

COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
APPLICATION EXECUTIVE SUMMARY – FUNDING YEAR 2007

REQUIRED: Check the type of funding for which you are applying.

NOTE: Separate applications are required for each type of funding and activity for which you are applying. Combined applications and budgets will not be accepted and will be returned.

Total Amount Requested (CDBG FUNDS) \$ 60,000 (HOME FUNDS) \$ _____
(HOPWA FUNDS) \$ _____

RFP Activity/Category for which you are applying Public Service-Employment Services
Job Placement

RFP Page # 24

Applicant Organization Name: Hmong American Friendship Assn Inc.
Organization Address: 3824 West Vliet Street City Milwaukee Zip 53208
Contact Person: Lo Neng Kiatoukaysy Title Executive Director
Contact Person's
Telephone Number: (414) 344-6575-222 Fax Number: (414) 344-6581
E-Mail Address: loneng@hmongamer.org
Is applicant a 501 (C)(3) organization? Yes No
Is applicant a faith-based organization? Yes No
Federal Employer Identification Number 39-1456011
Executive Director: Lo Neng Kiatoukaysy Phone Number (414) 344-6575-222
Board President: Pao Yang Phone Number (414) 344-6575

2006 AUG 14 AM 9:59
CDGA

Check one: Organization received funds from CDGA in 2006
Organization did not receive funds from CDGA in 2006

Proposal submission(s) must be authorized and signed by an official of the Board of Directors.

Name and title of Board Official: Pao Yang /President

Signature of Board Official: 

NOTICE:

A false statement or misrepresentation in the proposal to obtain grant funds and if funds are awarded, the funds and contract will be in default and the City may declare all of any part of the funds paid out immediately due and repayable to the City and the contract voided.

**PART 1: PROGRAM DESIGN & SPECIFICATIONS
60 POINTS TOTAL**

A. Households/Clients Served: Describe the specific population to be served, including target income level and special needs populations, as applicable. Indicate the number of units/households to receive direct services by your program.	(5 pts maximum)
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Over 20,000 Hmong and Laotian refugees live in Milwaukee County. Any of these individuals who are seeking employment are potential participants in HAFA's Job Placement Program; currently we have a waiting list of 98 people. Our goal for 2007 is to place 45 individuals in employment through CDBG funding.

This demographic group faces multiple barriers to employment, including language and cultural differences. A majority of refugee families live in households which are classified as "low" or "very low" income. Our program will target these refugees, as well as other low-income job seekers in the CDBG target area who need one-on-one support in finding employment. Although Hmong American Friendship Association's primary clientele is Southeast Asian refugees and their families, our job placement program is open to all qualified applicants. Our central city location makes us accessible to a diverse clientele, and we have assisted Hmong, Laotian, Hispanic, and African-American job seekers.

DO NOT WRITE BELOW
(For CDGA Use Only)

<i>Comments:</i>	<i>Score:</i>

B. Outreach: Describe in a narrative, your agency's outreach and all of the methods that will be used to inform eligible persons about your program.	(5 pts maximum)
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Outreach for this program will include flyers, referrals, radio public service announcements, and word-of-mouth.

DO NOT WRITE BELOW
(For CDGA Use Only)

<i>Comments:</i>	<i>Score:</i>

C. Activity, Goals, and Timeline: Describe the specific activity to be performed, the goals of the program, and the timetable for implementation. (15 points maximum)

Our goal is to improve the quality of life and economic well-being of low and moderate income families in the CDBG target area, especially members of the Southeast Asian refugee community, by placing a minimum of 45 unemployed or underemployed individuals in permanent, full-time positions. After 45 days, a minimum of 35 individuals will still be employed in these positions.

Services will begin immediately due to HAFA's existing job placement program and our successful system for assisting job seekers. Specific activities include:

- Intake/assessment (ongoing)
- Pre-employment workshops (offered monthly)
- One-on-one job counseling (ongoing)
- Follow up and support (ongoing, on an "as needed" basis)

Please see "Methods" section for additional detail about each of these program activities.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

D. Method: Describe the method that will be used to meet the goals and Objectives as stated in your application. YOU MUST ALSO REFER TO THE REQUIREMENTS STATED UNDER THE SECTION METHOD” IN THE RFP WHEN COMPLETING THIS SECTION

(15 points maximum)

HAFAs has developed a comprehensive and successful system for job placement in which applicants are placed in jobs, earn livable wages, and are able to retain their employment beyond 45 days.

The key elements in our program are as follows:

- **Intake/assessment process (ongoing)**
 1. Obtain basic information, including employment history.
 2. Provide program participants with an overview of services offered through the Job Placement Program.
 3. Perform background checks.
 4. Refer participants to Milwaukee Area Technical College for ESL (English as a Second Language) or computer classes, if appropriate.
 5. Administer vocational assessment tools, including Tests of Adult Basic Education (TABE) and the Harrington-O’Shea Career Decision-Making System (CDM) to assess basic skills, aptitude, and interests.

- **Employment workshops (monthly)**

The curriculum for the employment workshops includes the following elements:

 - ◆ “Cultural orientation” to the U.S. workplace, including the free enterprise system, worker’s rights, and worker safety.
 - ◆ Information on job search methods and resources.
 - ◆ Basic explanations of workplace benefits.
 - ◆ Information regarding appropriate workplace attire and expected workplace behavior.
 - ◆ Assistance with completion of job applications and/or preparation of resumes.

- **Job counseling (ongoing)**
 1. Provide one-to-one support and assistance to job seekers.
 2. Prepare Individual Employment Plan (IEP) based on assessment tools (see intake/assessment information above).
 3. Provide interviewing practice.
 4. Accompany individuals to interviews and provide translation services, as necessary.
 5. Assist in arranging transportation to interviews and job sites.
 6. Provide work adjustment assistance, which could include accompanying clients to job orientation sessions and providing translation services.
 7. Work with individuals and with their employers toward better-paying jobs, through additional education and/or promotion.
 8. Explore tuition reimbursement and scholarship options with clients as a means to obtain additional education and better-paying jobs.

- **Follow up services (ongoing, on an “as needed” basis)**
 1. Provide support and assistance to both employees and employers in order to facilitate successful job placements, deal with problem situations and encourage retention.

HAFAs also works closely with employers. We have established connections through face-to-face contacts with representatives of 75 companies which are open to receiving referrals of qualified job applicants.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

E. Program Outcomes: The expected long term outcomes from CDGA's funded programs are: 1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, Improve Quality of Life. Towards this end, describe the outcomes, (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's long term outcomes.

(15 points maximum)

In order to achieve the long-term CBGA outcomes of reducing crime, increasing property values, increasing economic vitality and improving quality of life, HAFA's employment program expects the following outcomes as a result of our program.

Mid-term agency outcomes:

- Job seekers will become job ready through workshops and one-to-one counseling
- Job seekers will gain confidence
- Job seekers will be referred to other employment resources in the community

Long-term agency outcomes:

- 45 individuals will be placed in jobs
- 35 of the 45 individuals placed in jobs will retain their employment for more than 45 days, representing a 78% retention rate

By improving the economic well-being of Southeast Asian families, these outcomes will contribute to an enhanced quality of life. They will also make it more likely that Southeast Asian families will increase the rate of homeownership in their neighborhoods, which is a factor in reducing crime and improving property values.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

F. Budget and Resources Leveraged: Include a proposed budget for your program utilizing the appropriate budget forms which are enclosed. The HOPWA budget is incorporated within the HOPWA RFP.

(5 points maximum)

Please see enclosed budget form.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

TOTAL POINTS PART 1
(60 maximum)

**PART 2: EXPERIENCE
40 POINTS TOTAL**

A. Agency Experience with Activity: Describe the specific experience that your agency has in providing the service for which funding is requested.

(15 pts maximum)

Hmong American Friendship Association has a proven track record in serving the Southeast Asian community since 1983. Our multi-lingual staff supports multiple social service and cultural programs addressing the needs of the Southeast Asian refugee community. We work with a broad array of community partners, including educational institutions, service providers, and businesses.

HAFA has been providing employment services since 1995, and we have experienced rapid growth in the success of our job placement program over the past three years. We have developed a highly successful system for providing intake/ assessment, pre-employment workshops, job counseling, job placement, and client follow up. In 2004, 2005, and thus far in 2006 we have exceeded our CDBG job placement goals.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

B. Staff Expertise: Describe your agency's specific staff experience in providing the service for which funding is requested.

(5 pts maximum)

Our employment program has three staff members. Although staff members work as a team, the employment specialist primarily responsible for fulfilling the CDBG contract will be Norman Kong. Mr. Kong has over nine years of experience in providing direct services to Southeast Asian clients, including job search preparation and program management. He is proficient in speaking, reading and writing English, Hmong, Lao and Thai. Working with HAFAs over the past three years, Mr. Kong has been very successful both in establishing relationships with area employers and in placing people into employment.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

C. Financial/Organizational/Administration: Describe your agency's financial, organizational and administrative structure.

(5 pts maximum)

Hmong American Friendship Association is a 501 (c) (3) nonprofit organization governed by a volunteer board of directors. Please see previously submitted documentation regarding our tax exempt status, accounting policies and procedures, and corporate by-laws.

An updated list of our board of directors is included. Our by-laws require our board to be inclusive; it currently includes Asian, African-American and Caucasian members.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

E. Accomplishments:

(15 pts maximum)

Existing Agencies (Currently Funded by CDGA):

Please summarize your performance during the past two years including stated goals and actual accomplishments realized to date. Accomplishment numbers are subject to verification by CDGA.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.)

Failure to provide the required documentation will result in a score of zero for this section.

New Groups (not currently funded by CDGA):

Please summarize your performance during the past two years including stated goals and actual accomplishments realized to date. New groups must include documentation verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.)

Failure to provide the required documentation will result in a score of zero for this section.

Last year, we successfully placed 226 people in jobs and 88% of those individuals retained their employment for more than 90 days. As of July 31, 2006 we have assisted 152 individuals in finding employment this year. As the tables below demonstrate, HAFA has exceeded its CDBG placement goals over the past three years.

2004 CDBG Placements

Outcomes	Full-Time Placements	Part-time Placements	Number Who Retained Positions for 45 days
Projected Outcome	20	0	20
Actual Outcome	69	1	38

2005 CDBG Placements

Outcomes	Full-Time Placements	Part-time Placements	Number Who Retained Positions for 45 days
Projected Outcome	36	0	60 (included carryover)
Actual Outcome	75	11	45

2006 CDBG Placements

Outcomes	Full-Time Placements	Part-time Placements	Number Who Retained Positions for 45 days
Projected Outcome	37	0	20
Actual Outcome	29 (as of 6/30/06)	3	18

DO NOT WRITE BELOW
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Comments:

TOTAL POINTS
PART 2
(40 maximum)

REVIEWER'S SUMMARY

SCORE SECTION I (60 Points Max) _____

SCORE SECTION II (40 Points Max) _____

SUBTOTAL (100 Points Max) _____

DEDUCT FOR WRONG FORMAT (25 Points) _____

Yes _____ No _____

TOTAL SCORE: _____

MAXIMUM POINTS: 100

ADDITIONAL NOTES:

TOTAL AGENCY BUDGET: REVENUE
(inclusive of all programs operated by your agency)

Organization Hmong American Friendship Association, Inc.

Show a three year history of **actual revenue** received by your agency for the three year period shown. If more space is needed continue with another page.

CATEGORY	2004	2005	2006
Government Grants (list sources)			
A. Milwaukee County	\$129,209	\$72,700	\$105,056
B. City of Milwaukee	\$205,401	\$146,397	\$190,000
C. State of Wisconsin	\$328,986	\$372,006	\$220,408
D. Federal			\$10,619
Subtotal	\$663,596	\$591,103	\$526,083
Foundation Grants (list sources)			
A. Local Foundations include the following:	\$182,077	\$120,523	\$356,291
Bader, Jacobus, Pettit, Casey, Miller, Milwaukee			
Foundation, Potawatomi, Melvin and Protenous			
Subtotal	\$182,0773	\$120,523	\$356,291
Other Revenue (list sources)			
A. United Way	\$23,223	\$23,658	\$115,320
B. Safe & Sound		\$25,000	\$32,000
C. Private Industry Council Inc.,		\$32500	\$76,666
D.			
Subtotal	\$23,223	\$81,158	\$223,986
TOTAL REVENUE	\$868,896	\$792,784	\$1,106,360

AGENCY BUDGET: EXPENSES

CDBG FUNDS ONLY

(A Separate Budget is required for each RFP for which you are applying)

Organization: Hmong American Friendship Association, Inc.

Program Name: Job Placement and Retention Program

Show a proposed budget for the program for which you are applying. Include all committed and pending funds for your program.

CATEGORY	Requested Funds	Committed Funds (list source)	Pending Funds (list source)
Personnel	\$30,000.00		
Fringe Benefits			
Occupancy/Utilities			
General Services (training, travel, printing, advertising, memberships)			
Supplies (office products, postage, computer and cleaning supplies, etc.)			
Contractual Services (accounting, legal, consulti			
Equipment(Purchase/Rental)			
Other Costs(Describe) Pay-per-performance F.T \$375 @ 45 placement Retention \$375 @ 35	\$30,000.00		
TOTAL COSTS	\$60,000.00		

**Board of Directors Roster for Agencies with Grants Administered
by Community Development Grants Administration**

Organization Name: Hmong American Friendship Association Inc.

Date Completed: 8/10/2006

Program Year: 2007

NAME & TITLE	RACE	ADDRESS-INCLUDE CITY, STATE & ZIP	TERM EXPIRATION
NAME: Pao Yang	Hmong	3824 W. Vliet St. Milwaukee, WI 53208	2008
TITLE: President			
NAME: Sammis B. White	Caucasian	3824 W. Vliet St. Milwaukee, WI 53208	2008
TITLE: Vice President			
NAME: Laurence J. Dupuis	Caucasian	3824 W. Vliet St. Milwaukee, WI 53208	2008
TITLE: Secretary			
NAME: Christopher T. Ament	Caucasian	3824 W. Vliet St. Milwaukee, WI 53208	2008
TITLE: Board Member			
NAME: May Y. Xiong	Hmong	3824 W. Vliet St. Milwaukee, WI 53208	2008
TITLE: Board Member			
NAME: Maurice E. Shirley Sr.	African American	3824 W. Vliet St. Milwaukee, WI 53208	2008
TITLE: Board Member			
NAME: Bee Sayaovang	Hmong	3824 W. Vliet St. Milwaukee, WI 53208	2008
TITLE: Board Member			
NAME:			
TITLE:			
NAME:			
TITLE:			

The Slate of Officers of the Board Shall Commence on 3/2006 and End on 3/2008.

NOTE: THIS FORM MUST BE SUBMITTED WHENEVER THERE ARE BOARD CHANGES.