


FY 2019/20 DISPARITY FUNDS PROGRAM
COVER PAGE

Section IV. Proposal Certification

Proposer's (applicant) Certification: I certify that the information attached is true and correct.

Authorized by (print name): Meuy Lee

Organization: Level Up NorCal

Signature:  Date: 9/30/19

Collaborative Proposals Only**

Sub-grantee (subcontractor) Certification: I certify that the information attached is true and correct.

Subcontractor 1:

Authorized by (print name): _____

Organization: _____

Signature: _____ Date: _____

Subcontractor 2:

Authorized by (print name): _____

Organization: _____

Signature: _____ Date: _____

Subcontractor 3:

Authorized by (print name): _____

Organization: _____

Signature: _____ Date: _____

Subcontractor 4:

Authorized by (print name): _____

Organization: _____

Signature: _____ Date: _____

**As applicable. If more subcontractors are needed, complete additional copies of this section.

**FY 2019/20 DISPARITY FUNDS PROGRAM
PROJECT INFORMATION**

Project title
Building Bridges - Connecting Southeast Asian Minorities with Regional Center Services
1. What experience does the organization/group have working with the target population?
<p>Our staff have over 20 years of experience working with the Southeast Asian (SEA) community providing outreach, education, advocacy, training, and translation services. Level Up participates in community events, host tables/booths at outreach functions, provides information to the general public and regional center consumers on local resources and programs, including translation as needed. As a vendor to the Far Northern Regional Center (FNRC), Level Up services FNRC's Promotores Program for the Hmong and Mien community. Our bilingual, bicultural staff assist FNRC Hmong and Mien clients with direct and indirect services, including reviewing services and programs, assessing their needs, assisting them with acquiring services and translation of English to Hmong or Mien and back.</p> <p>As first generation immigrants, our bilingual and bicultural staff have a depth of understanding of the cultural and language barriers of this target population that is unmatched by anyone who has not lived through the same experiences. Our staff will leverage their deep understanding and community connections within this group to continue building bridges to connect them to regional center services.</p>
2 Explain how the target population(s) are underserved using RC POS data or other data as supporting evidence of the disparity.
<p>The Department of Developmental Services (DDS) released the Disparity Measures report and how-to-read guide that supports that there is still disparity in the services provided to Asians when compared to Whites. While White consumers average \$22,312 in POS, all other ethnicities average only \$12,001--46% less than White consumers (ethnicities not broken down further).</p> <p>For early start consumers (ages birth to two years), DDS' Disparity Measures report shows Asians have the lowest representation ratio of any major ethnic group when compared to their share of the general population--Asians comprise 12% of the general population but make up only 8% of the early start consumers of regional center services, an indication that there may be systemic or cultural barriers at work.</p> <p>The disparity in services between Whites and Asians can also be seen at the regional center level in our target catchment area. In FNRC's 2019 Disparity Report, Asians were authorized for 36% less in authorized POS than Whites--\$13,859 for Asians compared to \$21,698 for Whites. The disparity is even higher when looking at actual utilization with Asians receiving 46% less in actual services than Whites--\$8,740 for Asians compared to \$16,069 for Whites.</p> <p>The FNRC 2019 Disparity Report also included the findings from focus groups with Hmong clients and several reasons were given for not using services--trust was a concern across the board for not using services. Findings from a Hmong focus group held by FNRC in 2018 included that while they wanted more information about services, the sheer volume of information received during visits with their service coordinator or promotora made it difficult to process and</p>

**FY 2019/20 DISPARITY FUNDS PROGRAM
PROJECT INFORMATION**

overwhelmed them. A lack of understanding of culture and language continues to be barriers to service utilization as evidenced by the FNRC's 2019 Disparity Report that access to services and the types of services offered did not resonate with the cultural values of the ethnic consumers and their families.

3. How will your project improve the lives of individuals who have developmental disabilities and/or their families?

Level Up NorCal will provide culturally and linguistically competent staff to work with the SEA community, provide outreach services through community events, culturally appropriate activities, information on local resources/referrals, and education/advocacy on Regional Center programs and services. FNRC's 2019 Disparity Report expressed that Asian families felt they lacked information about the regional center, services that were provided and that when they did receive information, there was so much it was overwhelming. Our outreach will address these concerns by giving them information in plain language and in their language to prevent confusion and not overwhelm them. Additionally, the report also explained that another barrier to obtaining and using services was vendors lacked bilingual staff. Our outreach includes information sharing in their native language to include the services provided by vendors to help SEA families understand what programs vendors provide and how those services can meet their needs.

This will improve the lives of individuals who have developmental disabilities and their families by creating a system of support for them where cultural and language barriers do not interfere with and negatively impact their ability to receive, understand or utilize services. The types of programs and services can be confusing, particularly with how they interact with and integrate with each other, and our focus will be to help them navigate through the programs and services, and how they integrate and supplement each other as well as connecting them with FNRC vendors to utilize their authorized services. The outreach will educate clients and their families on RC programs and services that could help them lead more independent and inclusive lives in their communities.

Short-term impacts will include provision of plain language collateral that will help SEA clients feel that the regional center has heard them and responded with handouts they can understand in their language, if appropriate (the Mien people do not have a written language and most Mien are not educated in any written version of their language). Long-term impacts include developing a better relationship between the regional center and SEA clients that they have been heard and building trust in the agency to follow through to meet the needs they have specified.

4. How will this project assist to implement the RC recommendations and plan to promote equity and reduce disparities?

Far Northern Regional Center does not currently provide outreach services to the SEA community and has only focused efforts on the Hmong and Mien in their promotora program in two of the nine counties in the catchment area. Through Building Bridges, Level Up will bridge that gap and assist the Regional Center in providing information, education, and advocacy to the SEA community regarding Regional Center services by connecting them with partner agencies and local resources. FNRC recommendations include that clients of color feel more comfortable working with someone with the same or similar background and their diversity initiative should

**FY 2019/20 DISPARITY FUNDS PROGRAM
PROJECT INFORMATION**

include diversity in their vendors. Our outreach to the SEA community will be provided by culturally and linguistically appropriate staff, including participating in community events, hosting booths at SEA cultural events, and hosting monthly information sessions to share information on Regional Center programs/services and making referrals to vendor agencies to utilize their authorized services to increase POS utilization.

5. How is the proposed project unique or different from a current disparity grant funded effort (e.g., strategies, activities, goals) in the proposed catchment area? If the project is similar to a current disparity grant funded effort, how will the proposed project expand on the current effort?

Currently, the regional center in this catchment area is not performing outreach to the SEA population. FNRC has focused their efforts on Hmong and Mien in two of the nine counties for their promotora program. Our proposal includes outreach to all nine counties in the catchment area.

Level Up currently provides disparity outreach under 18-C09 to the SEA population--this is scheduled to end before this proposed project would begin. Under 18-C09, Level Up provides outreach to the SEA community throughout the catchment area through regional information sessions, information sessions targeted to college students, focus groups, booths at cultural events and a website with plain language information on regional center services and programs. We are nearing completion of Q2 of 18-C09.

The proposed project expands upon the outreach we are currently doing, and is estimated to reach over double the number of SEA clients and community members.

Level Up will host a monthly information help table where bicultural and bilingual staff members will be available for SEA families and community members to walk in without an appointment and receive information or ask questions about regional center programs and services. Regional Center clients, their families and the general SEA community will be invited to stop by during four hour blocks of time to learn more about regional center programs and services, and how those might integrate and supplement their existing services. Our experience with regional center clients and community members is that SEAs prefer flexibility in when they go see someone and do not hold the same value on setting appointments...preferring to just drop in when they are nearby. Having a block of time will help address that need for flexibility. The location will rotate monthly to accommodate the large catchment area for FNRC.

We will also host booths at SEA cultural events to reach more of the general SEA community. Many SEA community members are not aware of the Regional Center and its services and this will increase awareness in the target group while also disseminate information about the programs. Bicultural and bilingual staff will be able to share information about FNRC and its services both verbally in their native language and in handouts and collateral developed and translated to their native language if appropriate.

FY 2019/20 DISPARITY FUNDS PROGRAM PROJECT INFORMATION

Level Up will also hold focus groups with the Regional Center's SEA clients, their family members and community members to learn more about what the RC is doing well, what could be improved on and what needs are not being met. As a neutral agency, we can give SEA families a candid voice in how the regional center can improve to increase access and overcome barriers. Small working groups held in their native language will increase their comfort level with sharing information and providing feedback.

Additional outreach will include coordination and hosting of cultural resource fairs targeting SEA clients and community members. The regional center and local service agencies will be invited to host booths where they can directly access and share information on their services and programs with SEA attendees. Traditional cultural performances and foods will be included to increase attendance. This will be a unique opportunity for the regional center and local agencies to connect directly with a community that is often difficult to reach. The fair is intended to also reach SEA families not already clients of the regional center that would not otherwise learn of the regional center and its services.

The feedback from ethnic stakeholders including SEA in the Regional Center's 2019 Disparity Report stated that they still felt like they lack information about the regional center and the services provided, and that if they were given information, it was too much and overwhelming--a finding also reinforced by a Hmong focus group that FNRC held in 2018. In March 2019, the state also released a report on the background and process for developing disparity measures (the "State Report")--identifying cultural and linguistic barriers in the RC system as impediments for service delivery. The state report shared that barriers to utilization of services included lack of clarity on services available, lack of materials available in other languages, lack of translators, assumptions being made that did not reflect cultural values, etc. To address this, our bicultural and bilingual staff will help develop and translate information on regional center programs and services into clear, plain language and into Hmong and other languages if appropriate. As our staff disseminates information, they can do so in a culturally appropriate manner with understanding of the cultural concerns of SEA families.

The FNRC 2019 Disparity Report also included that an obstacle to obtaining and using services for SEA clients was the lack of diversity in vendors. This is reinforced by the State Report that service providers are making assumptions that do not reflect the families' cultural values and how cultural norms vary. To improve this, Level Up will develop and offer cultural competency training for staff of the regional center and partner vendors to increase cultural understanding when providing services to the SEA community. Service providers with a better cultural understanding of SEA clients and their values will be able to provide more culturally appropriate services and why diversity in their staffing will increase the comfort level for their diverse clients.

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

Level Up NorCal currently conducts outreach to the SEA community as well as provides services to the Hmong and Mien in two counties through the Promotores Program for the Regional Center. Our bicultural/bilingual staff has worked closely with the community to address barriers to service,

**FY 2019/20 DISPARITY FUNDS PROGRAM
PROJECT INFORMATION**

inform, and educate them on Regional Center programs and services. Through the Promotores Program, and reinforced by feedback from SEA attendees at various outreach events, we have found that the community/target population feels overwhelmed and confused by the amount of information received through the Regional Center, and oftentimes, the language and cultural barriers create a lack of understanding. Feedback has been positive on the format of our events when we changed from formal group presentations during the information sessions to informal events where we spoke to the attendees one-on-one while the children were occupied with activities the facilities provided.

The consistent input received from current Regional Center clients and the SEA community at large is that they would like someone who is bicultural/bilingual that they can speak to freely without a feeling of judgment that often comes from a lack of understanding. They are more comfortable working with an outside agency understanding the information is confidential, sharing their fears and concerns without having to worry that this will affect programs or services available to them through the Regional Center, but may in fact help them better navigate the programs. The proposed project is based on the feedback received through SEA promotora clients and during outreach to the SEA community.

7. Describe how your organization will leverage and build upon strategies, collaborations, and lessons learned to continue to address the identified disparities after completion of the project.

After completion of the project, Level Up NorCal will document the strategies and lessons learned to ensure a comprehensive list of best practices is compiled so that support and outreach to the SEA community continues. These best practices will also be shared with the Regional Center so that the SEA community continues to receive the outreach needed to help close the disparity gap. It is Level Up's intention to continue to provide as much outreach as possible after the project ends, and partnering with local agencies to share from our experiences and help them become more culturally diverse and understanding so that the SEA community continues to be serviced.

DISPARITY FUNDING PROPOSAL – SCHEDULE OF ACTIVITIES AND MEASURES

Completed worksheets shall be submitted with the funding proposal. List all activities, the responsible party, and which quarter each activity will occur; include how the activity will be measured, the quarter data for each measure will be reported; and any additional information. More than one copy of each worksheet may be submitted if additional space is required or you may add rows to this table. *Please see Attachment C-1 for a sample.*

Year 1 Goal: Increasing POS utilization Southeast Asian clients and increasing the overall client base in this group for the regional center.

PROJECT ACTIVITIES			PROJECT MEASURES			
Activity	Quarter Activity Will Occur (check all that apply)	Responsible Party and additional information	Type of Measure	What Will Be Measured?	What is the Target for This Measure?	Quarter Data Will Be Reported (check all that apply)
Monthly Information Help Table	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020 <input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21	Level Up Norcal will host walk-in information help tables for SEA clients and community members to provide information on Regional Center programs and services.	<input checked="" type="checkbox"/> Count <input checked="" type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable	Number of attendees at each monthly event and referrals made to the regional center.	An increased SEA client base for the regional center and/or increased POS utilization.	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020 <input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21
Booths at Cultural Events for Outreach	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020 <input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21	Level Up NorCal will host booths at 3 SEA cultural events.	<input checked="" type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed	Number of attendees visiting booth at each event and referrals made to the regional center.	Outreach to 300 SEA community members.	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020 <input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21

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Activity	Quarter Activity Will Occur (check all that apply)	Responsible Party and additional information	Type of Measure	What Will Be Measured?	What is the Target for This Measure?	Quarter Data Will Be Reported (check all that apply)
			<input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable			
Focus Groups	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020 <input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21	Level Up NorCal will hold 2 focus groups for SEA clients and community members	<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input checked="" type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable	Summary of focus group discussions.	Feedback for regional center on their programs and services, areas for improvement and needs of SEA clients.	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21
Workforce Capacity: Cultural Competency Training	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21	Level Up will hold 2 cultural competency trainings for staff of the regional center and vendors.	<input checked="" type="checkbox"/> Count <input checked="" type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable	A pre/post assessment of attendees at cultural competency trainings.	Increase in cultural competency knowledge of program and vendor staff to work with SEA clients.	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21

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Year 2 Goal (if different from Year 1 Goal):

PROJECT ACTIVITIES			PROJECT MEASURES			
Activity	Quarter Activity Will Occur (check all that apply)	Responsible Party and additional information	Type of Measure	What Will Be Measured?	What is the Target for This Measure?	Quarter Data Will Be Reported (check all that apply)
	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable			<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22
	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable			<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22
	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback			<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021

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Activity	Quarter Activity Will Occur (check all that apply)	Responsible Party and additional information	Type of Measure	What Will Be Measured?	What is the Target for This Measure?	Quarter Data Will Be Reported (check all that apply)
	<input type="checkbox"/> 01/01/22 – 3/31/22		<input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable			<input type="checkbox"/> 01/01/22 – 3/31/22
	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable			<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22

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Year 1 Goal: Increasing POS utilization Southeast Asian clients and increasing the overall client base in this group for the regional center.

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Activity	Quarter Activity Will Occur (check all that apply)	Responsible Party and additional information	Type of Measure	What Will Be Measured?	What is the Target for This Measure?	Quarter Data Will Be Reported (check all that apply)
Cultural Resource Fair	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21	Level Up NorCal will coordinate and host a cultural resource fair for the SEA community to connect directly with the regional center and local agencies.	<input checked="" type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable	- Number count of attendees and agency participation at each resource fair. - Number of attendees visiting each agency booth.	300 attendees and 15 local agencies	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21
Translation	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020 <input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21	Level Up NorCal will develop plain language handouts and collateral for regional center	<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input checked="" type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable	Copies of translated collateral.	Development of plain language handouts and collateral in Hmong and other languages as appropriate.	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020 <input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21

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		programs and services and translate to Hmong and other languages as appropriate.				
	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable			<input type="checkbox"/> 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21
	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed			<input type="checkbox"/> 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21

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			<input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable			

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Year 2 Goal (if different from Year 1 Goal):

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Activity	Quarter Activity Will Occur (check all that apply)	Responsible Party and additional information	Type of Measure	What Will Be Measured?	What is the Target for This Measure?	Quarter Data Will Be Reported (check all that apply)
	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable			<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22
	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable			<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22
	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback			<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021

DISPARITY FUNDING PROPOSAL – SCHEDULE OF ACTIVITIES AND MEASURES

Completed worksheets shall be submitted with the funding proposal. List all activities, the responsible party, and which quarter each activity will occur; include how the activity will be measured, the quarter data for each measure will be reported; and any additional information. More than one copy of each worksheet may be submitted if additional space is required or you may add rows to this table. *Please see Attachment C-1 for a sample.*

PROJECT ACTIVITIES			PROJECT MEASURES			
Activity	Quarter Activity Will Occur (check all that apply)	Responsible Party and additional information	Type of Measure	What Will Be Measured?	What is the Target for This Measure?	Quarter Data Will Be Reported (check all that apply)
	<input type="checkbox"/> 01/01/22 – 3/31/22		<input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable			<input type="checkbox"/> 01/01/22 – 3/31/22
	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable			<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22

**Disparity Funds Program
SERVICE BUDGET (ATTACHMENT D-1)**

Applicant Name and Address

Level Up NorCal 1805
Hilltop Drive, Suite 103 Redding,
CA 96002

Line No.	PERSONNEL-Salary and Benefits		Year 1 Annual Budget			Year 2 Annual Budget		
			Annual Salary	Annual FTE to Disparity Grant (Percentage)	Annual Cost to Disparity Grant	Annual Salary	Annual FTE to Disparity Grant (Percentage)	Annual Cost to Disparity Grant
1	Name: Meuy Lee Title/Position: Program Manager	<input type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$66,670.00	90%	\$60,003.00			
2	Benefits: 29%		\$20,001.00	90%	\$18,000.90			
3	Name: TBD Title/Position: Program Specialist	<input type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$45,000.00	100%	\$45,000.00			
4	Benefits: 34%		\$15,300.00	100%	\$15,300.00			
5	Name: TBD Title/Position: Program Specialist	<input type="checkbox"/> Existing Position <input checked="" type="checkbox"/> New Position	\$45,000.00	100%	\$45,000.00			
6	Benefits: 34%		\$15,300.00	100%	\$15,300.00			
7	Name: Chan Meng Title/Position: Project Coordinator	<input type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$35,000.00	100%	\$35,000.00			
8	Benefits: 39%		\$13,650.00	100%	\$13,650.00			
9	Name: Title/Position:	<input type="checkbox"/> Existing Position <input type="checkbox"/> New Position						
10	Benefits:							
11	Name: Title/Position:	<input type="checkbox"/> Existing Position <input type="checkbox"/> New Position						
12	Benefits:							
13	Name: Title/Position:	<input type="checkbox"/> Existing Position <input type="checkbox"/> New Position						
14	Benefits:							
15	Name: Title/Position:	<input type="checkbox"/> Existing Position <input type="checkbox"/> New Position						
	Benefits:							
Personnel Subtotal					\$247,253.90			
OPERATING EXPENSES								
16	Advertising/Printing/Mailing				\$6,000.00			
17	Equipment & Supplies				\$3,000.00			
18	Facility Rental				\$9,000.00			
19	Food & Beverages for Outreach Events				\$17,000.00			
20	Staff Travel				\$9,000.00			
21	Staff Cell Phone				\$2,880.00			
22	Staff Training				\$2,000.00			
23	Translation				\$5,000.00			
24								
Operating Subtotal					\$53,880.00			
ADMINISTRATIVE/INDIRECT COSTS								
25	15%				\$45,470.09			
26								
27								
28								
29								
30								
Administrative/Indirect Cost Subtotal					\$45,470.09			
TOTAL (rounded to nearest dollar)					\$346,603.99			

Project Total

\$346,603.99

Disparity Funds Program

SERVICE BUDGET (ATTACHMENT D-1) SAMPLE

Applicant Name and Address

ABC Organization
 Conduct informational workshops in Asian community about regional center services

			Year 1 Annual Budget			Year 2 Annual Budget	
Line No.	PERSONNEL-Salary and Benefits		Annual Salary	Annual FTE to Disparity Grant (Percentage)	Annual Cost to Disparity Grant	Annual Salary	Annual FTE to Disparity Grant (Percentage)
1	Name: Wendy Chiu Title/Position: Project Coordinator	<input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$50,000.00	50%	\$25,000.00		
2	Benefits: 32%		\$16,000.00	50%	\$8,000.00		
3	Name: Amy Winters Title/Position: Project Assistant	<input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$30,000.00	25%	\$7,500.00		
4	Benefits: 30%		\$9,000.00	25%	\$2,250.00		
Personnel Subtotal					\$42,750.00		
OPERATING EXPENSES							
5	Instructional Items				\$2,000.00		
Operating Subtotal					\$2,000.00		
ADMINISTRATIVE/INDIRECT COSTS							
6	Janitorial				\$500.00		
7	Accounting				\$1,000.00		
8	Personnel				\$700.00		
Administrative/Indirect Cost Subtotal					\$2,200.00		
TOTAL (rounded to nearest dollar)					\$46,950.00		

PROJECT BUDGET NARRATIVE WORKSHEET

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

Organization Name
Level Up NorCal
Project Title
Building Bridges - Connecting Southeast Asian Minorities with Regional Center Services
Project Duration (start and end date)
Start Date: 03/01/2020 End Date: 02/28/2021 Number of Months: 12

Salary/Wages and Benefits

Line Number	Line Item	Description of Position Duties and FTE Allocation for Title/Position AND Description of Benefits
1	Title/Position: Bilingual Program Manager	0.9 FTE - Overall management of the SEA program; liaise with FNRC; recruiting and hiring of bicultural and bilingual program staff, develop handouts and collateral; prepare and analyze measurement tools; evaluate effectiveness outreach efforts and revise as needed; prepare and submit reports; ensure project goals and objectives are accomplished
	Benefits: 90%	Healthcare including medical, dental and vision; payroll taxes; workers' comp; pension plan; paid vacation, holidays, and sick time
2	Title/Position: Bilingual Program Specialist	1 FTE - Develop, coordinate and organize cultural competency trainings; identify and organize speakers, collateral, facility and resources; staff trainings and monthly information help table; translation of English to Spanish and back at various events and on handouts; coordinate and staff booths at cultural events; information dissemination on regional center programs and services
	Benefits: 100%	Healthcare including medical, dental and vision; payroll taxes; workers' comp; pension plan; paid vacation, holidays, and sick time
3	Title/Position: Bilingual Program Specialist	1 FTE - Develop, coordinate and organize cultural resource fairs including facility rental and food and beverage; develop network of local agencies and information resources and book agency booths; identify and book traditional performers; staff monthly information help table; translation of English to Spanish and back at various events and on handouts; coordinate and staff booths at cultural events; information dissemination on regional center programs and services
	Benefits: 100%	Healthcare including medical, dental and vision; payroll taxes; workers' comp; pension plan; paid vacation, holidays, and sick time
4	Title/Position: Project Coordinator	1 FTE - Coordinate and organize monthly information help table and focus groups including staffing, facility rental and arranging for food and beverages; coordinate support for cultural booths including all handouts and collateral; staff outreach events as needed; translation of English to Spanish

PROJECT BUDGET NARRATIVE WORKSHEET

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

Line Number	Line Item	Description of Position Duties and FTE Allocation for Title/Position AND Description of Benefits
		and back at various events and on handouts; information dissemination on regional center programs and services
	Benefits: 100%	Healthcare including medical, dental and vision; payroll taxes; workers' comp; pension plan; paid vacation, holidays, and sick time
	Title/Position: [REDACTED]	[REDACTED]
	Benefits: [REDACTED]	[REDACTED]
	Title/Position: [REDACTED]	[REDACTED]
	Benefits: [REDACTED]	[REDACTED]
	Title/Position: [REDACTED]	[REDACTED]
	Benefits: [REDACTED]	[REDACTED]

Operating Expenses

Line Number	Line Item	Description
1	Advertising/Printing/Mailing	Design and printing of handouts and collateral in plain language on regional center services and programs; placement of advertisements to promote outreach events; postage costs for mailings
2	Equipment & Supplies	Office equipment and licenses, IT services and equipment, mobile internet, general office supplies
3	Facility Rental	Rental of meeting space for 21 outreach events - 2 cultural resource fairs, 2 cultural competency trainings, 3 booth rentals, 12 monthly information help tables, 2 focus groups
4	Food & Beverage	Food and beverage for attendees of outreach events - estimated over 2000 SEA clients and community members reached
5	Staff Travel	Travel to/from outreach events including meetings to coordinate and organize events; travel will be spread over 9 counties in the largest catchment area of any regional center
6	Staff Cell Phone	Cell phone reimbursement for staff who will be traveling extensively to coordinate and staff outreach events
7	Staff Training	Training of staff on regional center programs and services including trainings and refreshers on HIPAA, confidentiality, cyber security, etc.
8	Translation	Additional translators for outreach events
	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]

Administrative/Indirect Costs

Line Number	Line Item	Description
1	Overhead - 15%	Office rent, utilities, internet, insurance, maintenance, accounting, payroll services, human resources

PROJECT BUDGET NARRATIVE WORKSHEET

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

Line Number	Line Item	Description