

**FY 2018/19 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 checked="" type="checkbox"/> Community Based Organization (CBO), 501(c)(3)	<input type="checkbox"/> CBO, non-501(c)(3) <input type="checkbox"/> EIN or <input type="checkbox"/> No EIN

a. Name of organization/Group	b. Date
Helping Hands East Bay	October 16, 2018
c. Primary contact (Name)	
Esther Chow	
d. Mailing address	
2447 Santa Clara Avenue, Suite 201, Alameda, CA 94501	
e. Primary e-mail address	f. Primary phone number
echow@hheb.org	510-846-8326
g. Secondary contact email address	h. Secondary contact phone number
queenie@hheb.org	510-871-2187
i. Brief description of the organization/group (organization type, group mission, etc.).	
Helping Hands East Bay (HHEB) is a 501 (c) 3 public benefit nonprofit corporation created in 2015 to address the long-standing disparity experienced by Asian immigrant families living with intellectual/developmental disabilities in Alameda County. Led by bilingual professionals and individual/family members with lived experience negotiating the challenges of developmental disabilities, our mission is to empower monolingual Asian immigrant families impacted by developmental disabilities to live dignified and satisfied lives by providing them with information, education, support and services. Our vision is for these Asian immigrant families with limited English proficiency to have equal and easy access to available resources in health/behavioral care, education, employment, housing, social, recreational and developmental services, as well as community and faith-based resources to enable them to live hopeful and joyful lives.	

Section II. Proposal Summary

a. Project title	Improving Understanding and Utilization of Services for Cantonese, Vietnamese and Filipino Adult Consumers
b. Total amount requested	\$ 675,300
c. Projected number of individuals impacted	450
d. Duration of project (months)	24 months Start date: 01/01/19 End date: 12/31/20
e. RC(s) in the project catchment area(s)	Regional Center of the East Bay Target zip code(s) for Los Angeles County*:
f. Did your organization receive funding for a project in FY 2017/18?	<input checked="" type="checkbox"/> Yes** <input type="checkbox"/> No **If yes, provide the grant number and answer questions "f1" and "f2." If no, skip to question "g."

**FY 2018/19 DISPARITY FUNDS PROGRAM
PROPOSAL COVER PAGE**

	Grant # (CBOs only): 17-C25
f1. What is the current status of your project?	Our first quarterly report was submitted to DDS in July 2018 summarizing activities between March 1 and June 30, 2018 which included hiring of Vietnamese-speaking and Tagalog-speaking Family Support Specialists and completing outreach visit/surveys with 13 Cantonese, 6 Vietnamese and 1 Filipino families. Monthly Cantonese mothers' group, Cantonese fathers' group and Vietnamese family groups were launched. Our Q1 report was approved and we received the second 25% of grant funding in September. We have completed second quarter of program activities as of September 30, 2018 which included completion of Cantonese and Vietnamese parent mentors training, monthly educational workshops about RC services with pre/post tests, and outreach events to targeted adults with no POS in August and September in collaboration with RCEB. So far no Polynesian/Pacific Islander family has responded to our outreach. We are in the process of completing Q2 progress report.
f2. How is this proposal different from your current project?	This proposal focuses only on three ethnic groups (without Polynesians) and involves the production of a multi-lingual video to introduce various Regional Center funded services for adult consumers. This proposal also expands resources to address employment and housing needs which are two reported areas of disparity experienced by our targeted populations according to our surveys and stakeholders' feedback. Lastly, this proposal is for two years instead of one year because we are finding it takes much time to outreach, build trust and address disparity - one family at a time.
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 checked="" type="checkbox"/> Yes*** <input 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
PROPOSAL COVER PAGE**

Attachment A-2

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

1. Project title
Improving Understanding and Utilization of Services for Cantonese, Vietnamese and Filipino Adult Consumers
2. Select the target group(s) the project intends to serve and provide a description of each group. Check all that apply.
<input checked="" type="checkbox"/> Ethnicity: Chinese, Vietnamese, Filipino immigrants <input checked="" type="checkbox"/> Language(s): Cantonese, Vietnamese, Tagalog are the primary languages spoken at home <input checked="" type="checkbox"/> Age group(s): 22 and up <input checked="" type="checkbox"/> Socioeconomic: low income immigrants <input checked="" type="checkbox"/> Other: living in north central Alameda County
3. Which area(s) of focus does the 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 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 that 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 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 the Regional Center) <input checked="" 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>From October 2016 to September 2017, we organized three educational conferences for Chinese, Korean and Vietnamese families of RCEB where interpretation and translation were provided. In July 2017 we were awarded two reducing disparity startup grants by RCEB (Adult Day Service and Consumer/Family Mentorship) targeting underserved adult consumers and their families from Cantonese and Vietnamese background. In March 2018, we were awarded DDS disparity fund grant to outreach Cantonese, Vietnamese, Filipino and Polynesian adults with no or low POS. During the past year, we have successfully engaged Cantonese and Vietnamese speaking parents of adult consumers in monthly support groups and mentorship training as well as provided 1:1 coaching and service navigation to Cantonese, Vietnamese and Tagalog-speaking parents. In May 2018, we successfully launched our trilingual community integration day program now serving 10 Cantonese/Vietnamese adults who previously had no or low POS.</p>

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

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

Our target populations are Cantonese, Vietnamese and Filipino (Tagalog-speaking) adult consumers of Regional Center of the East Bay (RCEB) age 22 and older. 2016-17 POS data continues to show the greatest disparity is experienced by this age group of Asian consumers: compared to White who has \$38,261 per capita annual expenditures vs. Asian \$22,435. Sorted by languages, these adult consumers' disparity is even more marked compared to English-speaking: Per capita annual expenditures for English-speaking was \$32,998, for Cantonese \$17,852, for Vietnamese \$10,944 and for Tagalog, \$19,835. Among adults 22 and up with no purchase of services, only 12.8% are from English-speaking background, but 27.3% from Cantonese, 54.3% from Vietnamese and 31.7% from Tagalog. Another area of disparity is utilization of living options that are out of home. 2,175 out of 3,456 (63%) White adult consumers are living out of home while only 325 out of 1,237 (26%) Asian adults are living out of home.

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

Our project will address both an access disparity and a utilization of services disparity.

Access to information about the variety of available services for adult consumers will be addressed by the production of a video in Cantonese, Vietnamese and Tagalog:

a) Video about RC Services: "A picture is worth a thousand words." We plan to produce a multi-lingual video, about 20 to 25 minutes in length (voice over or subtitles in the 3 targeted languages) featuring various RCEB funded adult services such as tailored-day service, paid internship program, supported employment, day programs, independent living skills training, out of home respite, supported living services, residential services/various living options to provide visual and linguistically competent information and education to Cantonese, Vietnamese and Filipino families with adult consumers to increase their understanding of available services. The video will aim to interview existing Asian consumers who are benefiting from these services so they can serve as culturally relevant examples to motivate other Asian consumers to utilize more services. This video will be made available online for our bilingual staff and RCEB Asian bilingual case managers and others to show when they make outreach home visits or conduct informational training workshops for families.

b) Monthly Support Groups/Educational Workshops - Our bilingual Cantonese, Vietnamese and Tagalog-speaking Family Support Specialists will continue to build on and expand the contacts made this year to facilitate monthly family support groups conducted in these three languages. Trained parent mentors will be invited to partner in planning educational workshops relevant to their needs and also to co-facilitate support group meetings. Support groups and educational workshops will address both access and utilization disparities by providing information and encouraging service utilization.

c) Six to eight Annual Community Outreach Events with free food/drinks provided will be organized to connect Cantonese, Vietnamese and Tagalog families who have adult consumers. These culturally responsive outreach events will address access disparity by providing updated information about Regional Center services that will be translated in Chinese, Vietnamese and Tagalog.

1. Lunar New Year POS Data Sharing with interpretation provided (one or two meetings)
2. Alameda County Transition Faire - tabling and provide Cantonese and Vietnamese workshops about Regional Center adult services
3. Mothers/Fathers' Day Celebration
4. Summer Family Picnic
5. Mid-Autumn Moon Festival Dinner
6. December Holiday Celebration (one or two events)

FY 2018/19 DISPARITY FUNDS PROGRAM PROJECT INFORMATION

d) 1:1 Family/Consumer Support - As we come into contact with more new families through outreach events, our Cantonese, Vietnamese and Tagalog-speaking Family Support Specialists will follow up with outreach visits to build trust, introduce RC services using our video, perform a survey questionnaire and provide 1:1 coaching/service navigation to address utilization of services disparity. During the past year we have provided informational meetings in Cantonese and Vietnamese on Self-Determination Program and assisted 35 consumers/families to sign up. 13 have been selected for the initial pilot. We anticipate due to language barriers, most of them will need our Family Support Specialist's coaching and support through the orientation process.

e) Quarterly Housing Resources Workshops: As identified in the POS data discussed earlier and from feedback gathered in Living Options workshop and support group meetings, a majority of Asian adult consumers face many barriers in accessing affordable supportive housing options and continue to live at home and are taken care of by aging/elderly parents, some in their 70's and 80's. Families have expressed they want to have information on available affordable housing. With the current new developments in Alameda County - Measure A1 Housing Bond of \$79 million, 1,000 affordable housing units are being built. In addition, HUD just announced in September 2018 the award of \$98.5 million of 811 Housing Choice Vouchers to various local housing authorities for non-elderly people with disabilities. Housing Authority of Alameda County, City of Berkeley and City of Oakland in our targeted geographic area have been awarded many more housing choice vouchers. Asian families need assistance to access such information on housing resources. Our project will hire a Housing Resource Specialist to perform ongoing research and provide quarterly training workshops to adult consumers, parents and adult siblings to empower them to navigate and apply for these affordable housing in the local area. This will address an access disparity.

f) Development of Paid Internship Program - Another area of disparity identified through informal data from RCEB's Employment Specialist is the utilization of the relatively new Paid Internship Program. For the past two years, only 17 out of 60 interns and 19 out of 94 interns were Asians. Paid internship is a valuable experience for adult consumers to gain work experience and oftentimes is a stepping stone to employment. Our project will hire an Employment Specialist to actively outreach and network with employers in our geographic area to develop paid internship opportunities for Cantonese, Vietnamese and Filipino adult consumers who desire to work. We are a vendor for RC tailored-day service and DOR-RC supported employment services. Developing paid internship opportunities will enable more adult consumers from our targeted populations to utilize this relatively new program and address a disparity in service utilization.

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?

The unique aspects of this proposed project compared to current efforts are: 1) The production of a multi-lingual video in Cantonese, Vietnamese and Tagalog about available RC funded services for adult consumers; 2) Addition of an Employment and Housing Resource Specialist to focus on addressing disparities in the access of paid internship, supported employment and living options by adult consumers from Cantonese, Vietnamese and Filipino backgrounds. The similar aspects to our current efforts are monthly family support groups, educational workshops, 1:1 family/consumer support/service navigation and six to eight annual community outreach events. These ongoing efforts that have begun during the past year must be continued and expanded to reach more underserved adult consumers and their families in order to contribute to reduction of disparity in access and service utilization in the long run. Disparity in POS has been experienced

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

for decades among Cantonese, Vietnamese and Filipino adult consumers in our area and it will take years of focused efforts by bilingual staff to turn this around.

9. How did your organization collect input from the community and/or target population to design the project?

We assisted RCEB to organize two POS Data Sharing community meetings in March 2018 for Cantonese and Vietnamese consumers/family members and provided interpretation to gather community feedback. From March to present, we have been conducting individual surveys with parents/family members from the three ethnic communities and also gathering input from monthly Cantonese and Vietnamese family support groups. In April 2018, we assisted 7 Cantonese families to access RCEB's Living Options workshop (which was conducted in English and interpreted into Spanish only) by providing Cantonese interpretation. During these stakeholders' feedback meetings, a number of aging and elderly parents in their 70's and 80's who attend our Cantonese and Vietnamese support groups expressed worries and concerns about their son/daughter's care and their living options when parents pass away or when parents can no longer care for their disabled adult child.

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: Improving Understanding and Utilization of Services for Cantonese, Vietnamese and Filipino Adult Consumers									
		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	Esther Chow, Executive 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"/>
Hiring of Employment/Housing Resource Specialist	Esther Chow, Executive 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"/>
Contracting with Video Production Consultant	Esther Chow, Executive 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"/>
Planning & Launching of 6 to 8 Annual Community Outreach Events	Queenie PK Chan, Program Manager; Erin Kong, Cantonese Family Support Specialist; Kim Ly, Vietnamese Family Support Specialist; Cora Luber, Tagalog Family Support Specialist	<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"/>
Coordinate Monthly Cantonese, Vietnamese and Filipino Family Support Groups/Educational Workshops (12x3 annually)	Queenie PK Chan, Program Manager; Erin Kong, Cantonese Family Support Specialist; Kim Ly, Vietnamese Family Support Specialist;	<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"/>

Project Title: Improving Understanding and Utilization of Services for Cantonese, Vietnamese and Filipino Adult Consumers									
		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
	Cora Lubber, Tagalog Family Support Specialist								
Video Production and develop pre/post test for video viewers	Videographer Contractor, Program Manager, Cantonese, Vietnamese and Tagalog Family Support Specialists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:1 Family/Consumer Support/Service Navigation, outreach visits, family surveys	Queenie PK Chan, Program Manager; Erin Kong, Cantonese Family Support Specialist; Kim Ly, Vietnamese Family Support Specialist; Cora Lubber, Tagalog Family Support Specialist	<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"/>
Quarterly Housing Information Workshop (4 annually)	Employment/Housing Resource Specialist	<input type="checkbox"/>	<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"/>

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

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.*

[illegible]

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: Improving Understanding and Utilization of Services for Cantonese, Vietnamese and Filipino Adult Consumers		
Measures of Outcomes	Type of Measure(s). Check all that apply.	Activity To Be Measured; Data Collection Method
	<input checked="" type="checkbox"/> Count	Attendance record/sign in sheets for 12x3 monthly support groups/educatioal workshops annually conducted in 3 languages (Cantonese, Vietnamese, Tagalog) and 6 to 8 annual community outreach events
	<input checked="" type="checkbox"/> POS	1. With signed release, individual consumer's POS data in March of 2019 and in February 2020 2. Aggregate POS data for adult consumers ages 22 and older from the following language groups: Cantonese, Vietnamese and Tagalog in the following areas in 2018 compared to 2019: annual per capita expenditures, number of adults living out of home, percentage with no POS 3. Probably not a POS Data - Percentage of Asians in Paid Internship Program in 2018 vs. 2019 sorted by primary language, if data available
	<input checked="" type="checkbox"/> Pre/post survey/assessment	1. Consumer/Family Survey Questionnaire approved for our current project will continue to be used to gather data from adult consumer/family member. 2. Pre/post test results from before/after viewing our informational video 3. Pre/post test results from before/after attending educational workshops
	<input checked="" type="checkbox"/> Stakeholder feedback	Our bilingual staff will record and compile verbal comments and feedback gathered during support

		groups, POS Data Sharing meetings and other stakeholder feedback meetings.
	<input checked="" type="checkbox"/> Materials	Multi-lingual Video, translated informational materials about Regional Center adult services in Chinese, Vietnamese and Tagalog; Track the number of times video was shown by our staff to consumer/family member and number of viewers; Track the number of each type of material distributed at each workshop
	<input checked="" type="checkbox"/> Other: PLEASE DESCRIBE:	Dates and names of employers outreached; Dates and names of local housing authorities and affordable housing projects contacted; Dates of housing information workshops conducted and languages used/interpreted.

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		
Helping Hands East Bay		
Project Title		
Improving Understanding and Utilization of Services for Cantonese, Vietnamese and Filipino Adult Consumers		
Project Duration (start and end date)		
Start Date: 3/1/2019	End Date: 2/29/2020	Number of Months: 12 months

Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
Salary/Wages and Benefits			
Name: Esther Chow Title/Position: Executive Director <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 0.25	\$19000	\$	\$19000
Name: Queenie PK Chan Title/Position: Program Manager <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 0.6	\$34000	\$	\$34000
Name: Erin Kong Title/Position: Cantonese Family Support Specialist <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 0.8	\$46000	\$	\$46000
Name: Kim Ly Title/Position: Vietnamese Family Support Specialist <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 0.8	\$55000	\$	\$55000
Name: Cora Luber Title/Position: Tagalog Family Support Specialist <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 0.6	\$29000	\$	\$29000
Name: N/A Title/Position: Employment/Housing Resource Specialist <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 1.0	\$55000	\$	\$55000
Name: Title/Position: <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
Salary/Wages and Benefits Total	\$238000	\$	\$238000

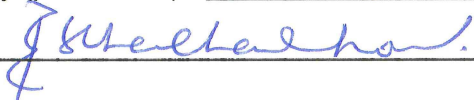
Operating Expenses			
Video Production Consultant Fee	\$7000	\$	\$7000
Equipment - Two Tablets with data plan	\$3300	\$	\$3300
Outreach Event Venue Rental	\$3200	\$	\$3200
Food & Beverages for event/workshop/support group attendees	\$10800	\$	\$10800
Printing/Mailing for outreach events/workshop/support group	\$3000	\$	\$3000
Staff Mobile Phone	\$3000	\$	\$3000
Staff Travel / Mileage / Parking Reimbursement	\$8000	\$	\$8000
Operating Expenses Total	\$38300	\$	\$38300

Administrative Expenses (Indirect costs, up to 15%)			
Office Telephone and Internet	\$1210	\$	\$1210
Office Rent & Utilities	\$7500	\$	\$7500
Accounting & HR Admin Assistant-60% FTE	\$27000	\$	\$27000
CPA Consultant Fee	\$3500	\$	\$3500
Insurance	\$1500	\$	\$1500
General Office Supplies	\$735	\$	\$735
Administrative Expenses Total	\$41445	\$	\$41445
Project Budget Total	\$317745	\$	\$317745

*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): Esther Chow

Signature:  Date: 1-23-19

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		
Helping Hands East Bay		
Project Title		
Improving Understanding and Utilization of Services for Cantonese, Vietnamese and Filipino Adult Consumers		
Project Duration (start and end date)		
Start Date: 3/1/2019	End Date: 2/29/2020	Number of Months: 12

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Executive Director 0.25 FTE	Oversee implementation of all aspects of the project; submit quarterly progress reports to DDS; provide supervision to Program Manager and Employment/Housing Resource Specialist
Title/Position: Program Manager 0.6 FTE	Provide supervision and oversight to project activities carried out by 3 Family Support Specialists; coordinate logistics of video production with videographer; perform data analysis of pre/post test results and family surveys
Title/Position: Cantonese Family Support Specialist 0.8 FTE	Assist in planning and coordination of annual community outreach events; organize and facilitate monthly family support groups/educational workshops, conduct 1:1 outreach visits to Cantonese adult consumers/families to complete family survey and provide coaching/service navigation; translate informational handouts into Chinese
Title/Position: Vietnamese Family Support Specialist 0.8 FTE	Assist in planning and coordination of annual community outreach events; organize and facilitate monthly family support groups/educational workshops, conduct 1:1 outreach visits to Vietnamese adult consumers/families to complete family survey and provide coaching/service navigation; translate informational handouts into Vietnamese
Title/Position: Tagalog Family Support Specialist 0.6 FTE	Assist in planning and coordination of annual community outreach events; organize and facilitate monthly family support groups/educational workshops, conduct 1:1 outreach visits to Filipino adult consumers/families to complete family survey and provides coaching/service navigation; translate information handouts into Tagalog
Title/Position: Employment/Housing Resource Specialist 1.0 FTE	Research and compile up to date information on affordable housing resources in Alameda County and Section 8 open waiting lists throughout CA which have portability; conduct quarterly housing resources informational workshops; outreach and network with

	local employers to develop paid internship and employment opportunities for adult consumers
Title/Position: <input type="text"/>	<input type="text"/>

Operating Expenses – Line Item	Description
Video Production Consultant Fee	Video record various consumer services at 6 or more locations; compile, edit, with subtitles or voice over
Equipment - Two Tablets with data plan	Family Support Specialists bring a tablet to outreach home visits to show video to adult consumers and their families
Outreach event venue rental	Rental fee of community centers, churches, parks, schools etc. for 6 to 8 community outreach events annually
Food & beverages for event/workshop/support group attendees	Ethnic/cultural meals are an incentive to attract participants to outreach events and educational workshops
Printing/Mailing for outreach event/workshops/support group	Color printing of flyers, postage/stamps for mailing
Staff Mobile Phone	T-Mobile service plan: for ease of communication while staff are out in the field for home visits or outreach events
Staff travel /mileage/parking reimbursement	In state staff travel to home visits, outreach events, planning meetings

Administrative Expenses – Line Item	Description
Office Telephone and Internet	Office Communication cost
Office Rental and Utilities	Annual cost prorated to 25% usage by this project
Accounting & HR Admin Assistant - 60% FTE	Bookkeeping, billing, personnel functions
CPA Consultant Fee	Payroll, Federal and State Tax filling
Insurance	Annual cost prorated to 25% usage by this project
General Office Supplies	Printer ink, paper, stationery supplies

Proposer (applicant):

Authorized by (print name):

Esther ChowSignature: 

Date:

1-8-19

Sub-grantee (subcontractor):**

Authorized by (print name): _____

Signature: _____ Date: _____

**As applicable.