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DC Office of the Deputy Mayor for Planning and Economic Development  
Mayor's Office on Asian and Pacific Islander Affairs (MOAPIA)  
**FY16 Asian American and Pacific Islander Community Grant**  
11/20/2015 deadline

## Outreach and Training Program

**\$ 74,676 Requested**

Submitted: 11/20/2015 2:27:40 PM (Pacific)

### Project Contact

[REDACTED]  
[REDACTED]  
[REDACTED]

### Additional Contacts

[REDACTED]

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### Interim Executive Director

[REDACTED]  
[REDACTED]

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Fax N/A  
Web [REDACTED]

## Application Questions

### 1. Please provide an overview of your organization, the goal of the proposed program(s), its objectives, and outcomes.

The [REDACTED] is the only pan-Asian nonprofit in the DC metropolitan area that provides culturally and linguistically appropriate services to Asian/Pacific Islander (A/PI) survivors of domestic violence (DV) and sexual assault (SA). In the United States, an estimated 1 out of every 4 women will experience some form of DV. Within A/PI communities, that likelihood increases dramatically. Approximately 41-61% of Asian women reported experiencing physical and/or sexual violence by an intimate partner during her lifetime.

[REDACTED] has served the DC community for 20 years. We have developed a unique model for outreach and engagement that is innovative and effective. In the past year, our outreach team implemented a comprehensive grassroots strategy to educate and engage A/PI leaders, organizations, and survivors. Last fiscal year, we reached over 400 A/PI community members through in-person education and training efforts. Additionally, our social media platforms reached thousands of residents.

Our proposed FY 2016 goals reflect our desire to continue and sustain our stellar track record of outreach and education. Our goals are as follows:

GOAL 1: Increase the capacity of A/PI organizations, community leaders and businesses to recognize signs of DV and SA and refer survivors for services.

GOAL 2: Raise awareness of DV, SA and available services for A/PI survivors who reside in the District.

Goal 3: Assess the scope of SA in the District including the number of A/PIs who may potentially be survivors.

We will accomplish the above goals using three strategies: 1) collecting baseline and groundbreaking data about SA through a survey of DC A/PI residents; 2) training and building the capacity of young A/PI professionals and leaders; and 3) educating A/PI DC residents and leaders about DV and SA.

We aim to involve multiple sectors and ethnic communities in eradicating DV and SA. We will capitalize upon the successes from our MOAPIA project in the last fiscal year to maximize MOAPIA's investment in [REDACTED]. This includes leveraging our FY 2015 deliverables such as our Community Awareness Toolkit for A/PI community leaders, and our recent Community Assessment of 250 DC A/PI residents on their knowledge of DV.

Most importantly, we hope our goals, strategies, and outcomes will align with the Mayor's goals to Get Back to the Basics and Build Opportunities for DC A/PI residents. Our projected outcomes are as follows:

- Attain a better understanding of the impact of SA in the DC A/PI community;
- DC A/PI diverse community leaders, government leaders, student groups, and young professionals have greater capacity to educate colleagues, families, and friends about DV and SA;
- A/PI businesses are more aware of how DV and SA impact their employees and learn about how to keep workplaces safe; and
- DC A/PI residents understand the dynamics of healthy/unhealthy relationships and know how to access services.

## 2. What is the name/title of your program(s)?

The [REDACTED] Community Outreach Program and the [REDACTED] Training and Technical Assistance Program will be supported by MOAPIA's investment. These signature programs have been developed and refined for over a decade.

## 3. What are the funding area(s) for which you are applying?

- ☐ Arts, Culture, and Humanities
- ☐ Domestic Violence Intervention
- ☐ Employment
- ☐ Health and Human Services
- ☐ Housing Services
- ☐ Legal Services
- ☐ Public Education
- ☐ Public Safety
- ☐ Small Business Support
- ☐ Vietnamese American Youth Academic and Mentoring Services

## 4. Who is the target population(s) this project will serve?

*You are limited to 500 characters, including spaces and punctuation marks. If you copy and paste from a different document and your answer exceeds 500 characters, it may not be saved. If it does exceed 500 characters, pare down your response to fit.*

The DC metro area has the fourth largest A/PI population in the country. According to the Census American Community Survey, 28,177 A/PIs reside in the District, including Indian, Chinese, Filipino, Thai, and Vietnamese. For this project, [REDACTED] will target DC A/PI residents, organizations, and businesses. [REDACTED] will continue to work across the pan-Asian community. Last fiscal year, [REDACTED] also prioritized engaging the A/PI LGBTQ community and will continue to do so this coming fiscal year.

## 5. What are the cultural and/or linguistic competencies, sensitivities, and appropriateness of your proposed project? How will your proposed project address one or more of "Mayor Bowser's Policy Priorities"?

*"Mayor Bowser's Policy Priorities" are the following: "Getting the basics rights", "Focusing on our youngest residents", "Creating quality middle schools", "Transforming workforce training", "Ending homelessness", & "Creating economic opportunities".*

OUR MODEL: DC organizations and leaders have relied upon DVRP to provide quality and culturally tailored programming for 20 years. Our outreach program is derived from Sujata Warrier's curriculum for outreach to underserved communities published by the National Resource Center on Domestic Violence. Key principles undergirding [REDACTED] methodology for outreach and services include: 1) Getting to know the selected community; 2) Understanding the barriers to outreach; 3) Building bridges; 4) Developing culturally appropriate outreach skills and strategies and; 5) Deploying language justice.

[REDACTED] has utilized components of this model in its community outreach activities and campaigns. We build close and productive relationships directly with A/PI community-based organizations in DC because we understand it is critical to know the leaders from whom community members seek information and trusted counsel. [REDACTED] also understands the barriers to outreach include cultural and linguistic walls within the diverse A/PI population. [REDACTED] utilizes staff and advocates from those particular cultures to work with the specific community. [REDACTED] also actively recruits and trains Community Ambassadors and Advocates who are competent in domestic violence and sexual assault issues to support community outreach activities.

ALIGNMENT WITH MAYOR BOWSER'S PRIORITIES: Our project addresses two of Mayor Bowser's key priorities, including "Getting the Basics Right" and "Creating Opportunities".

When we talk about "Getting the Basics Right", we mean preserving the fundamental safety and well-being of our communities through our culturally appropriate public education and case management efforts. Our outreach services and case management programs are uniquely positioned to provide life-saving information for community leaders and domestic violence and sexual assault survivors. Through our trainings, DC A/PI residents and survivors receive the tools they need to help a colleague or friend empower themselves and reclaim their lives if they are being abused.

[REDACTED] programs are "Creating Opportunities" for our clients and for our community every day. Our outreach services link to our culturally and linguistically appropriate sensitive case management services, which provide referrals to employment services, financial workshops, and other economic and health navigation services for our clients and their families. Many of our clients open their first bank account due to our financial workshops. Some clients have received health insurance for the first time due to our health navigation services. Many other clients have found their very first jobs in our country due to our outreach and services. Our team opens doors to opportunity for A/PI survivors and their children and families every day.

## 6. Would it be possible for the Mayor or one of her delegates to participate in an event(s) with your organization that has received support from this grant?

[REDACTED] welcomes the Mayor and her delegates to any of our events or programs, specifically during our on-site trainings to A/PI small businesses or during our volunteer trainings. We are also happy to work with the Mayor and her delegates' Public Affairs or Media Coordinators to ensure that our partnership and its deliverables get out to mainstream and ethnic media, including our assessment of DC A/PI residents and sexual assault or our updated Community Toolkit.

## 7. What is the service/program that you are proposing?

We propose MOAPIA's investment support two programs: our outreach program and training and technical assistance program.

[REDACTED] Community Outreach Program empowers A/PI communities by facilitating culturally-tailored discussions. The purpose of the Outreach Program is dual fold: 1) raise awareness regarding domestic violence (DV) and sexual assault (SA) in the A/PI community; and 2) prevent future acts of violence by promoting bystander education and activism. In 2014, [REDACTED] launched multi-lingual PSAs focusing on DV awareness: the PSAs reached close to 1000 viewers. [REDACTED] also lead two successful digital media campaigns this year focusing on Asian-Pacific American Heritage Month and DV

Awareness Month. Each campaign reached thousands of individuals.

Training and Technical Assistance Program provides basic DV/SA and cultural competency trainings to mainstream service providers and A/PI community organizations. strives to ensure our mainstream partners understand the multiple ways culture intersects with victims' experiences and their journey towards rebuilding their lives. works with A/PI community members to enhance their capacity to identify the signs of DV/SA and help survivors access services. Training sessions are conducted in the primary A/PI language of the group to ensure LEP individuals will receive information in their preferred language. Some past trainings have taken place at the Chinatown Service Center (DC), Machik, and the Asian American Justice Center.

DVRP's goals and objectives are:

Goal 1: Increase the capacity of A/PI organizations, community leaders and businesses to recognize instances of DV and SA and refer survivors for services.

- Objective 1: Update our Community Awareness toolkit, translated into multiple A/PI languages, and distribute to 30 community leaders in various sectors.
- Objective 2: Utilize the Healthy Relationships Curriculum created for A/PI students and young professionals by conducting 1 workshop to equip leaders with resources to understand DV and SA and educate their peers about healthy relationships.
- Objective 3: Conduct 2 trainings for new volunteer recruits who will act as spokespersons on DV and SA.

Goal 2: Raise awareness of DV, SA and available services for A/PI survivors who reside in the District.

- Objective 1: Engage 5 A/PI businesses to discuss how domestic and workplace violence are interconnected and what businesses can do to support employees.

- Objective 2: Participate in 3 A/PI fairs and events to raise awareness of DV and SA services in DC.

Goal 3: Assess the scope of SA in the District including the number of A/PIs who may potentially be survivors and the gaps in services in DC.

- Objective 1: Conduct a surveyed community assessment with 250 A/PI residents on their understanding of sexual assault and the District's services for survivors.
- Objective 2: Share findings with community members to build awareness and receive programmatic recommendations.

## 8. Why is there a need for your service/program?

is the only nonprofit in the DC area which addresses, prevents, and aims to end DV and SA in the A/PI community while empowering survivors to rebuild their lives after abuse. The DC Coalition Against Domestic Violence (DCCADV) reported 32,794 individuals called the Metropolitan Police Department in 2013. The data is not disaggregated by ethnicity or background. However, we know A/PIs often under report. Cultural barriers, limited English proficiency and distrust of authority figures or law enforcement prevent many A/PI survivors from calling the police for assistance, so there are likely many more survivors who are not coming forward.

There are significant gaps in the District's DV and SA services for survivors. The District has many comprehensive DV and SA programs, many of these programs do not specifically target the A/PI community in their outreach efforts and many cannot serve the A/PI community due to lack of bilingual staff. Approximately 70% of the clients serve are limited English proficient and immigrants who continue to encounter cultural and linguistic barriers when accessing mainstream services. This also applies to many of the District's nonprofit outreach and education efforts.

Furthermore, FY 2015 Community Assessment of A/PI DC residents (supported by MOAPIA funding) demonstrated the critical need for our outreach and public education efforts. Through this assessment, we found that over one third of those surveyed knew someone in a DV situation, however more than half of those surveyed were not aware of services available to survivors in DC.

## CULTURAL AND LANGUAGE BARRIERS

The stigma of DV and SA requires a culturally targeted public outreach and education effort. Immigrant victims of DV bring their cultural beliefs and norms with them to the U.S. and often face substantial hurdles with trying to overcome these barriers. Most believe the abuse is normal and do not identify as DV victims or survivors of marital rape. Without an ally speaking their language, and faced with extensive barriers, lack of knowledge, and fear of the unknown, survivors more often than not opt to stay in abusive and dangerous relationships. Bystanders and family members will often advocate for the cultural status quo.

A/PI survivors may also feel the need to keep the abuse quiet in order to maintain the image of having a harmonious household; in many cases, in-laws and relatives may persuade a survivor that s/he should endure the abuse. Recent immigrants who live within their own ethnic enclaves in the U.S. often find themselves far away from their family and friends back in their home country. They are unfamiliar with local systems, resources and lack the language skills needed to fully integrate into the larger society. This isolation and lack of resources place them at increased risk for exploitation and violence, which is further exacerbated by the lack of available culturally and linguistically relevant resources.

## 9. What is the expected impact of your service/program?

community events, social media campaigns, media outreach, volunteer initiatives, and training programs are all strategies that synergize and complement each other for maximum impact.

Our participation in community affairs and events aim to reach survivors, bystanders, and community members. event participants spread information about DV, SA, and our services through word of mouth and other cultural hubs such as grocery stores and small businesses. Working closely and directly with community members strengthens our grassroots approach and has a deeper impact on awareness in hard-to-reach subgroups in our community. We have also found a direct correlation between the outreach program's ability to engage community members and the subsequent number of survivors who contact our organization for services.

Our social media platforms also demonstrate our impact since a portion of event and workshop participants go on to follow updates on Facebook and Twitter and then share the news with their networks. Since October 2014, our Facebook likes have increased from 479 to 866 (to date). During this past fiscal year, digital media campaigns have averaged approximately 1000 "reaches" with our posts.

We also hope our goals, strategies, and outcomes align with the Mayor's goals to Get Back to the Basics and Build Opportunities for DC A/PI residents. Our projected impact/outcomes are as follows:

GOAL 1: Increase the capacity of A/PI organizations, community leaders and businesses to recognize instances of DV and SA and refer survivors for services.

IMPACT: DC A/PI diverse community leaders, government leaders, student groups, and young professionals have greater capacity to educate colleagues, families, and friends about domestic violence and sexual assault.

IMPACT: DC A/PI residents understand the dynamics of healthy and unhealthy relationships and know how to access culturally and linguistically appropriate services.

GOAL 2: Raise awareness of domestic violence, sexual assault and available services for A/PI survivors who reside in the District of Columbia.

IMPACT: A/PI businesses are more aware of how domestic violence and sexual assault can impact their employees and learn how to keep workplaces safe as well as promote well-being of their employees.

IMPACT: DC residents and the general public better understand DV and SA in the A/PI community and the services that [REDACTED] offers for A/PI survivors.

Goal 3: Assess the scope of sexual assault in the District including the number of A/PIs who may potentially be survivors and the gaps in services in DC.

IMPACT: Attaining a better understanding of the impact of sexual assault in the DC A/PI community and providing the community with groundbreaking and rare data about sexual assault in the A/PI community.

**10. What are the practices your organization proposes to implement to address the need? How will your organization's practices create the desired impact? What innovative practice(s) will your service/program implement?**

[REDACTED] Community Outreach Program utilizes innovative strategies in order to empower survivors and volunteers.

First, our program equips its Community Ambassadors with the knowledge and skills needed to engage the general public and A/PI DC residents about sensitive topics such as domestic violence and sexual assault. To that end, we utilize a cutting-edge Bilingual Advocates' curriculum that has been developed for the past decade, to intensively and comprehensively train volunteers to be ready to have robust and challenging dialogue with diverse individuals from all walks of life on concepts such as cultural taboos, faith, and abusive relationships. The training equips volunteers with the tools needed to engage residents at community events and community fairs in a meaningful manner; that is how we gain our impact in the public sphere.

Second, [REDACTED] recently piloted its Healthy Relationships Curriculum on domestic violence, dating violence, sexual assault, and bystander intervention for A/PI college students and young professionals. Among the participants were students in leadership roles, professors, and interested members and leaders of the A/PI community. The event also served as additional training for [REDACTED] Community Ambassadors, Bilingual Advocates, and volunteers. The successful implementation of the curriculum led to additional invitations to college campuses and community-based organizations to speak on healthy relationships.

[REDACTED] work to support A/PI businesses in understanding DV and SA is groundbreaking – we are the only organization engaging small businesses about DV and SA and how these issues impact their employees. The Survey of Business Owners states there are over 3,280 Asian-owned businesses in the District. Many A/PI workplaces do not often consider their employees might be in a domestic violence situation, which could potentially lead to an unsafe working environment. Abusers will sometimes stalk their victims at their workplaces, which could lead to acts of violence, endangering the lives of the victim as well as her/his colleagues. It is also pertinent to educate employers about the federal and DC employment laws that exist to protect survivors of domestic violence as employees. Most of our impact is derived from dedicating a lot of time to one-on-one conversations with business owners about our work and ensuring they understand our services. Some business owners with whom we have engaged have in turn offered donated or in-kind services to our clients, as a gesture of partnership and support to [REDACTED]

**11. Who will you be collaborating with and what will each collaborator's roles be in the service/program?**

*If you are NOT collaborating with another organization, you may reply 'N/A' to this question.*

N/A. Although [REDACTED] is not submitting a collaboration proposal, DVRP relies on deep and meaningful partnerships with A/PI organizations in the District. Some of [REDACTED] key partners include Asian & Pacific Islander Queers United for Action (AQUA DC), BPSOS, the Chinatown Service Center, the Asian Senior Service Center, Asian American LEAD, KhushDC, Machik, and Many Languages One Voice (MLOV). [REDACTED] has active Memorandums of Understanding (MOUs) with the following organizations: Asian Pacific American Legal Resource Center, Korean American Community Service Center of the Washington Area, and Karamah: Muslim Women Lawyers for Human Rights.

**12. How will your organization or collaboration plan to provide the service/program? What is your capacity to implement the service/program?**

*Please be sure to note at minimum your capacity, including human and financial resources, to implement the services/program.*

The following staff will implement this project: Executive Director, Deputy Director, Outreach Program Manager, Outreach and Training Coordinator, Case Manager and Finance and Operations Manager. [REDACTED] staff brings a wealth of expertise working with immigrants, limited English proficient individuals, outreach and community education.

The Executive Director oversees the implementation of the strategic plan, partnership building, development, and operations. The interim position is currently filled by [REDACTED]

[REDACTED] is [REDACTED] Deputy Director. The Deputy Director will ensure timely and accurate programmatic and financial reporting. [REDACTED] will additionally serve as a resource for the Outreach team during the funding period. [REDACTED] is an attorney with over a decade of experience in the DV and SA field. Before joining [REDACTED] was the Director of a legal advocacy program [REDACTED] primarily served immigrants.

[REDACTED] Outreach Program Manager, started volunteering at [REDACTED] as a Bilingual Advocate and then served as a Board Member before joining staff this past year. She speaks fluent Urdu and Balochi and has a communications background that includes editorial work, language analysis, outreach, and training. [REDACTED] will oversee tracking deliverables, tracking success measures, and community partnerships under this project. She will also facilitate trainings, update the community awareness toolkit, lead the SA assessment and supervise the Outreach and Training Coordinator.

██████████ is ██████████ Outreach and Training Coordinator. She has over two years of experience conducting outreach projects, facilitating workshops, and implementing engagement and mobilization strategies in the A/PI community. ██████████ is instrumental in raising awareness of domestic violence and sexual assault in DC's A/PI community. Under this project, Marie will distribute materials about domestic violence and sexual assault while participating in community fairs and events, organizing cultural community events/campaigns, and facilitating volunteer trainings.

Regarding financial resources, within the District, ██████████ currently has funding from the DC Office of Victim Services (OVS) and the City Fund. OVS has already committed to funding ██████████ for FY 2016, and the City Fund is continuing its balance with ██████████. If awarded, OAPIA's funds would not supplant funds from other grant sources. Instead, funding from OAPIA would enable ██████████ to advance community education and outreach particularly with an emphasis on DC's low-income and immigrant community. ██████████ also works with a bookkeeping firm that specializes in non-profit accounting and will be hiring a part time Finance and Operations Manager. Through these concerted efforts, ██████████ has the financial infrastructure to track grant expenses and create financial reports.

### 13. How will your organization or collaboration document, monitor, and evaluate the service/program, including outcomes or outputs to be achieved?

██████████ has an evaluation plan in place that is reflecting of the many target audiences and stakeholders in ██████████ work. Evaluation takes into account community needs and also relies on A/PI community members' feedback on program development and community engagement. This includes conducting evaluation surveys and measuring where survivors hear about ██████████ services (i.e. through an A/PI organization, an ethnic media ad, at an event, from a brochure, etc.). Evaluation is a critical part of ██████████ work and as such, the leadership team of ██████████ also checks in with community leaders and the Executive Directors of A/PI organizations to hear feedback and to discuss ways that ██████████ can be more supportive.

██████████ maintains a database of information in order to track the number and subject of trainings, presentations, outreach activities and informational materials and brochures distributed to the A/PI community. The database also captures date, location and within DC, the number of District residents reached, including calls to our hotline, emails to our general inbox, website views, and other general contact from the public.

Our social media platforms and website offer opportunities to monitor reach, views, comments, engagement, "likes", shares, and other metrics that show that the A/PI community is responding to our public engagement efforts. Finally, ██████████ Program Managers check-in regularly with their staff on grant work plans, outputs and outcomes. The Executive Director supervises both of ██████████ Program Managers for accountability and to ensure that the staff has the support and resources needed to carry out the activities and tasks.

### 14. How/Why is your organization or collaboration uniquely positioned to implement this service/program?

██████████ is uniquely positioned in that it is the only pan-Asian non-profit organization in Washington, DC that focuses on addressing both domestic violence and sexual assault specifically within the A/PI community. We are the only organization doing the kind of work we do, including comprehensive case management, grassroots outreach, and training and technical assistance for other organizations seeking to serve A/PI survivors.

For 20 years, ██████████ has been dedicated to ending domestic violence and sexual assault in A/PI communities in the Washington, DC metropolitan area. ██████████ has built expertise working with A/PI communities and organizations as well as robust partnerships with multiple mainstream and A/PI service providers. ██████████ has provided empowering, lifesaving, culturally and linguistically appropriate services to over 874 survivors through our Survivor Services Program. As a result of ██████████ work in the District's A/PI community, OAPIA presented ██████████ with an award in May 2013, recognizing our contributions and our work in ending domestic violence and sexual assault.

The District's main victim services provider, the Office of Victim Services (OVS), utilizes ██████████ as a resource, primarily to provide expertise on how to conduct outreach to the underserved A/PI population. They encourage their own grantees to work with ██████████ to shape services and outreach in a culturally and linguistically competent manner. OVS also utilizes our cultural competency training in its Academy to train other providers. OVS' use of our training and services indicates we are a trusted source for the DC government, as well as for other mainstream service providers.

Our language capacity is tremendous, and thus, we are positioned to provide services in a broad range of languages to diverse client populations. We have 8 full-time staff, 20 advocates, interns, community ambassadors and 10 board members. A majority of DVRP's staff, board members and advocates reflect our diverse A/PI client base. ██████████ full-time staff can speak more than 11 Asian languages altogether, including: Vietnamese, Mandarin, Cantonese, Hong Kong SAR, Japanese, Balochi, Hindi, Urdu, Nepali, and Tagalog. We recruit, orient and hire language advocates to assist clients in other A/PI languages. Our Bilingual Advocates speak Arabic, Bengali, Korean, Mongolian, Thai, and Vietnamese.

In summary, our decades of expertise, our diverse Board, staff, and volunteer team, and our standing with mainstream providers means that ██████████ is the best and most uniquely positioned nonprofit in this area to address and end domestic violence and sexual assault in the A/PI communities.

## Budget

### Budget Summary

	Salary/Hrly Rate OR Unit costs	% of Time OR # of Units	Total   Narrative
<b>PERSONNEL</b>			
Executive Director	\$ 75,000	10	5,625 The Executive Director oversees the implementation of the strategic plan, partnership building, development, and operations. The interim position is currently filled by ██████████

Deputy Director	\$ 65,000	10	4,875	The Deputy Director (DD) is responsible for overseeing the completion of all of [REDACTED] deliverables for this project, financial reporting and programmatic reporting. 10% of the DD's time will be devoted to this project. The DD has annual salary of \$65,000. This grant will be administered for 3 quarters of a year for a total of \$48,750. Assuming an FTE of 1440 hours in 3 quarters, 10%=144 hours/year and 10% of \$48,750= \$4,875.
Outreach Program Manager	\$ 52,020	40	15,606	The Outreach Program Manager (OPM) is primarily responsible for administering this grant including: conducting a community assessment of 250 AAPI residents; updating [REDACTED] community awareness toolkit; facilitating [REDACTED] participation in community fairs and festivals and engaging 5 AAPI businesses regarding domestic violence and sexual assault. The OPM has an annual salary of \$52,020. This grant will be administered for 3 quarters of a year for a total of \$39,015. Assuming an FTE of 1440 hours in 3 quarters, 40%= 1,080 hours/year and 40% of \$39,015= \$15,606.
Outreach and Training Coordinator	\$ 38,760	10	2,907	The Training and Outreach Coordinator (TOC) is responsible for implementing the Healthy Relationships Curriculum, conducting 2 Bilingual Advocates Orientations and participating in community fairs and festivals. The TOC has an annual salary of \$38,760. This grant will be administered for 3 quarters of a year for a total of \$29,070. Assuming an FTE of 1440 hours in 3 quarters, 10%=144 hours/year and 10% of \$29,070= \$2,907.
Case Manager/ Finance & Operations Manager	\$ 38,000 / \$27,000	10 / 25	2850 / 5,063	Due to the lack of space [REDACTED] is describing 2 SEPARATE positions in this line. #1: A Case Manager(CM) will be provide interpretation and translation as needed to facilitate the Outreach Team's community engagement. A CM has an annual salary of \$38,000. This grant will be administered for 3 quarters of a year for a total of \$28,500. Assuming an FTE of 1440 hours in 3 quarters, 10%=144 hours/year and 10% of \$28,500=\$2,850. #2. The Finance and Operations Manager (FOM) will be a part-time employee who tracks all expenses associated with the administration of this grant; ensure accuracy of financial reporting and evaluate DVRP's financial systems and policies to prmote best practices. The FOM has an annual salary of \$27,000. This grant will be administered for 3 quarters of a year for a total of \$20,250. Assuming an FTE of 1440 hours in 3 quarters, 25%=360 hours/year and 25% of \$20,250=\$5,063.
Fringe Benefits	\$		6,462	[REDACTED] average fringe rate is 17.5%. 17.5% of \$36,926 (the total personnel costs for 3 quarters)= \$6,462.05
<b>Personnel Total</b>	<b>\$ 230,780</b>	<b>70</b>	<b>35,475</b>	
<b>NON PERSONNEL</b>				
Travel and Transportation	\$ 568		568	Whenever possible staff will utilize the Metro for staff to attend varied meetings, presentations, events and community fairs throughout the district. The average cost of a round trip Metro ride is \$10. 40 trips (approximately 4.5 per month) x \$10=\$400. However, on occassion mileage reimbursement for staff to drive to varied engagements throughout the District. Estimated 10 mile trip x .56/ mile (agency rate) x 30 trips=\$168.
Supplies	\$ 500		500	This project will require approximately \$500 of supplies including: printer cartridges (approximately \$100 for black/color ink pack of 4 cartridges), paper (approximately \$100 for 4 cases), desk supplies (approximately \$100),and presentation materials including easels and poster boards (approximately \$150 for a 6 pack of easel pads and approximately \$50 for 2 easels).
Equipment	\$ 0		0	N/A
Consultants/Contractors	\$ 150		150	On occasion [REDACTED] contracts Bilingual advocates to augment the in-house language ability. Bilingual Advovates would be compensated \$15/hour to interpret or translate. [REDACTED] estimates that a Bilingual Advocate would not spend more than 10 hours on this project totaling \$150.
Communications	\$ 300		300	Communication costs include the office phones, web hosting, renting a P.O. Box and Internet (Ooma runs our hotline; Verizon is our internet platform). [REDACTED] annual communication costs total \$3,000. 10% of \$3,000= \$300.
Printing/Copying	\$ 0		0	N/A
Training	\$ 0		0	N/A
Operating Expenses	\$ 9,250		9,250	Operating expenses include: Rent -As a small organization, all of [REDACTED] operating expenses are directly related to our ability to implement projects. Our standard practice is to allocate a proportion of our overall operating expenses equal to the level of staff time necessary for project implementation. [REDACTED] anticipates that it will take 30% of average staff time to implement this project, hence our requesting 30% of our annual rent at 10% x \$30,000 = \$9,000; and fees to register for community fairs and events = \$250.
Indirect Cost/Overhead	\$ 8,212		8,212	Indirect costs will include: Bookkeeping- [REDACTED] utilizes a bookkeeper to process employee payroll with ADP, process invoices and payments, reconcile bank accounts, track expenses under the OVS grant and prepare for monthly financial grant reporting. [REDACTED] budgets that it will cost \$18,000 for bookkeeping services for

FY15. [REDACTED] will charge 30% of time to MOAPIA, which is proportionate to the average time worked under this grant for all of [REDACTED] employees. \$18,000 x .30= \$5,400; Health Insurance- Per [REDACTED] employee policies, [REDACTED] covers up to a maximum of \$350/month (\$4,200 per year per person) for each employee's health insurance needs. Currently, however, only two employees receive their health insurance coverage through [REDACTED] 3 quarters of health insurance will cost \$6,300. 30% of \$6,300=\$1,890; Liability Insurance- Liability Insurance costs [REDACTED] \$2,673 annually. 30% of \$2,673=\$802; Registrations- [REDACTED] spends approximately \$400 on registration fees annually. \$400 x .3=\$120.

**Non Personnel Total**      **\$ 18,980**      **0**      **18,980**

**Total**      **\$ 249,760**      **70**      **54,455**

## Staffing Plan

Name	Position Title	Filled	Vacant	% of Effort	Start Date mm/dd/yy
1	Executive Director	b	e	10	
2	Deputy Director	b	e	10	
3	Outreach Program Manager	b	e	40	
4	Training and Outreach Coordinator	b	e	10	
5	Case Manager	b	e	10	
6	Finance and Operations Manager	e	b	25	01/04/2016
7		e	e		
8		e	e		
9		e	e		
10		e	e		
11		e	e		
12		e	e		
13		e	e		
14		e	e		
15		e	e		
<b>Total</b>				<b>105</b>	<b>0</b>

## Work Plan

	Description of Task/Activity	Responsible Person and/or Organization	Start Date mm/dd/yy	Completion Date mm/dd/yy
1	Implement Healthy Relationships Curriculum through a pilot leadership program for AAPI Students and Young Professionals with at least 12 participants	Training and Outreach Coordinator	01/04/16	09/30/16
2	Conduct a surveyed community assessment of 250 AAPI residents on their understanding of sexual assault and the District's services for survivors.	Outreach Program Manager	01/04/16	09/30/16
3	Engage 5 AAPI businesses in the District to discuss DC employment laws regarding survivors of domestic violence and how domestic and workplace violence are interconnected	Outreach Program Manager	01/04/16	09/30/16
4	Conduct 2 Bilingual Advocates Orientation to recruit new AAPI volunteers and equip them to raise awareness of domestic violence and sexual assault in the community	Training and Outreach Coordinator	01/04/16	09/30/16
5	Participate in 3 AAPI community fairs and festivals to promote healthy relationships and raise awareness of services available in the District for survivors of domestic violence and sexual assault	Outreach Team	01/04/16	09/30/16
6	Create 2016 Update of [REDACTED] Community Awareness Toolkit and distribute 30 AAPI community leaders with additional information on recognizing domestic violence and sexual assault in the community	Outreach Program Manager	01/04/16	09/30/16
7				
8				
9				
10				
11				

12
13
14
15
<b>Total</b>

## Performance Plan

	Performance Measures	1st Qtr Target	2nd Qtr Target	3rd Qtr Target	4th Qtr Target	Comment
1	Implement Healthy Relationships Curriculum through a pilot leadership program for AAPI Students and Young Professionals with at least 12 participants	0	0	1	0	Healthy Relationships Curriculum developed and updated in Q1 and Q2; implemented in Q3.
2	Conduct a surveyed community assessment of 250 AAPI residents on their understanding of sexual assault and the District's services for survivors.	0	125	125	0	Assessment developed in Q1; distributed in Q1, Q2, and Q3; results compiled in Q4.
3	Engage 5 AAPI businesses in the District to discuss DC employment laws regarding survivors of domestic violence and how domestic and workplace violence are interconnected	0	2	2	1	Identify and engage at least one AAPI business per quarter.
4	Conduct 2 Bilingual Advocates Orientation to recruit new AAPI volunteers and equip them to raise awareness of domestic violence and sexual assault in the community	0	1	0	1	Bilingual Advocates Orientation materials updated in Q1 and implemented in Q2 and Q4.
5	Participate in 3 AAPI community fairs and festivals to promote healthy relationships and raise awareness of services available in the District for survivors of domestic violence and sexual assault	0	2	1	0	Participate in at least one community fair or event per quarter.
6	Create 2016 Update of [REDACTED] Community Awareness Toolkit, translated into AAPI languages; and distribute 30 AAPI community leaders with additional information on recognizing domestic violence and sexual assault in the community	0	0	15	15	Toolkit updated and translated in Q1 and Q2; distributed in Q3 and Q4.
7						
8						
9						
10						
<b>Total</b>		<b>0</b>	<b>130</b>	<b>144</b>	<b>17</b>	

## Documents

### Documents Requested \*

Audited financial statements and/or most recent 990 and/or cash flow statements for 2014 and year-to-date.

Required?

b

### Attached Documents \*

[FY 2014 990](#)

[\[REDACTED\] Statement of Cash Flow C Y 2014](#)

[\[REDACTED\] Statement of Cash Flow YTD 2015](#)

Staff Job Descriptions

b

[Interim ED Job Description](#)

[Deputy Director Job Description](#)

[Outreach and Training Coordinator Job Description](#)

[Finance and Operations Manager](#)

[Outreach Program Manager Job Description](#)

Relevant Staff Resumes

b

[\[REDACTED\] - Director - resume](#)

[\[REDACTED\] - Program Manager - resume](#)

[\[REDACTED\] - Training Outreach Coordinator - resume](#)

[\[REDACTED\] - IED - resume](#)

Nonprofit Corporation Status - copy of IRS determination letter. [Note: Letter must be current at date of application.]

b

[\[REDACTED\] IRS Determination Letter](#)

Certificate of Exemption from DC Office of Tax and Revenue

b






[\[REDACTED\] Certificate of Exemption](#)

Basic Business License from Department of Consumer and Regulatory Affairs [Note: License period must be current at time of application.]

b

[\[REDACTED\] Basic Business License](#)



Organizational and Program Charts	b	 <a href="#">Organizational Chart</a>
Current board list with names, affiliation, and contact information.	b	 <a href="#">Board of Directors List</a>
Memorandum of Agreement/Understanding, if applicable	e	
Program related materials, if applicable	e	
Agency brochures or program materials, if applicable	e	<a href="#">Community Awareness Toolkit 2015 (English)</a> <a href="#">Community Awareness Toolkit 2015 (Korean)</a>
Evaluation tools, if applicable	e	
Certifications <a href="#">download template</a>	b	 <a href="#">Signed Certification</a>
Assurances <a href="#">download template</a>	b	 <a href="#">Signed Assurances</a>
Collaborative Partner Materials, if applicable	e	
Certificate of Good Standing/ "Clean Hands": The community-based organization is currently registered in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue.	b	 <a href="#">Certificate of Good Standing</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 45840

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