



CRISIS INTERVENTION AND PREVENTION SERVICES 2025 REQUEST FOR PROPOSAL (RFP) APPLICATION

Part 1 – Organization Narrative Form

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30pm September 22nd, 2025

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

The intent of this RFP application is for applicant organizations to have the opportunity to apply for funding towards programs/services under the umbrella of the Crisis Intervention and Prevention (CIP) Service Area in the Community Resources Unit. There are two priority areas in the CIP RFP: *Crisis Intervention Support Services & Prevention Services and Activities*, each of which has two program types. Program types include 24/7 Helpline, Shelter Services, Community-based Individual/Family Support, and Building Community & Stabilization. Organizations can apply for each program type. Please refer to the guidelines for full program type descriptions 1.1.

Priority Areas	Crisis Intervention Support Services	Prevention Services and Activities
Program Types	<u>24/7 Helpline</u> – Organizations who provide gender-based violence crisis assistance via phone, text, online, in person, etc. Programs need to focus on youth and adults experiencing domestic violence, sexual assault, intimate partner violence, and/or human trafficking. Organizations are expected to have established policies and protocols for shelter operations, provide ongoing staff training, and promote practices that support staff well-being and self-care.	<u>Community-Based Individual & Family Support</u> - Organizations who provide trauma-informed, coordinated support that assists individuals and families in meeting short-term basic needs and access services as they recover and work to improve overall personal and family well-being. These services aim to educate, inform, connect, and assist in system navigation.
	<u>Shelter Services</u> - Organizations must operate an existing shelter that serves individuals or households experiencing domestic violence or, in the case of youth, those without safe housing alternatives. Organizations are expected to have established policies and protocols for shelter operations, provide ongoing staff training, and promote practices that support staff well-being and self-care.	<u>Building Community & Stabilization</u> – Organizations who provide community-wide or group-based activities that increase protective factors and reduce the likelihood of crisis, especially for communities disproportionately impacted by poverty and systemic inequity. These services aim to create spaces, educate, inform, and connect individuals to their neighbors and the district they live in.

Responses to this RFP should be complete but succinct. Materials submitted in addition to **Part 1 - Organization Narrative**, **Part 2 - Program Narrative(s)**, and **Part 3 - Budget Workbook** will **not** be considered in the evaluation of this proposal.

Do not attempt to unlock/alter this form. The font should be no less than 11 pt.

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

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

APPLICANT TYPES

Every organization applying for funding *must submit an organizational history narrative per program* detailing their organization's background, mission, and vision (Questions 1-4 below).

Single Applicants

If your organization is applying for multiple programs, each program application must be submitted separately with all the required submission documents (See RFP Guidelines 1.1 Required Information and Content of Proposals).

Joint/Multi-agency Applicants

For those choosing to submit a joint/multi-agency proposal, **only** the designated '**LEAD Agency**' is required to:

1) Complete and submit responses to questions 5-9 below pertaining to organizational history and mission statement, partnership history, rationale for partner selection, division of roles and responsibilities, anticipated challenges, and any previous collaborations or partnerships.

2) Submit the organizations' history partnership narrative per priority area or program type.

Part 1 - Organization Narrative Form

***Note: Please use the grey text boxes when completing this form**

Legal Name of Organization:	Freedom, Inc.	Total Amount Requested:	\$ 100,000
All program(s) connected to your organization:	Program Name: Family Strengthening Project	Amount Requested: \$	
	Applicant Type: Single Agency		
	Program Type: Prevention Services & Activities		
	List Program Partner(s) (if applicable):		
	Program Name:	Amount Requested: \$	
	Applicant Type: Choose an item.		
	Program Type: Choose an item.		
	List Program Partner(s) (if applicable):		
	Program Name:	Amount Requested: \$	
	Applicant Type: Choose an item.		

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	List Program Partner(s) (if applicable):		
	Program Name:		Amount Requested: \$ f
	Applicant Type: Choose an item.		
	Program Type: Choose an item.		
	List Program Partner(s) (if applicable):		
	<i>If you are applying for more than four programs, please contact Nancy Saiz nsaiz@cityofmadison.com</i>		
Contact Person for application (Joint Applications -Lead Org):	Zon Moua	Email: zmoua@freedom-inc.org	
Organization Address:	2110 Luann Lane Madison, WI	Telephone:	608 716 7324
501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fiscal Agent (if no)	

Single and Lead Agency Qualifications: Complete this section if you are applying as a SINGLE AGENCY or serving as the LEAD AGENCY in a joint/multi-agency application.

- Briefly describe your organization's history, core mission, and experience providing services relevant to this proposal.** If applicable, highlight any work related to crisis intervention, prevention, or serving the proposed population. Please keep your response concise (approximately 1–2 paragraphs).

Freedom, Inc. (FI) was founded in 2003 and is a cross-cultural organization led by low to no-income Black and Southeast Asian women and girls, and LGBTQI+ folx who reside in Dane County, Wisconsin. We aim to serve and develop the most impacted victims and survivors of our community from gender and racial-based violence. Our intergenerational community services and programs range in ages from 5 to 99. Our mission works towards this vision of ending gender-based violence, community transformation, and mutual aid through the coupling of direct services, leadership development, and community stabilization. Through this, we will bring about social healing, cultural specific support, and economic change to the communities we serve, resulting in the ending of violence against women, girls, and LGBTQI+ folx within our communities.

Our work makes it possible for the City of Madison's (and Dane County broadly) highly impacted communities, especially youth victims of violence, to transform into survivors who are leading, shaping, and impacting their schools, neighborhoods, and communities. Members of our community typically initiate engagement with our

organization due to a crisis situation they are seeking support for. FI's staff assess their needs and support them with accessing and navigating social services such as victim/survivor advocacy, safety planning and crisis intervention, housing and shelter assistance, access to medical and mental health care, applying for public benefits, immigration, and citizenship attainment, access to legal counsel and other survival and life-sustaining services.

Describe your organization's experience implementing programming aligned with the Crisis Intervention and Prevention RFP Guidelines. Please include specific examples relevant to the programs proposed in this application. If applicable, list all the current Crisis Intervention and Prevention programs your organization operates, along with their inception dates.

FI's proven track record of strategic practices towards crisis intervention and ending violence spans over two decades. We attribute these continued successes to our unique approach, which centers our anti-violence and abuse programs and services on our community's specific experiences, and provides our community with opportunities to build leadership through skills development and meaningful connections. With a speciality and expertise in addressing and mediating cycles of violence, we aim to continue strengthening our anti-violence and abuse services and programs for families, while simultaneously advancing our community relationships, education, and outreach efforts.

Building Community and Stabilization: FI supports victims/survivors with regular programming that caters to specific cultures, languages, genders, and ages. Our trauma informed, culturally relevant programming provides clients with the spaces and ongoing opportunities to share their stories and break the silence and shame that perpetuate victimhood. These spaces offer individual and collective healing by providing opportunities for victims to reclaim their narratives, and sense of self, and come to a place of self-love. Within the healing spaces, FI also provides survivors/victims with education to build social justice literacy and analysis tools, which equips them with the language to share their stories and move past surviving and into thriving and living a life of dignity. Beyond surviving entails challenging and shifting control away from abusers, building agency, stabilizing your community and life, ending blame/stigma surrounding victims/survivors, and holding abusers accountable. FI believes that creating transformative victim-centered accountability practices will bring out real justice and healing, change abusive social norms, and create a new moral compass for the community and society. Examples of our multigenerational community building efforts include Sister Circle (Black women under age of 50), Fifty and Fabulous (Black women over the age of 50), Books and Breakfast (youth ages 5-10 years old), Hmong Women's Group (Hmong women under age 50), and Wisdom Group (Southeast Asian Hmong women over the age of 50).

Community-Based Individual and Family Support: In addition to weekly programs, we offer case management/one-on-one support to clients, intervention services for victims/survivors of various forms of violence and abuse, and general personal development support. Clients (including youth) may receive academic support, individual safety planning, communication skills development, legal support, career counseling

(networking, resume writing, and job interviews), referrals to additional services/opportunities, and emotional support. We work directly with clients to devise individual safety and action plans to map out their next steps after or while receiving services.

- 2. Describe any significant changes or shifts at your agency in the past two years: This may include changes in leadership, turnover of management positions, strategic planning efforts, or expansion/loss of funding and/or staff. Please describe how these changes may impact your agency's ability to provide the proposed services. If there are no changes to the report, write "No Changes."**

Freedom, Inc. underwent a strategic restructuring in 2024 that resulted in reduced staff capacity across entities. This was a strategic choice and while challenging, presents an opportunity for us to recalibrate and rebuild while continuing to do the necessary work we commit ourselves to, showing up for community and defending our wins where possible. We hope to secure the resources necessary to strengthen our internal capacity in order to ensure our communities' needs remain at the forefront of everything we do. We went from a 28-staff team to 14 people. While we continue driving our core programs, our capacity to reach and engage as many people as we'd hope has decreased. Thanks to a long and robust relationship with our community (including former clients and program attendees), we maintain a strong network of volunteers that support our day to day work and help ensure we are meeting our client's needs aptly.

- 3. Describe any anticipated changes or shifts at your agency in the next two years. Please describe how these changes may impact your agency's ability to provide the proposed services. If there are no changes to the report, write "No Changes."**

With adequate funding, we hope to increase our organizational capacity for direct services by way of additional staffing in order to better scale the amount of clients we're able to serve at any given time, thus deepening our impact in the communities we serve.

- 4. Describe your organization's required qualifications, education, and training for program staff. Include how your organization supports staff in meeting these requirements and any ongoing professional development opportunities offered (e.g., trauma-informed care, Adverse Childhood Experiences [ACEs], culturally responsive services, etc.).**

FI is successful in our work because we are community-led and survivor-led. All of our staff members and volunteers have experienced some form of violence, and we are proactive in our goal of community-centered decision-making in our organization's structure, leadership, and throughout all programmatic implementation. Many of our leadership and staff first engaged with our work as a youth/adult member and continued to grow in the organization as they deepened their skills and development. Our staff's ability to develop and lead others in our community is a testament to our work and a reflection of those we serve. With a 20+ year proven track record of success in our communities, our organization and leaders are respected as experts in this field of

gender-based violence work. Collectively, our team has attended and presented at well over 150 conferences, trainings, and workshops both within the U.S. and abroad in Southeast Asia.

We have 12 total staff/advocates who focus on ending all forms of violence within our communities. FI's staff and advocates are trained to holistically assess client needs and support them with services such as victim/survivor advocacy, safety planning, and crisis intervention, housing & shelter assistance, access to medical & mental health care, applying for public benefits, immigration, and citizenship attainment, access to legal counsel and other survival and life-sustaining services, often times these services are provided in multiple languages or support in translation. Key staff members driving our crisis intervention efforts include:

Zon Moua, Queer Justice Director: Zon is a queer, femme, Hmoob womyn born and raised in Wisconsin. She has worked on gender based violence, queer and youth justice issues since the age of 16. Her most innovative work has been connecting youth to social justice movements through art, music, and dance. Through her work, she hopes to raise the visibility of Queer, Trans, Black and Southeast Asian leadership and to make deep social changes within her community.

Hope: [bio]

Professional Development: We invest in the professional development of every staff member so they build their capacities to learn meeting facilitation, budgeting, grant writing, and other key organizational skills. All staff participate in our annual Black Feminist School program, in house and monthly training program where we bring in nationally renowned experts to speak to staff about issues facing our clients. We have invited experts to come talk to our staff about topics pertinent to our working environment and mission including public health, housing discrimination, carceral and prison systems and food security. Every staff member is required to attend a minimum of 2 trainings a year- one local/state based and one that is nationally focused. National conferences and convenings are important for our staff to attend where they can build with other organizers and advocates. The training topics FI staff are exposed to vary from issues like trafficking in the Midwest or gender based violence advocacy. Training can also be skills based, covering topics like social media management and graphic design. As we are located in Madison, WI where the community of Black and Southeast Asian leaders are limited, we encourage our staff to build with other organizations through the U.S. This has helped our staff to build and strengthen a movement more expansive than in our local space while nurturing relationships, finding mentors and connecting with other leaders.

Black and Brown Womyn Power Coalition (BBWPC) is a key partner of ours in our professional development efforts. Staff receive in-house training every year, attend the Black and Brown Womyn Power Coalition (BBWPC) training institute and retreat; and regularly participate in local, statewide, and nationally focused conferences and training. BBWPC has offered many culturally specific trainings in the past that our organization had benefited from such as Foundations to Gender Based Violence, Sexual Assault Advocates trainings and many more. In addition to the training, BBWPC has connected advocates together to share best practices and lessons learned.

Joint/Multi-Agency Qualifications: *Fill out if you are **THE LEAD AGENCY** in the Joint/Multi-Agency Application **ONLY***

Program name:

Program type: Choose an item.

List all joint or partner applicants involved in this program and include their website links (for reference to their mission and vision statements)

- 5. Provide an overview of your organization's partnership history with the collaborating agency or agencies.**
When and how did the partnership(s) begin, and what collaborative initiatives or projects have you worked on together in the past?
- 6. Explain the rationale for partnering with the agency or agencies identified in this application.**
What unique strengths or resources does each organization contribute, and how do these assets complement one another in achieving the goals of the proposed program?
- 7. Describe how roles and responsibilities will be divided between your organization and the collaborating agency or agencies in the proposed program.** How will each partner contribute to program design, implementation, and evaluation?
- 8. Outline any anticipated challenges or barriers related to the partnership and describe how you plan to address them collaboratively.**
- 9. If applicable, describe any past collaborations your organization has had with agencies providing crisis intervention or prevention services for youth, individuals, or families at risk of or experiencing crisis due to gender-based violence.** What lessons or insights did you gain from those experiences and how will they inform you in your approach to the current partnership?



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Program Narrative Form **MUST be completed for EACH PROGRAM** for which you are asking for funds.

JOINT/MULTI-AGENCY APPLICANTS

Only the designated '**LEAD AGENCY**' is required to submit the Program Narrative form on behalf of each of the identified partners listed in the application.

Responses to this RFP should be complete but succinct. Materials submitted in addition to **Part 1 - Organization Narrative, Part 2 - Program Narrative(s), and Part 3 - Budget Workbook** **will not be considered in the evaluation of this proposal.**

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Part 2 - Program Narrative Form

Program Name:	Family Strengthening Project	Total Amount Requested for this Program:	\$ 100,000
Legal Name of Organization:	Freedom, Inc.	Total amount Requested for Lead/Single Applicant	\$100,000
Legal Name of Partner(s) (Joint/Multi-Agency Applicants only):		Total Amount Requested for Partner 1:	\$
		Total Amount Requested for Partner 2:	\$
		Total Amount Requested for Partner 3*:	\$
Program Contact: Lead Organization Contact	Zon Moua	Email: zmoua@freedom-inc.org	Phone: (608) 716 - 3842

Program Type: Select **ONE** Program Type for this form.

☐ Crisis Intervention Support Services: 24/7 Helpline

☐ Crisis Intervention Support Services: Shelter Services

☐ Prevention Services and Activities: Community-Based Individual/Family Support

☐ Prevention Services and Activities: Building Community and Stabilization

☐ Adults and Families

☐ Youth ages 12-18 years old

PLEASE NOTE: Separate applications are required for each distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.

1. PROGRAM OVERVIEW

- A. Need: What specific need(s) in the City of Madison does this program aim to address? Please cite the data or community input used to support your response.

Gender - based violence is one of the most heinous forms of violence, leaving people isolated, criminalized, and destabilized. Though there is a desire to rid our communities of gender-based violence, we are often lacking in sufficient tools and resources that intentionally seek to eliminate the root causes, especially within communities of color, the working poor, and Queer, Trans, and Intersex (QTI) communities. The devastating and destabilizing impact for victims and survivors extend into the far corners of their lives, often having negative social, emotional and health effects. These complex traumas are exacerbated for those who live at the intersection of violent oppression including historical trauma and erasure, racism, patriarchy,

classism, war, colonialism, and other forms of gender-based violence.¹ These traumas are pathways to chronic disease, long-term physical/mental stress, eating disorders, addictions, and other negative manifestations such as criminalization and incarceration.²

One of the reasons for not having sufficient tools and resources is an inconsistent understanding of the culturally relevant and QTI competent needs for victims and survivors and the communities we come from. Freedom, Inc. (FI) has a 20+ year proven track record of understanding and meeting the needs of victims and survivors within Black, Hmong, and QTI communities, in Madison, Wisconsin.

Collectively our communities face disproportionately higher rates of interpersonal sexual violence, intimate partner violence, and other forms of gender-based violence, while also facing racial, cultural, and queer discrimination when interacting with mainstream social welfare services (e.g. food stamps, healthcare, housing, transportation, education, etc). These hardships in their lives are impacted by isolation, immigration, poverty, and are facing extreme housing and food insecurity. Additionally, the current lack of investment and concerns centering gender expression and freedoms have directly negatively impacted our communities' livelihoods and wellbeing. Furthermore federal cuts to victim service providing organizations exacerbate these issues and access to care for our Queer, Trans, and Intersex (QTI), immigrant and refugee, and DVSA victims/survivor communities and staff.

Our current program and services operate at full staff capacity, unfortunately with an extended waitlist, as the program continues to receive a high volume of requests for services and engagement. Without the implementation of the Family Strengthening project, many of our Queer, Black, and SEA members and clients would be forced to remain with their abusers, pushouted out of mainstream resources that don't use a holistic trauma-informed and culturally relevant approach to address the root causes of harm in their lives, and remain vulnerable to a systemic cycle of oppression for marginalized communities.

- B. **Goal Statement:** What is the overarching goal of your program in response to the identified need? How does this goal align with the scope, priorities, and desired outcomes described in the RFP guidelines?

Now more than ever, we require the proposed program to elevate our essential involvement in the linkage of cross-cultural, cross-intergenerational, and cross-organizational gender-based advocacy and services. The overarching goal of our program is to fundamentally shift the hearts and minds of our community and actualize their potential to enact sustainable systems of affirming care, healing, and self-determination that move them from victims and into their survivorship.

The proposed program facilitates direct services, leadership development and community healing, that will continue to provide “trauma-infomed, coordinated support that helps individuals and families meet short-term basic needs and access services as they recover from

¹ <https://www.apa.org/topics/racism-bias-discrimination/health-disparities-stress> - Acculturative Stress

² <https://www.apa.org/topics/racism-bias-discrimination/health-disparities-stress> - Environmental Stress and Neighborhood Stressors

a vulnerable or crisis situation.”³ In conjunction with our mission to end gender-based violence, we seek to expand the sustainability of our established project by further developing “community-wide or group based activities that increase protective factors and reduce the likelihood of crisis, especially for communities disproportionately impacted by poverty and systemic inequity”⁴.

- C. Program Summary Briefly summarize your proposed program, including the population served, core services or activities, where and how services will be delivered, and key expected outcomes. This should provide a high-level snapshot of the program.

Our direct services ensure that victims and survivors of interpersonal and gender-based violence receive comprehensive and culturally specific care. We tailor our services to meet the age, language, and cultural needs of community members, with particular attention to Queer, Trans, and Intersex (QTI) survivors. Through resource navigation, emergency response, court accompaniment, legal advocacy, DSVa case management, immigration and refugee assistance, and individualized advocacy, we provide victims and survivors with the resources and support they need to achieve safety, healing, and stability. For one of our Black clients, from Nigeria. She was facing extreme abuse from her brother and the rest of her family was complicit citing “cultural traditions”. Because of the extreme stigma to get support, building trust with this client is taking a lot of time. We address immediate needs, but long term goals will take a while to identify as we build trust. We are culturally responsive in understanding and respecting her needs in not calling the police, because of additional harm and trauma caused by police on Black men and the risk of escalated violence and incarceration.

Additionally, our culturally specific direct services are delivered with respect to our clients' lived experiences. Our clients navigating gender-based violence are also experiencing immigrant detention/deportation, incarceration or former incarceration, limited English proficiency, or otherwise may not have the capacity to access social services on their own. Through this proposed program FI meets victims and survivors where they are, guide them towards safety and stability, and develop a path for independence, leadership, and self-determination. For example a SEA client we had was experiencing the violent control tactic of isolation and abuse associated with gender-based violence. Living in Florida, she was extremely isolated battling DV on her own. The DV she was experiencing was exacerbated by her final orders of removal and used as a weapon against her by her abuser, all as a barrier to leave and get to safety. FI advocates recognized that safety for this client meant relocating her to Madison so that her immediate safety needs could be met. Now that her immediate safety needs are met, we are working on fighting her case and getting her a pardon. We are also making sure she has a means to income and also supporting her through family court against her abuser.

³ City of Madison 2025 CIP RFP - A. Community-based individual/family support

⁴ City of Madison 2025 CIP RFP - B. Building Community and Stabilization

Recognizing that safety is inseparable from material conditions, our mutual aid programs meet immediate community needs while building long-term resilience. We distribute quarterly culturally specific meal kits to address food insecurity. These meal kits are specifically catered to the accessibility needs of our members. Additionally, we operate the Love Closet, which provides clothing, hygiene supplies, and other essentials. The Love Closet specifically provides new gender-affirming items that transgender and gender-expansive community members may not be able to access elsewhere. These life-saving efforts reduce everyday stressors for families and create pathways toward stability.

We also prioritize leadership development, creating spaces for Black, Southeast Asian girls, women, and QTI members to build safety and confidence. Through weekly and bi-weekly culturally specific programs, participants strengthen their skills, deepen their resilience, and emerge as community leaders. We invest in our members' leadership by allowing them the space to discuss the issues that are relevant in their communities, and identify solutions to address those issues. Isolation is often used as a tool of control, therefore, it is crucial that our services and programs meet often and aim to create a sense of community and healing, rooted in lived experiences and understanding. These programs facilitate deep relationship building and act as an additional support system to survivors. We have seen success in these groups when we see members turning to each other outside of group meetings for support and community. When co-advocating for Adults and their families, our staff are able to do so in a confidential manner. When clients feel prepared to engage at a deeper level, we facilitate entry points into our support programs:

- 50+ and Fabulous (Black women victims and survivors over the age of 49)
- Wisdom (Hmong women victims and survivors over the age of 40)
- Sister Circle (Black women victims and survivors ages 25 - 49)
- Hmong Women's Group (Hmong women victims and survivors ages 25 - 49)
- PLUS (queer and transgender victims and survivors of all ages)

These groups are led and facilitated by survivors that come from Black, SEA, and QTI+ communities. Together, these core services form our holistic Family Strengthening Project model that addresses both urgent needs and long-term structural changes. By combining direct services, leadership development and community healing, we not only respond to crises and address immediate material needs, but also cultivate the conditions necessary for our communities to thrive.

2. POPULATION SERVED

- A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how has your org/agency engaged members of this population in designing, informing, developing, implementing the proposed program?

Dane County is the second most populated county in the state of Wisconsin where 77% of the population is white, 6.4% of the population is Asian, and 5.5% of the population is Black/African American (US Census Bureau, 2020). While the Census does not distinguish Asian communities between their respective ethnicities, Wisconsin is home to the third-largest Hmong Community in the US, with a Hmong Population of over 62,000 people, with Dane County among the highest concentrations of Hmong communities (US Census

Bureau, 2020). Despite these statistics, our diverse, intergenerational/cross-cultural, and intersecting communities face different yet corresponding disproportionate rates of social, racial, gender, and economic challenges.

FI works with women, girls, Queer, Black, and SEA victims and survivors of gender-based violence, in Madison (and surrounding areas). The majority of our clients residing in Madison come from neighborhoods like Bayview, Allied Drive, Milwaukee Street, The South Side, and Northport to name a few. Each of these neighborhoods are home to some of the poorest families in Dane County, with the majority of residents of color qualifying for Section 8 housing at any given neighborhood. The majority of our clients and members have little- to no-income and are well below the poverty level.

The proposed program fulfills a critical cultural and linguistic gap when it comes to meeting the needs of survivors and supporting them in building their capacity to manage the systems and hardships in their lives including housing, employment, public assistance programs, etc. Over a 20+ year history of proven success, we have also identified that effective engagement of our communities requires culturally specific and QTI competent programming and staff. We recognize the significance in intentional outreach to recruit staff that are from these communities and can speak the language, provide leadership development, and are QTI competent, in order to work with our clients.

Successful implementation of the Family Strengthening Project requires continued intentionality for creating safe spaces for Black, SEA, and QTI survivors, taking into consideration their intersecting identities and compounded past traumas. Our expert advocates know that individuals who are victim/survivors of gender-based violence from our culturally specific populations face many barriers around language access, racism, patriarchy, homophobia/transphobia amongst others, making it hard to receive support for the violences they are facing. We believe that those who are most impacted by systems of oppression are integral to the development of the program. Many of the members coming from these communities and neighborhoods are keyholders to resource knowledge throughout Madison. As well as the matriarch, caregivers, oracles, and family historians that lends so much informations, integrity, and design to the work we carry for victims and survivors.

- B. 2024 Participant Demographics: If your organization has offered similar or related programming in 2024, please provide available demographic data for participants served. This can include data collected through formal programs, pilot efforts, or community-based work—even if it was not funded by the City. If exact numbers are not available, please provide your best estimates and briefly note how the data was gathered (e.g., intake forms, surveys, observations). If you are a new applicant and do not yet have demographic data, please indicate that below.

Race	# of Participants	% of Total Participants
White/Caucasian		
Black/African American	112	73
Asian	41	27
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Multi-Racial	1	less than 1
Balance/Other		
Total:	154	100

Ethnicity		
Hispanic or Latino		
Not Hispanic or Latino		
Total:		
Gender		
Man	1	less than 1
Woman	146	95
Non-binary/GenderQueer	7	5
Prefer Not to Say		
Total:	154	100

Comments (optional):

This data comes directly from the data we collect through our program and is not reflective of the other community events we hold.

- C. Language Access. Cultural Relevance: Please describe how the proposed program will serve non-English speaking youth, individuals, and families. Describe how the proposed program builds and sustains adequate access and cultural relevance needs.

Our services are culturally relevant and trauma informed because our advocates come from the communities we serve and are equipped to provide in-language education to our clients about the different forms of violence and abuse they are experiencing. Oftentimes, our QTI+, Black/African, and SEA clients do not have the words (either in English or Hmong) to describe the violence or harm they experienced. Our advocates are able to support them by breaking down and translating sexual assault and violence terms in culturally appropriate manners.

- D. Recruitment and Engagement Strategy:

a. **Recruitment & Outreach:**

How does your program plan to recruit and reach members of the identified service population? Please describe any community outreach strategies, partnerships, or referral pathways you will use.

Program members are typically recruited after they've engaged with FI as a client or recommended by a family member already engaged within FI—funneling through our leadership pathway. During their first engagement with our victim services or programming, one of our advocates or programs staff members will also reach out to conduct a screening and intake. Clients are usually provided this survey during their intake meetings in person or electronically, depending on their personal preferences. We then follow up to provide an individualized plan of action and provide further support and information. Oftentimes, clients and/or members will share with us other services and resources that they are seeking or in need of. This feedback gives us a better understanding of our organizational, programmatic, and critical community needs. Many of the clients and members who come through are referred by other local agencies or by other community members who were or are currently involved with FI to come capacity.

For other community members we are very intentional about communicating the services we offer. Our external outreach and referral methods to the proposed project are two-fold:

Traditional organizational methods

Our programs are advertised in ways that similar programs are traditionally listed. For example, we will notify our community partners which include domestic violence and sexual assault programs, food centers, community centers, healing centers, and other religious sites, homeless advocacy services, youth and QTI+ service providers. Our website and social media accounts will also share information regarding our services and contact information. We will share this information at our organizational events where allies and potential members of our agency can come and learn more about our work.

b. Addressing Barriers to Participation:

What specific barriers to participation (e.g., transportation, scheduling, language, trust) might the population face, and how does your program plan to address them?

Isolation, division, and exclusion is a common tool of control for abusers of gender - based violence. The main population we serve are families who are often waitlisted, excluded or rejected by mainstream service providers, therefore we remain steadfast in our commitment in rebuilding trust within our communities and cross-culturally . Many of our Hmong and Black populations are Queer, low-to-no income, young people, adults/elderly people, caregivers, victims and survivors of gender based violence, immigrants/refugees, people using substances, people without families and/or homes, isolated populations without transportation, and people with physical and/or mental health disparities.

Many of our Hmong and Black community members reflect the unique experiences of standing at the intersection of all these barriers to exclusions resulting in the criminalization and mis-characterization of our people as beyond support, justice or deserving of humanity. And they are coming to us defeated and with broken promises, in order to build trust and stability it is with utmost importance that we address these barriers.

For example, many members and clients do not have access to reliable transportation, due to many factors. In order to meet client and member needs as much as possible, we supply bus cards and if necessary when bus routes are not accessible, we provide lyft and uber rides. We also encourage program members to build relationships and trust amongst each other by offering gas cards to members who have cars to provide rides to programs for other members.

We have also partnered cross-organizationally with Southeast Asian Healing Center (SEAHC) to pick up our Hoing elders from their office for our program to increase

capacity and address language barriers for our Hmong elders who may experience more difficulty with mainstream transportation services.

Additionally, there are also a lot of scheduling barriers because the population we work with are often the care givers in their families and they have very limited time to meet and build relationships with each other. We try to accommodate this by coordinating programs outside of regular office hours to be as flexible and accessible as possible for our members. And if for some reason our office becomes too exclusive, we also find ways to meet them somewhere safe, in the community, that is convenient. For example, if a client or member is experiencing violence from an abuser that lives near our office, we will meet them, somewhere on their side of town, or coordinate a meeting location in a safer area.

c. Enrollment & Engagement Approach:

Describe how participants will be enrolled and engaged in the program. Include any tools, processes, or approaches you will use that are responsive to the needs and preferences of the population served (e.g., Individual Service Plan (ISP), intake forms, assessment tools, culturally responsive practices).

The first point of contact is always a screening to ensure we are the best organization to support the client or member with their needs and goals. After the screening process, an in-person intake is scheduled so we can get to know them better and develop a plan of action together. Sometimes a client will be referred by a partner organization. We usually do not complete a screening for these referrals because our partner organizations have already completed these screenings. Depending on the circumstances, we may override our intake process and transfer the intake from the referring agency to our records, eliminating redundancy in services for the client. All intakes will be conducted through confidential 1:1 case management meetings with the culturally responsive Gender Justice (GJ) Advocate, using a paper form that is then entered into our digital database. Assessment will include a series of questions such as demographics, family dynamics, immediate safety needs, educational information, and safety networking. These confidential meetings are held in designated spaces in FI's office, where GJ advocates are able to identify crisis needs and critical areas of support in order to develop individualized action plans to support client goals.

3. PROGRAM LOCATION, DESCRIPTION, AND STRUCTURE

- A. Activities: Describe your proposed program activities. Please be sure to specify your program type, i.e. shelter services, workshops, helplines, classes, etc.,).

Direct Services: Our direct services address the immediate and long-term needs and goals of clients who are actively experiencing violence or in the process of leaving violent situations and/or relationships. Each plan of action is different from client to client and requires different support capacities. Many victims are unable to leave abusive situations because of financial barriers. We provide financial support when all other resources whether through other local agencies or personal resources to the client have been exhausted. Financial support can look like rent support, support with security deposits, moving expenses, transportation to relocate, lawyer fees, court filing fees, immigration fees, and more. There are also some instances where clients are not ready to leave their abusers, but need support in accessing basic needs like food. We provide grocery cards to relieve financial barriers for our clients.

Support Groups: Each of our support groups run bi-weekly, with the exception of PLUS which runs monthly due to our organizational capacity. In each program, we do holistic check-ins and discuss current events or issues that are impacting the community. Each session varies, but can look like workshops around gender based violence to talk about identifying and preventing violence, arts and crafts to promote creativity and healing, storytelling to build self confidence, and occasionally outings to explore and take space locally that members would not be able to or feel safe doing otherwise. Additionally, we hope to bring speakers to talk about relevant issues in our communities with our members, or bring workshop facilitators like group painting, rug making, meditation, self-defense classes, etc. Every year, we hope to bring each group to a Freedom School Retreat where we spend three days and two nights to deepen relationships and the members' leadership skills.

Survivor's Banquets: One crucial part that supports the continued healing of victims and survivors is the uplifting and celebration of survivors. We do this in a big way annually by celebrating survivors throughout Survivor's Banquet, celebrating Black victims and survivors, and the Hmong Womyn's Courage Banquet, a state-wide Hmong victim program celebrating Hmong and Southeast Asian survivors. These banquets are identity specific because each community's experiences are unique, and survivors deserve to be surrounded by other survivors and support systems who come from the same community. During these banquets, stories are shared, lessons are shared, hearts are healed. It is also important to note that these banquets are cross-generational because we recognize that gender-based violence does not discriminate against age.

B. Use of Evidence-Based or Promising Practices:

Please identify any evidence-based or evidence-informed models, practices, or curricula used, including sources or documentation of their effectiveness. If your program does not use a formal evidence-based model, describe the rationale for your approach and how it aligns with the goals of crisis intervention and prevention.

Survivor - Centered Services & Survivor Led Programs (Theory of Change):

Freedom Inc.'s leadership and staff are majority women, Black, and Southeast Asian and many are QTI+ identifying. We are survivor-led and many of our staff first engaged with the organization as program participants and members. Our Theory of Change Leadership Model is truly rooted in community, and our hiring process is reflective of our mission to build power among the most impacted in the Black and SEA community.

We describe our governance structure as a flower. That is, rather than making decisions through a traditional nonprofit hierarchy, programs and activities are coordinated through overlapping committees that form the petals of a flower. The center of the flower is made up of the organization's members, so community members decide the issues, campaigns, and strategies engaged by the organization. Staff follow the leadership of members through

facilitating processes for dialoguing about key needs and priorities; some members then serve on advisory committees.

This model ensures that FI will continue to develop leaders among the most impacted in the community, keeping our programming effective, and our leadership inextricably connected to and reflective of our community.

- C. Program/Service Schedule and Location: Please fill out the charts below to describe the schedule for your proposed program or service, including days and hours that services, classes, workshops, or other activities will be operating (if your staff operates during varied hours, please give your best overview of when your staff are interacting with clients).
- If your program operates at **multiple locations** with the **same schedule**, please list all locations TOGETHER in **TABLE 1** and include the schedule of operation
 - If your program operates at **multiple locations** with **different schedules**, use **TABLE 2 in addition** to table 1 to detail each location's unique schedule
 - If you are submitting a JOINT/MULTI-AGENCY application:
 - Use **TABLE 1**, if the service operates at **multiple locations** with the **same hours** (Please list all locations)
 - Use **TABLE 2**, in addition to table 1, if the service is operating at **multiple locations** with **different hours**

Table 1: Direct Services

PROGRAM LOCATION(s): 2110 Luann Lane Madison WI		
Day of the Week	Start Time	End Time
Monday	Choose an item.	Choose an item.
	9:00a	5:00p
Tuesday	Choose an item.	Choose an item.
	9:00a	5:00p
Wednesday	Choose an item.	Choose an item.
	9:00a	5:00p
Thursday	Choose an item.	Choose an item.
	9:00a	5:00p
Friday	Choose an item.	Choose an item.
	9:00a	5:00p
Saturday	Choose an item.	Choose an item.
Sunday	Choose an item.	Choose an item.

**If hours are different than those listed, please use rows below drop-down list*

Table 2: Support Programs

PROGRAM LOCATION(s): 2110 Luann Lane Madison WI, 53713		
Day of the Week	Start Time	End Time
Monday (50+fab & Hmong women's)	Choose an item.	Choose an item.

	3:00p	5:00p
	5:30p	7:30p
Tuesday (Sista Circle)	Choose an item.	Choose an item.
Wednesday	5:30p	7:30p
	Choose an item.	Choose an item.
Thursday (PLUS: Monthly)	Choose an item.	Choose an item.
	5:30p	7:30p
Friday (Wisdom)	Choose an item.	Choose an item.
Saturday	10:00a	12:00p
	Choose an item.	Choose an item.
Sunday	Choose an item.	Choose an item.

****If hours are different than those listed, please use rows below drop-down list***

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

4. ENGAGEMENT COORDINATION AND COLLABORATION

- A. Family Engagement: Describe how your program engaged youth, individuals, and families in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

Our survivor-led and QTI+ competent services and programs are strategically structured so that we can offer age-specific and demographic specific services and programs that impact all members of a family. For example our cultural programs for Black and Hmong elders range from ages 49 and up. Through familial recommendations, our programs for Black and Hmong women (range from 25 - 49+) are connected intergenerationally. The adult members in the program are often the daughters, grand - daughters, or other relatives of our elder members. While these different respective cultural and generational programs meet on separate weekly/bi-weekly schedules it is imperative that their personal stories, struggles, and survivor-centered services are rooted in the same values and principles of self-determination, breaking generational cycles of harm, and building new tools for survivorship together.

If a family member did not recommend a program member, then they were most likely introduced to the program by a staff advocate through 1:1 victims services.

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

The proposed program and the program members will engage with the local community members and neighborhood consisting of women, girls, QTI+ members by coordinating and engaging in approximately 5 intergenerational outreach events and collaborating with other similar service providing organizations and local community leaders.

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

Note:

- Single applicants **MUST** list all partners/collaborators below and include a letter of commitment/support from the agency partner highlighting the ways in which the agency will support the program.
- Joint Lead applicants **MUST** include the program partners list, their role & responsibilities, contact person, and attach a Memorandum of Understanding MOU.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
N/A			

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

N/A

How do these partnerships enhance this proposal?

N/A

What are the decision-making agreements with each partner?

N/A

D. Resource Linkage and Coordination: What resources are provided to youth, individuals, and families participants by your proposed program/service? How does the program coordinate and link participants to these resources?

If and when a client or member's needs are identified by staff, the initial step is to identify resources available and link the client or member to the resource. If they need assistance accessing resources, our staff will support them in getting connected to resources.

5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

A. Program Outputs – Please tell us how you are measuring your output data such as: Unduplicated Youth, Individuals, Families, Community Events, Program Hours, etc. Please see Guidelines 1.1

Total Annual Unduplicated Black, SEA, QTI+ Victims/Survivors served through proposed program/service:

B. Program Outcomes

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

The proposed program outcome objectives were chosen because these aims have previously proven to transform victims (clients) into survivors (program members). Over the recent years, we were able to provide 2 of our Black/African immigrant program members with full-time jobs and benefits, and 3 of our other older adult members with paid consultation and contractual work. Some of them also went on to work or volunteer within our civic engagement efforts and Community Power Building department. Through developing a sense of community, strengthening relationships, and increasing wellness and safety, our older adult program members have shared and shown that their quality of life has improved.

Please complete the table(s) with your selected outcome objectives. Applicants must choose from the measurable outcomes listed in the RFP that correspond to the priority area for which they are applying. Youth-specific programs are **required** to report on the youth outcomes identified in the RFP. In addition to these required outcomes, applicants may propose additional program-specific outcomes they plan to track and evaluate. **Note: Outcome EXAMPLE Objective is not required and is ONLY meant to serve as an example outcome to reference as you complete the other tables**

Outcome EXAMPLE Objective: 75% of clients report services were accessible, inclusive, and responsive to their individual identities and experiences (this is an EXAMPLE ONLY and is NOT REQUIRED).				
Performance Standard	Targeted Percent	75%	Targeted Number	90 of 120 clients
	Actual Percent	78%	Actual Number	94 out of 120 clients
Measurement Tool(s) and Comments: Client exit survey and open-ended feedback forms				
Methodology: The primary measurement tool was an exit survey that used open-ended and multiple-choice prompts to allow participants to elaborate on their experiences. Surveys were distributed to all program participants at time of exit from services/at the point of program completion, surveys are voluntary and anonymous.				

Outcome Objective #1: To increase safety of SEA & Queer Black victims of domestic violence and sexual assault.				
At least 50 unduplicated victims will receive domestic violence intakes. 75% of victims will indicate that through their work with Freedom Inc they have increased their safety either through learning of new resources or safety planning.				
Performance Standard	Targeted Percent	75%	Targeted Number	115 out of 154
	Actual Percent	72%	Actual Number	110 out of 154

Measurement Tool(s) and Comments: All victims will be given a survey document or asked at the end of their contact if they can now identify a new resource or strategy.

Methodology:

Outcome Objective #2: Strengthen Services and groups for Black, SEA, and QTI Victims & Survivors

75% of victims and survivors will report having built better relationships within support groups and health resources in the community to address crisis

Performance Standard	Targeted Percent	75%	Targeted Number	115 out of 154
	Actual Percent	80%	Actual Number	123 out of 154

Measurement Tool(s) and Comments:

Methodology:

Outcome Objective #3: Develop leadership and skills of survivors to become community advocates

75% of victims and survivors will develop their leadership skills by facilitating a support group or participating in a community event

Performance Standard	Targeted Percent	75%	Targeted Number	115 out of 154
	Actual Percent	70%	Actual Number	108 out of 154

Measurement Tool(s) and Comments:

Methodology:

To add additional outcome objectives, please copy and paste the table below as needed.

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

We use multiple data tracking systems to measure participant data, program outcomes, and program expenditures. Our programmatic teams follow a participant tracking procedure and system to track program members' and participants' demographics and other relevant information. The majority of this information is collected at an initial intake session with program members, whereas their ongoing participation is manually tracked throughout the program.

To ensure that we are on track to meeting our proposed programmatic objectives, our programmatic teams follow a cross-organizational evaluative standard of procedure that measures all programs, activities, events, and campaigns through mixed methods approaches (qualitative and quantitative). Accountability and transformation are key to our work and organizational growth so we conduct evaluations among service clients, program members and participants, staff, program directors, and non-program community members. FI also seeks outside help to ensure a trustworthy and thorough evaluation process. For instance, we recently worked closely with a research collaborative (RC) at the University of Wisconsin-Madison. Collectively, we were able to create a series of evaluation

methods, tools, and models that allow for a more robust approach to bettering services and resources. The RC helped us create tools that allow for the voices of the community to be elevated and taken seriously. This utilization of traditional evaluation approaches alongside more community-centered approaches to evaluating the program will allow us to see and address a lot more. This includes multi-modal surveys, town halls, deep data analysis, strategic distribution strategies, etc. Our vision must be the community's vision and this approach helps us arrive closer to that. These evaluations are conducted quarterly. Our leadership staff members then meet quarterly to review all evaluative metrics to strategize about the ways we are able to improve our work.

Data is tracked through one-on-one case management meetings with an advocate using a paper intake form that is entered into our client database. Quarterly reports for each program are informed by data that is tracked throughout the course of each program.

In terms of expenditures, our Finance Department and team have developed comprehensive financial grant procedures and processes. We use a financial accounting management system that tracks all of our expenditures and outlays with budget amounts for each grant or subgrant. We have procedures put in place to ensure that all funds are used for authorized purposes, in compliance with the laws, regulations, and terms and conditions of the award, and that established sub-award performance goals are achieved. Our Development Department receives written program and data reports quarterly to ensure that our proposed services and projects are meeting the agreed-upon goals and objectives, while our Financial Department works closely with the appropriate leadership team member to track disbursements, expenses, receipts, and invoices. All received grant funds are tracked by unique grant accounts in our financial management system. All expenditures and accompanying receipts are submitted on a bi-weekly basis within our accounting system.

6. PROGRAM STAFFING AND RESOURCES:

- A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, with direct program implementation responsibilities. Please be sure to list all required certifications and training. FTE = % of 40 hours per week. Use chart below and use one line per individual employee.

Position Title	FTE	Required Certifications and Training	Location(s)
Gender Justice Coordinator	1.0	Initial and ongoing training including but not limited to DV & SA advocacy services, cultural competency, LGBTQI 101 & 102, program facilitation, and more	2110 Luann Lane, Madison, WI 53713

Gender Justice Coordinator	1.0	Initial and ongoing training including but not limited to DV & SA advocacy services, cultural competency, LGBTQI 101 & 102, program facilitation, and more	2110 Luann Lane, Madison, WI 53713
Community Power Builder	.5	Initial and ongoing training including but not limited to DV & SA advocacy services, cultural competency, LGBTQI 101 & 102, program facilitation, and more	2110 Luann Lane, Madison, WI 53713
Gender Justice Manager	.5	Initial and ongoing training including but not limited to DV & SA advocacy services, cultural competency, LGBTQI 101 & 102, program facilitation, and more	2110 Luann Lane, Madison, WI 53713

- B. Volunteers: Describe your process for screening, training, and supervising volunteers who will have direct contact with program participants.

All board, staff, and key volunteers receive training and support from one another (e.g. a Hmong domestic violence advocate provides training on domestic violence issues) and through attending conferences and participating in networks. All members participate in the training and this year all staff are participating in professional development courses, dubbed Freedom School, to develop skills and political education/analysis. We all work closely to learn and be accountable, including co directors.

All volunteers go through a three-session orientation equaling six hours that includes information on confidentiality, mandatory reporting for youth, and culturally specific political education. Volunteers must apply and be interviewed by an FI director. We also require two referral contacts that we follow up for any prior disciplinary issues. Volunteers are supervised directly by the director with whom they do weekly in-person check-ins.

- C. Other Program Resources Please list any other program resources or inputs (e.g., program space, transportation, equipment, or other supports) that are necessary for the success of your program. Are these resources currently in place? If not, describe your plan and timeline for securing them.

Almost all of the older adult services and programming takes place within our office building located on Luann Lane in Madison, WI. There are some occurrences where the programming (e.g., field trips) and intergenerational events will take place off campus. When our programming or events take place away from our office building, our program staff and trained volunteers will provide free and accessible transportation for our older adult participants with our vans - we own three vans. If our three vans are full, our program staff coordinate pick-ups with local taxi drivers and share driver apps. Additionally, we own 4 electric mobility scooters which are made available for any of our older adult clients and program members to use while participating in a FI service, program or event.

Occasionally, we contract someone to provide transportation for our programs, specifically for our larger organizational events for our members. For example, when we have our annual Hu Plig (soul-calling ceremony), we contract a driver to pick up and drop off our members so our staff can fully prepare for the event on-site.

Our office space, vans, and other transportation services allow for our older adult programming to be successful and accessible for our older adult clients and program members.

7. BUDGET

- A. The budget workbook should be submitted with the proposal using the template provided in an Excel document or as a PDF. There are six tabs within the Excel spreadsheet: Cover Page, Board & Staff Demographics, Revenue, Expenses, Personnel, and Program Summary. **The Cover Page, Program Summary, and relevant Program Budgets must be submitted with this document for a proposal to be complete.**

Joint/Multi-Agency Applications

- B. The Lead Applicant will be responsible for submitting the Budget Workbook and Budget Narrative(s) alongside all required materials.
- a. The budget template and budget narrative can be found on the [CDD Funding Opportunities Website](#).

8. If applicable, please complete the following:

A. Disclosure of Conflict of Interest

Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison.

B. Disclosure of Contract Failures, Litigations

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

APPLICATION FOR 2025 CRISIS INTERVENTION AND PREVENTION SERVICES PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Freedom, Inc.
Mailing Address	2110 Luann Lane
Telephone	608 716 7324
FAX	
Director	Zon Moua
Email Address	zmoua@freedom-inc.org
Additional Contact	Kabzuag Vaj
Email Address	kabvaj@freedom-inc.org
Legal Status	Private: Non-Profit
Federal EIN:	43 - 2023570

2. PROPOSED PROGRAMS

	2025		If currently City funded	
Program Name:	Letter	Amount Requested	2024 Allocation	Joint/Multi Application - SELECT Y/N
Family Strengthening Project (FSP)	A	\$100,000	\$75,000	No
Contact:				
	B			
Contact:				
	C			
Contact:				
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		\$100,000		

DEFINITION OF ACCOUNT CATEGORIES:

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

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

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

Special Costs: Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients.

Payment to Affiliate Organizations - required payments to a parent organization. Subcontracts - the organization subcontracts for service being purchased by a funder to another agency or individual. Examples: agency subcontracts a specialized counseling service to an individual practitioner; the agency is a fiscal agent for a collaborative project and provides payment to other agency

3. SIGNATURE PAGE**AFFIRMATIVE ACTION**

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

CITY OF MADISON CONTRACTS

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

INSURANCE

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

4. SIGNATURE

Enter name:

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

DATE

INITIALS:

f costs.

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s.

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ies.

5. BOARD-STAFF DEMOGRAPHICS

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

DESCRIPTOR	BOARD		STAFF		MADISON*		
	Number	Percent	Number	Percent	GENERAL Percent	POVERTY Percent	R/POV** Percent
TOTAL		100%		100%			
GENDER							
MAN	0	0%	0	0%			
WOMAN	5	83%	9	69%			
NON-BINARY/GENDERQUEER	1	17%	4	31%			
PREFER NOT TO SAY		0%		0%			
TOTAL GENDER	6	100%	13	100%			
AGE							
LESS THAN 18 YRS	0	0%	0	0%			
18-59 YRS	6	100%	12	92%			
60 AND OLDER	0	0%	1	8%			
TOTAL AGE	6	100%	13	100%			
RACE							
WHITE/CAUCASIAN	0	0%	0	0%	80%	67%	16%
BLACK/AFRICAN AMERICAN	1	17%	5	38%	7%	15%	39%
ASIAN	4	67%	7	54%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0%	0%	0%
MULTI-RACIAL	0	0%	1	8%	3%	4%	26%
BALANCE/OTHER	1	17%	0	0%	1%	2%	28%
TOTAL RACE	6	100%	13	100%			
ETHNICITY							
HISPANIC OR LATINO	1	17%	0	0%	7%	9%	26%
NOT HISPANIC OR LATINO	5	83%	13	100%	93%	81%	74%
TOTAL ETHNICITY	6	100%	13	100%			
PERSONS WITH DISABILITIES	0	0%	0	0%			

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

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

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

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

The board composition is 67% Southeast Asian and we strive to have a more balanced board with more Black and Non-binary/Genderqueer representation. We are currently going through a board restructure and the board will be recruiting new members to either take on their role or invite more Black and/or Non-binary/Genderqueer board members.

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2023

2

How many Board meetings has your governing body or Board of Directors scheduled for 2024?

7

How many Board seats are indicated in your agency by-laws?

3

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

Name	Nancy Vue Tran			
Home Address	437 Hamline Avenue S Saint Paul, MN 55105			
Occupation	Development Consultant			
Representing	Chair			
Term of Office	1	From:	mm/yyyy	To: mm/yyyy
Name	Choua Xiong			
Home Address	5139 W Anita Street Appleton, WI 54913			
Occupation	Assistant Professor of Hmong Studies			
Representing	Treasurer			
Term of Office	2	From:	mm/yyyy	To: mm/yyyy
Name	Chong Moua			
Home Address	759 North Star Drive Madison, WI 53718			
Occupation	Assistant Professor of Hmong Studies			
Representing	Board Member			
Term of Office	2	From:	mm/yyyy	To: mm/yyyy
Name	Chaoya Yang			
Home Address	222 S Carroll Street Unit 302 Madison, WI 53703			
Occupation	Librarian			
Representing	Board Member			
Term of Office	2	From:	mm/yyyy	To: mm/yyyy
Name	Maria Fernandez			
Home Address	5556 B Street SE Washington DC 20019			
Occupation	Director of Campaign Strategy			
Representing	Board Member			
Term of Office	1	From:	mm/yyyy	To: mm/yyyy
Name	Terrianna Bradley			
Home Address	2406 Independence Lane, Apt 201 Madison, WI, 53704			
Occupation	Social Co-Chair			
Representing	Board Member			
Term of Office	1	From:	mm/yyyy	To: mm/yyyy
Name	Tashekia Gray			
Home Address	7102 Reston Heights Drive Madison, WI 53718			
Occupation	Accountant			
Representing	Board Member			
Term of Office	1	From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy

AGENCY GOVERNING BODY cont.

Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy

Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.

Please fill out all expected revenues for the programs you are requesting funding for in this application.

All programs not requesting funding in this application, should be combined and entered under NON APP PGMS (last column)

REVENUE SOURCE	AGENCY 2025	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	0						
UNITED WAY DANE CO	0						
CITY CDD (This Application)	100,000	100,000					
City CDD (Not this Application)	70,000						70,000
OTHER GOVT*	721,918	330,959					390,959
FUNDRAISING DONATIONS**	1,113,000						1,113,000
USER FEES	0						
TOTAL REVENUE	2,004,918	430,959	0	0	0	0	1,573,959

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

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

****Use whole numbers only, please.**

[illegible]

						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
TOTAL:	0.00	0.89	0.00	0.00	0.00	2.00	126600.00	52004.00	178604.00	60.87	63630.00

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

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

Program Summary

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

Pgm Letter	Program Name	Program Expenses	2025 City Request
A	Family Strengthening Project (FSP)	PERSONNEL	63,630
		OTHER OPERATING	14,370
		SPACE	0
		SPECIAL COSTS	22,000
		TOTAL	100,000
B	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
C	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
D	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
E	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
TOTAL FOR ALL PROGRAMS			100,000