

**FY 2019/20 DISPARITY FUNDS PROGRAM
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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 (New and Reapplications)

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		September 30, 2019
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		510-820-3612
i. Brief description of the organization/group (organization type, group mission, etc.). Include experience your organization has had managing a program similar to the proposal, and the outcomes of that program.		
<p>Helping Hands East Bay is a small nonprofit organization founded in 2015 with the mission of reducing disparity among underserved Asian immigrants living with developmental disabilities. Since 2016, we have been awarded funding from State Council on Developmental Disabilities, Regional Center of the East Bay and Department of Developmental Services to hire multi-lingual staff team to provide outreach, parent education and service navigation to Cantonese, Vietnamese and Filipino adult consumers and their families. Each funded project has achieved positive outcomes in increasing Asian consumers and families' knowledge of service systems, their utilization of services and their annual purchase of regional center services.</p>		
j. If you check the CBO box, describe how your organization meets the definition of a CBO.		
<p>Helping Hands East Bay is a public benefit nonprofit corporation registered with CA Secretary of State in August 2015. Our organization was awarded 501 c (3) tax exempt status from IRS in February 2016 (see attached). Our mission is to empower Asian immigrant families impacted by developmental disabilities to live dignified and satisfied lives by providing information, education, support and services.</p>		

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Section II. Grant Reapplication – Project Information (Reapplications Only)

If the organization is applying to continue a previously awarded project, complete this section in addition to all other required sections and attachments. Complete this section if your proposal will continue a previously awarded project without changes to the target population, geographic area, activities, or objectives; **OR**, if your proposal will expand a previously awarded project into other target populations, geographic areas, activities, or objectives. **After completion, continue to Section III.**

Summary Information

a. Grant Number: 18-C12	
b. Project Title: Improving Understanding and Utilization of Services for Cantonese, Vietnamese and Filipino Adult Consumers	
c1. Start Date: 03/16/2019	c2. End Date: 03/31/2020
d. Total Project Duration (in months): 12	

Fiscal Information

Fiscal Year (FY)	e. Awarded*	f. Expended
FY 2016/17	e1. \$	f1. \$
FY 2017/18	e2. \$ 191,379	f2. \$ 177,453
FY 2018/19	e3. \$ 317,745	f3. \$ 99,622
Total	e4. \$ 509,124 (e1 + e2 + e3)	f4. \$ 277,075 (f1 + f2 + f3)
g. Amount Remaining (e4 – f4): \$ 232,049		

**If your project was a multiyear project that was fully funded during one FY, enter the total amount of funding in that corresponding FY. For example, if a 2-year project was fully funded in FY 2016/17, then the amount awarded should be included in e1. Projects that received funding in more than one FY, should enter the awarded amounts for each corresponding FY.*

Project Information

h. Number of individuals originally proposed to be impacted	225
i. Actual number of individuals impacted by the project and why it is higher or lower than the proposed number.	369 as of 9/20/19 - higher, maybe because this number reflects total attendance count for all outreach events and workshops combined. Some individuals attended more than one event.
j. RC(s) in the project catchment area(s)	Regional Center of the East Bay
k. List the city(ies) your project has served: 7	Alameda, Berkeley, Oakland, San Leandro, San Lorenzo, Hayward, Union City
l. List the county(ies) your project has served: 1	Alameda County

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m. If your project has served the City of Los Angeles, list the zip code(s) and/or community(ies) served*:

n. Provide a detailed explanation of project activities to date. What has the project accomplished to date?

Our project has produced a multi-lingual video to introduce samples of adult services funded by Regional Center which include licensed adult day program, community integration training, work activity program, paid internship, supported employment, independent living skills training, supported living services and board & care home. The filming and production involved collaboration with 6 other vendor organizations. The majority of the consumers featured are from Asian background to encourage more Asian viewers to try these services. Parents and program staff interviewed speak in Cantonese, Mandarin and English. Subtitles in Chinese, English and Vietnamese were translated and included. We consulted with Tagalog-speaking RCEB case managers who indicated Tagalog subtitles would not be necessary because most Filipino families also understand English. We premiered this video with pre/post tests on 9/20/19 at our Moon Festival outreach dinner with an audience of 111. Here is the link to the video: <https://f.io/aQj59KIL>

Since March 2019, we have been conducting monthly family support groups/educational workshops in Cantonese, Vietnamese and Tagalog for families with adult consumers, a total of 24 meetings and combined attendance of 157 to date. Through the assistance of RCEB Asian case managers in mailing event flyers to our target populations, we have launched two community outreach events - a summer picnic on 8/24/19 and Moon Festival dinner on 9/20/19 with attendance of 101 and 111 respectively. Our employment and housing specialist has conducted 4 living options/affordable housing resources workshops between June and August to Cantonese and Vietnamese families. Filipino families were invited but not interested in this topic. Outreach to over 35 employers have been made to develop paid internship and employment opportunities for underserved Asian adult consumers.

o. Provide a detailed explanation of project impacts and outcomes to date. Attach data as well as success stories to demonstrate project outcomes and impact.

Through our outreach to employers, 8 paid internship positions have been developed for Asian adult consumers between March and September 2019, enabling these consumers to gain work experience, income and contributes to increases in POS. Living Options handouts from RCEB that were only available in English and Spanish have been translated by our bilingual staff into Chinese and Vietnamese for attendees of our living options/affordable housing workshops so that they can access this important information in their native languages. Pre/Post tests were administered during educational workshops and the results for the first quarter show average post-test scores consistently higher than pre-test scores (see attached file 18-C12 HHEB Encl C-Q1). A success story is one Cantonese adult consumer whom our Cantonese family support specialist has been supporting for 1:1 service navigation for the past one and half year has successfully retained part-time employment at a local grocery store for over a year with job coaching support. Furthermore, he recently achieved independent living by renting a room near his workplace. Our Cantonese family support specialist helped him to access RCEB and generic resources such as application to Department of Rehabilitation and CalFresh benefits. He moved out of his parents' home just before his parents sold their home and relocated to another city. His parents expressed heartfelt appreciation and gratitude for our support to help their son achieve growth and independence. Another Vietnamese adult consumer received 1:1 service navigation from our Vietnamese family support specialist to enable him to access Regional Center and

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Department of Rehabilitation services (DOR) to obtain part-time employment at a warehouse and receive driving lessons funded by DOR. After 6 months, he successfully passed his driving test. Recently he bought a used car with savings from his employment and now he drives to work! His mother expressed deep appreciation for the 1:1 culturally responsive services provided to her son to help him achieve growth and independence.

p. What are the projects objectives in addressing disparities and what remains to be addressed/completed? Explain why these objectives have not been completed during the current grant period.

Our current project's main objective is to improve understanding and utilization of services for Cantonese, Vietnamese and Filipino adult consumers. By gaining knowledge of Regional Center services, we hope more Cantonese, Vietnamese and Filipino adults will try at least one RC service and thus increase POS and reduce disparity. What remains to be completed include continuing to show the informational video to more adult consumers and families with pre/post test administration and the analysis of pre/post tests results. After our video's premier on 9/20/19, our family support specialists are planning to make home visits to individual consumer and parents, bringing a tablet to show the video to introduce various adult services funded by RCEB. We hope that after viewing this video, some adult consumers would become interested in trying out one or more of the services featured in the video. We also plan to share the link of the video with a wide network of providers, RCEB Asian case managers, state council, Alameda County DD Council and put it on our website for more people to access this informational video. In the coming quarter, more educational workshops have been planned to introduce specific Regional Center services such as out-of-home respite, family home agency and behavior intervention. These are topics which parents have expressed interest to learn more about. Two more community outreach events are being planned for the holiday season before the end of the year for our target communities. Our project is on schedule with completing its objectives.

q. If awarded, how will your current project transition into the 2019/20 proposed project?

Our current bilingual project staff team will continue to build on the trust established during the past two years with a network of Cantonese, Vietnamese and Filipino families in this upcoming proposed 2019/20 project. Our target populations and geographic areas will remain the same but some of our activities and objectives will be different. Our proposed project will employ a new strategy of "from crowd to core" to make a deeper impact on individual families. Rather than launching large scale outreach events, we will focus on 1:1 coaching and service navigation for individual families, especially those with parent caregivers in their 60's, 70's and 80's to support them in addressing long term care planning of their adult son/daughter with developmental disabilities. We will continue to hold language-specific support groups and parent education workshops in relevant topics related to regional center services, living options, affordable housing, self-determination program, long term care planning, including understanding legal aspects of long term care planning such as CalABLE account, special needs trust and limited conservatorship. The informational video produced by our current project will continued to be shown to new families to introduce regional center adult services.

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Section III. Proposal Summary (New and Reapplications)

a. Project title	Improving Long Term Care Planning for Adult Consumers from Cantonese, Vietnamese and Filipino Families
b. Total amount requested	\$ 270,046
c. Projected number of individuals impacted	144
d. Duration of project (months)	12 months Start date: 04/01/2020 End date: 03/31/2021
e. RC(s) in the project catchment area(s)	Regional Center of the East Bay
f. List the city(ies) your project proposes to serve:	Alameda, Berkeley, Oakland, San Leandro, San Lorenzo, Hayward, Union City
g. List the county(ies) your project proposes to serve:	Alameda County
h. If your project proposes to serve the City of Los Angeles, list the zip code(s) and/or community your project will serve*	
i. Will you be working with one or more CBO(s)?	<input type="checkbox"/> Yes*** <input checked="" type="checkbox"/> No
j. 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 and data sharing.

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k. Project Type Selection(s)		
Select your <u>one primary</u> project type.	Select your <u>one secondary</u> project type (if applicable).	Select your <u>one tertiary</u> project type (if applicable).
<input type="checkbox"/> Translation (equipment, translator services, translating brochures or materials, etc.) <input 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 type="checkbox"/> Parent education (online or in person trainings, workshops, etc.) <input type="checkbox"/> Promotora (Peers educating community members about access RC services) <input type="checkbox"/> Family/ consumer support services (1:1 coaching, enhanced case management, service navigation, etc.)	<input type="checkbox"/> Translation <input type="checkbox"/> Outreach <input type="checkbox"/> Workforce capacity <input checked="" type="checkbox"/> Parent education <input type="checkbox"/> Promotora <input type="checkbox"/> Family/ consumer support services	<input type="checkbox"/> Translation <input type="checkbox"/> Outreach <input type="checkbox"/> Workforce capacity <input type="checkbox"/> Parent education <input type="checkbox"/> Promotora <input checked="" type="checkbox"/> Family/ consumer support services
l. Target Population (Race/Ethnicity)		
Select all groups the project will serve	Proposed Number of Individuals Impacted by the Primary Project Type	
<input type="checkbox"/> African American		
<input type="checkbox"/> Cambodian		
<input checked="" type="checkbox"/> Chinese	72	
<input checked="" type="checkbox"/> Filipino	28	
<input type="checkbox"/> Hispanic		
<input type="checkbox"/> Hmong		
<input type="checkbox"/> Indian		
<input type="checkbox"/> Japanese		
<input type="checkbox"/> Korean		
<input type="checkbox"/> Mien		
<input type="checkbox"/> Native American		
<input type="checkbox"/> Pacific Islander (list):		
<input checked="" type="checkbox"/> Vietnamese	44	
<input type="checkbox"/> Other (list):		
m. Target Population: Language (select all groups the project will serve)		
<input checked="" type="checkbox"/> Cantonese <input type="checkbox"/> Japanese <input type="checkbox"/> Mien <input checked="" type="checkbox"/> Tagalog <input type="checkbox"/> Hmong <input type="checkbox"/> Korean <input type="checkbox"/> Russian <input checked="" type="checkbox"/> Vietnamese <input type="checkbox"/> Indian <input checked="" type="checkbox"/> Mandarin <input type="checkbox"/> Spanish <input type="checkbox"/> Other (list):		
n. Target Population: Age Group (select all groups the project will serve)		
<input type="checkbox"/> Birth up to Three (Early Start) <input type="checkbox"/> Three to Five <input type="checkbox"/> Three to 21	<input type="checkbox"/> 16 to 21 <input checked="" type="checkbox"/> 22 and older <input type="checkbox"/> Other (list):	

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Section IV. Proposal Certification

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

Authorized by (print name): Esther Chow

Organization: Helping Hands East Bay

Signature: [Handwritten Signature] Date: 3/5/20

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.

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Project title
Improving Long Term Care Planning for Adult Consumers from Cantonese, Vietnamese and Filipino Families.
1. What experience does the organization/group have working with the target population?
<p>Since 2016 Helping Hands East Bay has been making a positive impact on reducing disparity among Cantonese, Vietnamese and Filipino families with adult consumers by organizing outreach events, language-specific family support groups, educational conferences and workshops. Our bilingual staff team also provide 1:1 service navigation to individual families to help them access and utilize more regional center and generic services. In October 2017, we became vendored through RCEB and Department of Rehabilitation to provide tailored-day service and supported employment to these underserved adults, serving 20 individuals currently. In May 2018, through a reducing disparity start-up grant from RCEB, we started a community integration training day program specifically for adults from Cantonese and Vietnamese families which now serves 15 consumers. During the past two years, we have been awarded a grant contract from DDS to focus on outreach and education of these three underserved ethnic/language groups. Our bilingual and bicultural staff who speak Cantonese, Vietnamese, Tagalog and Mandarin have built trusting relationships with a network of over 50 families from our target communities. In 2018 we assisted 35 Cantonese and Vietnamese families to sign up for self-determination pilot program drawing and 13 were chosen. Our program activities have contributed to the increase of POS for 29 Asian adult consumers from February 2018 to March 2019. 16 of these consumers had zero POS prior to our intervention. RCEB POS data disseminated in early 2019 reflects this positive impact: Percentage of adult consumers with No POS has decreased for Vietnamese from 54.3% in FY2016-17 to 44.1% in FY2017-18. Cantonese adult with no POS has decreased from 27.3% to 25.2%.</p>
2 Explain how the target population(s) are underserved using RC POS data or other data as supporting evidence of the disparity.
<p>According to 2017-18 purchase of services data published by RCEB, among adult consumers age 22 and older, English-speaking consumers' annual per capita expenditure is \$33,996. Our targeted populations, in comparison, have much lower expenditures: Cantonese at \$19,461, Vietnamese at \$11,897 and Tagalog-speaking at \$20,788. The disparity is also evidenced by "No Purchase of Service" data. In 2017-18, 44.1% of Vietnamese adult consumers had no purchase of service, 30.9% of Tagalog-speaking adults had no purchase of service, 25.2% of Cantonese adults had no purchase of service while only 12.7% of English-speaking adults had no purchase of service. The data further points out that "Living Arrangement" has the greatest impact on expenditures. Adults living out of home have much higher POS compared to adults living at home. Among White adult consumers, 62.6% were living out of home in 2017-18 while only 26.4% of Asian adults were living out of home.</p>
3. How will your project improve the lives of individuals who have developmental disabilities and/or their families?
<p>Our proposed project has three components: 1.Primary: Workforce Capacity; 2.Secondary: Parent Education; 3.Tertiary: Family/Consumer Support Services.</p> <p>1. Workforce Capacity - We are applying for disparity funds to provide incentives to 12 bilingual employees who have been providing culturally responsive and linguistically competent services to</p>

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35 Cantonese, Vietnamese and Filipino adult consumers, and outreach, education and service navigation to 50 families during the past almost two years. Bilingual workforce is our most valuable resource who has contributed to significant increases in POS and reduction of disparity among our target populations. Our bilingual employees help to remove language and cultural barriers to access and utilization of regional center and generic services. In order to sustain the short-term gain and continue to make a long-term impact to improve the lives of Cantonese, Vietnamese and Filipino adults with developmental disabilities and their families in our geographic area, retention of bilingual employees is our top priority. The approved rate increases of 7.6% and 8.2% effective January 1, 2020 for our RCEB vendored supported employment and community integration programs lack behind the cost of living and minimum wage increases in the Bay Area. The City of Alameda where we are located has increased its minimum wage from \$12 to \$13.50 (12.5%) on July 1, 2019 and is scheduled to increase again to \$15 (11.1%) on July 1, 2020. We are facing competition from employers in our areas such as In-N-Out Burger and Panda Express which offer higher salaries for entry level as well as management positions than our nonprofit. Local school districts and county behavioral health care services are similar human services fields as developmental services and they offer much higher compensation as well. We recently lost one trilingual program manager to Alameda County Behavioral Health Care Services. Without a stable bilingual workforce, all ongoing services and proposed activities to reduce disparity will be disrupted. As part of building workforce capacity, we also plan to provide staff training in the areas of self-determination program and person-centered planning to further equip our bilingual staff to assist Cantonese, Vietnamese and Filipino adult consumers to gain understanding and access to this new service delivery option. Self-determination program may be a creative solution for many underserved Asian families to meet the needs of their loved ones with developmental disabilities outside of the traditional regional center vendor system.

2. Parent Education - Our proposed project will continue to organize educational workshops in Cantonese, Vietnamese and Tagalog on topics pertaining to regional center services, generic services, government benefits, long term care planning, living options, affordable housing, and self-determination program. We are grateful to have the support from attorney Geoffrey Lee of Legato Law to provide pro bono services such as educational workshops in Cantonese on topics like CalABLE account and Special Needs Trust as well as planning to hold free legal clinic for our consumers and family members (see support letter attached). We propose to organize a total of 24 workshops in one year provided in Cantonese, Vietnamese or Tagalog to help consumers and family members to access relevant information, increase their knowledge of regional center service system, generic community services and self-determination program. Client's Rights Advocates of Disability Rights CA have been and will continue to be speakers of some of our workshops. In addition, we plan to coordinate with RCEB and Enriching Lives Family Home Agency to organize language-specific tours for parents to visit various living options for their adult son/daughter such as board and care homes and family homes.

3. Consumer/Family Support Services - We plan to target retired parents who are primary caregivers in their late 60's, 70's and 80's to provide 1:1 coaching and service navigation. Our plan is for our Cantonese family support specialist to engage 10 families, Vietnamese family support specialist to engage 6 families and our Tagalog-speaking family support specialist to engage 4 families to initiate the sensitive discussion of long term care planning for their adult

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son/daughter living at home. We will provide 1:1 coaching support for each family if they choose to take action to develop a long term care plan. The informational video about various regional center funded adult services produced by our current project will continue to be shown to new families to increase their knowledge and understanding of the service system and to encourage them to try out at least one regional center adult service.

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

According to RCEB's May 2019 report to DDS, disparities in POS continue to exist, especially for Asian adult consumers age 22 and older who are living at home. The report further states among Asian language groups, Cantonese, Vietnamese and Tagalog-speaking adult consumers are among populations that have significantly lower POS. Our project targets these three language groups of adult consumers and their families to help RCEB to reduce disparities. We plan to engage aging parent caregivers from these language groups to initiate intentional conversation about long term care planning for their son/daughter with developmental disabilities before a health crisis or other crisis hits home. This project will assist RCEB to further develop culturally and linguistically responsive living options for Cantonese, Vietnamese and Tagalog-speaking adult consumers by partnering with Enriching Lives FHA Concord office which has recently received a disparity grant from RCEB to develop family homes for Cantonese and Vietnamese adults. We will assist in outreaching these two communities to inform them of the living option of "Family Home," as well as assist in recruiting bilingual provider homes. There is no financial exchange involved with this partnership/collaboration with Enriching Lives. In addition, as recommended by the RCEB report, we will also focus on educating families about the new self-determination pilot program, which will become an available option to all in about two years. We will offer to provide person-centered planning services to monolingual Cantonese, Vietnamese and Tagalog adult consumers who have been chosen for the pilot and coordinate language-specific self-determination family support groups as they navigate this new venture to benefit their family member with developmental disabilities. Our executive director continues to attend RCEB's Diversity and Equity Committee meetings and she is an appointed member of the Self-Determination Community Advisory Committee. Involvement in both of these committees helps to inform our project of updated information and recommendations to promote equity and help reduce disparities in the RCEB catchment area.

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?

Our proposed project is unique in targeting Cantonese, Vietnamese and Filipino adult consumers age 22 and older who reside in north and central Alameda county. Other currently funded projects in the RCEB catchment area target 0-21 age groups or a different language population or a different geographic area such as Contra Costa County or south Alameda County. Our proposed project builds upon our own current project and the trust established through the past three years of outreach, education, family support and consumer services to Cantonese, Vietnamese and Filipino families. This project is an attempt to make a deeper impact with 20 individual families

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who have aging parent caregivers by initiating the somewhat taboo conversation of long term care planning for their son/daughter with developmental disabilities.

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

During our language-specific family support group meetings, we have learned that a majority of Cantonese, Vietnamese and Filipino parents in their late 60's, 70's and 80's continue to live with and be the primary caregivers of their adult son/daughter with developmental disabilities. They shared that one main reason for this living arrangement is the lack of culturally and linguistically responsive living options for Asian adult consumers in north and central Alameda county. This situation puts a toll on many aging Asian parents who have been under lifelong chronic stress and have a tendency to neglect self-care. During the past year among the network of parents served by our organization, one had a mental break down resulting in psychiatric hospitalization, two had suffered a stroke, three suddenly were diagnosed with terminal cancer and one of them, who was in his late 70's, passed away within 3 months. As a result, we discover an urgency to support aging Asian parents who are primary caregivers to address challenges of long term care planning for their adult son/daughter with developmental disabilities.

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.

We will continue to submit annual application to DDS Disparity Fund to continue our efforts of reducing disparity among our target populations. Fund raising efforts with individual donors, corporations and foundations will also be launched. The lessons learned from staff training on person-centered thinking and planning will continue to drive the way we provide services and support to consumers and their families. Walking alongside several families selected for self-determination pilot will expand our organization's search for creative service options that are outside of the traditional regional center vendor system. Other than the newer Family Home Agency model, we plan to explore other creative housing model such as building supported housing through multi-families investment. Our ongoing collaboration with organizations such as Disability Rights CA, Legato Law and Enriching Lives will enable us to continue to educate and empower underserved Cantonese, Vietnamese and Filipino families.

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: Improving Long Term Care Planning for Adult Consumers from Cantonese, Vietnamese and Filipino Families

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)
Provide incentives to 11 bilingual employees	<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	Executive Director will authorize incentive payment for each quarter after receipt of DDS fund	<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 checked="" type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable	HHEB bilingual employee turn over rate within a 12 month period	100% retention of bilingual employees at HHEB for 12 months	<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 checked="" type="checkbox"/> 01/01/21 – 3/31/21
Conduct Staff Training	<input checked="" 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 type="checkbox"/> 01/01/21 – 3/31/21	Executive Director will arrange staff trainings on self-determination program and person-centered planning	<input checked="" type="checkbox"/> Count <input type="checkbox"/> POS <input checked="" 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	1. Training attendance 2. Level of knowledge on the topic before and after training	90% of HHEB Staff who attended trainings will increase their knowledge on self-determination program and person-centered planning.	<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 type="checkbox"/> 01/01/21 – 3/31/21
Conduct parent education	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020	Cantonese, Vietnamese and Filipino	<input checked="" type="checkbox"/> Count <input type="checkbox"/> POS	1. Number of workshops and	1. An average of 8-10 participants will attend	<input type="checkbox"/> 3/01/20 – 6/30/2020

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)
workshops/ support groups (total of 24 annually)	<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	Family Support Specialists will publicize workshops, provide interpretation, if needed, administer pre/post tests; Program Manager will invite speakers, develop and analyze pre/post tests	<input checked="" 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	support group meetings held 2.Attendance of each workshop/support group 3.Level of knowledge on the topic before and after workshops 4.Participants' feedback and comments on unmet needs, challenges of access and utilization of RC services	each workshop or support group. 2. 70% of Cantonese, Vietnamese, and Tagalog-speaking parents of adult consumers who attended workshops or support group meetings will have increased post-test scores. 3. 50% of participants will be open to provide feedback	<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
Provide 1:1 coaching and service navigation to 20 families with elder parent caregivers	<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	Program Manager and Cantonese family support specialist to engage 10 families;	<input checked="" type="checkbox"/> Count <input type="checkbox"/> POS <input checked="" type="checkbox"/> Pre/post survey/assessment <input checked="" type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____	How prepared are elder parent caregivers when it comes to having a long term care plan for their adult son/daughter with developmental disabilities	60% of Cantonese, Vietnamese and Tagalog-speaking parent caregivers in their 60's, 70's and 80's will gain practical knowledge and take action to develop a long term care plan for	<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

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)
in their 60's, 70's or 80's		Vietnamese family support specialist to engage 6 families; Filipino family support specialist to engage 4 families to discuss long term care planning for their adult son/daughter with developmental disabilities.	<input type="checkbox"/> Not applicable		their adult son/daughter with developmental disabilities	

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 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

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

HELPING HANDS EAST BAY
2447 SANTA CLARA AVE, SUITE 201, ALAMEDA, CA 94501

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	Incentives for 11 bilingual employees	<input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$60,762.00	100%	\$60,762.00			
2								
3	Name: Esther Chow Title/Position: Executive Director	<input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$64,000.00	20%	\$12,800.00			
4	Benefits: 10.39%		\$6,647.00	20%	\$1,329.40			
5	Name: Queenie Po King Chan Title/Position: Program Manager	<input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$51,200.00	60%	\$30,720.00			
6	Benefits: 10.49%		\$5,370.00	60%	\$3,222.00			
7	Name: Erin Kong Title/Position: Cantonese Family Support Specialist	<input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$41,560.00	60%	\$24,936.00			
8	Benefits: 27.48%		\$11,420.00	60%	\$6,852.00			
9	Name: Kim Ly Title/Position: Vietnamese Family Specialist	<input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$46,000.00	75%	\$34,500.00			
10	Benefits: 39.84%		\$18,325.00	75%	\$13,743.75			
11	Name: (Vacant) Title/Position: Filipino Family Support Specialist	<input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$41,000.00	40%	\$16,400.00			
12	Benefits: 27.85%		\$11,420.00	40%	\$4,568.00			

13	Name: Brian Chee Title/Position: Employment/Housing Resources Specialist	<input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$42,940.00	30%	\$12,882.00		
14	Benefits: 28.76%		\$12,350.00	30%	\$3,705.00		
15	Name: Title/Position:	<input type="checkbox"/> Existing Position <input type="checkbox"/> New Position					
	Benefits:						
Personnel Subtotal					\$226,420.15		
OPERATING EXPENSES							
16	Advertising/Printing/Mailing for workshops/support groups				\$2,000.00		
17	Food and Beverages for workshops/support groups				\$2,200.00		
18	Instructional Materials				\$400.00		
19	Office supplies				\$680.00		
20	Staff Travel/Mileage/Parking				\$1,300.00		
21	Project Event Venue Rental				\$1,500.00		
22	Staff Training				\$600.00		
23	Project staff cell phones & tablets				\$1,200.00		
24							
Operating Subtotal					\$9,880.00		
ADMINISTRATIVE/INDIRECT COSTS							
25	Office Telephone and Internet				\$720.00		
26	Office Rent and Utilities				\$8,100.00		
27	Accounting & HR Admin Staff				\$21,025.85		
28	CPA Consultant Fee				\$2,100.00		
29	Insurance				\$1,800.00		
30							
Administrative/Indirect Cost Subtotal					\$33,745.85		
TOTAL (rounded to nearest dollar)					\$270,046.00		

Project Total

\$270,046.00

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
Helping Hands East Bay
Project Title
Improving Long Term Care Planning for Adult Consumers from Cantonese, Vietnamese and Filipino Families
Project Duration (start and end date)
Start Date: 4/1/2020 End Date: 3/31/2021 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: Incentives for 11 bilingual employees (Cora Lubber resigned on 1-31-20. Removed \$3,120)	Incentive payment of \$3 per hour for 11 bilingual employees of our organization according to each employee's work hours for one year. Rationale: City of Alameda minimum wage increased from \$12 to \$13.50 on July 1, 2019 and it is scheduled to increase to \$15 on July 1, 2020. All bilingual staff are involved in providing services to Cantonese, Vietnamese and Filipino adults to reduce disparity. The first 6 are partially involved in DDS grant project. The last 5 are staff of our Community Integration vendored program serving 15 Cantonese and Vietnamese adults. Below is a list of the names of bilingual employees and their proposed incentive payment: 1. Esther Chow - \$6,240 2. Queenie Po King Chan - \$3,510 3. Erin Kong - \$5,850 4. Kim Ly - \$5,850 5. Silvia Songyu Zhao - 4,992 (Accounting/HR) 6. Brian Chee - \$6,240 7. Wendy Lieu - \$6,240 8. Angela Wong - \$6,240 9. Guojian Shi - \$6,240 10. Silu Jiang - \$6,240 11. Carol Lee - \$3,120 TOTAL: \$60,762
2	Benefits: N/A	N/A
3	Title/Position: Executive Director	Duties: Supervises program manager to implement DDS project, Compiles and writes DDS quarterly and final reports, provides consultation to Cantonese parents; 20% FTE for DDS Disparity Grant Fund project (funded by DDS if approved); 35% funded by RCEB community integration training POS; 15% funded by RCEB tailored-day service and supported employment POS; 10% funded by Department of Rehabilitation billing; 10% funded by RCEB Person-Centered Planning Service POS; 10% funded by general donation
4	Benefits: Executive Director	10.39% for benefits cover payroll taxes, workers compensation, holidays, sick leave and vacation

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
5	Title/Position: Program Manager	Duties: Supervises bilingual Family Support Specialists to carry out DDS project activities; Develops and analyzes pre/post tests results; 60% FTE for DDS Disparity Grant Fund project (funded by DDS if approved); No other funding source because this employee only works 60% FTE
6	Benefits: Program Manager	10.49% for benefits cover payroll taxes, workers compensation, prorated holidays, sick leave and vacation
7	Title/Position: Cantonese Family Support Specialist	Duties: Coordinates and publicizes Cantonese family support groups and workshops; provides 1:1 service navigation to Cantonese families; 60% FTE for DDS Disparity Grant Fund project (funded by DDS if approved); 40% funded by RCEB tailored-day service and supported employment POS
8	Benefits: Cantonese Family Support Specialist	27.48% benefits cover payroll taxes, workers compensation, medical, dental insurances, holidays, sick leave, vacation
9	Title/Position: Vietnamese Family Support Specialist	Duties: Coordinates and publicizes Vietnamese family support groups and workshops; provides 1:1 service navigation to Vietnamese families; 75% FTE for DDS Disparity Grant Fund project (funded by DDS if approved); 25% funded by RCEB tailored-day service and supported employment POS
10	Benefits: Vietnamese Family Support Specialist	39.84% benefits cover payroll taxes, workers compensation, medical, dental insurances, holidays, sick leave, vacation
11	Title/Position: Filipino Family Support Specialist	Duties: Coordinates and publicizes Filipino family support groups and workshops; provides 1:1 service navigation to Filipino families; 40% FTE for DDS Disparity Grant Fund project (funded by DDS if approved); 60% funded by RCEB tailored-day service and supported employment POS
12	Benefits: Filipino Family Support Specialist	27.85% benefits cover payroll taxes, workers compensation, medical, dental insurances, holidays, sick leave, vacation
13	Title/Position: Employment and Housing Resources Specialist	Duties: Outreach employers to develop paid internship and employment opportunities for adult consumers of our target populations; Gathers living options and affordable housing resources to share with our target families; 30% FTE for DDS Disparity Grant Fund project (funded by DDS if approved); 70% funded by RCEB tailored-day service and supported employment POS.
14	Benefits: Employment and Housing Resources Specialist	28.76% benefits cover payroll taxes, workers compensation, medical, dental insurances, holidays, sick leave, vacation

Operating Expenses

Line Number	Line Item	Description
16	Advertising/Printing/Mailing for workshops/support groups	50 color flyers each for 24 workshops @ \$0.5 each = \$600 1,200 stamps @ \$0.55 each = \$660 370 color program brochures @ \$2 each = \$740

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
17	Food and Beverages for workshops/support groups participant	Food and beverages are incentives for participants to attend workshops and support groups. Estimated cost of \$9.16 per participant x 10 participants each workshop x 24 workshops
18	Instructional Materials	Sign-in sheets, folders, binders, booklets, clipboards, pens, markers, flip charts for 24 workshops at \$16.67 each.
19	Office Supplies	\$56.67 per month for 12 months for papers, pens, markers, folders, note pads, tapes, paper clips, staples, printer toners used by project staff
20	Staff Travel/Mileage/Parking	6 project staff's local travel for outreach events, home visits to consumer and families: estimated 188 miles x \$0.575/miles x 12 months
21	Project event venue rental	Estimated 6 out of 24 workshops will be held outside of our office space and need to rent a larger venue: \$250 each for 6 times
22	Staff Training	Training cost for 6 project staff estimated at \$100 per person per year
23	Project Staff Cell Phones/Tablets	T-mobile cell phone services and data plan service for tablets used by 6 project staff estimated at \$100 per month for 12 months
24		

Administrative/Indirect Costs

Line Number	Line Item	Description
25	Office telephone and internet	25% of annual cost charged to DDS project among shared usage by 4 programs: Community Integration, Supported Employment, DDS project and Administration
26	Office rent and utilities	25% of annual cost charged to DDS project among shared usage by 4 programs: Community Integration, Supported Employment, DDS project and Administration
27	Accounting and HR/Admin staff	Staff position for accounting, payroll, HR and general administration tasks - 40% FTE salary and benefits charged to DDS project due to highest number of project staff and more financial reporting requirements for DDS grant; 35% FTE funded by RCEB Community Integration Training POS; 15% funded by Supported Employment; 10% funded by general donation
28	CPA Consultant Fee	Payroll processing and tax filing services - 25% of annual cost charged to DDS project among shared usage by 4 programs: Community Integration, Supported Employment, DDS project and Administration

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
29	Insurance	25% of annual cost charged to DDS project among shared usage by 4 programs: Community Integration, Supported Employment, DDS project and Administration