



Older Adult Services PART 1 – ORGANIZATION NARRATIVE FORM

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4pm July 1st, 2024

Official submission date and time will be based on the time stamp from the CDD Applications inbox. Late applications will not be accepted.

The intent of this application and subsequent contract is for all organizations to present a set of opportunities within the umbrella of one contracted program for each service area, i.e. Case Management services, Culturally Relevant services, Information, Outreach and Referral services and Independent Living Support services. Only programs that involve different participants for that service area, separate staff, a different schedule and are not an activity occurring during or as part of another program should be considered a stand-alone program with a separate application.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com or Garrett Tusler, Community Development Specialist gtusler@cityofmadison.com. We are committed to assisting interested organizations understand and work through this application and funding process.

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Garrett Tusler, gtusler@cityofmadison.com

A NOTE REGARDING APPLICANT TYPE

Every agency applying for funding must submit an organizational history narrative per program detailing their agency's background, mission, and vision. If your agency is applying for multiple programs, each program application must be submitted separately with all the required submission documents (See RFP Guidelines 1.2 Required Information and Content of Proposals)

Joint/Multi-agency Applicants

For those choosing to submit a joint/multi-agency proposal, only the designated 'lead agency' is required to complete and submit responses to questions 5-9 pertaining to partnership history, rationale for partner selection, division of roles and responsibilities, anticipated challenges, and any previous collaborations or partnerships. All other agencies participating in the joint application, listed in application as 'joint/partner agency', are still required to submit their organizational history narrative, as stated above.

Legal Name of Organization:	Southeast Asian Healing Center, Inc.		Total Amount Requested:	\$ 115,000
All program(s) connected to your organization:	Program Name: Southeast Asian Seniors Services		Amount Requested: \$ 115,000	
	Applicant Type: Single Agency Application			
	Program Type: Culturally Relevant Services			
	List Program Partner(s) (if applicable):		Choose an item., , Choose an item., ,	
	Choose an item.			
All program(s) connected to your organization:	Program Name:		Amount Requested: \$	
	Applicant Type: Choose an item.			
	Program Type: Choose an item.			
	List Program Partner(s) (if applicable):		, Choose an item., , Choose an item., ,	
	Choose an item.			
All program(s) connected to your organization:	Program Name:		Amount Requested: \$	
	Applicant Type: Choose an item.			
	Program Type: Choose an item.			
	List Program Partner(s) (if applicable):		Choose an item., Choose an item.,	
	Choose an item., Choose an item.			
All program(s) connected to your organization:	Program Name:		Amount Requested: \$	
	Applicant Type: Choose an item.			
	Program Type: Choose an item.			
	List Program Partner(s) (if applicable):		Choose an item., Choose an item.,	
	Choose an item.			
➤ <i>If you are applying for more than four programs please contact Garrett Tusler gtusler@cityofmadison.com</i>				
Contact Person for application (Joint Applications - Lead Org):	Doua Vang		Email: doua.vang@neukllc.com	
Organization Address:	2814 Syene Road. Madison, WI 53713		Telephone:	608 405 5889
501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Fiscal Agent (if no)	

Organizational Qualifications – All Applicants:

1. Organization History and Mission Statement

The Southeast Asian Healing Center (SEAHC) has been operating under various names and agencies since 1989. It started as the "Southeast Asian Program" --one of many programs of the Journey Mental Health Center, called the Dane County Mental Health Center then. In 2000, with the help of city, county, state money and a federal SAMHSA

grant, it expanded into Kajsiab House for Hmong elders, and the program at the Cambodian Temple to serve Khmer participants and to assist the monks. Two SAMHSA grants followed and also a Wisconsin Partnership grant, in addition to smaller but important grants. After many years, in 2018 Journey Mental Health Center dropped the program for financial reasons. We took on the name Southeast Asian Healing Center and continued the programs with the help of Freedom Inc., which acted as the agency's fiscal agent. In 2019, SEAHC wrote its articles of incorporation, bylaws and applied for and received the 501(c)(3) status it now has. The official 501(c)(3) letter was dated August 24, 2020, but stated our status was actually effective as of October 2018. We are now a smaller organization and, in some ways, more nimble and able to adapt our programs and services to the changing needs and wishes of our clientele.

The mission of SEAHC is to provide a safe environment that promotes the health and well-being to low-income Southeast Asian (SEA) Seniors (55+) in need of services so the participants can realize their potential to comfortably age in place within their communities. Services reflect the cultural values, traditions, and beliefs of Hmong, Lao, and Khmer people and are provided bilingually. Culturally sensitive and relevant, the services are designed to make the program offerings accessible and acceptable to those who need them. To serve as safe gathering places, we have a facility for Hmong and Lao, and we support the Cambodian Temple for the Khmer. We also provide services in the homes and neighborhoods where participants reside, including Kennedy Heights, Northport Apartments, Bayview and the Brittingham neighborhoods.

2. Describe your organization's experience implementing programming described in the Older Adult Services Policy Paper and Older Adult RFP Guidelines relevant to the programs you propose in this application. List all current older adult programs with their inception date.

In our over 35-year history, we have provided programming that is culturally relevant and resonant. From the beginning, we have hired staff from within the cultures served and we have received guidance and direction from community and cultural leaders such as clan heads, monks, shamans and other healers. The scope of programming that can be provided is wide and diverse. It is based on wrap-around and holistic models developed to address socioeconomic, social relationship, family relationships, health, and cultural issues of the participants both through western mainstream models and traditional practices, often developing ways to incorporate the best of each modality. Specific assistance is provided according to the client and families' wishes, often in nontraditional settings. We have focused on helping individuals maintain their physical, mental and cognitive functioning using methods such as gentle exercise classes and mental games and challenges to stretch abilities to use one's cognitive powers in fun ways. Through experience, we have learned to work within each person's view of spirituality or customs as they wish.

Older adult programs through the City of Madison started with one in 2013 and another dated 2016. Others followed, including the funding that was awarded in 2019 with Freedom Inc. as our fiscal agent.

3. Describe any significant changes or shifts at your agency since 2022 or anticipated changes in the next two years. For example, changes in leadership, turnover of management positions, strategic planning processes, expansion or loss of funding. What, if any affects have or will these changes make regarding the agency's ability to provide proposed services? If there are no changes, write "No changes".

Since 2022, the date of the last application, the agency has become completely independent. We have our own 501(c)(3) status and no longer need a fiscal agent. We have an independent contractor as our accountant and an external auditor. There have been few changes in staff and none in leadership. We have increased our funding base so we can serve more community members with helpful but time-limited grants. We received an American Rescue Plan grant, a State funded Behavioral Health Telehealth Partnerships grant, and are currently in the middle of a three-year Suicide Awareness and Prevention grant from the WI Community Safety Fund. Adjacent to SEAHC is Neu K LLC, a Comprehensive Community Services (CCS) program, Dane County Contracted program that offers additional case management services and mental health treatment to participants who often also use the SEAHC facility. It provides an additional base of funding support. This request for City funding will result in 27% of total program costs being

funded by the city of Madison, an important component of funding to keep programs operating. During each funding period we work to increase the percentage of operating costs that are contributed by other funders and have been successful in increasing that amount each time.

4. Describe your organization's experience, education and training requirements for management and older adult services program staff. Include how you support these requirements and other professional development opportunities.

The SEAHC organization has trained and educated management and program staff throughout its existence. Current management staff received extensive management training through the decades with the mental health center. Staff keep up their training through in-person meetings, webinars and occasional conferences, forums and workshops. Program staff are required to register for trainings throughout the year; some mandatory, others of the staff's own interest and choosing. For instance, this year everyone has received additional training on suicide screenings and risk assessments, confidentiality and privacy, and ethics and boundaries. They also received specific training on dementia diseases, changes to federal benefits, and effective wellness and crisis plans. The training included assessment, intake, and individual treatment plan goals. The management and staff are required to have a minimum of 8 hours of ongoing training to improve their skills how to better serve the community annually. These training will prepare the management and staff for new challenges and changes of the services system and political system that could affect in funding changes. Depending on the staff position, other training requirements may be in place. E.g., the psychiatrists have their own requirements from their professional board, the mental health professionals need to meet their requirements for 30 hours of training each two years. Training is encouraged and supported by providing time and space during the workday. In addition, we are working to institute professional development days for staff to get to know each other better, to role play, to strategize, and sometimes to have fun. Before the Covid-19 pandemic time set aside for professional development was part of the work year but now that staff are all back together in-person each day it needs to be restarted.

JOINT/MULTI-AGENCY APPLICATIONS ONLY – Lead Agency Applicant responses

Program name:

Program type: Choose an item.

List All Joint/Partner Applicants for this Program:

5. Provide a brief overview of your partnership history with the collaborating agency/agencies. When and how did this partnership begin, and what collaborative initiatives have you undertaken together in the past?
6. Explain the rationale behind choosing to partner with the specific agency/agencies identified in this application. What unique strengths or resources does each organization bring to the partnership, and how do these complement one another?
7. Describe the division of roles and responsibilities between your organization and the collaborating agency within the proposed program. How will each partner contribute to program design, implementation, and evaluation?
8. Outline any challenges or barriers you anticipate encountering as a result of the partnership, and how you plan to address these collaboratively.
9. Detail any previous collaborations or partnerships with other organizations serving older adults, if applicable. What lessons or insights have you gained from these experiences that will inform your approach to this partnership?



Older Adult Services 2024 Request for Proposals PART 2 - Program Narrative Form

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30 p.m. (CDT) on July 1st

Official submission date and time will be based on the time stamp from the CDD

Applications inbox. Late applications will not be accepted

Part 2 – Program Narrative Form MUST be completed for EACH PROGRAM for which you are asking for funds.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

Joint/Multi-Agency Applicants

Only the designated 'lead agency' is required to submit the Program Narrative form on behalf of all identified partners listed in the application for applicants choosing to apply through a joint application.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com or Garrett Tusler, Community Development Specialist gtusler@cityofmadison.com. We are committed to assisting interested organizations understand and work through this application and funding process.

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Program Name:	Southeast Asian Seniors Services	Total Amount Requested for this Program:	\$ 115,000
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Legal Name of Organization:	Souteast Asian Healing Center, Inc.	Total amount Requested for Lead/Single Applicant	\$ 115,000
Legal Name of Partner(s) (Joint/Multi-Agency Applicants only):		Total Amount Requested for Partner 1:	\$
		Total Amount Requested for Partner 2:	\$
		Total Amount Requested for Partner 3*:	\$
Program Contact:	Doua Vang	Email:	doua.vang@neukllc.com
		Phone:	608 405 5889
Program Type: Select ONE Program Type for this form.			
<input type="checkbox"/> Case Management Services <input checked="" type="checkbox"/> Culturally Relevant Services <input type="checkbox"/> Independent Living Support Services <input type="checkbox"/> Outreach, Information, and Referral Services <p>PLEASE NOTE: Separate applications are required for each distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.</p>			

*Click or tap here to enter text.

1. PROGRAM OVERVIEW

- A. Need: Briefly describe the need in the City of Madison for the programs included in this application, including the source of the data used in your response.

Currently, Dane County is home to between 6000-7000 Hmong individuals, around 500-700 Khmer, and 500-600 Laotians, many of whom live in Madison. Because disaggregated numbers for the communities we serve that are more specific than "Asian" are not published, it is difficult to give precise numbers. Particularly for the elders, we know that services need to be culturally and linguistically appropriate for them to be able to gain access to what they need. Most SEA seniors came to the U.S. without formal education, unable to read and write even in their native language. It is difficult for them to navigate the complex system of support services. Many suffered years of trauma during the War and continue to deal with PTSD currently. This group needs specific and specialized assistance due to language and cultural considerations so they can receive the services all senior groups need.

These Southeast Asian (SEA) elders need practical assistance with housing, benefits, education advocacy for their children and grandchildren, and other necessary help with to get thorough daily life. Not to be overlooked is the need for socialization and support. Many would be isolated at home if they did not have healing gathering places where they have friends and supportive staff. Even before the pandemic, elders who were home alone suffered increased depression and anxiety. During those "Covid years", SEA Seniors, like others, became still more lonely and disengaged from community life. Not only did they experience all the usual fears and worries about contagion, hospitalization and possible death, but they also had to deal with the reality of the prejudice toward Asians that abounded during that time. They did not feel comfortable even being outside with family members to get some relief from being homebound. Now that people are able to gather together again, it is paramount that a program for socialization exists for them, and one without long waiting lists. The adult children they often live with are at work, the grandchildren they used to care for are getting older and are in school, and their need for community and comraderies to stay emotionally healthy is great.

Of prime importance is a sense of connection to others, without the connection the rate of seniors' feeling isolation, loneliness and suicidality increased. Therefore, a primary need is to ensure that people have a place to gather so as not to be socially

isolated. This is especially important in Southeast Asian communities that are traditionally communal by nature. Further, many of the SEA seniors have ongoing and painful physical illnesses and conditions, which can be somewhat allayed by social distractions. This is in addition to increased depression. Depression has a serious impact on seniors with ongoing medical health conditions. A recent CDC publication (<https://www.cdc.gov/aging/publications/features/lonely-older-adults.html>) concluded that social isolation significantly increased risk of premature death, a 50% increased risk of dementia, a 29% increase in heart disease and a 32% increased risk of stroke. The publication further states that current research shows that immigrant populations experience increased loneliness and thus are at higher risk for those conditions. SEAHC provides safety and places of relief to seek mental health and other support services. People need to be connected to resources, as well as social services including citizenship, employment, and housing assistance.

Southeast Asian American seniors (Hmong, Lao, Khmer) in Madison face many barriers that can prevent them from living independent lives. These barriers include language, transportation, and socioeconomic factors. They prevent them from having full access to social services, advocacy and health care. SEA seniors are dependent on their children to provide transportation, translation, and access to social services and health care unless outside help is available. Reliance on their children creates relationship tension, and financial burden for working adult children because they must take time from work to provide for their parents. By relieving some of the burden of caring for senior parents or other relatives, SEAHC can help families achieve or maintain household emotional stability.

Over the years, the services provided by the SEAHC were crucial in many success stories for the Southeast Asian families in Dane County. We have seen many children and grandchildren of SEA seniors we served graduated from college and universities with bachelors, masters, and doctoral degrees. Some of them are currently working at the UW-Madison, Madison College, local clinics, local pharmacies, and hospitals in Dane County.

B. Goal Statement: What is the goal of your program and how does it align with the scope of work described in the RFP guidelines?

The goal of the program is to provide safe physical and emotional spaces for SEA seniors to find a place of relief, maintenance of personal independence, and to feel a degree of grace while aging in place. This is done through:

1. Decreasing isolation,
2. Increasing accessibility to social services and health care,
3. Obtaining health information leading to better decisions on seeking medical solutions and early prevention,
4. Increasing healthy living through social activities, recreational activities among targeted population,
5. Receiving mental health referrals or onsite follow along,
6. Connecting with primary care providers for regular health visit,

7. Building service linkages,
8. Supplying support to family members and unpaid caregivers.

This goal statement is in concert with the work suggested in the RFP guidelines in that it will result in seniors who are able to live with independence and purpose within their communities and will achieve or maintain a higher degree of physical, mental, emotional and social well-being.

C. Program Summary (3-5 sentences):

The Southeast Asian Healing Center exists as a resource to SEA community members for information, referral, safe spaces, and staff to help seniors find physical and emotional comfort with others from their own culture and community. It provides activities for socialization, learning and teaching about practical issues for living in the U.S. and in Madison itself. It provides needed mental health care, necessary case management, translation and transportation. It uses the strengths and wisdom of the elders not only to build its programs and activities because it understands that doing so not only gives homage to a culture that honors its elders,

but it also reminds the elders that they still have purpose and are needed by their community rather than being a burden to it.

2. POPULATION SERVED

- A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how this population was involved in the development of this program proposal.

The target is Southeast Asian (SEA) seniors who are 55+ years or older. They share an intricate and connected history, often through the experience of the Vietnam War. Their socioeconomic profile is low income, extreme isolation, and minimal connection to the general public. They face cultural, language, mobility, health, and age barriers, and/or discrimination. Some are cognitively disabled, and many have physical challenges and most struggle with depression, anxiety and/or post-traumatic stress disorder.

SEAHC relies on a Participant Advisory Committee to guide its programmatic planning. From three to five active participants serve on the committee, offering advice and opinions. They consult with other participants of the program about what the larger group wants in programming. Further, from SEAHC's inception until now, community members such as clan leaders, the Cambodian Buddhist Temple Society, the Wisconsin Hmong Association and others are invited to give direction and ideas about what SEAHC should look like and what it should offer. We also solicit advice from the many organizations in the city and county about how to adjust our services so they can connect with other service offerings.

- B. 2023 Participant Demographics (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian		
Black/African American		
Asian	180	100
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Multi-Racial		
Balance/Other		
Total:	180	
Ethnicity		
Hispanic or Latino		
Not Hispanic or Latino		
Total:		
Gender		
Man	58	32%
Woman	122	68%
Non-binary/GenderQueer		
Prefer Not to Say		
Total:	180	

Comments (optional):

- C. Language Access and Cultural Relevance: Please describe how the proposed program will serve non-English speaking older adults. Describe how the proposed program will be culturally relevant to the population served.

SEAHC staff are bilingual/bicultural and they combine skills of translation (conveying words), interpretation (conveying what the words actually mean in context), and, brokering (giving enough information to the SEA senior(s) about the Caucasian (mainstream) culture so that they can understand the environment they find themselves in and giving information to individuals of the western culture about the SEA cultures so there is understanding about the

SEA seniors' perspective and context). Developing staff members with this skill set is essential and is foremost to SEAHC when hiring/training staff.

The starting point for all SEAHC's outreach activities is an understanding of the SEA cultures' respect for the advice of SEA seniors and their families. This is an underpinning to ensure that the services are culturally relevant to the groups we serve.

Our implementation of programs follows the following set of guidelines, adapted in practice and as needed for each group:

1. Staff members will make sure that the locations and the environment are safe and comfortable.
2. Staff members are trained to respond to crisis and medical emergencies including calling 911 or 988 as appropriate.
3. SEA seniors are full partners in program development and design.
4. Food is prepared and shared on site, with assistance of consumers who wish to participate in the kitchen.
5. There is acknowledgement of, and cooperation with, shamans, monks and other religious leaders.
6. Families and community members are encouraged to visit and get involved in the program.
7. Most referrals for new participants come from within the communities themselves, by SEA seniors or their relatives.
8. Bilingual staff from within the project provide almost all of the services seniors require: case management, supportive activities, educations, social services assistance, referrals, service linkage, activities of daily living, social/recreational activities, and consultation to families.
9. Staff members have the qualifications to provide the services and are bilingual (Hmong English, Khmer English, Lao English) and bi-cultural.
10. The Psychiatrist and Mental Health Professionals, who speak only English, are accompanied by bilingual staff for participant interactions and for cultural consultation.
11. Although staff are of the cultures of the people served, we do not assume that we are equally competent to serve all individuals. We approach cultural competence with humility, by teaching each other about our own communities and how they are similar and different, and through formal trainings.

D. Recruitment, Engagement, Intake and Assessment: Describe your plan to recruit, engage and address barriers to participation for the identified service population. Explain the intake and/or assessment procedure you will use for this program.

SEAHC will reach out to SEA seniors (Hmong, Lao, Khmer) in Madison. SEAHC understands the unique connections that these seniors have to one another. Although they have different languages, cultures, and historically came from different countries, they share an intricate and connected history through the Vietnam War. They share a socioeconomic profile. They share extreme isolation in the community. They share a lack of intra-community support and lack connection to the general public. They face cultural barriers, language barriers, mobility barriers, health barriers, and age barriers.

Over the years, SEAHC developed working relationships with Bayview, Kennedy Heights, Northport/Packers Ave., Freedom, Inc., Southern Wisconsin Hmong Association, and the South Madison and the Northeast Madison Senior Coalitions. We will continue collaboration with these agencies and organizations as referral points. We develop materials in the SEA native languages to outreach to the SEA seniors and their families. We also make radio broadcasts in the SEA language (e.g., WORT) from time to time. The developed materials will be distributed and posted at the above locations in an effort to reach out to the SEA seniors and their families. However, most of the referrals will be word of mouth and from family members, as the SEA program is well ensconced within the SEA communities of Madison.

Even with these varied and strong connections, there are and will still be barriers. To address gaps and voids in services needed for our consumers, we talk directly with other organization leaders who may be able to make changes and advocate to funders and policy makers. An example of a previously unmet need was realizing that some of the individuals who needed to talk to our psychiatrist were not able to come into his office. We obtained a State grant to buy the equipment and set up individuals with telehealth capabilities. Consumers have been much happier and better served by being able to see their psychiatrist, culture broker, and other staff's faces and expressions than when they only had telephone voice contact before.

Our intake procedure is simple and straightforward. Any person, family member or agency referral agent can directly call our office to explain that an individual would like services (or a specific service.) Our contact information is listed on brochures, our Facebook page, and website page. The call will be answered by our Program Specialist or the Executive Director.

When the agency received a call or a referral, the intake processes include:

1. An overview of the agency’s services,
2. Quick screening of needs of the person.
3. An appointment is offered for a full intake.
4. Staff will be assign for an intake assessment, develop a service plan and goal for the individual
5. Appointment will be set up with the psychiatrist if needed.
6. Transportation is available if needed
7. If a person is requesting CCS services, referrals go to the Dane County CCS Intake Worker and are

then referred to us through the county process. SEAHC will work with our partner agency, Neu K LLC for case management services. We have a liaison with the Dane County Department Human Service which makes that process seamless from point of view of the person being referred.

3. PROGRAM DESCRIPTION AND STRUCTURE

- A. Activities: Describe your proposed program activities. If applicable, describe any evidence, research, proven curriculum, standards, or documentation of promising practice that supports the programming or service proposed.

SEAHC provides culture brokers thorough a cultural relevant model to deliver services to the targeted population. This is a model that has been practiced by SEAHC in all its forms for the last 23 years. It has been proven effective in working with Southeast Asian refugees and immigrants. The model is culturally and language appropriate. The staff ("culture brokers") deliver activities including light case management, outreach, translation, social services advocacy, service linkage, access to suicide care and prevention, and assistance in obtaining housing, education, benefits, citizenship, etc.

Other activities are:

- drop-in center where elders feel comfortable and supported by friends and staff;
- lunchtime meals consisting of favorite foods (having the kind of food they like for lunch not only offers comfort, for some it is an important source of nutrition);
- transportation if needed;
- food pantry every other week;
- accompaniment to doctors' appointments, pharmacy, grocery stores, etc.;
- resource referral;
- appointments with psychiatrist, including medication monitoring;
- social activities, games, picnics;
- flu and other vaccine clinics;
- outings and other external trips to contribute to broaden life engagement and acculturation opportunities to the larger community in which they now live.

- B. Program/Service Schedule: If you are proposing to provide a program at more than one location and the program schedule is the same for all locations, please list all of the locations in the “Location(s)” cell in Table 1 below. If the program schedules vary amongst locations, please complete Table 2 and the question following the tables.

Table 1

Day of the Week	Start Time	End Time
Monday	8:30 AM	4:00 PM

Tuesday	8:30 AM	4:00 PM
Wednesday	8:30 AM	4:00 PM
Thursday	8:30 AM	4:00 PM
Friday	8:30 AM	4:00 PM
Saturday	By appointments, urgent needs, and emergency support.	
Sunday	Urgents needs and emergency support.	

Table 2 (optional)

Day of the Week	Start Time	End Time
Monday	Cambodian Temple	
	9:00 AM	1:30 PM
Tuesday	By appointments, urgent needs, and emergency support.	
Wednesday	Cambodian Temple	
	9:00 AM	1:30 PM
Thursday		
Friday	By appointments, urgent needs, and emergency support.	
Saturday		
Sunday		

If applicable, please list the third location and any subsequent locations. Include the specific program schedule(s) differences as compared to the programs included in the tables above.

4. ENGAGEMENT COORDINATION AND COLLABORATION

A. Family Engagement: Describe how your program will engage caregivers, guardians, and/or family of participants in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

Families and other caregivers' opinions are sought out and encouraged to give input regarding implementation of programming. Not only is their information valuable but it also provides them with "permission" for their parents/relatives to attend. For example, in the Hmong society, a family's standing in the community is measured by its treatment of the elders in the household. Being disrespectful to seniors in one's own family or community will bring shame and dishonor to the extended family. Thus, helping to develop good programs for one's relative shows caring and concern and therefore the program becomes socially acceptable for a relative to attend. Decision-making processes are inclusive, bringing the opinions of the seniors into the mix to develop and refine services and thus providing a setting that welcomes all participants. Using SEA extended family support as a model in addition to incorporating elements of a neighborhood community center, this program will include seniors and their family members for programs and events. Once they feel they belong or have ownership of a program they will be more open to services and other referrals.

Staff will also provide support to family members who are acting as caregivers through advocacy, linkage to services, educational activities, workshops, and presentations.

B. Neighborhood/Community Engagement: Describe how your program will engage neighborhood residents or other relevant community stakeholders in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

In an ongoing manner, community members and most importantly the program participants themselves, will be asked to give feedback about the programs and services. Satisfaction surveys will be given annually. These surveys are generally given orally in one-to-one interviews, but sometimes small focus groups are employed for those who prefer that. We are looking forward to working with the city and COALESCE agencies during the coming year to develop other tools to gauge participant outcomes.

SEAHC will do public announcements through Hmong Radio Show WORT AM. The radio broadcasting is popular among Hmong American seniors for entertainment and news. Important also is social media, especially Facebook for the Seniors, and it will be used to reach out and engage with them. SEAHC will utilize community resources, the social clan system, and monks and leaders at the Temple for the most effective outreach. All public announcement and flyers will be culturally and linguistically appropriate. The SEAHC staff will work closely with the Freedom, Inc. Wisconsin Hmong Association, Cambodian Buddhist Society, and the local community center such as Bayview Community Center, Northport community Center, Kennedy Heights Community Center. We cross-promote our services and programs with Grand Journey, Freedom Inc. and others working within SEA communities. We will ensure that we are registered with United Way's 2-1-1, the county's Aging and Disability Resource Center, and Madison libraries. The SEAHC is also has good working relationship with the Dane County Area Agency on Aging and the Agrace Hospice Care.

C. Collaboration: Please complete the table below and respond to the narrative questions regarding program collaboration with community partners.

Note: Agencies listing a partner/collaborator below in addition to any 'joint/partner applicant' (if applicable) for their program should include a letter of commitment/support from the agency partner highlighting the ways in which the agency will support the program.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
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Medical College of Wisconsin	Funder for the community safety fund for SEAHC's New Day New Life Project for suicide education and prevention.	Ann McCullough, MA	Yes
Freedom, Inc.	A longterm Partner who was SEAHC fiscal agent and continued to provide consultations, training to the SEAHC staff with domestic issues and intimate partner violence, and referrals.	Chai Moua	Yes
Wisconsin Hmong Association, Inc.	Community involvement, planning, partner, program and services consultation, cultural consultation and advises, and referrals.	Dr. Phillip Yang	Yes
Cambodian Buddhist Society of Wisconsin	Community involvement, planning, partner, program and services consultation, cultural consultation and advises, and referrals	Seng Soy	Yes
Second Harvest Foodbank	Partner in setting a food pantry on site to meet the needs of the SEA seniors and their families.	Lori Peppard	Yes
Madison Gas and Electric Company	Financial support and partner in education and consultation to SEA seniors and their families on how to maintain their home appliances in a safe way, how to use the electricity safely and to reduce cost during the very cold winter and hot summer.	Mai Doua Thao	Yes

List any additional partners, their role & responsibilities, contract person and MOU information (if applicable):

Partner/Collaborator Agency: Northport Community Center and Housing.

Contact Person: Pa Thao

Role & Responsibilities: SEAHC and the Northport Housing has worked together for many years in assisting SEA seniors and their family with housing needs and referral for services. Northport not only provide housing needs, they also offered space for SEAHC staff to hold meetings and workshops at their location where many seniors live. Northport staff also offered ideas and new opinions how to better serve and reachout to the SEA seniors and their families.

Partner Agency: Groundswell Conservancy

Contact Person: Yim Muaj Yang

Role & Responsibilities: The Groundswell Conservancy has been partner of the Southeast Asian Healing since 2020 and has provided a piece of land for the SEA seniors to garden during the summer from May to October each year. This is an important part of the services that will keep seniors physically fit and cope better with their isolation. The name of the garden project is call the Hmong at Hear Therapy Garden. The SEAHC and the Groundswell Conservancy will maintain this partnership in the future.

Partner Agency: Agrace Hospice Care

Contact Person: Troy Polnitz

Role & Responsibilities: The SEAHC and the Area on Aging has developed this working relationship and partnership to better serve the SEA seniors. The SEAHC will work with the Area Agency on Aging for trainings, consultation and on going referrals.

Collaborator Agency: Area Agency on Aging

Contact Person: Claire Purks

Role & Responsibilities: The SEAHC has partned with the Agrace Hospice Care to better serve our SEA seniors as many who are aging and may needs this crucial services that can support SEA families in the community. We will educate SEA seniors to make this services as accessible to the SEA seniors and their families as needed.

Partner Agency: Neu K LLC

Name: Maivaj Yang

Role & Responsibilities: Neu K LLC and the SEAHC are partner in providing case management to th SEA seniors. Both agencies case consults for service delivery and planning. When a SEA seniors and or adult who is seeking CCS services and needing the intensive case management, the SEAHC will work with Neu K to enroll this person into the county CCS program for intensive case management services.

How do these partnerships enhance this proposal?

No one agency can, or should, provide all services a community may need. By having ongoing working relationships with many organizations like the ones above, our consumers have access to almost all they may need from time to time. Because we are in partnership, staff can more quickly and efficiently find and provide pathways to resources. And because staff knows personnel in the other agencies, it is easy to introduce our consumers to new faces and convey trust in the services that will be delivered. Further, because we will have the knowledge of the necessary linguistic and cultural adaptations, those partners can rely on us to share information that our consumers can access and utilize the resources, thus we are being a resource to, as well as a user of, those partners.

What are the decision-making agreements with each partner?

Depending upon the partner, decision-making varies. Many agreements have developed informally over time. Often, we have no decision-making authority, such as with medical facilities, and others have no decision-making role with SEAHC either. We still work well together because we know each other's missions and values and have established trust. For some other organizations, the decision-making agreement is actually written and signed. E.g.:

- Medical College of WI is a funder of a three-year grant. SEAHC has a signed contract with it.
- Second Harvest Food Bank provides food, and we have a signed agreement about how we will receive, store and distribute the food.
- WI Hmong Association and the Cambodian Buddhist Society provide services and connect us to individuals and groups in their communities and receive some funding from our grant to do so, so we have signed Memoranda of Understanding with them.

- D. Resource Linkage and Coordination: What resources are provided to participants and their families/loved ones by your proposed program/service? How does the program coordinate and link participants to these resources?

SEAHC bicultural/bilingual staff assist clients with referrals, doctors' appointments, housing and other linkages. The SEAHC staff provides transportation to those resources to SEA seniors who cannot use public transportation and do not drive.

The SEA program provides the following resources, but also refers to and coordinates with other agencies: counseling and support groups; psychological, psychiatric, alternative medicine services; individual, family, group therapeutic services; social and recreational activities; field trips, social gatherings, and games; help with citizenship.

SEAHC has knowledge of the resources and can therefore help families navigate complex systems, connecting them to appropriate services. Most important, The SEAHC staff are well trained in client-centered services and our services will be based on the needs of the seniors we serve.

5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

A. Program Outputs - Unduplicated Older Adults and/or Program Hours

Total Annual Unduplicated Older Adults served through proposed program/service: 230

Total program/service hours annually: 1,300

B. Program Outcomes

Please describe the data and the data source used to choose your outcome objectives.

Program Outcome 1) 75% of the 230 SEA seniors (172) who receive service will be connected with the psychiatrist for mental health evaluation, treatment and other referrals for intensive case management as needed.

Program Outcome 2) 75% of the 230 SEA seniors (172) who receive services will engage in the activities that will improve functioning and community involvement that can impact their daily live such as trips outside to the Milwaukee Museum, to the city/county parks, picnic, shopping, and other educational activities monthly.

Program Outcome 3) 75% of 230 SEA seniors (172) who receive services will be connected with their primary care provider, they will receive necessary vaccinations, Covid-19 vaccine, shingle, RSV, Flu and others needed vaccines. They will have regular visits with their primary care as scheduled and staff will assist them to keep their appointments to improve their ability to prevent disease and disability.

Using the drop-down menu, please select the Program Outcome #2 for your proposed program(s), listed under each respective funding priority found in RFP Guidelines 1.6 Measurements of Success, that you will track and measure. Complete the table(s) below.

Outcome Objective #1: 75% of clients/participants report that the services/assistance they receive help them achieve the quality of life that they desire.				
Performance Standard	Targeted Percent	75%	Targeted Number	172
Measurement Tool(s) and Comments:				

Outcome Objective #2: Choose an item.				
Performance Standard	Targeted Percent	75%	Targeted Number	172
Measurement Tool(s) and Comments: The measurement tool will include: 1) Focus group discussion with no more than 10 seniors each session three times annually. 2) Monitor two satisfaction survey per year, one in midyear around June or July, and one at the end of the year in December to measure the quality of service satisfaction level. The result will show 75% satisfaction and improvement of quality of life. 3) Review data and seniors files/service records to measure that 75% seniors connect with their primary care providers, they received necessary physical health and mental health treatment/vaccines to prevent disease and disability.				

Outcome Objective #3 (optional):			
Performance Standard	Targeted Percent		Targeted Number
Measurement Tool(s) and Comments:			

If necessary, add additional outcome objectives, performance standards, targeted percent, targeted number, and measurement tools:

C. **Data Tracking:** What data tracking systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures and expenses?

The SEAHC maintain a daily attendance onsite to keep track of seniors who came to the program daily for services and those who do not show up to compare their level of functioning in their home and in the community and spreadsheets to capture all client demographics and activities. Each senior will have an individual file to maintain all records stored in locked filing cabinets in a locked location onsite. The SEAHC will also implement HIPAA rules in tracking and keeping its data. HIPAA requires appropriate safeguards to protect the privacy of protected health information and sets limits and conditions on the uses and disclosures that may be made of such information without an individual's authorization.

Furthermore, although the program provided through the city is not specifically a mental health program, SEAHC has adopted the Center for Disease Control's (CDC) Ten Guiding Principles for Data Collection, Storage, Sharing, and Use to Ensure Security and Confidentiality. (Source: <https://www.cdc.gov/nchhstp/programintegration/docs/PCSIDataSecurityGuidelines.pdf>). These principles include:

1. Public health data should be acquired, used, disclosed, and stored for legitimate public health purposes.
2. Programs should collect the minimum amount of personally identifiable information necessary to conduct public health activities.
3. Programs should have strong policies to protect the privacy and security of personally identifiable data.
4. Data collection and use policies should reflect respect for the rights of individuals and community groups and minimize undue burden.
5. Programs should have policies and procedures to ensure the quality of any data they collect or use.
6. Programs have the obligation to use and disseminate summary data to relevant stakeholders in a timely manner.
7. Programs should share data for legitimate public health purposes and may establish data-use agreements to facilitate sharing data in a timely manner.
8. Public health data should be maintained in a secure environment and transmitted through secure methods.
9. Minimize the number of persons and entities granted access to identifiable data.
10. Program officials should be active, responsible stewards of public health data.

Adapted from: Lee, LM, Gostin, LO. Ethical collection, storage, and use of public health data: a proposal for national privacy protection. JAMA 2009;302:82–84

6. PROGRAM LOCATION

A. Address(es) of the site where programs/services will occur:

The SEAHC will operate at these two locations

Location 1.

Southeast Asian Healing Center

2814 Syene Road.

Location 2.
 Cambodian Temple
 1848 CO Road MM
 Fitchburg, WI. 53575

- B. Drawing upon the insights outlined in RFP Guidelines 1.5 Equity Priority Areas, please elaborate on your agency's strategies for integrating this information into the development of your proposed program/service. Furthermore, please explain on how your program/service will effectively reach and support individuals residing within or in close proximity to Equity Priority Areas. If applicable, please list any collaborations with existing agencies dedicated to serving and/or operating within the identified areas.

SEAHC is closely connected with the Southeast Asian communities in Madison. We know where they live and reach out to them in their neighborhoods and where they congregate. Many of the people we serve/strive to serve, live in the Equity Priority Areas listed by the city. That is, many live in the central Madison area at or around Brittingham and Bayview, or on the Northside at or around Northport Apartments and Kennedy Heights. Of course, staff also serves SEA seniors wherever they may live. E.g., many Cambodian clients live in or near Fitchburg. If they have a Madison zip code they will be served as part of this project, otherwise they will still be served in another way. SEAHC is closely connected to the population it serves and is daily in the geographic areas where people need our services. In addition to picking people up and transporting them to our offices, we also serve them in their home or neighborhood according to their needs and preferences. SEAHC staff know well and collaborate closely with the resident managers and community center program staff at Bayview, Kennedy Heights and Northport Apartments.

7. PROGRAM STAFFING AND RESOURCES:

- A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, AmeriCorps Senior members and Interns with direct program implementation responsibilities. FTE = % of 40 hours per week.

Position Title	Qualifications or Required Training	Location(s)
Executive Director	Masters Degree Business Administration	2814 Syene Road. Madison, WI 53713
Clinical Director	LSW/MSSW	2814 Syene Road Madson, WI 53713
Culture Broker/Suicide Prevention 1 (Hmong)	Bachelor's Degree in Southeast Asian Studies	2814 Syene Road Madison, WI 53713
Culture Broker/Suicide Prevention 2 (Khmer)	More than 5 years working with the SEA seniors	2814 Syene Road Madison, WI 53713 Cambodian Temple. 1848 CO Road MM Fitchburg, WI.53575
Office Manager/Transportation	Two years experience in record keeping, maintaining off record, staff and cients' files. Two years of experience working in arranging rides and transportation for seniors to and	2814 Syene Road Madison, WI 53713

	from their homes and other clinics throughout dane county.	
Program Support	More than 10 years working with SEA seniors.	2814 Syene Road Madison, WI 53713

*Use one line per individual employee

Volunteers: If volunteers will have direct contact with program participants, how are they vetted, trained and supervised?

All volunteers are required to have caregiver background check done before joining the staff team. All volunteers are required to go through the agency’s orientation and be familiar with the organization’s regulation and the HIPPA and confidentiality rules to interact with seniors of the program. All volunteers will show respect to the culture and believes of the SEA seniors they will have contact with.

Because the SEAHC highly value the practice of client-center services and must abide by this value, all volunteers will receive training and closely supervised by hired staff at all times while they are at the program. Volunteers will also attend meeting to learn about the services when necessary.

B. Other program Resources/Inputs (such as program space, transportation or other resources necessary for the success of your program):

As stated, providing transportation for the Southeast Asian seniors to come to the Southeast Asian Healing Center for programming and serices is an important resources for SEA seniors that is provided by SEAHC. Transportation is provided starting at 8:30 a.m. for an arrival at the center no later than 9:30 AM. They are transported back to their homes starting at 2 p.m.

Another program resource to be highlighted is our newer telehealth ability. This is especially useful and appreciated by seniors who can no longer come into our offices because of their physical health conditions. Here is one true story to illustrate this resource:

Mr. P is a 68-year-old man with post-traumatic stress disorder and severe health conditions. He was on dialysis and then received a kidney transplant. Because of his condition he was not able to come to the program to meet with the psychiatrist for his treatment and could not see other staff for support. Telehealth was offered for him to be able to meet with the psychiatrist for his follow up and treatment as scheduled. Mr. P does not speak English and does not have technology skills, so he was not able to connect to the telehealth by himself. The staff at the program worked with him and a grandchild who lives with him to set to the telehealth connection. The staff taught him and the grandchild how to work with the tablet to connect. Each time he has an appointment, staff will contact Mr. P and he will ask one of his grandchildren to set him up for the meeting. This works well to reduce the barrier of his inability to come into appointments and yet be able to interact meaningfully with staff and services important to his well-being. Another example of our use of telehealth is our plan for a Laotian woman who used to come to the Healing Center for socialization and companionship but now is homebound. She misses her friends at the Center. We have provided her with an electronic table and are teaching her to use it so she can connect with friends who are at the Center, chat with them and look in on the activities.

These are but a couple examples of how SEAHC is continuing to add and adapt resources to the SEA communities as they and their seniors age and change over time.

8. BUDGET

A. The budget should be submitted with the proposal using the template provided in an Excel document or a PDF. There are five tabs within the Excel spreadsheet: Cover Page, Organization Overview and one sheet for

the Program Budget for each program. The Cover Page, Organizations Overview and relevant Program Budgets must be submitted with this document for a proposal to be complete.

Joint/Multi-Agency Applications

- B. All Joint/Partner Agencies listed on page 2 of this Program Narrative form must also complete a Budget Narrative form to be submitted alongside all required materials.

The budget template and budget narrative can be found on the [CDD Funding Opportunities website](#).

9. If applicable, please complete the following:

A. Disclosure of Conflict of Interest

Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison. The SEAHC has not been involved in any conflict-of-interest event. No staff has a financial or other conflict of interest situation. The agency has contracted with an outside accountant to prepare and keep track of all the agency's financial transactions. The agency is in good standing with its financial condition and its service delivery.

B. Disclosure of Contract Failures, Litigations

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.

The SEAHC has been in good standing with its current and previous funders. The SEAHC has been on time with its required reports with the funders. The agency's quarterly reports, taxes, and or annual reports were turned in on time. There is no contract failure and no litigation. All the required legal documents and contracts and obligations are in good standing with the city, county, state and the IRS.

APPLICATION FOR 2024 OLDER ADULT SERVICES PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Southeast Asian Healing Center, Inc.
Mailing Address	2814 Syene Road. Madison, WI 53713
Telephone	(608) 405-5889
FAX	
Director	Doua Vang
Email Address	doua.vang@neukllc.com
Additional Contact	Linda M Keys
Email Address	linda.keys@neukllc.com
Legal Status	Private: Non-Profit
Federal EIN:	83-2393889

2. PROPOSED PROGRAMS

Program Name:	2025		If currently City funded	
	Letter	Amount Requested	2024 Allocation	Joint/Multi Application - SELECT Y/N
Southeast Asian Seniors Services	A	\$115,000	\$61,812	
Contact:				
	B			
Contact:				
	C			
Contact:				
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		\$115,000		

DEFINITION OF ACCOUNT CATEGORIES:

Personnel: Amount reported should include salary, taxes and benefits. Salary includes all permanent, hourly and seasonal staff. Taxes/benefits include all payroll taxes, unemployment compensation, health insurance, life insurance, retirement benefits, etc.

Operating: Amount reported for operating costs should include all of the following items: insurance, professional fees and audit postage, office and program supplies, utilities, maintenance, equipment and furnishings depreciation, telephone, training and conferences, food and household supplies, travel, vehicle costs and depreciation, and other operating related costs.

Space: Amount reported for space costs should include all of the following items: Rent/Utilities/Maintenance: Rental costs for office space; costs of utilities and maintenance for owned or rented space. Mortgage Principal/Interest/Depreciation/Taxes: Costs with owning a building (excluding utilities and maintenance).

Special Costs: Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients. Payment to Affiliate Organizations - required payments to a parent organization. Subcontracts - the organization subcontracts for service being purchased by a funder to another agency or individual. Examples: agency subcontracts a specialized counseling service to an individual practitioner; the agency is a fiscal agent for a collaborative project and provides payment to other agencies.

3. SIGNATURE PAGE

AFFIRMATIVE ACTION

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at cityofmadison.com/civil-rights/contract-compliance.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

INSURANCE

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management: Commercial General Liability, Automobile Liability, Worker's Compensation, and Professional Liability. The cost of this coverage can be considered in the request for funding.

4. SIGNATURE

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above.

DATE

INITIALS:

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5. BOARD-STAFF DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current board and staff. Refer to application instructions for definitions. You will receive an "ERROR" until you finish completing the demographic information.

DESCRIPTOR	BOARD		STAFF		MADISON*		
	Number	Percent	Number	Percent	GENERAL Percent	POVERTY Percent	R/POV** Percent
	TOTAL		100%		100%		
GENDER							
MAN	2	50%	3	50%			
WOMAN	2	50%	3	50%			
NON-BINARY/GENDERQUEER		0%		0%			
PREFER NOT TO SAY		0%		0%			
TOTAL GENDER	4	100%	6	100%			
AGE							
LESS THAN 18 YRS	0	0%		0%			
18-59 YRS	4	100%	4	67%			
60 AND OLDER		0%	2	33%			
TOTAL AGE	4	100%	6	100%			
RACE							
WHITE/CAUCASIAN		0%	1	17%	80%	67%	16%
BLACK/AFRICAN AMERICAN		0%		0%	7%	15%	39%
ASIAN	4	100%	5	83%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE		0%		0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER		0%		0%	0%	0%	0%
MULTI-RACIAL		0%		0%	3%	4%	26%
BALANCE/OTHER		0%		0%	1%	2%	28%
TOTAL RACE	4	100%	6	100%			
ETHNICITY							
HISPANIC OR LATINO		0%		0%	7%	9%	26%
NOT HISPANIC OR LATINO	4	100%	6	100%	93%	81%	74%
TOTAL ETHNICITY	4	100%	6	100%			
PERSONS WITH DISABILITIES		0%		0%			

*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES.

AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

**R/POV=Percent of racial group living below the poverty line.

6. Does the board composition and staff of your agency represent the racial and cultural diversity of the residents you serve? If not, what is your plan to address this? (to start a new paragraph, hit ALT+ENTER)

The Board of Directors and staff of the program represented the population served. The agency will continue to recruit more Board of Directors who represent the community at large to better link to the local providers that can increase the service linkage and better serve the SEA seniors.

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2023	4
How many Board meetings has your governing body or Board of Directors scheduled for 2024?	4
How many Board seats are indicated in your agency by-laws?	3 seats

List your current Board of Directors or your agency's governing body.

Name	Nancy Vue-Tran			
Home Address	2645 Quartz Rd. Fitchburg, WI 53711			
Occupation	Attorney			
Representing	Board Chair			
Term of Office		From: 09/2021	To: 10/2025	
Name	Mai Xiong			
Home Address	4915 Nottingham Ave. La Cross, WI 54601			
Occupation	Librarian			
Representing	Board Secretary			
Term of Office		From: 11/2021	To: 10/2024	
Name	Zang Vang			
Home Address	1266 Broadway Drive. Sun Prairie, WI 53590			
Occupation	Board Treasurer			
Representing	Business Owner			
Term of Office		From: 11/2021	To: 10/2025	
Name	Chong Vang			
Home Address	3301 Basil Drive. Madison, WI 53704			
Occupation	Attorney			
Representing	Boad member			
Term of Office		From: 09/2022	To: 08/2026	
Name				
Home Address				
Occupation				
Representing				
Term of Office		From: mm/yyyy	To: mm/yyyy	
Name				
Home Address				
Occupation				
Representing				
Term of Office		From: mm/yyyy	To: mm/yyyy	
Name				
Home Address				
Occupation				
Representing				
Term of Office		From: mm/yyyy	To: mm/yyyy	
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Occupation				
Representing				
Term of Office		From: mm/yyyy	To: mm/yyyy	

AGENCY GOVERNING BODY cont.

Name

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

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Term of Office

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mm/yyyy

****Instructions: Complete this workbook in tab order, so the numbers will autofill correctly. Only fill in the yellow cells. Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.**

Please fill out all expected revenues for the programs you are requesting funding for in this application. All programs not requesting funding in this application, should be combined and entered under NON APP PGMS (last column)

REVENUE SOURCE	AGENCY 2025	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	0	0					
UNITED WAY DANE CO	0	0					
CITY CDD (This Application)	115,000	115,000					
City CDD (Not this Application)	0	0					
OTHER GOVLT*	275,000	275,000					
FUNDRAISING DONATIONS**	26,300	26,300					
USER FEES	0	0					
TOTAL REVENUE	416,300	416,300	0	0	0	0	0

*OTHER GOVERNMENT: Includes all Federal and State funds, as well as funds from other counties, other Dane County Departments, and all other Dane County cities, villages, and townships.

**FUNDRAISING: Includes funds received from foundations, corporations, churches, and individuals, as well as those raised from fundraising events.

****List all staff positions related to programs requesting funding in this application, and the amount of time they will spend in each program.**

	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
Executive Director	0.25					0.25	52,000	13,000	65,000	50.00	18,005
Culture Broker 1 (Hmong)	1.00					1.00	58,240	14,560	72,800	28.00	20,166
Culture Broker 2 (Khmer)	1.00					1.00	58,240	14,560	72,800	28.00	20,166
Clinical Director	0.15					0.15	14,040	3,510	17,550	45.00	4,861
Office Manager	1.00					1.00	52,000	13,000	65,000	25.00	18,005
Program Support	1.00					1.00	45,760	11,440	57,200	22.00	15,845
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
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						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
SUBTOTAL/TOTAL:	4.40	0.00	0.00	0.00	0.00	4.40	280280.00	70070.00	350350.00	198.00	97048.00

CONTINUE BELOW IF YOU NEED MORE ROOM FOR STAFF POSITIONS

*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

**Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE

****List all staff positions related to programs requesting funding in this application, and the amount of time they will spend in each program.**

	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
TOTAL:	4.40	0.00	0.00	0.00	0.00	4.40	280280.00	70070.00	350350.00	198.00	97048.00

*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

**Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE

Program Summary

This tab should be completely filled in by your previous answers.

Pgm Letter	Program Name	Program Expenses	2025 City Request
A	Southeast Asian Seniors Services	PERSONNEL	97,048
		OTHER OPERATING	9,987
		SPACE	7,965
		SPECIAL COSTS	0
		TOTAL	115,000
B	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
C	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
D	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
E	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
TOTAL FOR ALL PROGRAMS			115,000