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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

Breaking the Silence: Lifting Up Low-Income AAPI Immigrants in D.C. Through Holistic Legal, Social, and Language Services

\$ 75,000 Requested

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Project Contact

[Redacted contact information]

Additional Contacts
none entered

[Redacted contact information including telephone and fax numbers]

Application Questions

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

[Redacted] is uniquely qualified to provide the holistic services described in this proposal. For over forty years, [Redacted] has been serving the Washington, D.C. immigrant community. Since its founding, [Redacted] has assisted immigrants in more than 100,000 cases. Ayuda has developed the trust of the community as a long-time advocate and service provider. We are recognized as D.C.'s leading source of multilingual legal and social service assistance for low-income immigrants in the areas of immigration, human trafficking, domestic violence, and family law. Moreover, [Redacted] has been a Recognized Organization by the U.S. Board of Immigration Appeals (BIA) within the U.S. Department of Justice since 1979. Ayuda's culturally and linguistically-specialized holistic program would be comprised of the following services: immigration law, civil protection order representation, family law, criminal advocacy, pro-se representation, case management, and therapy. [Redacted] would continue to provide Asian American and Pacific Islander (AAPI) clients with low-barrier, comprehensive legal and social services that address each client's unique and interrelated needs. Our legal and social services are designed to complement and enhance each other, or stand on their own, depending upon each client's needs. [Redacted] Domestic Violence and Sexual Assault Program will provide holistic legal and social services to AAPI victims of domestic violence, sexual assault and stalking. The goal, anticipated outcomes and objectives of this aspect of the program would be to ensure victim safety, foster access to legal representation, and provide options for survivors so they can be empowered to achieve self-sufficiency and success. These benefits would be felt beyond the primary victim, and would serve secondary victims like survivor's children. [Redacted] Immigration Program will also serve those clients who face a myriad of immigration issues. The goal, anticipated outcome and objectives of this aspect of the program would be to expand the AAPI community's access to competent and high-quality immigration services so that this population increasingly enjoy the social benefits, security, and economic opportunities of legal status. Through the program, clients have access to services in their native language through the Victims Services Language Bank, housed at [Redacted]. Finally, recognizing the need for additional outreach and collaboration within the AAPI community and with the LGBTQ AAPI community, Ayuda's program outlines engagement in culturally and linguistically-sensitive outreach and collaboration efforts with other similarly dedicated and specialized organizations.

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

Breaking the Silence: Lifting Up Low-Income AAPI Immigrants in D.C. Through Holistic Legal, Social, and Language Services

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.*

██████████ proposes to serve low-income and foreign-born Asian American and Pacific Islander (AAPI) immigrants in Washington D.C., regardless of sexual orientation, gender identity, or English proficiency. Low-income will be defined as those whose household income falls below 300% of federal poverty guidelines. The project will serve AAPI victims of domestic violence, sexual assault and stalking. The project as outlined also allows ██████████ to serve other non-victims with general immigration services.

**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".*

██████████ clients frequently face isolation from support networks and socio-cultural barriers, and they contend with economic hardship, limited English proficiency, fear of deportation, and lack of awareness of their rights. The AAPI community's strong emphasis on family, successful marriages, parenting, and filial respect; deference to authority and social hierarchy; discomfort in discussing feelings; sensitivity to public embarrassment, and taboo subjects such as sex, and sexuality can inadvertently compound obstacles to assistance and justice.

All of our direct services staff have the cultural competence to provide high-quality services to AAPI clients. Most staff are either immigrants or have lived abroad, so they understand many of our clients' hurdles. ██████████ is dedicated to serving LGBTQ-identified AAPI survivors. Recognizing that this is a particularly vulnerable population that has historically feared seeking assistance, ██████████ project contains a focus on tailored outreach efforts. Ayuda operates and houses the Emergency Victim Services and Community Legal Interpreter Banks. This allows us to better serve AAPI clients through professional interpreters. They speak more than 40 languages, 17 of which are specific to the AAPI community. ██████████ also has a language access policy that ensures all clients obtain services in their native languages and that outlines best practices when working with interpreters.

Mayor Bowser's Policy Priorities:

Getting basic rights: ██████████ holistic program will give low-income AAPI's a place to become informed of their basic rights. By providing immigration services, individuals are able to obtain stability through legal status. By assisting AAPI victims of violence with their basic rights, individuals and families are able to access legal protections and public benefits, such as civil protection orders, that allow them to rebuild their lives and create economic opportunities.

Ending homelessness: Domestic violence is the third leading cause of homelessness. ██████████ DV/SA Program would assist AAPI survivors and children find safe housing. In addition, through employment counseling and connection to resources, such as ESL classes and affordable child care, ██████████ helps these survivors achieve economic self-sufficiency so they are not forced to return to their abusers or become homeless.

Creating economic opportunities: When AAPI immigrants have access to culturally and linguistically sensitive holistic services, their economic opportunities are vastly expanded. Obtaining legal status can transform opportunities, leading to prospering families and to safer and healthier communities. By receiving work-training and job placement they can obtain financial stability and can support basic needs such as housing, food, and medical care. ██████████ program would allow AAPI clients to thrive in their community, be reunited with their families, and to pursue their own American dream.

**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?**

Yes, Mayor Bowser is welcome to join ██████████ for any of our events. These opportunities may include ██████████ 43rd Anniversary Celebration, our annual Welcome Breakfast, briefings on the immigrant experience, interactive mission tours, and any outreach events that ██████████ is engaged in.

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

By closely working together, ██████████ Domestic Violence Legal and Social Services Program and its Immigration Program will ensure that every AAPI client receives holistic, individualized, and culturally-sensitive support and services. These inter-related programs also will have the benefit of working closely with the ██████████ Victim Services Language Bank to ensure that every AAPI clients receives these services in a linguistically sensitive manner.

██████████ holistic Domestic Violence and Sexual Assault (DV/SA) Program would continue to provide, where appropriate, the following legal services to AAPI survivors: advice and counsel and representation in civil protection orders, family law matters, and/or immigration law matters; advocacy in criminal cases; and pro-se assistance. In this process, attorneys inform survivors of their civil and criminal legal options in matters such as protection orders, civil contempt orders, child support, custody, visitation, and criminal victim-witness rights. Working closely with the Immigration Program, the Domestic Violence legal team would provide in-house representation of humanitarian-based immigration cases that arise out of victimization. The DV/SA Program would also continue to provide to AAPI survivors, where appropriate, comprehensive case management and individual therapy with trauma-informed staff. Thus, AAPI survivors would receive culturally appropriate safety assessments, safety planning, and education on the cycle of domestic violence, AAPI clients would have access to crisis intervention services, including assistance with housing, food, clothing, health care, and public benefits. They would benefit from long-term case-management where staff would assist them in accessing appropriate community resources, including, ESL classes, employment, and job training programs. Finally, recognizing the importance of financial security, Ayuda staff would educate, refer, and assist all eligible AAPI clients with Crime Victims Compensation (CVC).

While the DV/SA Program's immigration services will be focused on those forms of relief that arise out of victimization, the Immigration Program's services will provide broader immigration services. Where applicable, ██████████ will assist and represent AAPI clients with green card and work permit renewals, family-based immigrant visa petitions, and humanitarian relief such as asylum, U and T Visas, and VAWA applications. Representation of AAPI clients may include preparing and filing applications and supporting documentation with U.S. Citizenship and Immigration Services and/or representation before Immigration Courts.

Finally, ██████████ program would be dedicated to ensuring that it reaches the population that it is committed to serve, by engaging in regular outreach events in the AAPI community and by engaging in training and collaborative efforts with our the AAPI service-provider community, including those that work closely with AAPI LGBTQ community.

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

According to the 2010 U.S. Census, between 2000 and 2010 the D.C. AAPI population grew 37.5%. The need for [REDACTED] free and low cost services is clear, as 15.9% of the D.C.'s AAPI population lives below the poverty line and would otherwise be unable to afford services. As one of the few, if not only, D.C. based agency specifically providing free legal and social services to immigrant survivors of domestic violence, it is vital that AAPI receive our services and information about our programs.

Between 41% and 60% of AAPI women report experiencing domestic violence (physical and/or sexual) during their life. This is higher than in any other population. In 2012, D.C.'s two Domestic Violence Intake Centers saw a 63% increase of AAPI victims. In cases of marital rape, an AAPI victim may be less likely to disclose an assault if she believes that her spouse has the right to insist. She may fear being held responsible for breaking up the family. Many AAPI communities refuse to recognize domestic violence as a problem. Victims often remain in violent relationships because of their citizenship status. Where immigrant survivors are less likely to report, the need for comprehensive intersectional services becomes clear. Consideration must be given to LGBTQ members of the AAPI community. LGBTQ survivors face unique challenges. Many fear they will be "outed" by their abusive partners or process. Due to both real and perceived discrimination by law enforcement many are hesitant to report crimes. In 2012, 48% of LGBTQ-identified crime victims who tried to seek assistance reported police misconduct, including violence. LGBTQ survivors are also between 10-15 times more likely to face a dual arrest.

There is insufficient capacity to meet the need for immigration legal services. Many AAPI immigrants have fallen prey to unscrupulous professionals willing to exploit them for personal gain, which can result in financial loss, damage to immigration status, and even deportation. AAPIs are the most likely population to have family members caught up in visa backlogs. There is an acute need for asylum and family immigration visas. Although only 25% of the U.S. foreign born population are AAPI, in 2000-2011, 43.2% of people granted asylum were from Asian countries. Additionally, 36% of immigrants granted lawful permanent residence from 2001 to 2010 were born in Asia. This signifies that when the AAPI population has access to legal services, they are often successful in obtaining relief.

Need for a robust outreach program is clear where despite capacity to serve D.C.'s AAPI community, [REDACTED] receives relatively few AAPI clients. This can be attributed to the long held misconception that Ayuda is an organization that only serves Latino immigrants. Ayuda is dedicated to dispelling this myth through collaboration with partner agencies and conducting community outreach efforts. Without knowledge of the existing resources, AAPI survivors may feel further isolated.

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

Ayuda's program would chip away at the distinct obstacles that the AAPI community faces in obtaining services and justice. The overall impact would be a better understanding and assertion of basic rights, reduction in marginalization and abuse, stabilization of family units, and the ability of survivors to take steps necessary to regain their dignity, to sustain their families, and to become healthy and safe members of D.C. The AAPI and D.C. community would also benefit, consistent with Mayor Bowser's Policy Priorities, from increased economic opportunities that result from stable and safe families. The program will achieve this by prioritizing cultural competency and empowerment. Through linguistically and culturally appropriate services, AAPI survivors of domestic violence and sexual assault and their families will be increasingly safe, stable and self-sufficient. They will be educated and empowered about their basic rights, court processes, and possible legal remedies. If appropriate, they will have representation in court proceedings, and assistance in taking the legal steps necessary for protection and family stability. AAPI survivors will understand the cycle of violence, and be educated about what social services are available to them at Ayuda and in D.C. They will better understand what therapy is and how it could benefit them. AAPI survivors will begin the healing process. They will have an understanding of their trauma, and enjoy improved social skills, decreased stigma and isolation and a better ability to engage with support networks, thus reducing their risk of facing violence in the future. The benefits of a happy, safe, and healthy parent will also benefit their children, and increased safety and stability will result in increased economic opportunities for themselves and for the AAPI and greater D.C. community.

The program will ensure that low-income AAPI individuals and families gain access to sound immigration legal services from a high-quality and culturally and linguistically appropriate immigration service provider. The removal of legal obstacles, will allow AAPI clients to know and assert their basic rights, create economic opportunities for themselves and their community, secure better paying jobs, gain access to benefits, and further their education and training. Finally, through competent legal services AAPI immigrant families will be reunited.

Ayuda will also foster widespread impact by doing outreach and presentations in the AAPI community. A greater number of AAPI individuals, including those in the LGBTQ community, will understand the dynamics of domestic violence, [REDACTED] DV/SA services, Ayuda's immigration services, and the broader services available D.C.

Finally, with MOAPIA's assistance, by supporting [REDACTED] in serving a greater number of AAPI clients, [REDACTED] will be increasingly capable of leveraging its voice in the community to advocate for legislation and funding for AAPI-specific issues.

### **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?**

Ayuda will achieve the stated impact from section (#9) through its unique practices below and through the following program specific efforts: the Immigration Program will provide AAPIs assistance in their immigration matters (see section (#7)). These services will inform clients about their basic rights, provide clients certitude about their immigrant status, remove fear from deportation, reunite families, and give clients the means to create economic opportunities for themselves and for their community. The DV/SA legal team will provide AAPI survivors orientation, consultation and representation in matters related to intimate partner violence – civil protection orders, family law, criminal contempt, child support, pro se assistance and criminal advocacy. They will also provide criminal advocacy and pro se assistance. Together with the social services team, AAPI survivors will be assisted in assessing and planning for safety. The DV/SA social services team will further support survivors with their mental health and emotional well-being. They will assist with immediate crisis needs, and with long-term emotional and mental well-being. Combined, the DV/SA Program will result in assisting needy AAPI members achieve safety for themselves and for their family, These services will help combat homelessness in AAPI community and will result in great understanding of basic rights, increased self-empowerment, removal of deportation threats, promotion of economic opportunities, and frequently the creation of immigration remedies.

[REDACTED] program is truly unique in that it is one of the few, if not only, service providers that provides culturally and linguistically appropriate holistic services to low-income immigrants, regardless of age, gender, language, sexual orientation and immigration and criminal history. Significantly, [REDACTED] innovative practices can perhaps best be described as providing AAPI client's access to truly holistic, varied, and high-quality services. Beyond the described legal and social services of this project, [REDACTED] also houses several unique programs that could further serve AAPI. With the strong and independent Anti-Trafficking and Project-END programs, AAPI clients will benefit from meaningful in-house referrals for services addressing human tracking victims' and fraudulent immigration services victims' needs. Also, our staff will continue to use [REDACTED] Language Access Program to obtain appropriate interpretation services which are essential to working with the AAPI population. To accomplish this, Ayuda has developed and implemented a thorough intra-office referral system, which seamlessly connects clients to these services. By making these in-house referrals easily available, Ayuda protects clients from further traumatization. Finally, for the reasons stated in the "need" section (#8) Ayuda hopes to engage in innovative outreach efforts in the LGBTQ AAPI community, a historically marginalized and underserved population.

### **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

## 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.

In FY15, [REDACTED] provided legal and social services in over 1,500 separate matters. [REDACTED] served 60 AAPI clients through its robust Anti-Trafficking Program.

In FY15, the legal Immigration Program secured U-Visas and T-Visas, SJIS, permanent residency status, temporary immigrant status, and other matters for clients – including unaccompanied minors and victims of human trafficking and immigration fraud. They served 27 AAPI clients, conducted 20 consultations, provided 14 brief services, and made seven extended representations (two N-400s and five T-Visa cases). Their success rate in client representation is close to 99% --the team's collective immigration expertise allows attorneys to distinguish the merits of potential legal matters amid the complicated federal immigration law.

The DV/SA legal and social services teams are highly effective in providing critical support to immigrant survivors of domestic violence, sexual assault, and stalking in the District. Past client feedback surveys report a 100% satisfaction rate with services. In FY15, the DV/SA legal team provided legal advice and counsel and, where appropriate, provided direct representation in approximately 200 separate civil protection orders, contempt orders, divorce, child custody and support, pro se assistance, criminal advocacy and related immigration matters. They also won approximately \$610,233 through negotiated agreements for immigrant women. In FY15, the DV/SA social services team provided approximately 58 clients with case management services, 32 clients with individual therapy services, 400 clients with walk-in emergency crisis intervention and safety planning services and victim services referrals, and 385 potential clients with information and referrals. Given the lack of previous outreach in the AAPI community, the DV/SA legal team served 2 primary and 3 secondary AAPI victims in FY15, and the social service team served 3 AAPI victims.

Through its community involvement and partnerships, Ayuda's staff advocated for mothers of children who have been sexually abused, and provided technical training and expertise in the District, including training new judges and organizations on a culturally-sensitive approach to working with immigrant women.

[REDACTED] key personnel who will be working on this grant are highly experienced in providing culturally and linguistically-specific legal and social services. The project director is [REDACTED] legal director of the domestic violence and family law program, she will oversee the project team that includes domestic violence and family law attorney [REDACTED] paralegal [REDACTED] social services director [REDACTED] case manager [REDACTED] therapist [REDACTED] immigration supervisor [REDACTED] and immigration attorney [REDACTED]. In addition, interns will assist the team. The program initiatives team will also assist, particularly in the areas of outreach and evaluation.

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

[REDACTED] uses four major methods to measure the effectiveness of our work:

(1) Our LegalServer database tracks clients' basic demographic information and the number of cases, type of services provided, and case outcomes. Data is entered contemporaneously and reviewed for quality control by managers. Each legal and social services staff member is required to submit a monthly report, which shows comprehensive data, including clients served (including demographics), type(s) of service(s) rendered, and service outcomes. Managers review these reports and follow up on incomplete or otherwise problematic data. This also allows managers to have an up-to-date sense of staff productivity so that any problems can be addressed in a timely fashion. Information and referrals to outside services and other available services in [REDACTED] are recorded in a separate spreadsheet and in Legal Server.

(2) [REDACTED] attorneys, accredited representatives, paralegals, social service professionals, and interns meet regularly to review cases and develop appropriate strategies and future actions. These meetings offer an opportunity for project staff to evaluate [REDACTED] progress towards meeting our goals and objectives, and develop and implement appropriate corrective actions.

(3) We track our intake and referrals using a combination of excel spreadsheets, measuring the number of people that come to [REDACTED] as a result of word of mouth, past client recommendations, and returning clients in order to assess the awareness in the immigrant community of our services. We expect that 50% of our D.C. clients will come through word of mouth or referral from a previous client.

Finally, (4) we ask clients to complete a voluntary survey at the time their case is closed to measure various indicators of client satisfaction, learn what our clients have learned through their work with [REDACTED] and solicit suggestions for better serving future clients. Also, staff members document individual client stories to understand how our services have impacted our clients' lives.

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

In addition to the reasons stated in (#10) and (#5), [REDACTED] is uniquely positioned to implement the program, because in over 40 years we have served thousands of clients from 104 countries. We are one of the few, if not only, organizations who would be able to provide truly holistic, comprehensive, and culturally and linguistically competent services that would be available for low-income, foreign born AAPI clients regardless of age, gender, language, sexual orientation and immigration and criminal history. Since 2004, [REDACTED] Anti-Trafficking Program has successfully assisted over 350 AAPI survivors of trafficking in reestablishing their lives. These services have helped foster trust in the AAPI community. The Anti-Trafficking program also has provided staff with extensive cultural experience serving the AAPI population. [REDACTED] is well-respected and well-known in the service and D.C. community, which will support and facilitate outreach and collaboration efforts, technical assistance, and advocacy for AAPI-specific issues. Where the existing organizations that currently serve specifically the AAPI community in D.C. are limited in their services, [REDACTED] would serve to fill the void of providing holistic in-house services to AAPI clients. Furthermore, even if the existing organizations expanded to include more comprehensive services, the AAPI population in D.C. would still stand to benefit from an enhancement of [REDACTED] capacity to serve their community. Various studies show that when survivors have a variety of resources at their disposal, they are more likely to leave their abusive relationships.

[REDACTED] organizational capacity is as follows: For FY16, [REDACTED] is operating on a \$3 million budget. [REDACTED] has a diverse revenue source through federal and jurisdictional grants, private sector support from corporations, foundations, and individuals, and earned income through modest client fees and federal reimbursements for contract services. Thirty-four professional staff members, 88% of whom are licensed attorneys, social workers/therapists, or members of our language access team, support our work. Our direct services staff speak several languages including Spanish, Tagalog, French, and Portuguese. [REDACTED] is also known for its highly regarded DV/SA Program, established over 27 years ago when former staff attorneys [REDACTED] and [REDACTED] assisted in the drafting of the original Violence Against Women Act (VAWA) in 1986. After the creation of the U Visa, as part of VAWA's Reauthorization in 2000, Ayuda expanded its domestic violence program to include sexual assault. Since then, [REDACTED] staff have received specialized training on working with sexual assault victims and delivers domestic violence, family and immigration legal and case management and therapy services to eligible clients. Finally, [REDACTED] has been a Recognized Organization by the U.S. Board of Immigration Appeals (BIA) within the U.S. Department of Justice since 1979.

**Budget**

**Budget Summary**

	Salary/Hrly Rate OR Unit costs	% of Time OR # of Units	Total	Narrative
<b>PERSONNEL</b>				
See Project Budget Attachment in Program Documents	\$			Personnel- Our greatest need and largest expense for our programs is always staffing. The Supervising Attorneys are responsible for managing and program implementation. They provide mentoring, training and oversight of all legal staff, in addition to maintaining an active caseload. The Staff Attorneys educate victims about their legal rights, provide brief and extended representation to clients, assist with the law enforcement process and conduct community outreach presentations and trainings. The Paralegal is our attorneys' frontline, assisting [REDACTED] intakes, emergencies and non-emergencies. She may also accompany clients to court to get TPOs, assist in gathering and preserving evidence, serve court papers on opposing parties, and also acts as general support to the attorneys in drafting pleadings, memos, briefs, etc. and otherwise preparing their cases. Additionally, the Paralegal, Domestic Violence Staff Attorney, and Domestic Violence Supervisor will be responsible for conducting the necessary outreach efforts. The Social Services Director provides mentoring and training to the case manager and the bilingual therapist. The Case Manager is responsible for maintaining an active social services caseload (including client advocacy to secure emergency housing, food, medical care and placement in long-term assistance programs), making referrals, and conducting community outreach and provider trainings. The Therapist will conduct psycho-social assessments with immigrant victims of domestic violence, sexual assault and stalking who may be interested in receiving therapy, and provide individual and group therapy. The Executive Director ensures coordination among programs, services, policies and procedures as well as ensuring that all outcomes are met. The Executive Director also works with the Staff Accountant and Chief Financial Officer to ensure financial controls are followed and that grant funds are properly managed. The Staff Accountant manages all day-to-day financial operations, including recording and reporting of all transactions relative to grants.
	\$			
	\$			
	\$			
	\$			
Fringe Benefits	\$ 59,999	18%	9,152	[REDACTED] is requesting 18% of fringe benefits for personnel included in the grant based on their grant allocated time. The fringe benefits included in this grant include FICA, unemployment, and health and dental insurance benefits.
<b>Personnel Total</b>	<b>\$ 59,999</b>	<b>0</b>	<b>9,152</b>	
<b>NON PERSONNEL</b>				
Travel and Transportation	\$ 11	20	220	Local travel costs include mileage reimbursement, bus/subway fare, parking and taxicabs to and from court hearings, immigration interviews, social services client accompaniment and meetings related to the grant. Travel reimbursement is provided according to [REDACTED] policy of reimbursing actual costs for transportation and parking fees.
Supplies	\$ 50	9	453	Includes paper, ink, pens small equipment, publications, and other items necessary for the operation of this program.
Equipment	\$ 0	0	0	
Consultants/Contractors	\$ 197	9	1,773	Consultants/Contractors include a contracted CPA to supervise our Staff Accountant, prepare budget and financial reports, and oversee compliance with our accounting procedures. It also includes funds for the annual audit of [REDACTED] financial statements that ensures that our financial operations are in accordance with GAAP Accounting standards and grant requirements. It also includes IT Consultants that are used to provide support for [REDACTED] internal computer network.
Communications	\$ 4,000		4,000	Given the tremendous need for outreach in the AAPI population, these funds will be used for the development and production of culturally and linguistically appropriate

				outreach materials. These materials may include items such as brochures, pamphlets, and informational posters, resources, and advertisements.
Printing/Copying	\$ 16	9	144	These funds would be used to copy materials related to pending cases, copy training materials, and print business cards for grant funded staff.
Training	\$ 167	3	500	Training funds will be used to allow staff to attend appropriate AAPI and professional trainings. Funds may also be used for staff to conduct culturally appropriate trainings.
Operating Expenses	\$ 879	9	7,911	Operating expenses include office rent that provides appropriate, confidential office space for client services. Telephone and fax support client services' needs and are a combined charge. Rented equipment includes telephones and copiers. Postage and delivery includes sending materials to clients, offices and partners. Insurance includes legal and social worker malpractice, worker's compensation, directors and officers, and general office insurance.
Indirect Cost/Overhead	\$			
<b>Non Personnel Total</b>	<b>\$ 5,320</b>	<b>59</b>	<b>15,001</b>	
<b>Total</b>	<b>\$ 65,319</b>	<b>59</b>	<b>24,153</b>	

### Staffing Plan

Name	Position Title	Filled	Vacant	% of Effort	Start Date mm/dd/yy
1	Executive Director	6	0	5	
2	Staff Accountant	6	0	5	
3	Supervising Domestic Violence and Sexual Assault Attorney	6	0	10	
4	Domestic Violence and Sexual Assault Attorney	6	0	23	
5	Paralegal	6	0	15	
6	Social Services Director	6	0	5	
7	Case Manager	6	0	15	
8	Therapist	6	0	15	
9	Immigration Supervising Attorney	6	0	10	
10	Immigration Staff Attorney	6	0	20	
11		0	0		
12		0	0		
13		0	0		
14		0	0		
15		0	0		
<b>Total</b>				<b>123</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	<p>Outreach- Engage in training, presentations, and collaboration efforts in the community and engage in outreach in AAPI community and in the LGBTQ AAPI community in order to educate the community on the dynamics of domestic violence, DV/SA services, immigration services, and the broader services available in D.C. Activities to also include making linguistically and culturally appropriate materials available and gaining technical assistance surrounding best practices for serving the community.</p> <p>To be conducted with fellow AAPI service-providers, community organizations, businesses, places of worship, including those that work closely with AAPI LGBTQ. To include their staff and/or community members.</p>	[REDACTED]	12/28/15	9/20/16
2	<p>Domestic Violence, Sexual Assault, and Family Law Legal Services - Provide walk-in legal information and education. Provide crisis screening and intervention and safety planning, and information about the Crime Victim Compensation Program. Provide, where appropriate, advice and counsel regarding legal rights and options under domestic violence, family and immigration laws. Provide, where appropriate, information about the legal ramifications of pursuing</p>	[REDACTED]	12/28/15	9/20/16

criminal cases against an abuser. Assist clients who are proceeding pro se with understanding filing requirements, gathering evidence and preparing applications. Accompany clients to court hearings and obtain assistance by a non-attorney advocate. Where appropriate, represent clients in domestic violence and sexual assault cases, including Temporary and Civil Protection Orders and related modifications, extensions and contempt hearings. Represent clients in family law matters related to their victimization, including Divorce, Child Custody, Visitation, and/or Support, as well as related modifications, extensions, and contempt hearings. Represent clients in immigration law matters related to their victimization.

3	Social Services Consultations- Provide crisis screening, intervention and safety planning, to clients during walk-in hours. Provide inter-office referrals to Immigration Legal services and Domestic Violence, Sexual Assault, and Family Law Legal Services, as well as information on various community resources.	[REDACTED]	12/28/15	9/20/16
4	Clinical Case Management- Provide case management services including, intake, safety assessment, crisis intervention, community referrals, and education on domestic violence and sexual assault.	[REDACTED]	12/28/15	9/20/16
5	Individual Therapy- Provide individual therapy including intake, safety assessment, and a trauma centered service plan.	[REDACTED]	12/28/15	9/20/16
6	Referrals - Provide information and referrals, including information about the CVC Program, at Ayuda, and when necessary, to appropriate service provider partners.	[REDACTED]	12/28/15	9/20/16
7	Immigration Legal Services Provide legal advice, counsel, and representation in family- and humanitarian-based immigration legal matters and brief services.	[REDACTED]	12/28/15	9/20/16
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	Outreach	N/A	4	4	4	Outreach conducted will be tracked using [REDACTED] online case management database, LegalServer.
2	Domestic Violence, Sexual Assault, and Family Law Legal Services – Walk-In Legal Information, Education, and Case Screening, and Intervention and Safety Planning	N/A	7	7	7	Clients, primary and secondary, served will be tracked using [REDACTED] online case management database, LegalServer.
3	Domestic Violence, Sexual Assault, and Family Law Legal Services – Legal Services (Advice and Counsel; Pro Se Assistance; Advocacy; Representation in DV/SA, Family Law, and DV/SA related Immigration Matters)	N/A	3	3	3	Clients served will be tracked using [REDACTED] online case management database, LegalServer.
4		N/A	6	6	6	Clients, primary and secondary, served will be tracked

	Social Services Consultations					using [REDACTED] online case management database, LegalServer.
5	Clinical Case Management	N/A	3	3	3	Clients served will be tracked using [REDACTED] online case management database, LegalServer. Additionally, clients will be administered the RISC assessment tool to gauge the benefit they obtain from case management. Session notes will be kept in a physical file for each client.
6	Therapy Services	N/A	2	2	2	Clients obtaining therapy services [REDACTED] online case management database, LegalServer. Additionally, clients will be administered the OQ assessment tool to gauge the benefit they obtain from therapy. Session notes will kept in a physical file for each client.
7	Referrals	N/A	10	10	10	Referrals will be tracked using Excel Spreadsheets and LegalServer.
8	Immigration Legal Services-- Consultations	N/A	5	5	5	Consultations will be tracked using [REDACTED] online case management database, LegalServer. Each new client screened for relief during [REDACTED] consultation hours will be counted as one consult.
9	Immigration Legal Services—Brief Services and Representation	N/A	7	7	7	Brief services and legal representation will be tracked using [REDACTED] online case management database, LegalServer. Each matter for which a client is served will count as one brief service or legal representation; thus, it is probable that a client will be served for more than one matter.
10						
<b>Total</b>		<b>0</b>	<b>47</b>	<b>47</b>	<b>47</b>	

## Documents

### Documents Requested \*

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

Staff Job Descriptions

Relevant Staff Resumes

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

Certificate of Exemption from DC Office of Tax and Revenue

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

Organizational and Program Charts

Current board list with names, affiliation, and contact information.

Memorandum of Agreement/Understanding, if applicable

Program related materials, if applicable

Agency brochures or program materials, if applicable

Evaluation tools, if applicable

Certifications

[download template](#)

Assurances

[download template](#)

Collaborative Partner Materials, if applicable

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.

Required?

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### Attached Documents \*

[Financial Statements](#)

[Staff Job Descriptions](#)

[Resumes](#)

[IRS letter](#)

[Certificate of Exemption](#)

[Business License](#)

[Organizational Chart](#)

[Board List](#)

[Project Budget](#)

[Certifications](#)

[Assurances](#)

[Certificate of Good Standing](#)

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

Application ID: 47627



