

Promoting Child and Youth Safety: Community Initiatives and Public Awareness

Safe Asian Families by Empowerment (SAFE) Project

PROJECT ABSTRACT

The goal of this proposed **SAFE Project** is to increase the awareness of child abuse and neglect within the Southeast Asian (SEA) community, and improve SEA family functioning to eliminate family violence and abuse. The interventions of this project will reduce risk factors to SEA children and youth, increase family bonding and family safety, improve family communication, positive parenting skills, and positive parent and child relationships. The target population of this project is the Limited English Proficient, low-income Southeast Asian families who are at-risk for child abuse and neglect, and lack the resources to overcome these challenges. This project will provide safe after school activities for youth, youth and parent counseling, structured family strengthening activities, informational workshops, and training to educate Community Leaders of the SEA community.

Merced Lao Family Community, Inc. (MLFC) will measure progress towards the goals of this project through participant surveys in the various project activities, and track attendance rates in project activities. Youth participants will complete a survey once they exit the project to measure outcome results. Additionally, MLFC will closely monitor and document the monthly activities of the project to assure that objectives and deliverables are completed according to plan.

PROBLEM STATEMENT

Merced County is located in California's Great Central Valley, with a population of 260,378 as of April 2009¹. Median household income in 2008 was \$30,429, well below the California state average of \$74,801. Merced County's unemployment level is routinely at double-digit levels. As of March 2009, unemployment stands at a staggering 20.4%.

Merced County has a fairly large Asian community consisting primarily of Southeast Asians (Hmong, Mien, and Lao), who emigrated from refugee camps in Thailand in the 1980s after the Vietnam War. This includes the 800 new Hmong refugees who arrived in 2004 from the Wat Tham Krabok camp in Thailand. Approximately 90% of the 10,000 Southeast Asians (SEA) reside within the adjoining cities of Merced and Atwater. Over 75% of the SEA adults are completely uneducated or lack even the equivalent of an 8th grade education. It is also reported that 75% of the SEA population in Merced County live at or below the poverty level.

The SEA families have yet to learn the laws and regulations of Western Society. Their lack of the English language creates a serious barrier for them in a new country. As low-income and Limited English Proficient (LEP) community members, the SEA families are an at-risk community for child abuse and neglect. All these barriers strongly hamper these families in their assimilation process into the mainstream community.

In their homeland, SEA parents practiced physical punishment as a form of discipline because it was the acceptable norm. It was normal to see children playing outside unattended or small children home alone. Even small children were expected to contribute to household chores, or work on the family farm.

Since arriving in the United States SEA parents still have a strong attachment to their traditional child rearing practices, using harsh disciplinary techniques on their children. These

¹ EDIS Merced County, April 2009

parents frequently threaten their children with harsh phrases not realizing the impact words can have children. Parents often discipline their children using punishment methods they used in their country, which is considered child abuse in the United States. In the SEA culture, children are expected to do certain chores and strictly obey their parents, since parents are the authority figures. If children disobey, parents turn disciplinary actions into abusive behaviors.

Many SEA parents will sometimes leave their young ones home alone while running errands, because they believe older children are capable of caring for younger children. SEA children can often times be found running around outside without shoes or clothes on. MLFC has been involved in many cases providing interpretation and education to these families when property managers see these incidences. All these issues are due to the fact that SEA parents are not knowledgeable of positive parenting techniques and practices, as well as laws and regulations against child abuse and neglect. Although these issues are prevalent in the family, outsiders may not be aware of the threat of child abuse or neglect in the home.

There is a noticeable lack of communication between SEA parents and their children. Families do not sit together at the end of the day and communicate, so parents do not know what goes on at school, or how their children are doing. Eating dinner together is not a concept familiar to the SEA community. Children eat in the family room, while parents congregate in the dining room, creating no room for positive family communication.

Social factors such as parental stress create situations that may not be suitable for SEA children and youth in the home. Once child abuse or neglect cases are reported, some of these children and youth are in more dangerous situations than before, as they fear retaliation from their parents. SEA parents view their child as a trouble maker, creating an even bigger tension

between child and parent. With family conflicts in the home, these youth would rather stay out on the streets, making their situation even more unsafe.

The SEA community follows a structured Leader system, where elders are generally acknowledged as Community Leaders. These traditional Community Leaders are well respected and trusted by the SEA community, and remain the main source of information for the SEA families. These Leaders are the first contacts of the families with issues, and are knowledgeable of the many family conflicts in the SEA community. The SEA families seek their Community Leaders to resolve issues such as family conflicts, and rarely involve law enforcement initially. Thus, suspected child abuse cases are rarely referred to Child Welfare Services (CWS). These Leaders are even more traditional than SEA parents, and strictly adhere to the norms of the old country. They are unaware of the laws and regulations, so potential abuse or neglect to children are greatly overlooked.

From October 2007 to September 2008, a total of 194 Asian child abuse and neglect referrals were made to the Merced County Human Services Agency, Child Welfare Services Division². These referral cases included sexual abuse, physical abuse, severe neglect, general neglect, exploitation, emotional abuse, caretaker absence/incapacity, at risk or sibling abused, or substantiated risk. The top three referral sources included education, law enforcement, and other professionals. These cases are extremely serious, where the child remains in unprotected environments from abuse and neglect. These astounding figures place far too many of these children at risk for not only serious physical and emotional injury, but future problems with self esteem, educational challenges, juvenile crime, and a continuation of the abuse cycle.

Merced does not have programs or resources culturally appropriate for SEA children, youth, and families who are in the child welfare system. There is a lack of support for these

² *Child Welfare Services Reports for CA*, University of CA at Berkeley Center for Social Services Research

children and their parents to strengthening family bonds, and reduce conflict. Once SEA youth are in the system, there is already tension between youth and parents. With proper assistance and support, children and youth will be able feel safe in their homes.

MLFC has queried OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system. From the generated maps, it is evident that Merced County is a place facing significant need due to the fact that no other youth safety projects are in place in the area, particularly serving the SEA youth. Other up-to-date data sets for Merced are included in the attachments validating the extent of need in this area.

IMPACT/OUTCOMES

The goals of this proposed **Safe Asian Families by Empowerment (SAFE) Project** is to increase the awareness of child abuse and neglect within the SEA community, and improve SEA family functioning to eliminate family violence and abuse. MLFC anticipates that the interventions of this proposed project will prevent the minor abuse and neglect cases into becoming the more serious abuse cases. Leader trainings will allow SEA leaders to become more aware of their roles as Leaders in child safety, aware of the laws and regulations, and become more aware of the signs of abuse, and will refer families for assistance. Parents will increase their knowledge of appropriate disciplinary actions.

The interventions of this project will reduce risk factors to SEA children and youth, increase family bonding and family safety, improve family communication, positive parenting skills, and positive parent and child relationships. This program will provide child abuse prevention education, youth activities, counseling, and family strengthening activities to ensure children and youth safety, and better family harmony within SEA families.

MLFC will work with school-aged SEA youth at-risk of being neglected or abused to provide counseling, and provide safe and healthy outlets to ensure that these youth remain safe from violence, abuse, and other factors. MLFC will work with parents to practice appropriate disciplinary skills, and keep their children safer. Community Leaders will gain resources and information about laws and regulations in the U.S. so that they are able to ensure the safety of SEA children and families

The primary prevention methods of this program will be based on components of evidence-based practices used to strengthen families, incorporating parent trainings, youth skills building activities, counseling, and family strengthening activities. This intervention will accomplish the intended outcomes of this project by having families work together to build communication skills and better relationships with each other.

The incorporation and implementation of the various project components will achieve the intended outcome of reduced Asian child abuse cases referred to Merced County Child Welfare Services by 10%. The following graph outlines the targeted goals MLFC anticipates to accomplish during the 24-month project:

Activity	Goal
Registered Families	Minimum of 50 unduplicated families
Youth receiving counseling services	Minimum of 30 youth
Youth Informational Workshops	Minimum of 8 workshops, minimum of 10 youth per workshop
Parent Informational Workshops	Minimum of 8 workshops, minimum of 10 parents per workshop
Leader Trainings	Minimum of 4 trainings, with minimum of 18 Leaders

Service/Activity	Units of Service
Youth counseling services	Minimum of 100 Units of Service
Parent counseling services	Minimum of 150 Units of Service
Family Strengthening Activities	Minimum of 100 Units of Service

Performance measures:

Throughout the project period, MLFC will provide the mandatory data to measure the results of this project. MLFC will closely monitor the monthly activities to assure that objectives and deliverables are completed according to plan. MLFC will document the number of participants served by sign-in sheets during the after school youth activities and workshops. MLFC will keep a running log of registered participants to the project. MLFC will also monitor the attendance of youth, parents, and Leaders to account for the participation rate in the project. MLFC will provide each youth with a pre-stamped, post-program survey once the youth exits the program to measure outcome results. Surveys will be completed by youth and mailed anonymously to MLFC for collection and analysis. Surveys will also be distributed to parents to document the benefits of the project. MLFC will also administer surveys after each parent and youth workshop, as well as Leader trainings. MLFC will use the current reported Asian cases of abuse as baseline data. At the end of the project period, MLFC will compare the number of abuse cases to the baseline data to measure the impact of this project.

PROGRAM DESIGN & IMPLEMENTATION

Approach:

- Merced Lao Family Community, Inc. (MLFC) will implement a comprehensive **Safe Asian Families by Empowerment (SAFE) Project** that integrates safe and healthy youth activities, counseling, trainings and skills building workshops, and family

strengthening activities. This aim is to create an all encompassing family violence prevention program that provides education, resources, and referrals to SEA parents, children and youth, and Community Leaders. This will ensure that the SEA children and youth in Merced remain safe and free from abuse, violence, and dangerous behavior.

- MLFC will provide community outreach to register the SEA families to the project. Bilingual recruitment flyers will be produced and distributed and/or posted in local Southeast Asian businesses, local agency locations, and here in the lobby of MLFC to assure that the project plan will achieve the results anticipated. MLFC also broadcasts in the Hmong language, a television program twice weekly. This program is viewed by approximately 7,000 Southeast Asian community members, and provides information, news, and programs available to this population. Public service announcements (PSAs) will be aired throughout the project period. The goal of this service component is to maximize SEA family's participation in this project. Southeast Asian community members will be fully informed, in their native language, regarding the services and the benefits of this project and how services will increase family safety. The services available to assist them will be linguistically and culturally sensitive to these vulnerable families.
- MLFC will outreach to local service providers and County departments (i.e. Mental Health, Public Health, law enforcement, community organizations) in Merced County informing them of the project, and continue to build relationships with these agencies so that families can be referred to the project for services. Additionally, this approach will also maximize the number of resources MLFC will have available to provide children,

youth, and parents, such as lunch programs, financial assistance, employment services for parents, etc.

- Case Management Files will be maintained for all registered clients, with appropriate confidential narrative case notes on services provided. Upon registration of participants, MLFC will collect the following types of monitoring information for future use in an on-going data collection process:

Name	Current Address
Current Telephone Number	Date of Birth
Social Security Number (voluntary)	Number of family members
Gender	Family Status

- Upon registration to the project, staff will assess and work with each family to create a service plan for the family to ensure safety. This family service plan will identify family strengths and barriers, and what services the family will need in order to be free of abuse and successfully complete the project. Each registered client will remain on MLFC's caseload for an average of 2-6 months to ensure successful completion of the project.
- The Case Workers will be responsible for assessing participants' needs and barriers, and find solutions to resolve such barriers so that children, youth, and their families can participate in the project. The Case Workers will manage confidential records, conduct outreach, provide education and training, counseling, referrals, and assistance to the families participating in the project.
- The Case Workers will be available 24 hours a day – 7 days a week to handle emergency and crisis needs that arise for the SEA clients and their family members.

- MLFC's facility will be used for client activities, workshops, and Leader trainings.

MLFC is well-known and trusted by the SEA community as a service provider. It is centrally located in Merced, and easily accessible by the majority of the SEA community.

Program Components:

- **Youth After School Activities:** MLFC will provide an after school Youth Group for school-aged SEA youth who have been referred by HSA-CWS with reports of abuse or neglect, referred by Community Leaders, other agencies, or other youth who may need services. This project component will allow youth time away from the home environment and off the streets with enriching activities. Youth will be able to participate in recreational activities, socialize with other youth, get assistance with homework, as well as other fun and safe activities. MLFC will recruit college students from Merced Community College or the University of California, Merced to assist youth with homework if needed. The after school Youth Group will run five (5) days per week, for approximately 2-3 hours in length to ensure that all youth can access services. All registered youth will be encouraged to participate in the after school youth activities.
- **Counseling:** MLFC will provide registered youth and parents counseling services during the project period to help them with their family conflicts. Youth and parents will receive separate counseling sessions, learning techniques in order to respect and trust each other. SEA youth will learn how to communicate effectively, understand their feelings, social skills, problem solving, and compliance with parental rules. Youth participants will also learn effective conflict resolution skills, anger management, as well as respect for self and others. Parents will learn how to increase desired behaviors in children, how to use

clear communication, effective disciplinary actions, problem solving strategies, anger management, and setting limits. MLFC will link parents and families to Community Leaders for assistance when needed. MLFC has a mental health clinician on hand, who will be available to provide additional mental health counseling if needed by youth or families. Both youth and parents will receive counseling services at MLFC or at home, based on the needs of the client. Each youth and parent will receive a minimum of 3-4 counseling sessions. Each counseling session will be approximately one (1) hour in length.

- **Workshops**: These workshops will provide additional information and resources to enhance the youth and parent services provided under this project. Topics may include, but not be limited to family violence issues, law enforcement, available family resources, etc. Guest speakers will be invited to provide information and resources for youth and parents during these workshops. Staff will provide interpretation during these workshops when necessary. MLFC will provide child care at its facility during the parent workshops to ensure that parents are able to participate in each workshop. There will be a minimum of eight (8) youth workshops and eight (8) parent workshops. Each workshop will run approximately two (2) hours in length.
- **Family Strengthening Activities**: Families will engage in structured family activities together once the family's progress in the counseling sessions start to improve. Staff will facilitate structured family time at client's homes where families will work together and learn how to conduct family meetings, practice communication skills, practice effective discipline, reinforce positive behaviors, how to work together to share household responsibilities, and plan family activities together. The purpose of this component is to

include all family members, such as younger siblings who will all benefit from this activity. Celebration of special occasions (i.e. Mother's Day, Father's Day, birthdays, etc.) will also be incorporated into these family activities. Each family will participate in a minimum of two (2) family activities.

- **Follow up Services:** MLFC will closely monitor each family's service plan to ensure that it is meeting the needs of the family. MLFC will provide follow up on each family to ensure that they are functioning well prior to closing each case. If a family is not functioning properly, staff will modify the family case plan and continue to work with the family.
- **Leader Trainings:** MLFC will provide training to a minimum of eighteen (18) Community Leaders regarding family violence and child abuse and neglect issues and resources, so that they are able to assist SEA families. Trainings will be provided to assure Community Leaders are fully trained to assume their role as Leaders of the SEA families. Agencies such as law enforcement, Child Welfare Services, the District Attorney's office, and Legal Aide will be invited to present information to Leaders in such topics as child abuse, domestic violence, and legal matters. These trainings will provide Leaders with a wide range of information to assist the SEA families. Leaders will receive a stipend for attending these trainings. A minimum four (4) trainings will be provided for all 18 leaders, and each training will run for approximately three (3) hours in length.

MLFC has long standing relationships with the local law enforcement, school districts, County departments, as well as other service providers in Merced County. MLFC will accept referrals from the Merced County Human Services Agency-Child Welfare Services, Community

Leaders, law enforcement, schools, and other service providers to participate in this project. Community agency partners will accept referrals from MLFC through this project and provide families with further needed services. These partners will continually be engaged in the successful implementation of this project. Included in the attachments are a Logic Model, and a Timeline and Major Milestone Chart for the project.

Sustainability:

MLFC will strive to preserve the proposed project on a long-term basis beyond the requested funding source. MLFC has been successful in obtaining funds from Federal, State and County governments, as well as foundation and corporation grants. During the project period, MLFC will continue to seek additional resources to leverage future funding for the continuation of these services. Through this project MLFC will be able to identify available community resources for youth and their families who may need future services, and can refer them accordingly. Community Leaders will be well aware of resources and will continue to assist SEA families. Additionally, MLFC has strong relationships with the Merced County Human Services Agency, County and City Departments, as well as City and County elected officials. MLFC will continue to strategize with these resources to sustain services under this project.

CAPABILITIES/COMPETENCIES

The project being proposed will be administered by Merced Lao Family Community, Inc. This organization has had over twenty-seven (27) years of experience providing various types of services and opportunities to the monolingual SEA constituency of Merced County. MLFC's success in gaining the confidence and cooperation from local agencies, schools, the community at large, and other resources has been and is currently in excellent standing. MLFC's resources

allow it to call on diversified organizations and individuals for the assistance required to administer a successful program. MLFC has always had complete support from all school districts, local mainstream agencies, and local government in our pursuit of excellence to provide services to the community.

Since its inception, MLFC has been providing a broad range of critically needed services in the Merced County area, including, but not limited to:

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|---------------------------------------|--------------------------------------|
| Community Outreach & Awareness | Information & Referral Services |
| Teen/Youth Advisory Council & Support | Counseling |
| Gang Prevention & Suppression | Interpretation/Translation Services |
| Crisis Intervention | Social Services |
| Mental Health for Hmong Women | Early Childhood Education |
| Home Visiting Services | Employment Placement Services |
| Job Training Services | Driver Education & Training |
| Safety Rules & Regulation Training | Leadership & Board Training |
| Consumer Fraud Education | Emergency Services |
| After School Activity Projects | USDA Food Program for Children |
| Tobacco Control | Health Education |
| Farming Safety Education | Mental Health Peer Support |
| Wellness & Recovery Center | Financial Education |
| Health Advocacy | Family Preservation & Family Support |

Such projects have come about as a result of the organization's proven ability to compete for and obtain grant awards from Federal, State and County governments, as well as foundation and corporation grants. Merced Lao Family Community, Inc. has successfully maintained an average annual operating budget of over \$1,200,000.

Merced Lao Family Community, Inc. has had over eight (8) years of extensive experience providing home visiting services to at-risk Hispanic families in Merced County. MLFC sees that more and more Asian cases are being referred to HSA-CWS, and realizes the lack of services in Merced County to protect these children and youth from abuse, violence, and future destructive behavior.

Key Personnel:

Job Description for Case Worker (2 Positions) – To Be Determined

Under the supervision of the Executive Director of Merced Lao Family Community, Inc. and the Program Coordinator, the Case Worker will be responsible for outreach to the SEA community, local agencies, development and facilitation of youth activities, parent trainings, family activities, development of child abuse prevention and safety presentations, and assisting students and parents with further needed services. This position will be required to provide after-hour emergency services for clients when necessary. This position will manage case management records; provide outreach, and follow up services. This position requires travel to conduct outreach. The Case Worker will be responsible to work with local agencies and schools in Merced County. The Case Worker will complete monthly, quarterly, and final reports in a timely manner. Additional duties may be assigned as required.

The ideal candidate for the Case Worker position will possess the equivalent of graduation from a four-year college, including successful completion of 30 semester (45 quarter) units in social welfare, social/human services, other behavioral science; AND one year of full-time experience in social service casework management in a public or private social services agency. Candidate for this position must be bilingual and have extensive knowledge of the SEA community and culture. The successful candidate for this position will have excellent organizational skills.

Computer, written, and verbal communication skills are essential.

Executive Director -  **b6**

Under the authority of the Board of Directors and in accordance with established policies and procedures, the Executive Director will assume the tasks and responsibilities of directing overall

operations, budgets, and capital assets of the organization. This position will direct the overall programming of the organization, promoting the organization and its programs in the media and to the general public; and managing the image of the organization in a senior public relations role. This position will be responsible in developing and maintaining professional liaison with all levels of the program and funding entities. In collaboration with the Program Coordinator and other staff members of the program, the Executive Director will plan the overall programming direction and activities of the program. This position is responsible to achieve the goals and objectives of the organization. Our Executive Director, [REDACTED] has enjoyed over twenty-one (21) years of successful administration with the organization. Please see résumé for [REDACTED] in the Attachment Section of this proposal.

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Project Coordinator – [REDACTED]

Under the supervision of the Executive Director, the Project Coordinator will assist with recruitment and hiring of the Case Worker. The Project Coordinator will be familiar with management techniques and the needs of the SEA children and youth population in Merced County. This position will be responsible for assisting with the development and establishment of program parameters, internal records, reporting forms, flyers, and other announcement documentation. Development of appropriate forms will be made through this staff position. It will be the responsibility of the Project Coordinator to assist the Case Workers in serving the program participants by maintaining a visible profile in Merced County. The Project Coordinator will assist with completion of all reporting requirements of the program.

Supervision of the Case Workers to be recruited will be the responsibility of this position. Please

b6 see résumé for [REDACTED] in the Attachment Section.

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Bookkeeper – [REDACTED]

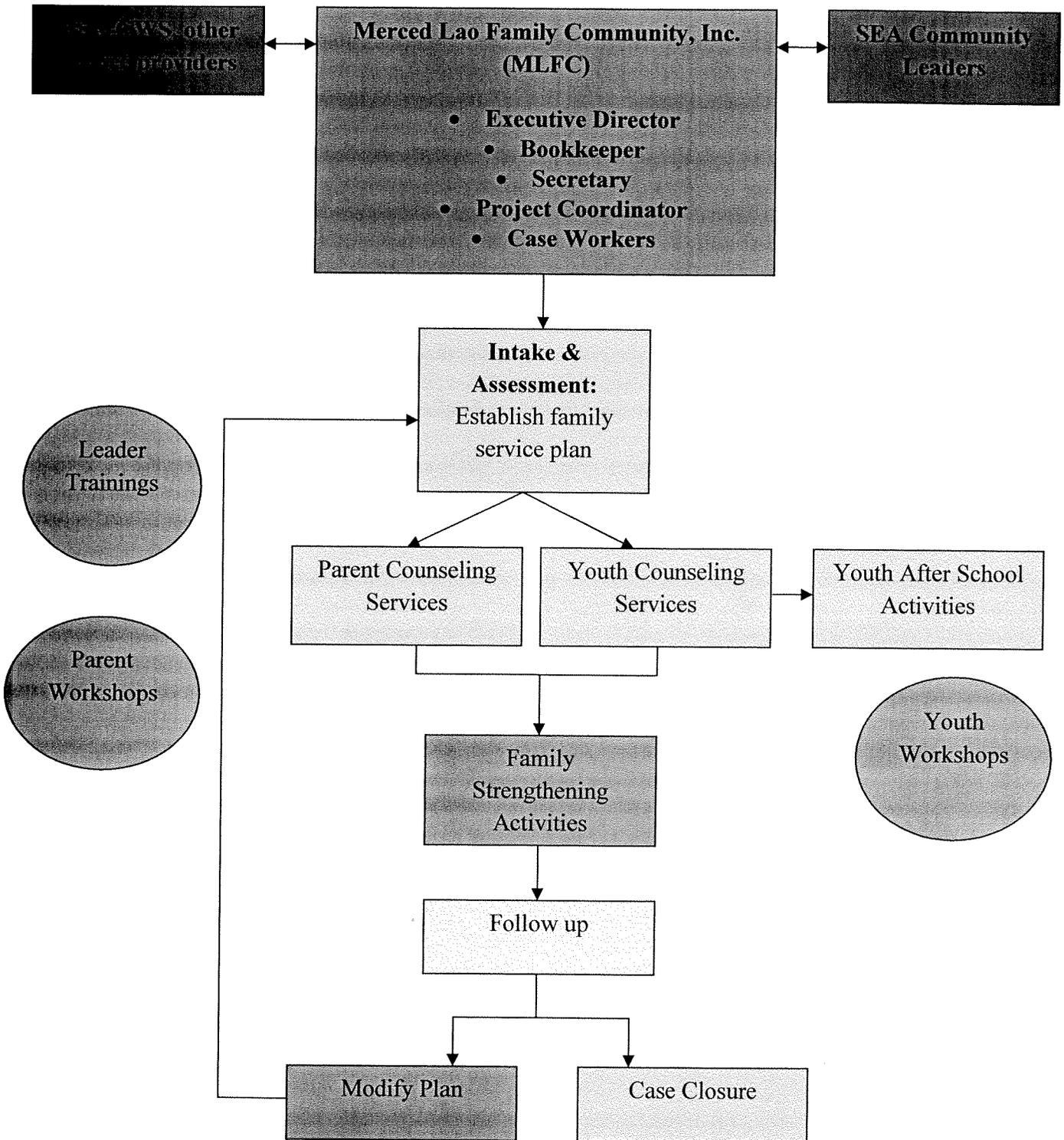
Under the supervision of the Executive Director, all financial reports and accounting procedures will be the responsibility of this position. This position requires knowledge of the principles of accounting, maintaining accounting files, posting, balancing, and reconciling general and subsidiary ledgers. The bookkeeper will process payroll and related records, and the preparation of periodic financial and statistical reports as required by funder. Please see résumé for [REDACTED] in the Attachments.

Secretary/Receptionist – [REDACTED]

This position is under the direct supervision of the Executive Director and Project Coordinator and will perform various administrative functions and support work involved in the proposed program. This position will answer phones, type required letters and documentation when necessary. The secretary/receptionist greets the public, provides information, answers questions, and provides a positive public image to local, State, and Federal agencies as well as all clients requiring services. This position will also be responsible for making appointments with local agencies, and related entities to ensure appropriate and necessary contact with both clients and staff members. All other duties assigned by the Executive Director and/or Project Coordinator will be completed by this position. Please see résumé for [REDACTED] in the Attachments. Please see Page 18 for an organizational structure and operations of the project.

Safe Asian Families by Empowerment (SAFE) Project

Organizational Structure



TIME LINE AND MAJOR MILESTONES
Safe Asian Families by Empowerment (SAFE) Project

Year 1, 1st QUARTER	Year 1, 2nd QUARTER	Year 1, 3rd QUARTER	Year 1, 4th QUARTER
10/01/09 – 12/31/09	1/1/10 – 3/31/10	4/1/10 – 6/30/10	7/1/10 – 9/30/10
<ul style="list-style-type: none"> ▪ Recruitment and hiring of two (2) Case Workers ▪ Recruit volunteers ▪ Staff training ▪ Development of flyers, posters, scripts for PSA's ▪ Outreach to SEA youth and families, SEA Community Leaders, and local service agencies – PSA's on t.v. and distribution of flyers ▪ Develop appropriate forms, registration forms, case management files, reporting forms, etc. ▪ Register 5 families to project ▪ Open facility for youth after school activities ▪ Provide 10 counseling units of service (UOS) to youth ▪ Provide 15 counseling UOS to parents ▪ Conduct 1 youth workshop, and 1 parent workshop ▪ Complete 1st quarterly report 	<ul style="list-style-type: none"> ▪ Continue outreach to SEA youth and families, Community Leaders, and local agencies ▪ Additional PSA's and distribution of flyers regarding service availability ▪ Review service goals ▪ Register 10 families to project ▪ Provide 15 youth counseling UOS ▪ Provide 25 parent counseling UOS ▪ Facilitate 10 family strengthening activities ▪ Continue to facilitate youth after school activities ▪ Conduct 1 youth workshop, and 1 parent workshop ▪ Conduct 1 Leader training ▪ Provide ongoing follow up of clients ▪ Collection of data ▪ Complete 2nd quarter Semi-Annual report 	<ul style="list-style-type: none"> ▪ Continue outreach to SEA youth and families, Community Leaders, and local agencies ▪ Additional PSA's and distribution of flyers regarding service availability ▪ Review service goals ▪ Register 10 families to project ▪ Provide 15 youth counseling UOS ▪ Provide 25 parent counseling UOS ▪ Facilitate 10 family activities ▪ Continue to facilitate youth after school activities ▪ Conduct 1 youth workshop, and 1 parent workshop ▪ Provide ongoing follow up of clients ▪ Collection of data ▪ Complete 3rd quarterly report 	<ul style="list-style-type: none"> ▪ Continue outreach to SEA youth and families, Community Leaders, and local agencies ▪ Additional PSA's and distribution of flyers regarding service availability ▪ Review service goals ▪ Register 10 families to project ▪ Provide 15 youth counseling UOS ▪ Provide 25 parent counseling UOS ▪ Facilitate 10 family activities ▪ Continue to facilitate youth after school activities ▪ Conduct 1 youth workshop, and 1 parent workshop ▪ Provide ongoing follow up of clients ▪ Collection of data ▪ Complete 3rd quarterly report ▪ Complete 4th quarter and 1st year report

TIME LINE AND MAJOR MILESTONES
Safe Asian Families by Empowerment (SAFE) Project

Year 2, 1st QUARTER	Year 2, 2nd QUARTER	Year 2, 3rd QUARTER	Year 2, 4th QUARTER
10/01/10 – 12/31/10	1/1/11 – 3/31/11	4/1/11 – 6/30/11	7/1/11 – 9/30/11
<ul style="list-style-type: none"> ▪ Continue outreach to SEA youth and families, Community Leaders, and local agencies ▪ Additional PSA's and distribution of flyers regarding service availability ▪ Review service goals ▪ Register 10 families to project ▪ Provide 15 youth counseling UOS ▪ Provide 25 parent counseling UOS ▪ Facilitate 20 family strengthening activities ▪ Continue to facilitate youth after school activities ▪ Conduct 1 youth workshop, and 1 parent workshop ▪ Conduct 1 Leader training ▪ Collection of data ▪ Provide ongoing follow up of clients ▪ Complete 1st quarterly report 	<ul style="list-style-type: none"> ▪ Continue outreach to SEA youth and families, Community Leaders, and local agencies ▪ Additional PSA's and distribution of flyers regarding service availability ▪ Review service goals ▪ Register 5 families to project ▪ Provide 15 youth counseling UOS ▪ Provide 25 parent counseling UOS ▪ Facilitate 20 family strengthening activities ▪ Continue to facilitate youth after school activities ▪ Conduct 1 youth workshop, and 1 parent workshop ▪ Conduct 1 Leader training ▪ Provide ongoing follow up of clients ▪ Collection of data ▪ Complete 2nd quarter report, and Semi-Annual report 	<ul style="list-style-type: none"> ▪ Continue outreach to SEA youth and families, Community Leaders, and local agencies ▪ Additional PSA's and distribution of flyers regarding service availability ▪ Review service goals ▪ Provide 15 youth counseling UOS ▪ Provide 20 parent counseling UOS ▪ Facilitate 20 family activities ▪ Continue to facilitate youth after school activities ▪ Conduct 1 youth workshop, and 1 parent workshop ▪ Provide ongoing follow up of clients ▪ Collection of data ▪ Complete 3rd quarterly report 	<ul style="list-style-type: none"> ▪ Continue outreach to SEA youth and families, Community Leaders, and local agencies ▪ Additional PSA's and distribution of flyers regarding service availability ▪ Review service goals ▪ Facilitate 10 family activities ▪ Continue to facilitate youth after school activities ▪ Conduct 1 youth workshop, and 1 parent workshop ▪ Collection of data ▪ Complete 3rd quarterly report ▪ Provide ongoing follow up of clients ▪ Collection of data ▪ Complete 4th quarter, 2nd year report, and Final report

Merced Lao Family Community, Inc.

LOGIC MODEL: Safe Asian Families by Empowerment (SAFE) Project

October 1, 2009 Through September 30, 2011

Goal: Increase awareness of child abuse and neglect within the Southeast Asian community and improve family functioning to eliminate family violence and abuse.

Objective	Inputs and Resources	Activities	Outputs	Outcomes	Indicators
<ul style="list-style-type: none"> • Reduce risk factors to 30 SEA children and youth • Increase family bonding and family safety within 50 SEA families by the end of project period (Sept. 30, 2011) • Improve family communication within 50 SEA families by end of project period • Improve positive parenting skills and positive parent and child relationships within 50 SEA families by end of project period 	<ul style="list-style-type: none"> • 2 F/T bilingual staff funded by OJJDP to provide services and support to SEA families will be available at MLFC from M-F 8-5PM, and after hours as needed. • MLFC facility to be utilized for services, youth activities, workshops & Leader trainings • Bilingual (Hmong & English) recruitment flyers and project announcements • Public Service Announcement broadcasts on MLFC's Southeast Asian T.V. program • Strong relationships with SEA Community Leaders • Partnerships with local agencies (Child Welfare Services, law enforcements, District Attorney's office, health and mental health agencies, Merced County Office of Education, etc) • MLFC's administrative staff to provide support to project • 20 existing MLFC staff to provide additional support services • Experienced Board of Directors to enhance public relations • MLFC's 27 years of experience working with the SEA community, and 8 years of extensive experience providing home visiting services to at-risk families in Merced County 	<ul style="list-style-type: none"> • Utilize flyers, T.V. PSAs, and face-to-face outreach to recruit SEA youth & families to the project (Y1 & Y2 ongoing) • Outreach to Community Leaders and local service agencies (Y1 & Y2 ongoing) • Provide counseling services to school aged youth and SEA parents (Y1 & Y2 ongoing) • Provide after school activities for SEA youth (Y1 & Y2 ongoing) • Provide informational workshops for SEA parents and youth (Y1 & Y2 Quarterly). • Facilitate family strengthening activities (Y1 & Y2 ongoing) • Follow up services for registered families (Y1 & Y2 ongoing) • Recruit and train recognized SEA Community Leaders in areas such as child abuse, domestic violence, resources, laws and regulations, etc. (Y1, Quarter 1 & 2; Y2, Quarter 1 & 2). 	<ul style="list-style-type: none"> • 50 families will be registered to the project to receive services during the 24-month period • 100 counseling units of service provided to 30 youth • 150 counseling units of service provided to 50 parents • After school activities provided 5-days a week for youth clients • 8 parent informational workshops, with 10 participants each • 8 youth informational workshops with 10 participants each • 100 family strengthening units of service • 18 Community Leaders will complete 4, 3-hour trainings 	<ul style="list-style-type: none"> • Informed SEA parents of appropriate disciplinary actions • Informed Community Leaders of laws and regulations, and signs of abuse and neglect • Safer youth and families • Stronger family relationships 	<ul style="list-style-type: none"> • Decreased child abuse and neglect cases as indicated by Child Welfare Services reports • Increased knowledge of resources as indicated by Leader surveys • Increased knowledge of appropriate disciplinary actions as indicated by parent surveys • Increased knowledge of conflict resolution skills in youth and parents as indicated by surveys

COMPONENT BUDGET

Name of Agency: Merced Lao Family Community, Inc.

Date: June 12, 2009

Name of Components: **Safe Asian Families by Empowerment (SAFE)**
Project

Personnel Services

Salaries and Wages	\$201,438.00	
Benefits	<u>\$70,503.00</u>	
Subtotal Personnel		\$271,941.00

Operating Expenses

Travel	\$7,200.00	
Equipment	\$0.00	
Supplies	\$4,800.00	
Contractual	\$0.00	
Construction	\$0.00	
Others	\$54,736.00	
Total Operating Expenses		\$66,736.00

Indirect Charges		\$0.00
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TOTALS		\$338,677.00
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BUDGET JUSTIFICATION

Title of Project: Safe Asian Families by Empowerment (SAFE)

Name of Agency: Merced Lao Family Community, Inc.

Date: June 12, 2009

Object Class Category	Federal Budget	Non-Federal	Total Budget
Salaries	201,438	0	201,438

Justification: See the attached budget narrative for MLFC. Please also refer to the "Qualifications and Responsibilities of staff" section of the proposal. This section explains the personnel functions, background, and requirements of key staff. Executive Director will devote 20% of his time to this project, planning the overall programming direction and activities of the program. Administrative staff such as Secretary and Bookkeeper will also devote 20% of their time to this project to recruit and train staff, review budget expenditure and project goals, reports, and handle all financial and record keeping. The Project Director will devote 30% of his/her time to this project to develop forms, provide technical assistance, supervise staff, complete project reports, and supervise project staff. The Case Workers are required to provide services in and outside MLFC's office location. Therefore, 2 full-time Case Workers will be hired to provide direct services to the SEA youth and families as stated in the proposal.

Fringe Benefits	70,503	0	70,503
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Justification: Fringe benefits are based on 35% of total salary **FICA & Medical: 7.65%**, Based on 2009 FICA Tax Rate; **SDI & SUI: 7.3%**, Based on CA's 2009 Tax Rate – SDI = 1.1%; SUI = 6.2%; **Worker's Compensation Insurance: 3.1%**, Based on MLFC's current insurance quote rate; **Other (Health, Medical): 13.95%**, Based on average of MLFC's insurance matching cost rate; **Life/Pension: 3%**, Based on MLFC's current policy rate.

Travel	7,200	0	7,200
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Justification: An out-of-town travel cost of \$7,200 is to be used for travel, meals and lodging for project staff to participate in OJJDP's yearly sponsored meetings.

Equipment	0	0	0
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Justification: Office equipment such as computers, printers, telephone, etc. will be provided by our organization. Therefore, equipment costs are not budgeted in this project.

Supplies	4,800	0	4,800
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Justification: MLFC's supplies are an average for this program. Maintenance costs are used for the organization's equipment maintenance such as photocopier, computers, printers, typewriter, telephones, etc. They are standard equipment to be used for project reports, tracking of participants, and generation of reports and forms. Desktop supplies such as paper, pens, printer cartridges, staplers, etc. are necessary for this project.

Contractual	0	0	0
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Justification: Consultants and subcontractors are not required for the project.

Construction	0	0	0
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Justification: There will be no construction required by this program. Therefore, construction costs are not budgeted.

Other	54,736	0	54,736
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Justification: MLFC bases its mileage on \$.45 per mile. Staff of this project will use their own vehicle for travel for outreach and recruitment. Six hundred (600) miles per month is the minimum required for project staff to outreach to and provide services to clients, outreach to local service agencies, follow-up of clients, and collection of data.

All other costs are itemized in the component budget narrative. They are for standard costs such as space, utilities, printing, communications, mailing, etc. These are calculated based on average costs at MLFC or current costs such as that for rent. These costs are shared to each project based on the number of staff the project has or the office space used by the project.

Furniture such as desks and chairs for staff, and tables and chairs for workshops and Leader trainings will be provided by our organization.

MLFC plans to open its facility after school hours for SEA youths to participate in enriching recreational activities. \$3,600 will cover the cost of supplies for these youth activities.

MLFC will organize 8 parent workshops and 8 youth workshops. \$400 will cover the costs of handouts and materials for parent workshops, and \$400 for youth workshops.

MLFC will provide child care for parents who attend the parent workshops. \$1,600 will cover the costs of two providers per workshop, for all 8 parent workshops.

MLFC will facilitate 100 family strengthening activities. A total of \$5,000 will cover costs of materials for these activities.

MLFC will provide trainings for Leaders. Six hundred dollars (\$600) will cover costs of training materials, handouts, and supplies. \$5,400 will be the stipend cost for the 18 trainees to participate in these trainings. Stipend will cover Leaders' time and mileage costs.

MLFC will send its project staff to meetings and training that will enhance their skills and knowledge in serving SEA youth and families. Two thousand (\$2,000) dollars will cover registration costs meetings/training for the 24-month project.

MLFC has an annual audit cost. This project will allocate approximately 1% of its total funds to cover audit costs. In addition, security and fire alarm systems, liability insurance such as property insurance and professional service insurance are not included in rent, so they are calculated based on the number of staff on this project.

Indirect Charges	0	0	0
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Justification: Indirect Costs are not budgeted in this program because administrative costs are included in the Salary Line Item.

COMPONENT BUDGET NARRATIVE

SERVICE COMPONENT: Safe Asian Families by Empowerment (SAFE) DATE: June 12, 2009

Travel

Out of town travel for staff to attend OJJDP meetings
\$1,800 per traveler per year X 2 travelers X 2 yrs.= \$ 7,200

Equipment

Equipment such as computer and printers are provided by our organization = \$ 0

Supplies

Office equipment maintenance at \$50 per month X 24 months = \$ 1,200
Desktop supplies such as pens, paper, staplers, etc. \$150/mo. X 24 mos. = \$ 3,600
\$ 4,800

Contractual

Consultants and subcontracts are not required for this project = \$ 0

Construction

Constructions are not required for this project = \$ 0

Other

Local mileage 600 miles/month X 24 months X \$0.45 per mile = \$ 6,480
Space--Lease 400 sq. ft. X \$1.00 per sq. ft. per mo. X 24 mos. = \$ 9,600
Utilities--Electrical and gas bills for offices \$200/mo. X 24 mos. = \$ 4,800
Printing--Flyers, project announcements, etc. \$40/mo. X 24 mos. = \$ 960
Communications--Telephone, fax, and Internet \$150/mo. X 24 mos. = \$ 3,600
Mailing and stamps--\$44 per month X 24 months = \$ 1,056
Furniture--desks and chairs will be provided by our organization = \$ 0
Consumable Supplies for youth after school activities, i.e. games,
recreational materials, etc. @ \$150/month X 24 months = \$ 3,600
Youth workshop handouts and materials \$50/workshop X 8 workshops = \$ 400
Parent workshop handouts and materials \$50/workshop X 8 workshops = \$ 400
Materials for family activities \$50/activity X 2 activities/family X 50 families = \$ 5,000
Leader training materials, handouts, supplies, etc. \$150/training X 4 trainings = \$ 600
Stipend – Leader Trainings:
\$75 per training per Leader X 4 trainings X 18 Leaders = \$ 5,400
Stipend for Child care providers:
\$100/workshop/provider X 2 providers X 8 workshop = \$ 1,600
Staff meeting/training registration fees \$1,000 per year X 2 years = \$ 2,000
Independent Audit expenses @ \$125/mo. X 24 mos. = \$ 3,000
Security and fire alarm systems \$10/mo. X 24 mos. = \$ 240
Property and service insurance @ \$250/mo. X 24 mos. = \$ 6,000
\$ 54,736

Indirect Charges

There are no Indirect Charges. Administrative costs are included in Salary = \$ 0
