

**FY 2019/20 DISPARITY FUNDS PROGRAM
COVER PAGE**

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

Section I. Grantee Information (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	
Diversity in Health Training Institute	03/12/20	
c. Primary contact (Name)		
Beatrice Lee		
d. Mailing address		
1900 Embarcadero, Suite 305, Oakland, CA 94606		
e. Primary e-mail address	f. Primary phone number	
beatrice.lee@dhti.org	(510) 838-1110	
g. Secondary contact email address	h. Secondary contact phone number	
patricia.rojas@dhti.org	(510) 838-1110	
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>DHTI has a proven track record of community outreach, career pathways programming, and industry partnership involvement as evidenced by our ability to reach diverse immigrant communities, and health workforce players. As a workforce intermediary, DHTI's Healthcare Career Pathways Initiatives have helped 400 immigrants, refugees, and asylees from 14 world regions, covering 52 countries and 42 languages, to pursue health careers and to ensure the existence of health and human services pipelines by offering intensive coaching, social supports, and training to build confidence and success for career and technical education certificates/credentials. Over 95% of participants complete our programs and 25% attain certification and enter jobs.</p>		
j. If you check the CBO box, describe how your organization meets the definition of a CBO.		
<p>DHTI is a 501.c3 nonprofit, established in 2011 by then Alameda County Supervisor Alice Lai-Bitker to address the increasing demand for a linguistically and culturally diverse healthcare delivery system by assisting multicultural health professionals to enter or re-enter U.S. healthcare professions while also enabling healthcare employers to diversify their workforce to be responsive to patient needs. DHTI's purpose is to inspire and improve the lives of newcomers by partnering with newcomer communities and organizations, educators, and employers to create conditions in which new Americans can turn dreams into reality, with health career pathways and employment pipelines that integrate and honor diversity in experience and learning.</p>		

**FY 2019/20 DISPARITY FUNDS PROGRAM
COVER PAGE**

**FY 2019/20 DISPARITY FUNDS PROGRAM
COVER PAGE**

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 you 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:	
b. Project Title:	
c1. Start Date: / /	c2. End Date: / /
d. Total Project Duration (in months): 24	

Fiscal Information

Fiscal Year (FY)	e. Awarded*	f. Expended
FY 2016/17	e1. \$	f1. \$
FY 2017/18	e2. \$	f2. \$
FY 2018/19	e3. \$	f3. \$
Total	e4. \$ (e1 + e2 + e3)	f4. \$ (f1 + f2 + f3)
g. Amount Remaining (e4 – f4): \$		

**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	
i. Actual number of individuals impacted by the project and why it is higher or lower than the proposed number.	
j. RC(s) in the project catchment area(s)	
k. List the city(ies) your project has served:	
l. List the county(ies) your project has served:	

**FY 2019/20 DISPARITY FUNDS PROGRAM
COVER PAGE**

<p>m. If your project has served the City of Los Angeles, list the zip code(s) and/or community(ies) served*:</p>	
<p>n. Provide a detailed explanation of project activities to date. What has the project accomplished to date?</p>	
<p>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.</p>	
<p>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.</p>	
<p>q. If awarded, how will your current project transition into the 2019/20 proposed project?</p>	

**FY 2019/20 DISPARITY FUNDS PROGRAM
COVER PAGE**

Section III. Proposal Summary (New and Reapplications)

a. Project title	Asian Resource Network: A project to serve individuals and families navigating developmental disability in Alameda and Contra Costa Counties.
b. Total amount requested	\$ 260,139
c. Projected number of individuals impacted	140
d. Duration of project (months)	12 months Start date: 04/01/2020 End date: 03/31/2022
e. RC(s) in the project catchment area(s)	1
f. List the city(ies) your project proposes to serve:	Primary cities include: Alameda County - Oakland, San Leandro, Hayward, Fremont
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.

**FY 2019/20 DISPARITY FUNDS PROGRAM
COVER PAGE**

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 type="checkbox"/> Parent education <input type="checkbox"/> Promotora <input checked="" type="checkbox"/> Family/ consumer support services	<input type="checkbox"/> Translation <input checked="" type="checkbox"/> Outreach <input type="checkbox"/> Workforce capacity <input type="checkbox"/> Parent education <input type="checkbox"/> Promotora <input 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	70	
<input type="checkbox"/> Filipino		
<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	70	
<input type="checkbox"/> Other (list):		
m. Target Population: Language (select all groups the project will serve)		
<input checked="" type="checkbox"/> Cantonese <input type="checkbox"/> Hmong <input type="checkbox"/> Indian	<input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Mandarin	<input type="checkbox"/> Mien <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Tagalog <input checked="" type="checkbox"/> Vietnamese <input type="checkbox"/> Other (list):
n. Target Population: Age Group (select all groups the project will serve)		
<input checked="" type="checkbox"/> Birth up to Three (Early Start) <input type="checkbox"/> Three to Five <input checked="" type="checkbox"/> Three to 21	<input type="checkbox"/> 16 to 21 <input checked="" type="checkbox"/> 22 and older <input type="checkbox"/> Other (list):	

**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): _____

Organization: Diversity in Health Training Institute

Signature: _____ **Date:** _____

Collaborative Proposals Only**

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

Subcontractor 1:

Authorized by (print name): _____

Organization: Oakland Adult and Career Education

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
Asian Resource Network: <i>A project to serve individuals and families navigating developmental disability in Alameda County and Contra Costa County</i>
1. What experience does the organization/group have working with the target population?
<p>Diversity in Health Training Institute (DHTI) is an Oakland-based 501.c3 nonprofit, established in 2011 by then Alameda County Supervisor Alice Lai-Bitker to address the increasing demand for a linguistically and culturally diverse healthcare delivery system by assisting multicultural health professionals to enter or re-enter U.S. healthcare professions while also enabling healthcare employers to diversify their workforce to be responsive to patient needs. DHTI's Healthcare Career Pathways Initiatives (HCPI) have helped nearly 400 immigrants, refugees, and asylees from 14 world regions, covering 52 countries that represent more than 42 languages, to pursue health careers. Our participants are from the following top six regions: 29% South Asia, 15% East Asia, 13% Latin America, 11% Southeast Asia, 8% Middle East, 10% East and West Africa. All participants are un- or underemployed, 17% enrolled in a community college or vocational training program, 21% incumbent workers, and 59% internationally trained healthcare professionals. Most have been in the US for four years or less. Through this funding, DHTI will expand our work with Asian/Southeast Asian (SEA) immigrants and emerging refugee communities in Alameda and Contra Costa counties as well as expand our employer network to include Developmentally Disabled (DD) service providers.</p> <p>DHTI has a strong track record of successful outreach, career pathways programming, and partnership development as evidenced by our ability to reach diverse immigrants and emerging communities. As a workforce intermediary, we connect newcomers to healthcare career pathways through a holistic approach that addresses workforce development from three perspectives: a) immigrants' need for professional, including inter-cultural communication skills, b) importance of learning career options and navigating qualifications for health professions and c) the needs of educators and employers. We believe that our success in engaging newcomer communities is based on the following elements that are tailored for working with immigrant job seekers: 1) flexible program design to meet the needs of adults and non-traditional students who often need to combine work and study; 2) curriculum design and training methods that are culturally responsive and trauma informed; 3) individualized coaching as a central component that acknowledges the depth required to address the challenges of making career related decisions in a new country and build intercultural skills to integrate into the US healthcare workforce; 4) individualized case management and social and advocacy supports to navigate multifaceted socio-emotional issues, mitigate the impacts of trauma and build upon resiliency. DHTI provides referrals to social supports, such as for mental health services, housing, healthcare/MediCal, legal aid, and to education or training programs.</p> <p>Aligned with our experience and mission, DHTI is proposing, Asian Resource Network, a project to extend our career pathway programs to the Developmentally Disabled (DD) service communities, by supporting their outreach to Asian/SEA individuals and families navigating developmental disability and by building their cultural and linguistic capabilities with placement of globally-trained health professionals and</p>

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

immigrant workers. Asian Resource Network is innovative in its dual focus on community outreach and engagement as well as on addressing systems gaps through development of a workforce pipeline. For this endeavor, we will partner with consultants, Esther Wong (EW) and Henry Long (HL), who each have over 30 years of experience working with Asian developmentally disabled individuals. Before retiring, EW managed a team of case managers serving over 1,300 clients in Oakland Chinatown through a contract with Regional Center of the East Bay (RCEB) and HL was a case manager with RCEB. EW is now a member of the Alameda County Developmentally Disabled Council and an active member of the Diversity and Equity Committee of RCEB.

2 Explain how the target population(s) are underserved using RC POS data or other data as supporting evidence of the disparity.

Studies conducted by universities, research organizations, the Department of Developmental Disability, and Regional Centers consistently find that communities of color are less likely to receive Developmentally Disabled (DD) services and receive lower than average (per capita) Purchase of Services (POS). Service disparities particular to the Asian community are evident from reporting completed by the Regional Center of the East Bay (RCEB). In FY17, Asians with developmental disabilities had the highest level of no POS, 30.3%, as compared to Hispanics 27.5%, Blacks 22.9% and Whites 20.1%. Further breakdown of the same data by language shows disproportionate disparities among Southeast Asians (SEA): Cambodian 55.6%, Mien 51.4%, Vietnamese 44.1%, and Cantonese 25.2%. Efforts to address disparities have been underway since 2015; however, despite progress, disparities among the aforementioned language populations remain significant.

In the case of immigrant, refugee and asylee communities in general and emerging, Asian, and SEA families in particular, who are recent arrivals from war torn countries, there are physical and psychological barriers, knowledge gaps, and language/cultural challenges that prevent adequate provision of DD services. In Oakland, gaps in service provision may be connected to the loss of an Oakland Chinatown DD case management office in 2016. Located right where many new Asian immigrants shop and dine, the office built its client base from 10 Asians in 1982 to 1,300 in 2016 with active community education and outreach efforts. After this loss, Asian case management services were re-integrated into RCEB and the office moved to San Leandro, which significantly reduced the visibility of DD services and the case management system in the local Asian community. The average number of intakes each year from 2014 to 2016 was 150 Asians. Asian Resource Network's proposed outreach and engagement effort will use this as our target intake baseline.

Additionally, while the RCEB has culturally and linguistically competent case managers to assist in assessment, POS, and navigation of systems, on the side of DD service providers-- day centers, residential care homes, independent skill training programs, shelter work sites, and nursing facilities, among others-- there are few to no equivalents with cultural and language capacities of target populations. One common experience of DD case managers is the DD individuals and their families become confused over suggested services, fail to see how services can meet needs or improve the independency of their loved ones, and are unable to appreciate the long-term implications of the disability on themselves and their loved ones. As a result, the usual

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

outcome is refusing suggested services or withdrawing from services after a short period.

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

The **goal** of this project is to improve quality of life among Asian/Southeast Asian (SEA) individuals and families who navigate developmental disability through **increasing access to and familiarity with Developmentally Disabled (DD) service providers in Alameda County and West Contra Costa County**. We operationalize this goal with two core objectives: **Objective 1.0 - Increase capacity of 10-15 DD service providers to offer culturally and linguistically relevant service provision by collaboratively creating a DD workforce pipeline for 20-25 foreign health professionals and immigrant workers.** **Objective 2.0 - Improve system navigation experience of 150 Asian and SEA DD individuals and families to successfully enroll in RCEB and DD services.** A comprehensive list of project activities through which we will accomplish objectives is in Attachment C, Schedule of Activities & Measures. Below we highlight five core categories of project activities:

1. **Build relationships with DD service providers** to engage in joint effort to build bilingual/bicultural capacity to serve Asian/SEA DD clients by participating in the development and **implementation of a pilot DD workforce pipeline program**. This effort will involve making active contacts with DD providers to engage committed partners in the joint project as well as recruiting and convening an **advisory committee** of Asian/SEA DD individuals and families, DD service providers, and **RCEB representatives**. Advisory committee members will support the development of a training curriculum for the DD workforce pipeline program with paid internship placement sites as well as will create a co-learning environment about cultural humility, intercultural communication, and culturally and linguistically relevant service provision. This work will also include curriculum development and consultation to DD service providers involved, focused on strategies for creating safety and trust with Asian/SEA communities.
2. **Recruit, train and internship placement for globally-trained health professionals or immigrant workers** with cultural and linguistic competence to participate in a DD workforce pipeline program in order to fill health workers, aides or program staff openings available among DD providers in Alameda County and West Contra Costa County. DHTI has been training globally-trained health professionals and immigrant workers for employment in Health and Human Services with health clinics, nursing homes, home health, and hospitals, among other sites. **This project will build upon DHTI's recruitment, training and placement infrastructure, with an additional focus on working with DD service providers.** Specific curriculum will be co-created with DD individuals/families, DD providers, RCEB, Adult Education, Community College input to understand the needs of various groups of DD populations, the philosophy of independency, the skills needed in different types of service settings (e.g., addressing behavioral issues of clients, CPR, etc.), and relevant client rights and health and safety information. DD providers interested in building specific cultural and linguistic capabilities will be identified early on to identify potential placements. Given that there is no supplement to vendor reimbursement based on cultural and linguistic competence,

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

DHTI is conscious that DD providers cannot develop comprehensive cultural and linguistic competence in all four [i.e., Vietnamese, Khmer(Cambodian), Mien, and Cantonese(Chinese)] ethnic/language group areas. Thus, DHTI will identify interested DD providers to coordinate (a) foci on one or two specific ethnic DD consumers; (b) employment of corresponding trained ethnic workers; and (c) channeling by RCEB case management of DD consumers to targeted DD providers. DHTI will recruit, train and ensure paid internship placement for a cohort of 20-25 participants for job entry with DD providers. DHTI will leverage our existing relationships with healthcare industry partners to bring vocational training, post-secondary, and career readiness resources to Asian Resource Network. Education partners will include Oakland Unified School District/Oakland Adult and Career Education and Merritt community college to design and provide instruction for a 114-hour Health Bridge Course on skills needed for working in a DD environment (CPR, inter-cultural communication, Psychology). Workforce partners will include County Workforce Innovation Development Boards and their contract CBO providers (Rubicon, The Unity Council, La Familia) to co-enroll and access On-the-Job-Training (OJT), Individual Training Account (ITA), and training support resources.

3. **Create an accessible focal point in Oakland of DD informational and referral services** as well as conducting targeted outreach. Community Resource Ambassadors, Asian bilingual and bicultural project staff from the four target languages, will act as facilitators in the service referral process, which will include conducting brief screenings. Individuals and families interested in DD services will be provided with information of the case management system and available DD services. When appropriate, they will be referred to the RCEB for intake and assessment; if eligibility is established, a bilingual case manager will be assigned. Staff will also attend local ethnic events to promote RCEB services to Asian/SEA individuals who may be eligible for services (festive events and info/resource fairs), plan and host an annual event to bring together communities and DD providers, and gather and revise translated resources from DD providers to use in outreach.
4. **Develop a library of informational videos to describe and show various types of DD services in culturally and linguistically relevant ways** that DD individuals and families can access online. We will develop five videos in four languages in addition to English with further cultural adaptation for each ethnic group. Ideally, video images will be paired with individual Q&A and timely service orientation meetings to review various DD services. The videos will provide an overview of the RCEB case management system and the range of DD services (e.g., family support, respite, day activity programs, shelter workshops and supportive employment, long-term residential care), including philosophy of choice and independency, expected outcomes for the DD consumers and their families, coordination with health care systems, other social services, school systems, and employers. They will be produced in consultation with ethnic community leaders to assure cultural sensitivities, in four languages: Cantonese, Vietnamese, Khmer, and Mien. These videos will be available to existing RCEB clients as well as

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

individuals and families requesting information on DD services. We believe that for Asian/SEA DD individuals and their families who have limited English language capabilities or who have no equivalent experience with DD services in their own countries, visual images are easier to facilitate understanding and communication. These strategies will support DD consumers and families to be fully aware of choices of services before entering into the RCEB POS process.

5. **Ongoing evaluation efforts will inform operational adaptations throughout the course of the project and help us to pinpoint lessons learned at project completion.** Evaluation efforts will include regular meetings of a subcommittee of the advisory committee to monitor project implementation as well as interviews and surveys to assess needs at project initiation as well as outcomes and satisfaction at project completion with advisory committee members, DD provider partners, and ongoing Asian/SEA DD individuals and families.

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

Our proposed project coordinates and complements RCEB's ongoing efforts to improve cultural and linguistic capabilities. While RCEB foci are on improving cultural and linguistic capabilities of its case management systems as well as supporting multicultural events for family support and education, this proposal focuses on the capabilities of Developmentally Disabled (DD) providers to serve emerging immigrant, Asian and Southeast Asian (SEA) DD service consumers and their families.

There is a limitation to the current RCEB case management system to address cultural and linguistic issues of Asian/SEA clients in particular. Coordination among families and DD providers (e.g., schedules, appointments, transportation, etc.) that requires planning and communication is frequently challenged by cultural and linguistic differences at DD provider sites. Misunderstandings, be they cultural or linguistic, of purpose of service or program and standard of care, particularly on the issue of independency, often lead to mistrust. DD providers have relied heavily on the RCEB's bilingual and bicultural case managers to handle communication regarding consumers' (and their families') needs and conflicts or expectations that can arise during the course of day-to-day service provision. However, reliance and trust on RCEB's bilingual and bicultural case managers' recommendations and arrangements have their limitations. Without the DD providers' capability to handle DD consumer issues first hand and directly, trust is hard to establish and easy to break. Thus, it is not surprising that many Asian/SEA DD consumers and families refuse services and try to care for their own loved ones, with long-term economic and psycho-social consequences to the DD consumers and to themselves.

This proposal is unique in its dual commitment to community outreach and engagement as well as to address systems gaps by developing a workforce pipeline. This project will assist in implementation of RC recommendations and plan to promote equity and reduce disparities through: (1) Providing DD individuals and families with greater access and familiarity with DD provider services to make informed choices through a convenient location in Oakland for information/referral services, accessible informational videos, and targeted outreach efforts and materials, including translated resources and hosting or attending festive events and resource fairs, among other

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

activities; and (2) Building the cultural and linguistic capabilities of DD providers so that they can communicate and handle issues directly and in a timely manner, without over-reliance on RCEB's case managers. This will be done with willing participation of selected DD providers to develop cultural and linguistic competence to serve emerging immigrant, Asian, and SEA DD consumers through involvement in a joint project to create a DD workforce pipeline program for globally-trained health professionals and immigrant workers. In a context where there are workforce shortages in Health and Human Services and also significant barriers among immigrants to find work that aligns with their knowledge and skills, this program will not only be in service to Asian/SEA DD consumers and families, but will simultaneously provide workforce development opportunities for foreign trained health professionals or immigrant workers to gain entry into DD Services, all of which will improve diversity and service provision in the healthcare system overall.

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?

This proposal complements ongoing efforts by Regional Centers (RCs) as well as the disparity grant funds by focusing specifically on enhancing cultural and linguistic competence of Developmentally Disabled (DD) service providers in Alameda and West Contra Costa County to serve Asian/SEA DD consumers and their families. There are ongoing efforts by RCs to employ ethnic case managers and intake staff and to improve communication and education through multicultural events. There are also disparity grant funded efforts to support families to use various DD services; however, the impact of these family support efforts has yet to be determined. The full spectrum of DD services with some capability to serve Asians is not currently available in Alameda County and West Contra Costa County. There are only four programs providing services such as family support, day activity, employment preparation and community integration skills training. Asians are settled and clustered in major cities such as Oakland, Hayward, San Leandro, and Fremont in Alameda County and Richmond, San Pablo, El Cerrito, El Sobrante, Hercules, and Pinole in West Contra Costa County. There needs to be a greater distribution of the number and type of services to reduce disparities paired with adequate capacity of DD providers to build trust and serve Asian/SEA DD consumers and families. We will extend the reach and impact of ongoing efforts by RCs and disparity grant funded efforts to serve Asian/SEA DD consumers and families through offering an accessible location for information/referrals, culturally and linguistically relevant videos for understanding available DD services, and a pipeline for immigrant workers to increase the capacities of DD providers to serve Asian/SEA communities directly. We are particularly unique in that our approach not only targets Asian/SEA DD consumers and families, but also aims to fix larger system gaps in the workforce.

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

DHTI gained input for this project from annual service data published by RCEB as well as from Esther Wong (EW) and Henry Long (HL), key consultants to this project with extensive experience working in DD communities. EW and HL collected input to inform

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

this project through direct experience serving clients, managing teams and engaging with DD vendors. EW has 34 years of experience, is recognized as a key pioneer of DD case management services for Asian communities, and is an active member on the Alameda County DD Council and Diversity & Equity Committee at RCEB, advising RCEB on matters related to the Asian DD community. She also has long standing work relationships with the four Asian DD service providers in Alameda and Contra Costa counties. HL is a recently retired case manager with RCEB and had over 35 years of working relationship with DD providers. DD providers have always been interested in serving Asian DD consumers and yet, they are challenged in building up their Asian bilingual and bicultural staffing capacity. They have expressed their needs for guidance and support. Thus, this project was developed based on the experience of EW and HL and the collective inputs from Asian DD clients, case managers and supervisors in RCEB, along with annual data on service provision.

Asian Resource Network will form an advisory committee with the intention to meet four times per year. The purpose of the committee is to provide input, review progress of the project, and provide recommendations to the Asian Resource Network staff team. Committee members will include representatives from the four Asian/SEA communities, who are DD consumers and/or their family members, selected DD providers interested in serving these DD consumers, and case managers and community resource development staff at the RCEB. The advisory committee will be expected to provide input on the following:

1. Videos of various DD services in cultural and linguistically sensitive manners, addressing such issues as purpose of independency, skills training, behavioral management, management of activities of daily living, dietary preferences, coordination with families;
2. Operational adaptations and changes that DD providers need to do to create mutual understanding and trust with SEA consumers and their families; and
3. Core competencies for a Health Bridge curricula for globally-trained health professionals and immigrant workers to become employable with DD providers.

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.

Asian Resource Network is proposing to start a new approach to solve disparities in services among Asian/SEA DD consumers, namely, to improve the cultural and linguistic competence of DD providers. By demonstrating effective approaches, they can be expanded further to include additional ethnic groups, both for increasing the POS and a trained workforce pipeline for DD providers. These outcomes will position DHTI to sustain and take the project to scale. Potential resources for this are through the RCEB and local Workforce Development Boards. The plan is to incorporate the project as a part of the RC's community resource development effort. With DD providers committed to employing Asian Resource Network interns, the industry partners will be able to secure and leverage workforce resources such as Federal Workforce Innovation & Opportunity Act (WIOA) training resources for stipends, support services such as transportation, tuition, books. This will formalize a pipeline and pathway for immigrants from underserved DD communities to join the workforce of the DD providers.

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

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: To improve quality of life among Asian/Southeast Asian (SEA) individuals and families who navigate developmental disability through increasing access to and familiarity with Developmentally Disabled (DD) service providers with three core objectives. Objective 1: Increase capacity of DD service providers to offer culturally and linguistically relevant service provision by collaboratively creating a DD workforce pipeline for immigrants with or without healthcare background. Objective 2: Train a cohort of 10 immigrants with or without healthcare background in Direct Support Professionalism. Objective 3: Improve system navigation experience of Asian/SEA DD individuals and families, with primary focus on Cantonese and Vietnamese language populations to successfully enroll in RCEB and DD services.

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)
Objective 1.10/ Activity 1.10 : Form a 6-8-member advisory committee	<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	DHTI staff & Consultants	<input checked="" 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	Number of advisory committee members recruited, contacts, and committee activities/deliverables Co-development and co-learning process of advisory committee on topics such as: cultural humility, intercultural communication, and culturally/linguistically relevant service provision.	6-8 advisory committee members of API/SEA, Chinese, and Vietnamese parents, DD providers, and project staff/consultants. Initial 3-hour retreat with advisory committee Monthly contacts with subcommittees for input in program design, implementation, and	<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

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)
					evaluation (e.g. fellowship training curriculum, DD service provider survey, RCEB case manager survey, etc. Quarterly contacts with full committee	
Objective 1.10/ Activity 1.20 : Outreach to DD providers	<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	DHTI staff & Consultants	<input checked="" type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input checked="" type="checkbox"/> Stakeholder feedback <input checked="" type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable	Number of vendorized DD providers involved in joint effort to build bilingual/bicultural capacity to serve Asian/SEA DD clients with a workforce pipeline program.	20-25 vendorized DD providers contacted Survey developed and at least 70% return rate	<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
Objective 1.10/ Activity 1.30 : DD service provider	<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	DHTI staff & Consultants	<input checked="" type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input checked="" type="checkbox"/> Stakeholder feedback <input checked="" type="checkbox"/> Materials developed	Number of vendorized DD providers receive consultation	Training curriculum covering strategies for working with Asian/SEA communities	<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

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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)
consultation			<input type="checkbox"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable		10-15 vendorized DD providers receive consultation At least 70% of DD providers report satisfaction with consultation	
Objective 2.10/Activity 2.10: Outreach, Recruitment and enrollment of Fellows	<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	DHTI staff	<input checked="" 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	Applicants recruited, assessed, and enrolled in the Direct Support Professionalism Fellowship	15-20 applicants recruited, assessed, and interviewed 10 enrolled representing API/SEA, with focus on Chinese and Vietnamese language populations	<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
Objective 2.10/Activity 2.20: Phase I - Classroom 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 type="checkbox"/> 01/01/21 – 3/31/21	DHTI staff	<input checked="" type="checkbox"/> Count <input type="checkbox"/> POS <input checked="" type="checkbox"/> Pre/post survey/assessment <input checked="" type="checkbox"/> Stakeholder feedback <input checked="" type="checkbox"/> Materials developed	Fellows participating and completing in Direct Support Professionalism and CPR courses, and individual/group coaching	Training curriculum with culturally appropriate program design that integrates recommendations from advisory committee about core knowledge, skills, & competencies	<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 type="checkbox"/> 01/01/21 – 3/31/21

DISPARITY FUNDING PROPOSAL – SCHEDULE OF ACTIVITIES AND MEASURES

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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"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable		needed to work at DD provider sites. 10 fellows attending 30-36 hours of Direct Support Professionalism course; 6 hours of CPR; and 10-12 hours of individual group coaching At least 90% of fellows complete phase I classroom training and report 80% increase understanding of Direct Support Professionalism and satisfaction On-going coaching and social support hours documented	
Objective 2.10/Activity 2.30:	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020	DHTI staff	<input checked="" type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment	Number of Fellows placed and completes internships with	At least 80% of Fellows enrolled are placed and 80% complete 40 hours of internship	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020

DISPARITY FUNDING PROPOSAL – SCHEDULE OF ACTIVITIES AND MEASURES

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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)
Phase II - Internship Placement	<input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21		<input checked="" type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable	vendorized DD service provider Number of vendorized DD providers committed to host internships On-going coaching and social supports	At least 90% report satisfaction with internship experience On-going coaching and social support hours documented 5-7 vendorized DD providers provide internships At least 70% of vendorized DD providers report satisfaction with internship hosting	<input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21
Objective 2.10/Activity 2.40: Phase III - Job Entry	<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	DHTI Staff	<input checked="" 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	Number of Fellows proceed to direct job entry either via direct hire, OJTI, or apprenticeship On-going coaching and social supports	At least 70% of Fellows enrolled proceed to direct job entry via direct employment, OJT, or apprenticeship On-going coaching and social support hours documented	<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

DISPARITY FUNDING PROPOSAL – SCHEDULE OF ACTIVITIES AND MEASURES

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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			
Objective 3.10/Activity 3.10: RCEB Needs Assessment & survey with API/SEA, with focus on Chinese and Vietnamese DD individuals and families without POS	<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	DHTI staff and Consultants	<input checked="" type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input checked="" type="checkbox"/> Stakeholder feedback <input checked="" type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable	Needs assessment survey with RCEB case managers Coordination with RCEB to conduct survey with on-going API/SEA, with focus on Chinese and Vietnamese DD individuals and families without POS Number of surveys completed Survey will measure unmet needs & preferences for services among surveyed Asian/SEA DD individuals & families	30-50% of RCEB case managers with API/SEA caseload reached and NA surveys completed Surveys completed with 50-60 API/SEA, with focus on Chinese and Vietnamese individuals and families with out POS Initial themes of needs & service preferences among those surveyed	<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

DISPARITY FUNDING PROPOSAL – SCHEDULE OF ACTIVITIES AND MEASURES

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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)
Objective 3.10/Activity 3.20: DD services Video and translated resources	<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	DHTI Staff	<input checked="" type="checkbox"/> Count <input type="checkbox"/> POS <input checked="" type="checkbox"/> Pre/post survey/assessment <input checked="" type="checkbox"/> Stakeholder feedback <input checked="" type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable	Number of DD services videos developed Number of DD providers agree to use video Number of clients reached with video Percent of viewers indicate knowledge in pre/post survey administered with video Number of vendorized providers with translated versions of resources	1 video in English, Cantonese, and Vietnamese 10-15 vendorized DD providers agree to use videos 25-30 RCEB families view video and 75% viewers report knowledge gains from pre/post video survey Translated versions of resources for 15-20 vendorized services	<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
Objective 3.10/Activity 3.30:	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020		<input checked="" type="checkbox"/> Count <input checked="" type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment	Number of individuals reached through targeted outreach at festive events,	At least 70 individuals in underserved Asian/SEA communities reached	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020

DISPARITY FUNDING PROPOSAL – SCHEDULE OF ACTIVITIES AND MEASURES

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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)
Community Outreach & Screenings	<input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21		<input checked="" type="checkbox"/> Stakeholder feedback <input checked="" type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable	information/resource fairs, and open house events Number of existing DD consumers and their families reached Number of screenings complete with Asian/SEA clients Number of DD individuals referred and enrolled as evidenced by POS Number new referrals for RCEB services to determine service eligibility	with information/resources At least 60 DD consumers and their families are reached by a Community Resource Ambassador with information/resources Complete brief screening for 40-50 identified Asian/SEA clients 20-25 DD individuals referred and enrolled as evidenced by POS 40-50 new referrals for RCEB service eligibility I	<input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21

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

Applicant Name and Address

Diversity in Health Training Institute 1900
Embarcadero, Suite 305 Oakland, CA
94606

Year 1 Annual Budget

Line No.	PERSONNEL-Salary and Benefits	Annual Salary	Annual FTE to Disparity Grant (Percentage)	Annual Cost to Disparity Grant
1	Name: Patricia Rojas-Zambrano Title/Position: Program/Training Director <input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$82,400.00	4%	\$3,090.00
2	Benefits:	\$18,540.00	4%	\$695.25
3	Name: NEW Title/Position: Program Manager <input type="checkbox"/> Existing Position <input checked="" type="checkbox"/> New Position	\$55,000.00	92%	\$50,416.67
4	Benefits:	\$12,375.00	92%	\$11,730.00
5	Name: New Title/Position: Community Resource Ambassador (Cantonese) <input type="checkbox"/> Existing Position <input checked="" type="checkbox"/> New Position	\$49,920.00	92%	\$45,760.00
6	Benefits:	\$11,232.00	92%	\$10,646.00
7	Name: New Title/Position: Community Resource Ambassador (Vietnamese) <input type="checkbox"/> Existing Position <input checked="" type="checkbox"/> New Position	\$49,920.00	92%	\$45,760.00
8	Benefits:	\$11,232.00	92%	\$10,646.00
9	Name: Roxanne Wong Title/Position: Program Assistant <input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$43,620.00	4%	\$1,635.75
10	Benefits:	\$9,815.00	4%	\$368.06
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				\$180,747.73
OPERATING EXPENSES				
16	Participant Training			\$10,550.00

17	Participant Transportation		\$846.00
18	Advertising and Outreach		\$1,276.00
19	In-State Travel		\$2,920.00
20	Consultants		\$24,545.00
21	Subcontractor (Oakland Unified School District/OACE)		\$2,000.00
	Operating Subtotal		
ADMINISTRATIVE/INDIRECT COSTS			
25	Administrative Personnel & Benefits		\$4,015.00
26	Directors & Officers Insurance		\$707.00
27	Board Development and Meetings		\$137.00
28	Bookkeeper, CPA, and Audit Fees		\$13,219.00
29	Consultants		\$790.00
30	Office Supplies*		\$865.00
31	Communications*		\$1,035.00
32	Dues, Subscriptions, Fees*		\$346.00
33	Printing & Copying*		\$143.00
34	Postage & Shipping*		\$24.00
35	Occupancy*		\$13,693.27
36	Insurance/General Liability*		\$1,367.00
37	Equipment Rental*		\$913.00
	Administrative/Indirect Cost Subtotal		\$37,254.27
	TOTAL (rounded to nearest dollar)		\$260,139.00

MAXIMUM AWARD

\$260,139

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
Diversity in Health Training Institute
Project Title
Asian Resource Network: A project to serve individuals and families navigating developmental disability in Alameda County
Project Duration (start and end date)
Start Date: 04/01/2020 End Date: 03/31/2022 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: Program/Training Director	.04 FTE - Direct the project including supervising project manager; consult on curriculum development and training design
2	Benefits: Program/Training Director	23% for following benefits: health and dental insurance, payroll taxes, unemployment/State Disability Insurance, worker's compensation, paid time off
3	Title/Position: Program Manager	.92 FTE - Manage implementation of program; outreach to DD providers; manage the advisory committee/subcommittee; provide consultation to DD providers; coordinate with education partners to develop and implement training for Fellows; develop and coordinate internship sites; place interns in internships and jobs; develop project measures and instruments; prepare quarterly reports to DDS; supervise the Community Resource Ambassadors
4	Benefits: Program Manager	23% for following benefits: health and dental insurance, payroll taxes, unemployment/State Disability Insurance, worker's compensation, paid time off
5	Title/Position: Community Resources Ambassador/Cantonese	1.0 FTE - Cantonese CRA to outreach to DD consumer and families, research DD resources and if needed, translate them; work with videographer on videos; show videos; survey DD consumers and families; provide brief screenings and make referrals to RCEB and DD providers; recruit, screen, enroll, and provide coaching participants for DD workforce pipeline program
6	Benefits: Community Resources Ambassador/Cantonese	23% for following benefits: health and dental insurance, payroll taxes, unemployment/State Disability Insurance, worker's compensation, paid time off
7	Title/Position: Community Resources Ambassador/Vietnamese	1.0 FTE - Vietnamese CRA to outreach to DD consumer and families, research DD resources and if needed, translate them; work with videographer on videos; show videos; survey DD consumers and families; provide brief screenings and make referrals to RCEB and DD providers; recruit, screen, enroll, and provide coaching participants for DD workforce pipeline program

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
8	Benefits: Community Resources Ambassador/Vietnamese	23% for following benefits: health and dental insurance, payroll taxes, unemployment/State Disability Insurance, worker's compensation, paid time off
9	Title/Position: Program Assistant	.04 FTE - Provide program operations & communications support
10	Benefits: Program Assistant	23% for following benefits: health and dental insurance, payroll taxes, unemployment/State Disability Insurance, worker's compensation, paid time off
11	Title/Position:	
12	Benefits:	
13	Title/Position:	
14	Benefits:	

Operating Expenses

Line Number	Line Item	Description
16	Participant Training	\$1000 stipend per Fellow for a total of \$10,000, Tuition fees for CPR course at \$55/fellow = \$10,550
17	Participant Transportation	1 month bus passes for transportation to internship sites (\$84.6/month/participant) for 10 fellows = \$846
18	Advertising and Outreach	Printing costs for marketing materials = \$1276
19	In-State Travel	Mileage reimbursement for staff at .58/mile = \$2920
20	Consultants	\$16,170 for program consultants Esther Wong and Henry Long at \$55/hr; \$3500 for videographer to produce 3 videos; \$4875 for contractor to develop and implement curriculum Direct Support Professionalism Class = \$24,545
21	Subcontractor	Curriculum development and coordination hours for Oakland Unified School District/Oakland Adult and Career Education IBEST instructor at \$40/hour (see subcontractor budget worksheet and narrative for details) = \$2000
22		
23		
24		

Administrative/Indirect Costs

Line Number	Line Item	Description
25	Administrative Personnel & Benefits	Executive Director (.10FTE); Administrative Assistant (.1 FTE) = \$4,015
26	Directors & Officers Insurance & Board Development and Meetings	Directors and officers' insurance = \$707 Board related expenses = \$137

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
27	Bookkeeping, CPA, & Audit Fees	Contract costs for bookkeeping, CPA, and annual audit = \$13,219
28	Consultants	Contract with individuals with expertise in organizational development, strategic planning, marketing, etc. = \$790
29	Office Supplies, Dues, Printing, Postage	Program and Admin's share of: Desktop and paper supplies = \$865 Corporate filing fees, Salesforce subscriptions, misc. fees = \$346 Printing and copying = \$143 Postage and Shipping = \$24
30	Communications	Phone, internet = \$1035
31	Occupancy	Program and Admin's share of office space = \$13,694
32	Insurance/General Liability	Program and Admin's share of general liability insurance = \$1367
33	Equipment Rental	Program and Admin's share of copier lease = \$913