

FY2018/19 DISPARITY FUNDS PROGRAM PROPOSAL COVER PAGE

Note: Complete this form for **each** proposed project. Please refer to the Proposal Submission Instructions for clarification for any of the following questions.

Section I. Grantee Information and Cover Sheet

Please check the box that describes your organization		
<input type="checkbox"/> Regional Center (RC)	<input type="checkbox"/> Community Based Organization (CBO), 501(c)(3)	<input checked="" type="checkbox"/> CBO, non-501(c)(3) <input checked="" type="checkbox"/> EIN or <input type="checkbox"/> No EIN

a. Name of organization/Group	b. Date
Level Up NorCal	October 15, 2018
c. Primary contact (Name)	
Meuy Lee	
d. Mailing address	
19460 E. Niles Lane, Redding, CA 96002	
e. Primary e-mail address	f. Primary phone number
levelupnorcal@gmail.com	808-232-3318
g. Secondary contact email address	h. Secondary contact phone number
meulee@gmail.com	808-489-5806
i. Brief description of the organization/group (organization type, group mission, etc.)	
<p>Level Up NorCal is a nonprofit community-based organization whose mission is to improve and promote the health, well-being and advancement of ethnic minorities through education, support and advocacy. As members of an ethnic minority and first generation immigrants ourselves, we came together to help others overcome the same challenges we faced navigating a complex and confusing system. At Level Up, we strongly believe that through education, we can empower a group that has been historically disadvantaged with the first step towards advocating for themselves and closing the disparity gap.</p> <p>A copy of the business's Articles of Incorporation, Bylaws and EIN are enclosed.</p>	

Section II. Proposal Summary

a. Project title	Bridging the Gap: Connecting Southeast Asian Ethnic Minorities with Regional Center Services
b. Total amount requested	\$ 339112
c. Projected number of individuals impacted	820
d. Duration of project (months)	12 months Start date: 01/01/19 End date: 12/31/19
e. RC(s) in the project catchment area(s)	Far Northern Regional Center Target zip code(s) for Los Angeles County*:
f. Did your organization receive funding for a project in FY 2017/18?	<input type="checkbox"/> Yes** <input checked="" type="checkbox"/> No <i>**If yes, provide the grant number and answer questions "f1" and "f2." If no, skip to question "g."</i> Grant # (CBOs only):

**FY2018/19 DISPARITY FUNDS PROGRAM
PROPOSAL COVER PAGE**

f1. What is the current status of your project?	Not applicable
F2. How is this proposal different from your current project?	Not applicable
g. Will you be working with one or more CBO(s)?	<input type="checkbox"/> Yes** <input checked="" type="checkbox"/> No
h. Will the project require aggregate data from the RC(s)?	<input type="checkbox"/> Yes** <input checked="" type="checkbox"/> No

**Zip code information for Los Angeles County can be found at:
<https://www.dds.ca.gov/RC/regionMap.cfm?view=laCounty>
***If yes, please provide letter(s) indicating that the CBO(s) and/or RC(s) have reviewed the proposal and are in support of collaboration.*

**FY 2018/19 DISPARITY FUNDS PROGRAM
PROJECT INFORMATION**

1. Project title
Bridging the Gap: Connecting Southeast Asian Minorities with Regional Center Services
2. Select the target group(s) the project intends to serve and provide a description of each group. Check all the apply.
<input checked="" type="checkbox"/> Ethnicity: Southeast Asian - Hmong, Mien, Laotian, Cambodian, Vietnamese, Thai <input checked="" type="checkbox"/> Language(s): Hmong, Mien, Laotian, Cambodian, Vietnamese, Thai <input checked="" type="checkbox"/> Age group(s): 0 - 70 <input checked="" type="checkbox"/> Socioeconomic: Economically disadvantage <input type="checkbox"/> Other:
3. Which area(s) of focus does this project meet? Check all that apply.
<input checked="" type="checkbox"/> 1. Increase access to information about services available through the RC system and processes to receiving those services. <input type="checkbox"/> 2. Provide assistance during the intake process. <input checked="" type="checkbox"/> 3. Empower consumers to advocate for needed services. <input checked="" type="checkbox"/> 4. Increase access to services that meet the cultural and linguistic needs of consumers and their families. <input type="checkbox"/> 5. Other (explain):
4. Project Type. Check all the apply.
<input checked="" type="checkbox"/> Translation (equipment, translator services, translating brochures or materials, etc.) <input checked="" type="checkbox"/> Outreach (community events, website or social media design, materials, etc.) <input checked="" type="checkbox"/> Workforce capacity (staff training, incentives for bilingual employees, etc.) <input checked="" type="checkbox"/> Parent education (online or in person trainings, workshops, etc.) <input type="checkbox"/> Promotores (para professionals to help develop relationships and trust with Regional Center) <input type="checkbox"/> Family/consumer support services (1:1 coaching, enhanced case management, service navigation, etc.) <input type="checkbox"/> Other:
5. What experience does the organization/group have working with the target population?
<p>Level Up is a community-based organization whose mission is to improve and promote the health, well-being and advancement of ethnic minorities through education, support and advocacy. As members of an ethnic minority and first generation immigrants ourselves, we came together to help others overcome the same challenges we faced navigating a complex and confusing system. At Level Up, we strongly believe that through education, we can</p>

**FY 2018/19 DISPARITY FUNDS PROGRAM
PROJECT INFORMATION**

empower a group that has been historically disadvantaged with the first step towards advocating for themselves and closing the disparity gap.

Level Up has experience educating Mien families on understanding the various services available to them as new immigrants, including assisting with purchase of services for children and adults with developmental disabilities, including working with other community-based organizations focused on the support of individuals with disabilities and helping them lead independent, active lives.

Level Up has worked with ethnic minority individuals and families of Southeast Asian descent in various capacities, including: document translation, completion of forms, application for services, in-person language translation, and advocacy for individuals with disabilities.

Our experience also includes website creation and maintenance, project management, event management, designing and promoting seminars, marketing, and public speaking. Level Up has an extensive network in the ethnic minority communities in Northern California and plans to leverage that network to make inroads into groups that are traditionally difficult to penetrate.

At Level Up Norcal, our goal is to aid ethnic minorities to progress to the next level by acquiring the knowledge and education on the resources available to help them improve their own situations.

6. Explain how the target population(s) are underserved using POS data or other data as supporting evidence.

The target populations of this proposal are ethnic minorities from Southeast Asia, including Vietnamese, Laotian, Cambodian, Hmong, Mien, and Thai. POS among these groups are historically lower than their counterparts.

Our target area are the counties located within the purview of Far Northern Regional Center (FNRC) – Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama and Trinity Counties. The Asian community makes up 3% of the population in this area, compared to 75% Caucasian and 15% Hispanic. In FY16/17, Caucasian clients were authorized for \$20,354 in POS, compared to \$13,200 for Hispanics and \$10,411 for Asians. The disparity in provided services for the FY16/17 is even greater with Caucasians receiving \$15,477 in services compared to \$8,353 for Hispanics and \$7,219 for Asians.

This translates to Caucasians in this region receiving almost 200% more in authorized POS and over 200% in actual POS received than their Asian counterparts despite living in the same region.

The population of California has shifted in the past decades to a large immigrant population, with the majority of immigrants now coming from Asia and Latin America. About a quarter of all US children have at least one foreign-born parent. For the ethnic minorities in our target population, both parents are usually born in Southeast Asia and English is a second language. Barriers to equitable access to services and supports include language, cultural, and socioeconomics.

Ethnic minorities from Southeast Asia are largely composed of families from disadvantaged backgrounds with usually a high school education or less, and many heads of households are first generation immigrants to the U.S. For most, English is not their first language, making

**FY 2018/19 DISPARITY FUNDS PROGRAM
PROJECT INFORMATION**

advocacy for themselves and their children difficult if not impossible. Language, cultural and socioeconomic barriers contribute to a 200% disparity between Caucasians and Asians in this region.

In California, the average authorized POS between FY15-18 was \$175M. Of that \$175M in authorized POS, less than 1% or \$565,106 was authorized for those identifying as speaking Hmong, Laotian, Thai, Vietnamese, Mien and other Asian languages. Of that \$565,106 in authorized POS, actual utilization averaged about 59% compared to 74% by all others identifying as speaking other languages.

While data is not available for all the ethnicities within our target population, in FY2015, Hmong, Laotian, Thai, and Vietnamese were at \$230,713 in authorized POS with 47% utilization compared to the overall \$147M authorized POS and 76% utilization. In FY2018, Hmong, Laotian, Thai, and Vietnamese were at \$601,781 and 55% utilization compared to the overall \$205M authorized POS and 70% utilization.

In our target region, FNRC's 2019 Performance Contract Plan Report reveals the ongoing disparity between Asians and other ethnicities. Average annual POS authorization for Asians in our target region is \$8,362 while the next lowest is \$14,368, a difference of over \$6,006. When compared to the average annual POS authorization for Caucasians, the disparity is even greater at \$16,238, almost double the POS authorization for Asians.

The ethnic makeup of our region is 75% Caucasian, 15% Hispanic and 3% Asian. Among the largest of the minority population in the Northern California region, the disparity in POS authorization and utilization is revealing and disquieting.

7. How will the project address the identified POS disparity?

Disseminate information at regional sessions and cultural events on the services available through Far Northern Regional Center (FNRC) to ethnic minorities from Southeast Asia to increase the knowledge of and use of services in the FNRC catchment area.

Information sessions at local colleges and universities to their ethnic minority student groups to disseminate information on the services available through FNRC. The target population is largely comprised of first generation immigrants who oftentimes depend on their children to help them understand and translate for them. This is an effort to reach those individuals that our target families already trust to help them navigate services, and provide a forum for similarly situated individuals to interact.

Create a website to increase access to information where they can see others like them, and provide a forum for the target population in the catchment area to peruse information, conduct research, and interact with similarly situated individuals. In today's digital age, providing a means for consumers to do their own research and a forum for interaction will empower the consumer to become active in their own advocacy. The more information a consumer has, the more informed questions they will be able to ask and be empowered to advocate for themselves and the utilization of POS.

Focus groups comprised of members of the target population to better understand the barriers to entry and what steps should be taken to improve and increase equitable access for ethnic minorities.

**FY 2018/19 DISPARITY FUNDS PROGRAM
PROJECT INFORMATION**

<p>8. How is the proposed project unique or different from a current effort (e.g., strategies, activities, goal) in this catchment area? If the project is similar to a current effort, how will the proposed project expand on the current effort?</p>
<p>The Far Northern Regional Center has made efforts to increase POS utilization in this catchment region include encouraging vendors to increase diversity in their staff to improve cultural competency. The focus of FNRC has been in actually providing the services and resources that will be utilized by the consumers. Unfortunately, Asians are among the clients that utilized the least amount of authorized services.</p> <p>FNRC has made excellent strides in diversifying their staff to be reflective of the community they serve, including having staff that can communicate with clients in their native language. In their 2019 Performance Contract Plan Report, FNRC acknowledged that it will partner with community groups to disseminate information about the resources available through FNRC. Community groups will play an integral role in outreach to ethnic minorities and in communicating the types of resources available to them through FNRC. This will allow us to be a true partner to FNRC and allow FNRC to focus on providing the actual services while we concentrate on information dissemination and helping our target population overcome language, cultural and socioeconomic barriers to understand that there are resources available to help them and their families.</p> <p>There is currently no website where ethnic minorities from Southeast Asia can go to see others like them and how they have been helped by the services of FNRC. The website is intended to be a starting point as consumers begin their research into FNRC services, including a place for them to find information they may be afraid to ask due to cultural sensitivities or trust concerns arising from language barriers.</p> <p>Currently, there are no gatherings or meetings specifically targeting our population in the catchment area. While there have been general information sessions and sessions targeting other minority groups, other than the Hmong, ethnic minorities of Southeast Asian descent have not received the benefit of meetings for them with a focus on the barriers specific to them and their experiences. Our team is comprised of ethnic minorities who speak the language of the consumers, who understand their mistrust and how to overcome it, and who can provide a level of comfort and 1:1 time that is not available to them now.</p> <p>There is currently no outreach specifically focused on students who are oftentimes the first individual our consumers will turn to for help in understanding services, programs and translation. Students today are also more internet savvy and are accustomed to doing research online, such as the website mentioned above.</p> <p>Unfortunately, ethnic minorities from Southeast Asia (other than Hmong) have been a group that has been largely ignored. Through focus groups, we intend to give members of this target population a candid voice in how we can better work with them to improve and increase equitable access and overcome barriers. Small working groups will increase their comfort level with sharing information that they will not with outsiders. As members of their community, we understand their concerns at a level that outsiders cannot.</p>
<p>9. How did your organization collect input from the community and/or target population to design the project?</p>

**FY 2018/19 DISPARITY FUNDS PROGRAM
PROJECT INFORMATION**

This project was designed based on data provided by the Far Northern Regional Center and interviews with members of the target population. Community input was collected via interviews in person and over the phone with members of the target population living in the catchment area, including minority community leaders.

Letter of support from Far Northern Regional Center enclosed separately.

DISPARITY FUNDING PROPOSAL – SCHEDULE OF DEVELOPMENT/ACTIVITIES WORKSHEET

Completed worksheets shall be submitted with the funding proposal. List all key staff and activities, and identify the quarter that each activity will occur. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment C-1 for a sample worksheet.*

Project Title: Bridging the Gap: Connecting Southeast Asian Minorities with Regional Center Services									
		2018	2019				2020		
Activity	Staff	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
		10/1/18-12/31/18	1/1/19-3/31/19	4/1/19-6/30/19	7/1/19-9/30/19	10/1/19-12/31/19	1/1/20-3/30/20	7/1/19-9/30/19	10/1/19-12/31/19
Execute grant agreement with DDS	Executive Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruit and hire bilingual coordinators	Program Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop program & materials for regional and information sessions	Program Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop baseline for website, develop test site, obtain focus group feedback, update site, deploy live website	Program Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan and organize logistics of regional and information sessions	Project Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Monthly intervals may also be used, rather than quarterly as shown in this sample. For projects shorter than 6 months, DDS may require monthly reporting. Please use as many copies of this worksheet as needed

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Create surveys, promotional materials, and feedback data tools for regional and information sessions	Program Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborate with FNRC to develop program and participation at regional sessions	Program Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organize regional & informational sessions—schedule speakers, facility rental, coordinate food and refreshments, activities to occupy children	Project Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Gather and analyze feedback data tools	Program Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare & submit quarterly report to DDS	Program Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Re-evaluate regional & information sessions and update program accordingly	Program Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead regional and information sessions	Program Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liaise and train with FNRC on services, eligibility, and POS, create and organize referral process	Services Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Monthly intervals may also be used, rather than quarterly as shown in this sample. For projects shorter than 6 months, DDS may require monthly reporting. Please use as many copies of this worksheet as needed

DISPARITY FUNDING PROPOSAL – SCHEDULE OF DEVELOPMENT/ACTIVITIES WORKSHEET

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Organize focus groups – network with local minority community members and leaders, facility rental, coordinate food and refreshments, activities to occupy children	Services Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare and submit periodic reports as needed or required	Program Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare and submit final report to DDS	Program Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Monthly intervals may also be used, rather than quarterly as shown in this sample. For projects shorter than 6 months, DDS may require monthly reporting. Please use as many copies of this worksheet as needed

DISPARITY FUNDING PROPOSAL – PROJECT MEASURES WORKSHEET

Completed worksheets shall be submitted with the funding proposal. Check the types of qualitative and quantitative outcome measures you will use. For each type, describe the activity to be measured and the data collection method. More than one copy of each worksheet may be submitted if additional space is required. Please see Attachment D-1 for a sample worksheet.

Project Title: Bridging the Gap: Connecting Southeast Asian Minorities with Regional Center Services		
Measures of Outcomes	Type of Measure(s). Check all that apply.	Activity To Be Measured; Data Collection Method
	<input checked="" type="checkbox"/> Count	Quantitative - The number of events offered and the number of attendees at each regional and information session; the number of attendees signing up for additional information on FNRC or POS
	<input checked="" type="checkbox"/> POS	Quantitative - Increase in utilization of POS by target group – feedback from FNRC to show either an increase in the number of consumers of POS or a utilization increase.
	<input type="checkbox"/> Pre/post survey/assessment	
	<input checked="" type="checkbox"/> Stakeholder feedback	Qualitative – Summarization of satisfaction surveys distributed at the end of each regional and information session for feedback on program; summary of focus group discussions.
	<input checked="" type="checkbox"/> Materials	Quantitative – Analytics tracking of website visitors and page visits, summary of the website content
	<input type="checkbox"/> Other: PLEASE DESCRIBE:	

PROJECT BUDGET WORKSHEET

Budget worksheet should reflect the total amount of funding needed for the duration of the project. More than one worksheet may be submitted if additional space is needed. Full time equivalent (FTE) typically means 40 hours per week. For example, .5FTE means 20 hours per week.

Organization Name		
Level Up NorCal		
Project Title		
Bridging the Gap: Connecting Southeast Asian Minorities with Regional Center Services		
Project Duration (start and end date)		
Start Date: 01/01/19	End Date: 12/31/19	Number of Months: 12

Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
Salary/Wages and Benefits			
Name: N/A Title/Position: Program Director 11 Existing Position or 11 New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 1	\$78000	\$	\$78000
Name: N/A Title/Position: Project Coordinator 11 Existing Position or 11 New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 2	\$82600	\$	\$82600
Name: N/A Title/Position: Services Coordinator 11 Existing Position or 11 New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 1	\$48500	\$	\$48500
Name: Title/Position: 11 Existing Position or 11 New Position 11 Full Time Equivalent (FTE):	\$	\$	\$
Name: Title/Position: 11 Existing Position or 11 New Position 11 Full Time Equivalent (FTE):	\$	\$	\$
Name: Title/Position: 11 Existing Position or 11 New Position 11 Full Time Equivalent (FTE):	\$	\$	\$
Name: Title/Position: 11 Existing Position or 11 New Position 11 Full Time Equivalent (FTE):	\$	\$	\$
Salary/Wages and Benefits Total	\$209100	\$	\$209100

Operating Expenses			
Advertisement/Printing/Mailing	\$7000		\$7000
Equipment (Work stations \$10,000 – desks, laptops, printers, projectors, speakers, tablets, desktop licenses for Office and Adobe, wireless hub, etc.; Office supplies \$4000 (pens, paper, staplers, paper clips, folders, binders, printer ink, tape, labels, etc.)	\$14000	\$	\$14000
Facility Rental - 19 events – 9 regional sessions, 3 information sessions at universities/colleges, 4 focus groups, booths at 3 cultural events (includes facility rental, a/v equipment and support, booth rental, etc.)	\$11000	\$	\$11000
Travel/Transportation- Staff (FNRC has the 2 nd largest service area of all RC's due to its rural location, requiring a lot of travel of up to 4 hours each way to coordinate and accomplish our goals, including mileage, overnight accommodations, meals while traveling, etc.)	\$7500	\$	\$7500
Travel/Transportation – Participants (many participants do not have dependable transportation—public or rideshare transport to be provided for those participants)	\$1000	\$	\$1000
Children's Activities – Craft and other activities to occupy children while participants attend sessions and focus groups	\$2000		\$2000
Regional & Information Sessions (food and refreshments for 19 events - 9 regional sessions, 3 information sessions, 4 focus groups, booths at 3 cultural events)	\$15000	\$	\$15000
Translators/Translation	\$16000	\$	\$16000
Bilingual Staff Training and Incentives (Training - ongoing training for staff on Regional Center Programs and Services, HIPAA, case management, outreach, relationship management, etc.; Incentives - bilingual staff pay)	\$7280		\$7280
Operating Expenses Total	\$80780	\$	\$80780

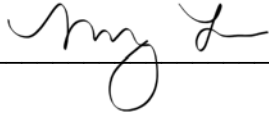
Administrative Expenses (Indirect costs, up to 15%)			
15% of total budget	\$44232	\$	\$44232
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Administrative Expenses Total	\$44232	\$	\$44232
Project Budget Total	\$334112	\$	\$334112

*As applicable. If the period for year 2 is less than 12 months, provide budget for the amount of months that services will be provided.

Proposer (applicant):

Authorized by (print name):

Meuy Lee

Signature: 

Date: 03/01/19

Sub-grantee (subcontractor):**

Authorized by (print name):

Signature:

Date:

**As applicable

PROJECT BUDGET NARRATIVE WORKSHEET

The items and descriptions in this worksheet must correspond to the items listed in the Budget Worksheet (Attachment E-1).

Organization Name		
Level Up NorCal		
Project Title		
Bridging the Gap: Connecting Southeast Asian Minorities with Regional Center Services		
Project Duration (start and end date)		
Start Date: 01/01/19	End Date: 12/31/19	Number of Months: 12

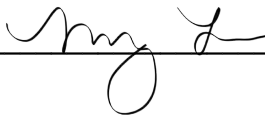
Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Bilingual Program Director	1 FTE - Overall management of project, liaise with FNRC, recruiting and hiring of new staff, develop network of minority groups and local organizations and agencies, identify speakers, develop program and promotional materials for sessions, develop and deploy website, prepare and analyze all data tools and feedback, evaluate and update effectiveness of sessions, prepare and submit reports, ensure project goals and objectives are accomplished
Title/Position: Bilingual Project Coordinator	2 FTE - Coordinate and organize regional and information sessions including facility rental, food and refreshments and children's activities for attendees; coordinate with student groups, including outreach, coordinating booths at cultural events; coordinate speakers, organizing resources including translators and translation
Title/Position: Bilingual Services Coordinator	1 FTE - Train with FNRC staff on services available, POS, and eligibility; create and organize referral process and liaise with FNRC staff; attend regional sessions and liaise with attendees provide 1:1 support to attendees; organize community focus groups
Title/Position:	
Title/Position:	
Title/Position:	
Title/Position:	

Operating Expenses – Line Item	Description
Printing/Advertisement/Mailing	Design and printing of promotional materials, placement of advertisements to promote regional and information sessions, postal costs for mailing, etc.
Equipment/Supplies	For new staff - office equipment and licenses including Microsoft Office and Adobe, desks, phones, IT services and equipment, printers, wireless hub,

	general office supplies – pens, paper, staplers, binders, clips, etc.; projector and screen for sessions with no a/v available due to rural geography, portable speaker setup, booth setup, etc.
Facility Rental (19 events - regional and information sessions, focus groups and booth rentals)	Rental of space for 19 events - regional sessions, information sessions, focus groups and booths at cultural events
Travel/Transportation - Staff	Travel to/from sessions including meetings with local agencies and minority organizations, hotel and per diem for travel to outer regions of catchment area, etc. (9 counties spread all over Northern California with round trip travel of up to 8 hours sometimes required).
Travel/Transportation – Participants	Public or rideshare transport to sessions for participants without private transportation
Children's Activities	Craft and other activities to occupy children while participants attend sessions and focus groups most parents in this target group cannot afford childcare and/or do not trust childcare by third parties so we intend to offer activities in the same facility to increase attendance and the comfort level for parents)
Food/Refreshments (19 events - regional & information sessions, focus groups and booths)	Food and refreshments for attendees of regional & information sessions and focus groups, small food items to bring people to cultural booths.
Translators/Translation	Translators for regional sessions and translation of promotional materials and website.
Bilingual staff training & incentives	Training staff on Regional Center Programs and Services, HIPAA, case management, outreach, relationship management, etc.; bilingual staff pay incentive.

Administrative Expenses – Line Item	Description
Insurance	General liability and workers' comp

Payroll taxes	Federal and state payroll taxes
Office rent & utilities	1/3 of office rent and utilities due to hiring of new staff
Accounting & payroll services	0.25 FTE Accounting assistant - processing of payments, reimbursements, and payroll
Human Resources	0.2 FTE Human resources assistant for personnel functions
Administrative Assistant	0.25 FTE Administrative assistant

Proposer (applicant):Authorized by (print name): Meuy LeeSignature:  Date: 01/08/19**Sub-grantee (subcontractor):****

Authorized by (print name): _____

Signature: _____ Date: _____

**As applicable.