared Safety coalition; policies such as VAWA; and community resources. These trainings are led by two [redacted] Shared Safety partner organizations: [redacted]; and [redacted]. These partners hold this training series quarterly; therefore, any new hires on [redacted] Safe Families Program team will complete this training series within the first 3 months of hire. All program staff currently working on this project already have completed this 40-hour certification; however, we are budgeting $900 ($450/person) in case there is staff turnover.

I.	Indirect Costs	Computation			Total Requested Federal Funds
	Description				
I.1	N/A	$ -	$ -		$ -
		SUBTOTAL INDIRECT COSTS			$ -
		Total Request			$ 450,000

US Dept of Justice OVW Culturally Specific Services Program

Budget Summary

[redacted]

10/1/2023

to

9/30/2026

	Budget Category	
A.	Personnel	$ 257,578.79
B.	Fringe Benefits	$ 57,582.27
C.	Travel	$ 16,728.00
D.	Equipment	$ -
E.	Supplies	$ 11,969.00
F.	Construction	$ -
G.	Consultants and Contracts	$ 44,972.41
H.	Other Costs	$ 61,169.53
	Total Direct Costs	**$ 450,000.00**
I.	Indirect Costs	$ -
	TOTAL PROJECT COSTS	**$ 450,000.00**
	Federal Share Requested	$ 450,000.00
	Non-Federal (Match) Amount	$ -

April 4, 2023

U.S. Department of Justice Office on Violence Against Women
145 N St, NE., Suite I OW
Washington, D.C. 20530

Dear Review Committee:

Office Of Domestic Violence Strategies is submitting this Letter of Commitment in support o application to the Office on Violence Against Women, Grants to Enhance Culturally Specific Services for Victims of Domestic Violence, Dating Violence. Sexual Assault, and Stalking Program (CFDA 16.016), opportunity number The grant period is October I, 2023 through September 30, 2026.

Office of Domestic Violence Strategies was created in October 2016; the mission of the Office is to improve the local government response to intimate partner violence and other types of gender-based violence by providing technical assistance to the health at1d human service agencies in- and by strengthening Shared Safety coordinated community response to relational violence intimate partner violence, sexual violence and human trafficking.

is a current recipient of the 2018-2023 OVW Culturally Specific Services Program (CSSP) grant for their "Safe FamiHes Program". The Safe Families Program has two goals:

1. To enhance Asian immigrant/refugee families' safety and access to resources for survivors of intimate partner violence and sexual assault; and
2. To strengthen support and resources for Asian immigrants/refugees experiencing intimate partner violence and sexual assault.

Safe Families Program activities include case management, outreach, resiliency groups, safety planning, community education, advocacy, and collaborative systems-level work with partner organizations and government offices.

Office of Domestic Violence Strategies has worked with-in a variety of capacities over the years. The Office of DV Strategies is the "backbone" and Co-Chair of the Coordinating Council of - Shared Safety initiative: Coordinated Community Response to address relationa is an active member of a coalition of over 30 organizations and **local** government offices. ly serves on Communications Committee which meets bim also is co-developing our "2023 Immigrant Faith Leaders Summit" which will provide intimate partner violence education and resources for immigrant faith leaders across the city.-has participated in other cross-system activities convened by City agencies such as professional development and

conferences, mapping housing resources for domestic violence and sexual violence sw-vivors, creating toolkits for professionals who interact with survivors, and creating and distributing multilingual materials about protections and resources for immigrant victims of crimes.

–dds a[redacted]cific lens to all of these [redacted] initiatives. The– ? with [redacted] provider organizations and government offices to ensure that language access, cultural needs, and ? centered and strengthened on a systems level. This is why we are excited to support —- it is a culturally specific organization that is trusted by Asian immigrant/refugee communities in our city. -has a strong track record of supporting Asian survivors who are socioeconomically and linguistically isolated, and have no other access to housing resources, safety planning, and care.

This Letter of Commitment is an assurance that if - is awarded OVW CSSP renewal funding, Th ? Office of Domestic Violence Strategies will continue its current work with ? p and enhance effective strategies to provide culturally specific services for survivors.

Sincerely,

[redacted]

Chief Executive Officer

Memorandum of Exemption

WHEREAS, is submitting an application for the Office of Violence Against Women Fiscal Year 2023 Grants to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking Program under Category I; and

WHEREAS, the application prepared and approved by is to be submitted to the Office on Violence Against Women on or before April 18, 2023:

1. ***Description of direct services provided:***

provides case management, outreach, community education, support groups, and Coordinated Community Response activities to support services and access for Asian survivors of domestic violence, dating violence, sexual assault, and stalking in . This program has five (5) bilingual Outreach Workers who have the language fluency to work with Burmese, Chin, Mandarin Chinese, Indonesian, Nepali, Malay, and Hindi speaking survivors. The program is supported by two coordinators who have fluency in Indonesian, Malay, and Vietnamese. Survivors speaking other Asian languages are supported through our other staff in-kind, bilingual MSW interns, and/or through Language Line (telephonic interpretation). culturally-specific outreach and case management services are the core of the Safe Families Program, assisting survivors around safety planning, emergency and long-term housing arrangements for themselves and their children, access to food, health insurance, and public benefits during transition periods, and support around obtaining employment, education, and self-sufficiency. Safe Families Program addresses the multidimensional identities of the Asian immigrant/ refugee experience and intricacies in language and culture. The project team works with medical providers and legal providers to ensure that trained medical and court interpreters are available for appointments. The team centers victim safety and prioritizes self-determination.

uses empowerment, trauma-informed and strengths-based approaches. Our evidence-based model emphasizes cultural competence including interpretation/ translation, trained staff, and targeted outreach. We recruit and retain staff from the immigrant/refugee communities that we serve, and our team understands the community's cultures, needs, challenges, and strengths. The staff will have supervision and leadership from the Safe Families Program Coordinator (trilingual fluency in Malay and Indonesian) and the Community Resources Coordinator (a licensed clinical social worker who has bilingual fluency in Vietnamese).

2. ***History of providing domestic violence services and related services***

has 12 years of experience in addressing intimate partner violence issues in Asian immigrant communities. Safe Families Program was launched in 2011, after an agency-wide program planning process that included input from six (6) Asian ethnic/linguistic refugee communities, four (4) city-

wide service providers for domestic violence survivors and one (1) service provider for perpetrators of abuse. This needs assessment included a literature review, interviews with community leaders and stakeholders, seven (7) focus groups with local Asian immigrant and refugee communities, and one (1) focus group with mainstream domestic violence service providers. Prior to receiving pilot funding for the program, [redacted], through its other social service programs, routinely worked to support Asian domestic violence survivors access services by providing staff time, administrative funding, and volunteers.

The Safe Families Program was first funded by a small grant from the [redacted] in 2013, focused on building leadership capacity and awareness of domestic violence in the Burmese community. Safe Families Program was re-funded for two years by the [redacted] in 2014 to expand our work to include the Bhutanese and Chinese immigrant and refugee communities. In 201[redacted] was awarded a 2-year CSSP grant from OVW. During this project period [redacted] provided community education, leadership development, and direct service and resource navigation to Burmese, Bhutanese/Nepali, Indonesian, and Chinese immigrant and refugees experiencing domestic violence, as well as advocacy and collaboration with other domestic violence service providers in the [redacted] region. This funding connected [redacted] with community-based organizations nationwide doing similar work, and we developed relationships with strong program models to address service gaps. In 2018, [redacted] was awarded its second CSSP grant with a focus on direct services, resiliency groups, and coordinated community response activities. In 2020, that CSSP grant was renewed.

3. ***Accomplishments***

Each year, [redacted] provides intensive case management to approximately 50 survivors. This includes needs assessment, crisis intervention, ongoing safety planning, basic needs, housing, emotional support, and connecting to community resources. We also provide group-based activities for our survivors, through our culturally-specific Resiliency Groups. Additionally, the Safe Families Program team facilitates culturally-specific community education workshops and outreach for Asian immigrant/refugee communities. During these events, we frequently meet participants who-- for the first time-- recognize that they are survivors of unhealthy relationships, sexual assault, or stalking. All Safe Families Program staff complete 40-hour domestic violence advocate certification courses as well as additional professional development trainings on topics ranging from sexual assault, immigrant law, racial equity, workers' rights, public benefits, and more. We have strong partnerships with health providers, legal providers, schools, housing resources, mental health providers, and other immigrant service providers, which ensures that our clients are quickly connected to appropriate resources. Our clients' success stories are inspiring. Here are three examples of clients: #1 A low-income Southeast Asian survivor of human trafficking, sexual assault, and domestic violence who now is free from her abuser, has become a naturalized US citizen, and lives a safe, economically secure life; #2 A low-income South Asian survivor of rape and domestic violence, who now is free from her abuser and is on the path to becoming a registered nurse, after [redacted] helped her to obtain a college scholarship; and #3 A low-income Southeast Asian survivor of physical, emotional, and financial abuse, who now is free from her abuser, has a lucrative career, and is mentoring other Asian women who want to start their own small businesses. Other women in her cultural community look up to her as an example and inspiration. It is not uncommon for Safe Families Program clients to tell us that "[redacted] saved my life."

[redacted] also works on a systems-level to strengthen the ability of mainstream service providers, courts, law enforcement, and health providers to provide trauma-informed and culturally-appropriate responses when working with Asian survivors of domestic violence, dating violence, sexual assault, and stalking. Due to [redacted] unique expertise in providing culturally appropriate services to Asian refugees and immigrants, organizations throughout the

region call on us for guidance and referrals. Safe Families Program staff are actively engaged in Coordinated Community Response to Relational Violence. This network of city officials and service providers strengthen systemic systems to improve gender-based services and prevention in . and partner organizations work side-by-side in committees and task forces. Safe Families Program Director advocates on behalf of Asian immigrant/refugee needs through the Communications Committee. We also review and revise Safety communications, toolkits, and resources to better center language access, racial equity, and trauma-informed support for survivors. As another example, Safe Families Program Coordinator had the vision of creating an "Immigrant Faith Leaders Summit" for Domestic Violence, because she recognized the community-wide need for faith leaders to better understand domestic violence. Through our partnership with , her vision is a reality: the Inaugural Faith Leaders Summit will take place in May 2023 in downtown . is co-leading the city-wide conference, which will bring together faith leaders across the city, from a range of religious, ethnic, and linguistic backgrounds. These leaders will be provided with gender-based violence education and resources, so that they can be better equipped to respond to disclosures of violence within their own communities. also facilitates professional development trainings and presentations for mainstream providers, health organizations, legal partners, and educational systems. These service providers look to us for expertise in improving the accessibility and quality of their services for diverse communities, through the lens of racial equity.

In our 2023-2026 renewal application, we have included a subrecipient, . If awarded the renewal grant, will provide Safe Families Program clients with free legal counsel on issues such as divorce, Protection From Abuse orders, custody, housing, and public benefits. also will collaborate with on systems-level improvement such racial equity, language access, and cross-systems professional development. has decades of experience in family law and other forms of legal aid for immigrants, refugees, and other marginalized communities in our city. A Memorandum of Understanding between and is enclosed in this application package.

4. *Responsibility*

Therefore, is submitting this Memorandum of Exemption as an OVW CSSP Category I applicant. As the Authorized Representative of the applicant organization, I have read and agreed to this MOE. Further, I have reviewed the CSSP proposal and I approve it.

Sincerely,

April 10, 2023

Memorandum of Understanding
Between
[redacted]

WHEREAS, [redacted] have come together to collaborate and to make an application for the US Department of Justice, Office on Violence Against Women Culturally Specific Services Program funding opportwnty [redacted] and

WHE anizations listed below have agreed to enter into a collaborative agreement in which-will be the lead agency and named applicant, and-will be collaborators in the application; and

WHEREAS, the collaboration herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its organizations is to be summitted on or before April 18, 2023.

1. ***Description of Collaborator Agencies:***

Parties to this Memorandum of Understanding (MOU) are:

A. onprofit organization with a culturally-specific program that empowers Asian American and Pacific Islander (AAPI) survivors of domestic violence, sexual assault, and or stalking.

B. - a nonprofit organization that is dedicated to enforcing and protecting the rights of individuals and families by providing accessible, creative and high-quality legal assistance and working collaboratively for systemic change.

Relationship:

–has collaborated with –for decades in various capacities. Both organizations have partnered on systemic change, coalition work and advocacy; in addition, they maintain an active cross-referral system for direct services. is a referral partner for culturally-specific social services and community-based support, whereas -is a referral partner for legal representation and counsel.

III. ***Development of Application:***

As a key collaborator, –has been involved in development of the application for the OVW CSSP grant opportunity, including discussions of community need, culturally-specific approach, project design, roles for the two agencies within proposed activities, data

collection and sharing, and sustainability goals of the program. All parties to this MOU were given the opportunity to make suggestions to inform project design.

IV. Roles and Responsibilities:

—is fully committed to collaborating with m these activities and is prepared to assume the roles and responsibilities detailed below.

Specific to this collaboration, - commits to:

- Designate a point-of-contact for this project, to coordinate referrals, reporting needs, and communication regarding other grant-related activities;
- Provide two (2) professional development trainings to about family law and legal rights of survivors·
- Collaborate with— to establish streamlined referral processes so that clients can more easily access each other's services;
- Refer - AAPI clients in need of non-legal victim services including emotional sup ort, co nnections, case management, housing advocacy, and other support services to— ;
- Engage with systems-level advocacy work, cultivation of legal resources, and program sustainability initiatives;
- Provide legal representation to up to ten 10 clients er year who meet - eligibility requirements such as, but not limited to, [redacted] residency and income levels, with the understanding that that the capacity of [redacted] to accommodate this number may change over the course of the funding period· and
- Collect and report biannual data to based on a reporting format that is agreed upon by the parties and meets funder compliance requirements.

Specific to this collaboration, [redacted] commits to:

- Provide a sub-award of $15,000 per year for the 3-year funding period for the services outlined in the Program arrative and MOU, and as according to the budget detail worksheet;
- Work with -to establish streamlined referral processes so that clients can more easily access each other's services;
- Provide two (2) professional development trainings to - about culturally-specific considerations when working with Asian immigrant survivors;
- Refer up to ten (10) eligible clients per year to-
- Offer non-legal culturally-specific ervices including crisis intervention, case management, emotional support, housing assistance, economic empowerment services, and community resources to mutual clients; and
- Collaborate on systems-level advocacy and sustainability initiatives.

V. Timeline:

The roles and responsibilities described above are contingent on receiving the funds requested for the project described in the OVW CSSP funding application. Responsibilities under this Memorandum of Understanding would coincide with the period of performance, anticipated

to be October I, 2023 through September 30, 2026.

VI. Commitment to Collaboration:

I) The collaboration service area includes [redacted]

2) [redacted] agree to collaborate and provide advocacy, systems-level work, and direct services to support Asian survivors of domestic violence/stalking, pursuant to the program narrativerant application attached to this agreement.

3) Compensation for -contribution tothis project will be provided as outlined in the Budget/Budget Narrative that is enclosed with the application package.

4) We, the undersigned, have read and agree with this MOU.

Agreed: [redacted]