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City of Fremont
City of Fremont - Human Services Dept
FY16-19 Social Service Grant
1/21/2016 deadline

Afghan Coalition Afghan Coalition: Connecting Refugee Communities Social Service Resources

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USD\$ 25,000.00 Requested

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Expires 5/19/2018

Pre-Application [top](#)

1. Type of grant you are applying for:

You may apply for 1 grant per each commission. Each grant must be submitted separately.

- Human Services
- Senior Services

2. Please select one or more of the following impact categories that your proposal will address.

- Crises Intervention Services: Services that help people who are in crisis and in immediate risk of losing their independence.
- Basic Needs Services: Services that help people with the fewest resources and who are most in need.
- Strengthening Services: Services that are designed to foster independence and/or prevent people from needing services in the future.

3. Please provide a short summary of the proposed program. The summary should clearly and briefly state the problem or need addressed by the proposal, objectives, and operation of the proposed program, including the number of Fremont residents served.

Afghan Coalition's (AC) bilingual/bicultural staff and volunteers will serve as liaisons that bridge the language and cultural gap between providers and clients, and increase access to clients to the services and resources of the local community. The AC is respectfully requesting \$25,000 to serve 400 unduplicated adults, families and children by providing linkages to Social Services, translation services, information and assistance, and crisis intervention and assistance.

Fremont houses the largest Afghan community in the U.S. From 1980 through 2004, nearly 50,000 people from Afghanistan entered the United States as official refugees or asylees (Office of Immigration Statistics, 2006). The largest Afghan community in the US settled in the N. California area, centered in the City of Fremont. This community, suffers from language barriers, illiteracy, physical and mental health issues related to war trauma, as well as, immigration-related stressors, loss of

social networks, difficulty accessing health and human services, unemployment and poverty.

The Afghan Coalition will provide the following services:

- 1) Crisis Intervention/Assistance: AC will assist other social service agencies in dealing with crises involving Afghan clients. These cases often involve obtaining food, shelter, clothing and financial assistance.
- 2) Cultural Counseling & Women's Support Groups: AC will provide peer counseling and limited casework on issues such as immigration, and cultural adjustment. AC also holds weekly women's support groups, which are delivered in conjunction with an entrepreneurial training program for women (microenterprise). The group discusses health and family issues and provides support to each other in working toward self-sufficiency.
- 3) Health Education: AC will provide health education activities in the form of community workshops involving presentations to Afghan women and youth groups, and special activities such as health fairs.
- 4) Referrals & Translation: The AC will link and guide constituents to appropriate social services by providing referrals, translation, and assistance with completion of appropriate applications.
- 5) Community Services: Community members will participate in community-building activities/events reducing isolation.
- 6) Youth Enrichment Activities: The AC will link Afghan youth to facilities and groups that promote access to assistance with academic improvement, leadership opportunities, and encourage healthy lifestyle choices.

4. Amount requested:

Afghan Coalition respectfully requests \$25,000.

Application Questions [top](#)

1. PROPOSED PROGRAM: Based on the Impact Categories for the RFP please describe the community need your agency is proposing to address.

Afghan Coalition's Social Service's Program: Connecting Refugee Communities to Social Service Resources will address the following impact categories:

-Crisis Intervention Services: The Afghan Coalition is one of few agencies that serves Afghan and other near-eastern domestic violence survivors who are in immediate need of shelter, safety, and fiscal assistance. The Afghan Coalition also assists individuals who are living with extended family and are forced to leave suddenly. Other community needs that are relevant to this category are those who are struggling with drug and alcohol abuse and need immediate connection to rehabilitative services because they are in danger of losing their jobs, housing, and families.

-Basic Needs Services: Afghan Coalition staff frequently encounters clients who have immigrated to the United States as refugees, asylees, or by other forceful circumstances. These individuals require immediate assistance finding shelter, applying for monetary support, acquiring health and mental healthcare and securing nourishment.

-Strengthening Services: The Afghan Coalition believes in building the self-sufficiency and independence of its clients. Through this impact area, the Afghan Coalition hopes to create opportunities for assimilation, build job-training and skills, and reduce isolation barriers that cause further distress.

2. Please provide us with evidence of need for the program you are proposing.

Fremont houses the largest Afghan community in the United States. Since 1981, Afghans have been the world's single largest refugee population each year, accounting for at least a quarter of all refugees. Up to 30,000 Afghan refugees may live in the S. F. Bay Area, not including native born children (Lindgren & Lipson, 2004; Robson, Lipson, Younos, & Mehdi, 2002; Yollin, 2002). Afghan refugees arrived in Fremont, California, and the larger San Francisco Bay Area in two primary immigration waves. A steady influx arrived from 1980 to 1993 and a second wave occurred from the late 1990s to the present time. The second group of newcomers included large numbers of people from rural areas, who often had little or no formal education. Widows have also comprised a large part of this second immigration wave since 1999, when they were classified by the United Nations High Commissioner for Refugees (UNHCR) as "Women-At-Risk" (Robson, Lipson et al., 2002).

The refugee experience brings with it the traumas of violent experiences in wars and resulting post-traumatic stress disorders exacerbating domestic violence. Complicating matters, problems in the community are often hard to pinpoint because of what is known as the Afghans' culture of "silence and secrecy." The largest Afghan community in the United States settled in the Northern California area, centered in the city of Fremont. This community, suffers from language barriers, illiteracy, physical and mental health issues related to war trauma, as well as, immigration-related stressors, loss of social networks, difficulty accessing health and human services, unemployment and poverty. Mental health problems are often expressed as somatic complaints, such as headaches and muscular-skeletal problems, and have been shown to exacerbate chronic health conditions such as heart disease, stroke and diabetes. Recent arrivals also present with a host of unique problems. These individuals have also endured post-9/11 warfare in Afghanistan or long stays in Pakistani or Iranian refugee camps. In addition to these barriers inhibiting assimilation and resettlement, many families are experiencing culture shock in the form of parent-

child conflicts, and family stress due to generational differences between the youth raised here and the parents traditions.

3. In order to address the community need you stated above what are the activities your agency is proposing to conduct.

The Afghan Coalition will provide the following services:

- 1) Crisis Intervention/Assistance: AC will assist other social service agencies in dealing with crises involving Afghan clients. These cases often involve obtaining food, shelter, clothing and financial assistance.
- 2) Cultural Counseling & Women's Support Groups: AC will provide peer counseling and limited casework on issues such as immigration, and cultural adjustment. AC also holds weekly women's support groups, which are delivered in conjunction with an entrepreneurial training program for women (microenterprise). The group discusses health and family issues and provides support to each other in working toward self-sufficiency.
- 3) Health Education: AC will provide health education activities in the form of community workshops involving presentations to Afghan women and youth groups, and special activities such as health fairs.
- 4) Referrals & Translation: The AC will link and guide constituents to appropriate social services by providing referrals, translation, and assistance with completion of appropriate applications.
- 5) Community Services: Community members will participate in community-building activities/events reducing isolation.
- 6) Youth Enrichment Activities: The AC will link Afghan youth to facilities and groups that promote access to assistance with academic improvement, leadership opportunities, and encourage healthy lifestyle choices.

4. Location(s) of services and operating hours

The Afghan Coalition operates from 9am-4pm, services are located in Fremont's Family Resource Center.

5. Please describe your target population and the projected number of clients to be served.

Afghan Coalition's (AC) bilingual/bicultural staff and volunteers will serve as liaisons that bridge the language and cultural gap between providers and clients, and increase access to clients to the services and resources of the local community. The AC is respectfully requesting \$25,000 to serve 400 low-moderate income unduplicated adults, families and children by providing linkages to Social Services, translation services, information and assistance, and crisis intervention and assistance. It is estimated that approximately 224,922 Afghans live in Fremont, CA with a 21.6% rate living below poverty level (City-Data.com). The population that the Afghan Coalition serves are primarily English-Language Learners, immigrants from rural areas of Afghanistan, who often had little or no formal education. Widows have also comprised a large part of this demographic.

6. Please describe the number or percentage of clients who will be low income and number or percentage who will be moderate income. Refer to Table A, HUD Income Guidelines for a definition of low and moderate income.

80	Low income
20	Moderate income
100.00	TOTAL

7. PROPOSED PROGRAM RESULTS AND OUTCOMES: Using Table B, please describe the efforts, effects, quantity and quality of your program.

- Completed

8. Which of the following do you currently document and verify?

- Household income of clients served
- Female head of household
- Racial and ethnic breakdown of clients

9. If you do not document and verify any of the selections above, please tell us how you propose to do so if this program is funded.

N/A

10. What is your client database and how will it help you measure your proposed program results and outcomes? If you do not have a database, how do you propose to track client outcomes if this program is funded?

The Afghan Coalition uses a customized database for every client encounter, documenting the service delivery. Custom fields in the database include capturing household income, female head of household, gender, age, ethnicity, amount of time in the United States, marital status, reason for visit, referral source, to whom we refer clients, type of services provided, client service notes, and hours of service delivered for each client. The database aggregates all of the entered information into easy to read reports that also provides the number of clients served.

11. Describe your program evaluation process. Please include how often evaluations are conducted and what is done with the information gathered.

Describe client involvement or input in your evaluation process.

Program evaluation is an important component of our work at the Afghan Coalition. Every July, our team contacts clients to complete surveys that inform our program. These surveys ask regarding the quality of services received by the clients, rate the staff and program components, request information regarding engagement, and request input regarding improvement and usefulness of programs. Many of our projects have their own evaluation's that are conducted in the form of pre-post surveys -- these projects include Breast Health, and the Afghan Mental Health Project.

12. ORGANIZATIONAL CAPACITY: Provide us with a brief history of your organization, including years providing services to the community.

The mission of the Afghan Coalition is to empower refugee families, women and youth, both locally and in Afghanistan and to build bridges between the United States and Afghanistan. The mission is accomplished through the provision of community services, supporting member organizations', and community based programs. Since 1996, the Afghan Coalition has provided the largest center of support for Afghan refugees and other immigrants having difficulty adjusting in the United States. Serving over 1,000 community members per year, particularly immigrant women and children, bilingual/bicultural advocates bridge the language and cultural gaps between community members and financial and social services. This support provides Afghan families unparalleled access to community resources such as social benefits including the Earned Income Tax Credit, health services and translation support, language classes, parenting information, education and social networks. We foster self-esteem, motivation, hope and community service so that our program participants can become self-sufficient contributing members of society. Although the Afghan Coalition's primary service population is the Afghan community, the agency's multilingual capacity makes it possible to serve Pakistani, Arab, Indian and Iranian immigrants as well.

The Afghan Coalition is located in the Fremont Family Resource Center, where bilingual/bicultural staff and volunteers work to empower underserved and vulnerable Afghan families, women and youth living in Alameda County.

13. Staff qualifications: Complete Table C

Completed

14. The City of Fremont may enter in a grant contract with a public agency, an organization with 501(c)(3) tax exempt status or a secular program or ministry of a religious organization.

Please check of from the list below those that pertain to your organization.

- Incorporated
- Non-profit
- Tax-exempt

15. ALL ORGANIZATION FUNDING SOURCES: Complete Budget Section

Please list organization's funding sources. If your organization received \$25,000 or more from the City of Fremont or more than \$300,000 in Federal funds this fiscal year (FY 15-16), please attach a copy of your most recent audit

- Completed
- Audit Attached
- Not applicable

16. Were there any findings or recommendations in your most recent, and in the previous year's audit? If yes, what were they and please describe steps taken to correct them.

The Afghan Coalition produced a clean audit. There were no findings or recommendations.

17. What are the regulatory and/or accreditation agency(ies)? If applicable, when were you most recently accredited (or renewed) and for what term (length of time)?

Were there any filings regarding your agency with these entities, or findings from agency reviews in the past 18 months? If yes, please explain and describe steps taken to correct them.

The Afghan Coalition does not have regulatory and/or accreditation agencies.

18. Proposed Program Operating Budget: Complete Budget Section

Please list all of the costs of the proposed program. Include the percentage of program funding that will be allocated for administrative costs (salary and overhead or administering the program).

Completed

19. Does the program you are seeking funding for serve residents from cities other than Fremont? Please provide a breakdown of clients (%) by jurisdiction.

Fremont

Newark

	Union City
	Hayward
20	Other
	Other
100.00	TOTAL

20. Using your budget as a reference, please describe how you intend to leverage City of Fremont funding for this program with other sources such as county, state, federal, foundation and other cities.

The City of Fremont Social Service funding will be leveraged by using Alameda County PEI funding, and the Women's Breast Health Project and Men's Screening Project to cover the cost (or portions) of the Health Navigator/Domestic Violence Specialist. The Micro-Enterprise womens groups are also leveraged with other funding. All other personnel and operating costs associated with these social services are also leveraged by the other grantors listed in the provided budget.

21. COMMUNITY ENGAGEMENT: Describe efforts to serve culturally and linguistically diverse clients or to serve a traditionally underserved population.

Located in the Fremont Family Resource Center, the Afghan Coalition's bilingual/bicultural staff bridge the language and cultural gaps between community members and health and social services. This support provides Afghan families and other immigrant individuals and families unparalleled access to community resources such as social benefits, health services and translation support, language classes, parenting information, education and social networks. When families are referred for case management services, the case worker assesses the family's immediate and underlying needs, develops with the family a strength-based family case treatment plan, locates viable resources and services, assists in connecting family members to appropriate services, identifies barriers to use of services, advocates for the youth/family when appropriate, and monitors progress as needed. When other agencies need support serving Afghans, due to language or cultural barriers, the Afghan Coalition staff provides critical translation, cultural counseling, information and referral, case management, crisis intervention, support groups, advocacy and education. We track ethnicity information using our web-based database, which is utilized by all direct service staff.

22. Who are the critical partners your organization engages with or are planning to engage with to increase the effectiveness of your proposed program? Please describe the contribution each partner will make.

The Afghan Coalition collaborates extensively with other service providers located at the Fremont Family Resource Center, such as the Social Services office, EDD, Rehab Program, City Serve, East Bay Agency for Children, Family Resource Center, and others. The Afghan Coalition also works with six other Mental Health Afghan agency sub-contractors in the Fremont area, as well as County Mental Health Providers. The Afghan Coalition Breast Health project also works with community and county health clinics in the Fremont area. The Afghan Coalition often serves as a liaison between Afghan clients and other county, city and nonprofit service providers. The Afghan Coalition collaborates with other agencies by serving as a resource for the integration of Afghan families into community activities and events. The Afghan Coalition has developed successful association partnerships to deliver direct services, make cross-referrals, convene community dialogue on access and cultural competency issues, conduct educational workshops and events and conduct community needs assessments. The Afghan Coalition also has maintained a working relations with professors at CSU East Bay who are interested in conducting community research related to Afghan community issues and needs.

23. Discuss the role of volunteers, including their role in meeting proposed program outcomes.

The Coalition makes extensive use of volunteers in all of its programs, resulting in extremely cost-effective services, which allows us to meet program outcomes. Community members help the Afghan Coalition to plan and implement special projects such as cultural shows, and holiday celebrations. They also assist by providing translation and client transportation services after they have been trained in all confidentiality and other policies.

24. Composition of Policy Making Board: Complete Table D

Describe your organizational structure, including information about your Board of Directors involvement in the program and any financial oversight they may have. Describe any local resident or client involvement on the board.

The Afghan Coalition's Board of Directors oversees the mission, strategic vision, financial affairs, establish overall policy for agency operations, set priority directions and programs, and supervise the performance of Executive Director. The Board also maintains a working committee structure that includes the Executive Committee, Marketing and Resource Development Committee; Community Involvement & Volunteer Committee; and Program Committee. The full Board of Directors meets every two months, the working committees meet every month, and the Executive Committee is authorized to meet as needed to conduct time sensitive business, with full Board review and approval at next scheduled Board meeting. The majority of Board members reside in the city of Fremont and adjacent cities. They are familiar with the needs and issues experienced by the Afghan community. Local residents and clients are being recruited to participate in the Board working committees, as a training opportunity before being invited or applying for Board of Director membership. Table D is complete.

25. Please click on the "Documents" tab to review and complete the following documents.

- e Table A - HUD Income Guidelines

- ✓ Table B - Proposed Program Results and Outcomes
- ✓ Table C - Staff Qualifications
- ✓ Table D - Composition of Policy Making Board
- ✓ Conflict of Interest Statement
- ✓ Equal Opportunity Statement
- ✓ Most Recent Audit
- ✓ By-Laws
- ✓ Articles of Incorporation
- ✓ Internal Revenue Tax-Exempt Certificate
- ⊖ California Tax-Exempt Certificate
- ✓ Agency Intake Form(s)
- ✓ Agency Program Evaluation Form(s)

Budget [top](#)

Agency Funding Sources/Revenue	Funds Received Current Accounting Year	Amount of Funds Approved or Applied for FY 16-17
Kaiser Foundation	USD\$ 20,000.00	USD\$ 10,000.00
San Francisco Foundation	USD\$ 25,000.00	
Alameda County Listening Grants	USD\$ 4,000.00	
County of Alameda PEI	USD\$ 235,098.00	USD\$ 235,098.00
UC Breast Health Subcontract	USD\$ 72,734.00	USD\$ 62,122.00
UC Mens Screening Project	USD\$ 12,878.00	
Service Fees	USD\$ 68,052.00	USD\$ 32,750.00
City of Fremont First Five	USD\$ 7,692.00	
City of Fremont CDBG	USD\$ 30,000.00	USD\$ 30,000.00
City of Fremont SSA	USD\$ 20,428.00	USD\$ 25,000.00
Total	USD\$ 495,882.00	USD\$ 394,970.00

Proposed Program Operating Budget/Expenses	City of Fremont Funds	Other Sources (list)	In-Kind Funds
Executive Director 5% adm, 10% direct	USD\$ 3,782.00	USD\$ 56,218.00	
Domestic Violence Specialist	USD\$ 5,091.00	USD\$ 34,773.00	
Fringe Benefits/Payroll tax (20% of Sal)	USD\$ 2,570.00	USD\$ 51,488.00	
Rent	USD\$ 2,937.00	USD\$ 25,334.00	
Equipment & IT Services	USD\$ 1,224.00	USD\$ 2,704.00	
Telephone	USD\$ 1,224.00	USD\$ 4,152.00	
Supplies	USD\$ 1,074.00	USD\$ 3,792.00	
Printing	USD\$ 734.00	USD\$ 2,873.00	
Insurance	USD\$ 2,203.00	USD\$ 2,397.00	
Professional Fees	USD\$ 1,224.00	USD\$ 23,176.00	
Accounting & Audit (adm 12% of funds)	USD\$ 2,937.00	USD\$ 35,463.00	
Total	USD\$ 25,000.00	USD\$ 242,370.00	USD\$ 0.00

Budget Narrative

Executive Director – \$60,000 x 0.063 % fte = \$3,782

Responsible for contract compliance; supervision of project management 5% admin; reports to Board of Directors. Other funding for this position is provided from Alameda County University of Calif. Breast Health grant and some foundation funding. The Executive Director also provides direct services to clients when other staff is not available 10% direct.

Domestic Violence Specialist - \$39,864 x 0.1277 % fte = \$5,091

The Domestic Violence Specialist assists clients by addressing health and mental health and social service needs through one-on-one and case management services. Provides service advocacy refer to other needed services and often serves as liaison and interpreter with other service providers. Other funding is provided by Alameda County and some

foundations.

Fringe Benefit/PR Taxes - \$ 51,488 x 0.04754 % fte =\$2,570

Payroll Taxes/Fringe Benefits rate is 29% of gross salaries and consists of Payroll Taxes of 10% of gross salaries of 17700 or 1770 (FICA-ER SUI Stat ETT & Workers Comp Ins). Fringe Benefits are 19% of gross salaries of 17700 or 3363 and includes medical insurance and pension. Other funding is provided by Alameda County and some foundations.

Rent - \$244.75 per month x 12 months = \$2,937

To provide office space to conduct program intake identify service needs and conduct confidential conversations with clients. Also includes a reception /waiting area for clients. Other funding is provided by Alameda County, foundations, and service fees.

Equipment/IT - \$102 per month x 12 months = \$1,224

Copier and computer network expenses. Shared with other funding sources listed.

Telephone - \$102 per month x 12 months = \$1,224

Office phone, fax, internet. Shared with other funding sources listed.

Supplies - \$89.50 per month x 12 months = \$1,074

Supplies to support office use by program for documentation and meetings. Shared with other funding sources listed.

Printing - \$61.17 per month x 12 months = \$734

for brochures, business cards, copy costs from printer. Shared with other funding sources listed

Insurance - \$183.58 per month x 12 months = \$2,203

for Agency general liability and prof service insurance. Shared with other funding sources listed.

Professional Fees - \$102 per month x 12 months = \$1,224

for technical support skills such as resource development, training not available on staff. Shared with other funding sources listed.

Accounting & Audit - \$244.75 per month x 12 months = \$ 2,937

To maintain fiscal records; provide program staff with monthly budget comparisons financial reports and invoicing. Portio of annual audit. Shared with other funding sources listed.

Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Table A - HUD Income Guidelines download template		
Table B - Proposed Program Results and Outcomes download template	✓	AC Proposed Program Results and Outcomes
Table C - Staff Qualifications download template	✓	Afghan Coalition Staff Qualifications Afghan Coalition Staff Qualifications
Table D - Composition of Policy Making Board download template	✓	Afghan Coalition Board Afghan Coalition Board
Conflict of Interest Statement download template	✓	Afghan Coalition Conflict of Interest Statement AC Conflict of Interest Statement
Equal Opportunity Statement download template	✓	Afghan Coalition Equal Opportunity Statement Equal Opportunity Statement 2019
One (1) Copy of Most Recent Audit		Afghan Coalition Audit
One (1) copy of By-Laws	✓	Afghan Coalition Bylaws
One (1) Copy of your Articles of Incorporation	✓	Afghan Coalition Articles of Incorporation
One (1) Copy of your Internal Revenue Tax-Exempt Certificate	✓	Afghan Coalition Tax Exempt Certificate
One (1) Copy of your California Tax-Exempt Certificate		

Agency Intake Form(s)	✓	Afghan Coalition Intake Form
Agency Program Evaluation Form(s)	✓	Afghan Coalition Evaluation Survey
Other document (Use only if requested by City of Fremont Staff)		
MID-YEAR QUESTIONNAIRE - APPENDIX A: Accomplishments to Date download template	✓	Appendix A - Accomplishments to Date APPENDIX A - Accomplishments to Date
MID-YEAR QUESTIONNAIRE - APPENDIX B: Service Data download template	✓	Appendix B - Service Data APPENDIX B - Service Data
MID-YEAR QUESTIONNAIRE - APPENDIX C: Program Results and Outcomes download template	✓	Appendix C - Program Results and Outcomes APPENDIX C -Program Results and Outcomes
MID-YEAR QUESTIONNAIRE - APPENDIX D: FY 18-19 and FY 19-20 Budgets download template	✓	Budget Report
Board Roster	✓	Board Roster Board Roster 2019
Organizational Chart	✓	AC organization chart AC organization chart
IF APPLICABLE: Strategic Plan		Strategic Plan
IF APPLICABLE: Audit or ICQ		Audit FY16/17

Extra [top](#)

Question #19: What city does the other 20% come from?

Clients outside of Fremont come from Hayward, Union City, and Newark - Southern Alameda County.

Please provide us with a breakdown of the ethnicities served by your agency.

Other individuals that express interest in participating in our programs include South East Asian and Asian clients. Over 98% of our clients are Afghan.

Your budget requests funding for a domestic violence specialist. That position is not listed in Table C. Please explain.

Table C lists two staff members available to assist with domestic violence intervention: Seema Faizi and Rona Popal are both trained and certified domestic violence advocates.

If you do not receive the full amount requested are there other sources of funding that you can/will pursue as an alternative to reducing services?

The Afghan Coalition is currently working with a grants specialist diligently pursuing additional funding to support and expand our much needed Social Service work.

Mid-Year Questionnaire 1 due 1/27/2017 (submitted 2/3/2017) [top](#)

1. Name/Title of Person/Phone # Completing Questionnaire:

Mizgon Zahir Darby, Grant Writer (Contractor), (510) 449-2432

2. Project Name and Location:

Afghan Coalition's Social Service's Program: Connecting Refugee Communities to Social Service Resources

3. Summarize the specific services provided by your project. Please specify your target group and how the services benefit low/moderate income clients/households. Are project services different than those outlined in the Agreement work plan?

The Afghan Coalition's vital community services promotes the health and well being for Afghans/Afghan Americans and other

Farsi speaking cultures living in Southern Alameda County (primarily Fremont). Afghans have tremendous barriers to accessing social services for themselves and their families because of lack of bilingual/bicultural staff in local social service agencies, unfamiliarity with what different social service agencies can offer, and difficulty adjusting to unfamiliar models of service delivery. The Coalition is located in the Fremont Resource Center, where bilingual/bicultural liaisons bridge the language and cultural gap between our clients and social service providers, giving Afghan families and youth critical access to community resources. The Afghan Coalition provides clients with direct social services including, business training (microenterprise), case management, cultural counseling, crisis intervention, domestic violence prevention, women's support groups, translation, information and referrals for housing, health and other social services as well as mental health and Afghan women's breast health projects. A youth leadership, soccer program and cultural activities are also promoted as a part of our service. Between 619 and 1000 community members (1000-1500 client visits) are served annually. The specific services provided by our project are not different than those outlined in the Agreement work plan.

4. Is the project on target to meet the mid-year goals. If not, provide an explanation as to why or how you plan to meet these goals.

Yes, the project is on target to exceed the goals.

5. Has your agency undertaken any new programs or projects? If yes, please describe.

N/A

6. Were there any findings or recommendations in your most recent, and in the previous year's, audit? If yes, please explain these findings and provide us with the steps taken to correct the findings.

N/A

7. What are your regulatory and/or accreditation agencies? If applicable, when were you most recently accredited (or renewed), and for what length of time? Were there any filings or findings regarding your agency in the past 18 months?

If yes, please explain and describe steps taken to correct them.

We were audited in August 2016 by independent auditor Wilson Markle Stuckey Hardesty & Bott LLP. There were no findings.

8. Do the racial and ethnic origins of your staff reflect that of the area/clients served? Please describe the current status of the staff that work on this program.

Include any difficulties you have had in maintaining staff levels or recruiting qualified personnel.

Yes.

9. Please list any vacant staff and personnel you currently have at your agency. Include the position title, reason for vacancy and length of time vacant.

Do you use volunteers for any aspect of your program services?

The Afghan Coalition does not have vacancies.

10. Provide examples of collaboration with other agencies/City programs by listing the agencies that you collaborate with and the specific benefits of the collaboration.

Examples: linkages to agencies serving the same clients, joint grants, service integration, etc.

The organizations that the Afghan Coalition works with are:

-Alameda County Behavioral Health Care Services (ACBHCS): Provides the funding, advice, and guidance for the Afghan Mental Health Program.

-UC Berkeley: Partner on Breast Cancer Research Grant, funds Afghan Women's Breast Health Project, provides training and administration for project

-SFF: Provides funding and networking opportunities for various projects

-AAPIP: Provides funding, training, networking opportunities, advice, and guidance

-AMEMSA: Network of small non-profit organizations that work with similar populations in the Bay Area and work together on a project

(Civic Engagement Fund through AAPIP) that improves access to civics for those populations. Also a wonderful resource for grant

partners, advice and guidance, as well as client referrals. EX. OMID Advocates is a non-profit legal counseling service specifically for Farsi speaking immigrants; we frequently refer our clients with immigration issues to them and have had great success resolving legal troubles.

-ANEW AMERICA: A non-profit that works with low-income and minority community members to provide business tools and training as well as microenterprise support. We have recently entered into a grant partnership with them to provide services for our Microenterprise Project.

-Whole Foods: A grocery store chain that is highly conscious of the environment and the community. We are working with them to provide some training for the Afghan Coalition Community Kitchen, and we will sell products made in the Community Kitchen to Whole Foods.

-Fremont Family Resource Center (FRC): Our office is located within the FRC and we work closely together to deliver services

to the Afghan community. EX. They help us provide Social Services (applications, and explanations of programs) and providing locations for events.

-EBAC: We work with them to deliver services to the Afghan community

-Congregations Organizing for Renewal (COR): We work with them to provide advocacy training, so that Afghans are more capable of representing themselves in our government

-NISA: We refer many clients to this Muslim women's shelter

-SEMAH: We work together to provide events that will increase civic engagement in our communities

-NARIKA: We work together to provide trainings and culturally sensitive services to women

-Various Afghan Organizations: includes mental health subcontractors and soccer club

-CDBG Microenterprise: Helps to empower our clients.

11. Does your agency comply with the Americans with Disabilities Act (ADA)?

Yes

1 total to date

No

12. Does your agency provide program materials and services in different languages for your clients? Please list your language capacity by verbal translation and types of written materials.

Are there any populations that you currently do not provide services to due to lack of language capacity?

Written materials are prepared in English and Dari (a dialect of Farsi). Staff also speaks Pashto, Dari, Farsi, and other languages

spoken by Afghans, Iranians, and Pakistanis.

13. How are agency board or advisory members involved in the program? If the agency is a subsidiary or project of an umbrella organization, does it have a local governance group?

What is the role and responsibility of policy directors, do they reflect the composition of the community and/or clients served? How often and where do they meet? How many are Fremont residents? Please provide an updated Board roster.

The Afghan Coalition Board of Directors helps monitor the Coalition's activities and finances as well as makes employment, policy, procedural, and strategic decisions for the agency. They meet every other month at the Afghan Coalition. The board is comprised of 5 Afghan-Americans and 2 Americans, 2 Fremont residents.

14. How does your agency assess client satisfaction? How do you collect and analyze this information and how do you incorporate it into your services? Do you have opportunities for your clients to provide input on services?

If so, please provide surveys for review.

We have an annual Community Meeting. We also maintain trusting relationships with our clients that allow them to be open about services and changes. We have phone and email survey opportunities.

15. Does your agency have a strategic plan? Please provide us with a copy.

Yes

No

1 total to date

16. How do you leverage City funding? Using Appendix D Part I, please provide a breakdown of FY 2018-19 for THIS PROGRAM ONLY. Do you anticipate any changes in funding for next year?

Using Part II, please provide a breakdown of FY 2019-20 ESTIMATED funding for THIS PROGRAM ONLY.

Alameda County Behavioral Health Care Services (ACBHCS); UC Berkeley; Alameda County Social Services

17. Please tell us how we're doing and how we may better serve you. We appreciate your suggestions for improvement on any aspect of the Social Service Grant program.

With the current climate, we need additional support in funding solicitation for refugee specific programs.

18. CDBG FUNDED AGENCIES ONLY: Does your agency have a clearly defined set of procedures to ensure that costs are allocated between funding sources in a reasonable manner and are allowable under OMB Circular A-122?

Please elaborate or provide a copy of these procedures.

Yes.

19. CDBG FUNDED AGENCIES ONLY: Does your agency have an indirect cost allocation plan or proposal?

If YES, please provide a copy. If NO, please explain alternate method.

Yes.

20. Please complete/attach the following items:

The following are located in the Documents tab.

Appendix A: Accomplishments to Date

1 total to date

Appendix B: Service Data

1 total to date

Appendix C: Program Results and Outcomes

1 total to date

✓ Appendix D: FY 18/19 and FY 19/20 Budgets	1 total to date
✓ Please attach: Board Roster	1 total to date
✓ Please attach: Organizational Chart	1 total to date
✓ Please attach: Strategic Plan (If applicable)	1 total to date
✓ Please attach: Audit or ICQ (Only if one has not been submitted already)	1 total to date

Mid-Year Questionnaire 2 due 1/26/2018 (submitted 1/26/2018) [top](#)

1. Name/Title of Person/Phone # Completing Questionnaire:

Alexandra Felker/ Administrative Assistant/ (925) 640 9591

2. Project Name and Location:

Afghan Coalition's Social Service's Program: Connecting Refugee Communities to Social Service Resources

3. Summarize the specific services provided by your project. Please specify your target group and how the services benefit low/moderate income clients/households. Are project services different than those outlined in the Agreement work plan?

The Afghan Coalition's Social Services program offers vital community services that promote the health and well-being for Afghans/Afghan Americans and other Farsi speaking cultures living in Southern Alameda County (primarily Fremont). Afghans face tremendous barriers to accessing social services for themselves and their families for the following reasons; a lack of bilingual/bicultural staff in local social service agencies, unfamiliarity with what different social service agencies can offer, difficulty adjusting to unfamiliar models of service delivery, general misunderstanding and fear of government agencies. The Coalition is located in the Fremont Resource Center, where bilingual/bicultural liaisons bridge the language and cultural gap between our clients and social service providers, giving Afghan families and youth critical access to community resources. The Afghan Coalition provides clients with direct social services including, business training (microenterprise), case management, cultural counseling, crisis intervention, domestic violence prevention, women's support groups, translation, information and referrals for housing, health and other social services as well as mental health projects. Cultural and health education activities are also promoted as a part of our service. Additionally the Afghan Coalition promotes the future of the Afghan Community through advocacy and encouraging our community members to have an active voice in City Council meetings. The Afghan Coalition provides wrap around services by assessing each client in one-on-one meetings with Health Advocates. During these meetings clients are provided with information about the organization and referral partners. Between 619 and 1000 community members (1000-1500 client visits) are served annually. The specific services provided by our project are not different than those outlined in the Agreement work plan.

4. Is the project on target to meet the mid-year goals. If not, provide an explanation as to why or how you plan to meet these goals.

We are on track to meet our mid-year goals.

5. Has your agency undertaken any new programs or projects? If yes, please describe.

The Afghan Coalition has taken on a project funded by Alameda County. This project provides immigration education and referrals to ensure our clients know their immigration rights.

6. Were there any findings or recommendations in your most recent, and in the previous year's, audit? If yes, please explain these findings and provide us with the steps taken to correct the findings.

There were no findings.

7. What are your regulatory and/or accreditation agencies? If applicable, when were you most recently accredited (or renewed), and for what length of time? Were there any filings or findings regarding your agency in the past 18 months?

If yes, please explain and describe steps taken to correct them.

We were audited in August 2016 by independent auditor Wilson Markle Stuckey Hardesty & Bott LLP. There were no findings.

8. Do the racial and ethnic origins of your staff reflect that of the area/clients served? Please describe the current status of the staff that work on this program.

Include any difficulties you have had in maintaining staff levels or recruiting qualified personnel.

All of our staff that work on this program are culturally competent and their ethnic origins reflect the population served. Seema Farhad is an Afghan woman who speaks Dari, Pashto, and Urdu. With her linguistic and cultural capabilities, she is able to confidently navigate U.S. systems, while advising and supporting Afghan clients. Our Executive Director Ms. Rona Popal, is also an Afghan woman who is able to provide translation and support to our target population.

9. Please list any vacant staff and personnel you currently have at your agency. Include the position title, reason

for vacancy and length of time vacant.

Do you use volunteers for any aspect of your program services?

We have no vacancies.

10. Provide examples of collaboration with other agencies/City programs by listing the agencies that you collaborate with and the specific benefits of the collaboration.

Examples: linkages to agencies serving the same clients, joint grants, service integration, etc.

The Afghan Coalition collaborates with the following organizations:

Mandela Marketplace – Provides workshops related to developing food businesses

UC Cooperative Extension, Alameda County Expanded Food and Nutrition Education Program – Nutrition classes through Community Kitchen Program.

PARS Equality Center – Provides screening for clients starting the IDA program.

Alameda County Behavioral Health Care Services (ACBHCS) – Provides the funding, advice and guidance for the Afghan Mental Health Program.

San Francisco Foundation – Provides funding for Know Your Rights forums discussing a nonviolent response to hate crimes.

Convergence House of Prayer - A local church that provides a sales location for participants in the Microenterprise project.

Fremont Family Resource Center (FRC) – Our office is located within the FRC and we work closely together to deliver services to the Afghan Community. Social Services provides applications and explanation of programs, and conference rooms provide locations for events and workshops.

East Bay Agency for Children (EBAC) – Collaborates with AC to deliver services to the Afghan Community.

Asian Law Caucus (ALC) – Collaborates with AC on advocacy, and get out the vote initiatives.

NISA – A Muslim women’s shelter where we refer clients.

NARIKA – We collaborate to provide culturally sensitive services to women.

City of Fremont Social Services – Allows AC to provide linkage to services and case management.

11. Does your agency comply with the Americans with Disabilities Act (ADA)?

Yes

2 total to date

No

12. Does your agency provide program materials and services in different languages for your clients? Please list your language capacity by verbal translation and types of written materials.

Are there any populations that you currently do not provide services to due to lack of language capacity?

Yes. All materials are translated into Dari, a dialect of Farsi, and some into Pashto. A majority of our clients speak Dari while some speak Urdu and/or Pashto. In the case that materials are written in English or Dari and need to be translated we have staff on site who are available for translation. With a target population of the Afghan Community, we are fully capable of providing services to each client who call or enters our office. We are also able to assist clients from other South-East Asian communities.

13. How are agency board or advisory members involved in the program? If the agency is a subsidiary or project of an umbrella organization, does it have a local governance group?

What is the role and responsibility of policy directors, do they reflect the composition of the community and/or clients served? How often and where do they meet? How many are Fremont residents? Please provide an updated Board roster.

The responsibilities of the Board of Directors are financial oversight, fundraising, recruiting/ networking for the AC, establishing and supporting Agency policies, general programmatic decisions and strategic direction along with upholding AC’s image to the public. Our Board meets every other month at the Afghan Coalition office. Six out of the seven members are Afghan, reflecting the community we serve.

14. How does your agency assess client satisfaction? How do you collect and analyze this information and how do you incorporate it into your services? Do you have opportunities for your clients to provide input on services?

If so, please provide surveys for review.

We provide periodic surveys that are administered by an anonymous volunteer. As many of our clients are illiterate this survey is conducted over the phone. During our Annual Community Meeting the public has the opportunity to provide feedback.

15. Does your agency have a strategic plan? Please provide us with a copy.

Yes

1 total to date

No

1 total to date

16. How do you leverage City funding? Using Appendix D Part I, please provide a breakdown of FY 2018-19 for THIS PROGRAM ONLY. Do you anticipate any changes in funding for next year?

Using Part II, please provide a breakdown of FY 2019-20 ESTIMATED funding for THIS PROGRAM ONLY.

The Afghan Coalition receives funding from Alameda County Behavioral Health Care Services, Kaiser Community Benefit, The San Francisco Foundation, Alameda County, and a CPUC funded project through Self Help for the Elderly.

17. Please tell us how we're doing and how we may better serve you. We appreciate your suggestions for improvement on any aspect of the Social Service Grant program.

With the current climate, we need additional support in funding solicitation for refugee specific programs.

18. CDBG FUNDED AGENCIES ONLY: Does your agency have a clearly defined set of procedures to ensure that costs are allocated between funding sources in a reasonable manner and are allowable under OMB Circular A-122?

Please elaborate or provide a copy of these procedures.

Yes.

19. CDBG FUNDED AGENCIES ONLY: Does your agency have an indirect cost allocation plan or proposal?

If YES, please provide a copy. If NO, please explain alternate method.

Yes.

20. Please complete/attach the following items:

The following are located in the Documents tab.

✓ Appendix A: Accomplishments to Date	2 total to date
✓ Appendix B: Service Data	2 total to date
✓ Appendix C: Program Results and Outcomes	2 total to date
✓ Appendix D: FY 18/19 and FY 19/20 Budgets	2 total to date
✓ Please attach: Board Roster	2 total to date
✓ Please attach: Organizational Chart	2 total to date
✓ Please attach: Strategic Plan (If applicable)	2 total to date
✓ Please attach: Audit or ICQ (Only if one has not been submitted already)	2 total to date

Mid-Year Questionnaire 3 due 2/8/2019 (submitted 2/8/2019) [top](#)

1. Name/Title of Person/Phone # Completing Questionnaire:

Tonya Bellati/Program Manager/510-745-1680

2. Project Name and Location:

Multi-Services Project 39155 Liberty Street, STE D 460, Fremont, CA 94536

3. Summarize the specific services provided by your project. Please specify your target group and how the services benefit low/moderate income clients/households. Are project services different than those outlined in the Agreement work plan?

The Afghan Coalition addresses the needs of the refugee population. The Afghan Coalition program programs include: crisis intervention, cultural counseling, assistance to domestic abuse victims, linkage to social services, information and referral, advocacy, health education and parenting workshops, and support groups and empowerment workshops for women. The objectives of the project are increased access to public and private services and resources, improve the ability of women and girls to deal with critical family issues and escape domestic abuse, and build a sense of pride in the community.

The program will serve 255-300 unduplicated individuals. The clients will receive at least one hour of assistance or will participate in group or workshop lasting at least one hour. Clients will be linked to social services, translation and informational assistance. Counseling and Crisis Intervention for victims of domestic violence will be provided by a Domestic Violence Specialist. Women, Senior Men and parent education workshops will be provided on a on-going basis. Additionally, the Afghan Coalition will provided special projects and events for the targeted population.

These services benefit low/moderate income clients by assisting the clients with face to face interpreters that can help them understand and fill out forms, navigate the US systems and provide cultural counseling reducing their stress and anxiety as they adjust to their new lives. Additionally, those suffering from domestic violence are able to be linked to resources that they may not be aware of or have the means to access on their own. Clients are educated on the types of domestic violence, how to make a safety plan, and linked to appropriate resources. The classes are taught using a culturally sensitive curriculum. Lastly, the special projects and events give the community a sense of pride and ownership by coming together, sharing stories, and reducing feelings of isolation.

4. Is the project on target to meet the mid-year goals. If not, provide an explanation as to why or how you plan to meet these goals.

Yes, this project is on target to meet the mid-year goals.

5. Has your agency undertaken any new programs or projects? If yes, please describe.

Yes, we have taken on a new project, EVE, Electric Vehicles for Everyone, which provides culturally competent, linguistically appropriate education about Zero Emission Vehicles and their benefits through small workshops and one-to-one education.

6. Were there any findings or recommendations in your most recent, and in the previous year's, audit? If yes, please explain these findings and provide us with the steps taken to correct the findings.

There were not findings on the most recent audit.

7. What are your regulatory and/or accreditation agencies? If applicable, when were you most recently accredited (or renewed), and for what length of time? Were there any filings or findings regarding your agency in the past 18 months?

If yes, please explain and describe steps taken to correct them.

The Afghan Coalition has no regulatory and/or accreditation agencies.

8. Do the racial and ethnic origins of your staff reflect that of the area/clients served? Please describe the current status of the staff that work on this program.

Include any difficulties you have had in maintaining staff levels or recruiting qualified personnel.

All staff is culturally competent and their ethnic origins reflected by our targeted populations. Our Office Manager, Ms. Seema Farhad, is an Afghan woman who is fluent in Dari, Pashto, and Urdu. She is able to effectively provide cultural counseling to our clients and assist them with their adjustment to the United States. Ms. Rona Popal, Executive Director, is able to translate and provide support and services for our community. Also, our office has outreach workers who are culturally competent and speak Dari providing additional coverage to meet the needs of our clients.

9. Please list any vacant staff and personnel you currently have at your agency. Include the position title, reason for vacancy and length of time vacant.

Do you use volunteers for any aspect of your program services?

There are no staff vacancies. We have several volunteers who assist us during the day. Volunteers are members of the Afghan Community who help with program services such as welcoming clients, linking them to the appropriate staff members, providing basic office duties and answering phones. Many volunteers were members of our Women's Support Group or other workshops and continue to help in the office as well as at our community events Every volunteer is required to review and sign our HIPAA agreement regarding client confidentiality.

10. Provide examples of collaboration with other agencies/City programs by listing the agencies that you collaborate with and the specific benefits of the collaboration.

Examples: linkages to agencies serving the same clients, joint grants, service integration, etc.

The Afghan Coalition collaborates with the following organizations:

Mandela Marketplace – Provides workshops related to developing food businesses

UC Cooperative Extension, Alameda County Expanded Food and Nutrition Education Program – Nutrition classes through Community Kitchen Program.

PARS Equality Center – Provides screening for clients starting the IDA program.

Alameda County Behavioral Health Care Services (ACBHCS) – Provides the funding, advice and guidance for the Afghan Mental Health Program.

San Francisco Foundation – Provides funding for Know Your Rights forums discussing a nonviolent response to hate crimes.

Convergence House of Prayer - A local church that provides a sales location for participants in the Microenterprise project.

Fremont Family Resource Center (FRC) – Our office is located within the FRC and we work closely together to deliver services to the Afghan Community. Social Services provides applications and explanation of programs, and conference rooms provide locations for events and workshops.

East Bay Agency for Children (EBAC) – Collaborates with AC to deliver services to the Afghan Community.

Asian Law Caucus (ALC) – Collaborates with AC on advocacy, and get out the vote initiatives.

NISA – A Muslim women's shelter where we refer clients.

NARIKA – We collaborate to provide culturally sensitive services to women.

City of Fremont Social Services – Allows AC to provide linkage to services and case management.

11. Does your agency comply with the Americans with Disabilities Act (ADA)?

Yes

3 total to date

No

12. Does your agency provide program materials and services in different languages for your clients? Please list your language capacity by verbal translation and types of written materials.

Are there any populations that you currently do not provide services to due to lack of language capacity?

Program materials are created in both Dari, a dialect of Farsi, and English. Occasionally, Pashto is also used on printed materials. We have staff members who speak Dari, Farsi, Pashto and Urdu. We are able to translate written materials and

communicate easily with our targeted population. We also are able to assist with clients from other South-East Asian Communities.

13. How are agency board or advisory members involved in the program? If the agency is a subsidiary or project of an umbrella organization, does it have a local governance group?

What is the role and responsibility of policy directors, do they reflect the composition of the community and/or clients served? How often and where do they meet? How many are Fremont residents? Please provide an updated Board roster.

The responsibilities of the Board of Directors are financial oversight, fundraising, networking and Recruiting for AC, establishing and supporting Agency policies, general programmatic decisions and strategic direction along with maintaining AC's image to the public. The Board meets every other Month at the AC office. The majority of the Board Members are Afghan representing our targeted

14. How does your agency assess client satisfaction? How do you collect and analyze this information and how do you incorporate it into your services? Do you have opportunities for your clients to provide input on services?

If so, please provide surveys for review.

Yes, these include surveys, an Annual Community Meeting and discussions at the conclusion of workshops and classes. A Client Satisfaction Survey is provided to clients who have had at least three to fo

15. Does your agency have a strategic plan? Please provide us with a copy.

- | | |
|---|-----------------|
| <input checked="" type="checkbox"/> Yes | 2 total to date |
| <input type="checkbox"/> No | 1 total to date |

16. How do you leverage City funding? Using Appendix D Part I, please provide a breakdown of FY 2018-19 for THIS PROGRAM ONLY. Do you anticipate any changes in funding for next year?

Using Part II, please provide a breakdown of FY 2019-20 ESTIMATED funding for THIS PROGRAM ONLY.

Afghan Coalition leverages County Prevention Education Initiative funds, Kaiser Community Benefits, The San Francisco Foundation and Self-Help for the Elderly funds to expand the range of services to clients served through City of Fremont Community Develo

17. Please tell us how we're doing and how we may better serve you. We appreciate your suggestions for improvement on any aspect of the Social Service Grant program.

N/A

18. CDBG FUNDED AGENCIES ONLY: Does your agency have a clearly defined set of procedures to ensure that costs are allocated between funding sources in a reasonable manner and are allowable under OMB Circular A-122?

Please elaborate or provide a copy of these procedures.

All disbursements require check requests to be completed and approved. These disbursements are usually either direct expenses to a funder and charged according to the approved funder budget.

19. CDBG FUNDED AGENCIES ONLY: Does your agency have an indirect cost allocation plan or proposal?

If YES, please provide a copy. If NO, please explain alternate method.

The following procedures are used to distribute Afghan Coalition costs and addresses all elements of costs incurred by AC and identifies shared costs that require allocation. The AC treats all costs as direct costs except general shared expenses. Direct

20. Please complete/attach the following items:

The following are located in the Documents tab.

- | | |
|---|-----------------|
| <input checked="" type="checkbox"/> Appendix A: Accomplishments to Date | 3 total to date |
| <input checked="" type="checkbox"/> Appendix B: Service Data | 3 total to date |
| <input checked="" type="checkbox"/> Appendix C: Program Results and Outcomes | 3 total to date |
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Application ID: 50094

