

**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 type="checkbox"/> Community Based Organization (CBO), 501(c)(3)	<input checked="" type="checkbox"/> CBO, non-501(c)(3) <input checked="" type="checkbox"/> EIN or <input type="checkbox"/> No EIN
<b>a. Name of organization/Group</b>		<b>b. Date</b>
Modern Support Services		3/2/20
<b>c. Primary contact (Name)</b>		
Jack Darakjian		
<b>d. Mailing address</b>		
4124 W Burbank Blvd., Burbank, CA 91505		
<b>e. Primary e-mail address</b>		<b>f. Primary phone number</b>
jackdarakjian@modernsupportservices.org		818-244-2677
<b>g. Secondary contact email address</b>		<b>h. Secondary contact phone number</b>
ebeall@modernsupportservices.org		619-981-4468
<b>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.</b>		
<p>Modern Support Services, LLC (MSS) is a sole proprietor, limited liability company that exists only to serve individuals with intellectual and developmental disabilities. MSS provides individualized community and home based services such as Supported Living Services (SLS) and Independent Living Skills (ILS). Our programs support individuals with significant psychological, emotional and physical challenges diagnosed with Autism, Down Syndrome, Intellectual Disabilities, Seizure disorder, Cerebral Palsy, Schizophrenia, OCD, Bipolar, etc. in enhancing their quality of life by learning the skills needed to become independent and to maintain their independence within the community of their choice.</p> <p>In the past, MSS has partnered with FDLRC and City of Pasadena to facilitate a Literacy program with the City Library. MSS recruited program participants, staffed the literacy coaches, and helped the City achieve a positive increase in outreach and literacy for adults.</p>		
<b>j. If you check the CBO box, describe how your organization meets the definition of a CBO.</b>		
<p>Modern Support Services, LLC is a private for-profit organization that is representative of the Armenian community and people with Intellectual and Developmental Disabilities. Modern Support Services, LLC has a solid history advocating for access to housing, transportation, and supportive services for individuals with intellectual and developmental disabilities. Modern Support Services, LLC is a unique service provider deeply rooted with the Armenian community in Los Angeles, and for 20 years has worked to ensure families of Armenian descent have access to the regional center system as well as generic resources in the community.</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:	
b. Project Title:	
c1. Start Date: / /	c2. End Date: / /
d. Total Project Duration (in months):	

**Fiscal Information**

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

*\*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:	

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<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>	

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**Section III. Proposal Summary (New and Reapplications)**

a. Project title	Modern Outreach Program
b. Total amount requested	\$ 75,568
c. Projected number of individuals impacted	30
d. Duration of project (months)	10 months Start date: 5/11/2020 End date: 4/1/21
e. RC(s) in the project catchment area(s)	FDLRC, NLACRC
f. List the city(ies) your project proposes to serve:	Glendale, Burbank, Los Angeles
g. List the county(ies) your project proposes to serve:	Los Angeles
h. If your project proposes to serve the City of Los Angeles, list the zip code(s) and/or community your project will serve*	Glendale 91203-91209; Burbank 91501-91510; Encino 91316, 91416; Van Nuys 91401-91406; Chatsworth, North Hollywood 91601-91611; Reseda, Northridge 91324-31330; Sherman Oaks 91403-91413; Winnetka, Canoga Park 91306-91304 (online platform is open to any zip code)
i. Will you be working with one or more CBO(s)?	<input checked="" type="checkbox"/> Yes*** No (NLACRC, FDLRC, and our Consultant)
j. Will the project require aggregate data from the RC(s)?	<input checked="" type="checkbox"/> Yes*** 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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<b>k. Project Type Selection(s)</b>			
<b>Select your one primary project type.</b>		<b>Select your one secondary project type (if applicable).</b>	<b>Select your one tertiary project type (if applicable).</b>
<input type="checkbox"/> <b>Translation</b> (equipment, translator services, translating brochures or materials, etc.) <input type="checkbox"/> <b>Outreach</b> (community events, website or social media design, materials, etc.) <input type="checkbox"/> <b>Workforce capacity</b> (staff training, incentives for bilingual employees, etc.) <input checked="" type="checkbox"/> <b>Parent education</b> (online or in person trainings, workshops, etc.) <input type="checkbox"/> <b>Promotora</b> (Peers educating community members about access-RC services) <input type="checkbox"/> <b>Family/ consumer support services</b> (1:1 coaching, enhanced case management, service navigation, etc.)		<input type="checkbox"/> <b>Translation</b> <input checked="" type="checkbox"/> <b>Outreach</b> <input type="checkbox"/> <b>Workforce capacity</b> <input type="checkbox"/> <b>Parent education</b> <input type="checkbox"/> <b>Promotora</b> <input type="checkbox"/> <b>Family/ consumer support services</b>	<input checked="" type="checkbox"/> <b>Translation</b> <input type="checkbox"/> <b>Outreach</b> <input type="checkbox"/> <b>Workforce capacity</b> <input type="checkbox"/> <b>Parent education</b> <input type="checkbox"/> <b>Promotora</b> <input type="checkbox"/> <b>Family/ consumer support services</b>
<b>l. Target Population (Race/Ethnicity)</b>			
<b>Select all groups the project will serve</b>		<b>Proposed Number of Individuals Impacted by the Primary Project Type</b>	
<input type="checkbox"/> African American			
<input type="checkbox"/> Cambodian			
<input type="checkbox"/> Chinese			
<input type="checkbox"/> Filipino			
<input checked="" type="checkbox"/> Hispanic		29	
<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 type="checkbox"/> Vietnamese			
<input checked="" type="checkbox"/> Other (list): see languages below		10	
<b>m. Target Population: Language (select all groups the project will serve)</b>			
<input type="checkbox"/> Cantonese	<input type="checkbox"/> Japanese	<input type="checkbox"/> Mien	<input type="checkbox"/> Tagalog
<input type="checkbox"/> Hmong	<input type="checkbox"/> Korean	<input type="checkbox"/> Russian	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Indian	<input type="checkbox"/> Mandarin	<input checked="" type="checkbox"/> Spanish	<input checked="" type="checkbox"/> Other (list): Armenian
<b>n. Target Population: Age Group (select all groups the project will serve)</b>			
<input type="checkbox"/> Birth up to Three (Early Start):		<input checked="" type="checkbox"/> 16 to 21	
<input type="checkbox"/> Three to Five		<input checked="" type="checkbox"/> 22 and older	
<input checked="" type="checkbox"/> Three to 21		<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): Jack Darakjian

Organization: Modern Support Services, LLC

Signature:  Date: 3/4/20

Collaborative Proposals Only\*\*

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

Subcontractor 1:

Authorized by (print name): Erica Beall

Organization: Advocacy and Resources, LLC

Signature:  Date: 3/2/20

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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<b>Project title</b>
Modern Outreach Program, Programa de Alcance Moderno, ժամանակակից հաղորդակցման ծրագիր
<b>1. What experience does the organization/group have working with the target population?</b>
MSS has over twenty years of experience working with people with intellectual and developmental disabilities, and has a diverse staff with a history of service to communities that are predominantly Spanish, Armenian, Russian, or Farsi speaking. MSS provides culturally sensitive services assisting individuals with developmental disabilities to live in their own homes with the support of Independent or Supported Living Services staff. MSS early adoption of Universal Lifestyles philosophies has made MSS a leading provider in terms of cultural flexibility. This year we are advancing our efforts by bringing training on elements of culture and issues impacting service utilization to our staff. MSS is desirous to extend our track record of success in diverse communities by increasing our reach to Spanish and Armenian speaking consumers of the regional center, as well as to individuals using American Sign Language.
<b>2. Explain how the target population(s) are underserved using RC POS data or other data as supporting evidence of the disparity.</b>
The March 12, 2019 Disparity Measures put forth by the Department of Developmental Services shows average POS data for all remaining languages relative to English speakers at only .66 of that of English speakers. The State's target by the end of the 2021/2022 fiscal year is to raise this number to .76. MSS seeks to address this disparity by focusing on interventions designed to increase the average POS expenditure of Spanish speakers at both NLACRC and FDLRC. Current (17/18) average POS expenditure at FDLRC for Spanish speakers is \$8850. At NLACRC the average is \$8974 for Spanish speakers. English speakers at both FDLRC and NLACRC have an average POS of well over \$14,000. Our project aims to close this gap by a small gain each year. Secondly we anticipate our disparity projects will help increase the total count of Armenian speakers as we hear from the Armenian community that are access and utilization of services inequities. Lastly, though persons using ASL show decent average POS expenditure, the cost of interpreters may be inflating the POS numbers here, so recruiting and training someone who can conduct Person-Centered Planning in ASL will positively impact service equity for this group.
<b>3. How will your project improve the lives of individuals who have developmental disabilities and/or their families?</b>
This project will advance community education thereby increasing the utilization of both generic supports and regional center funded supports, leading to increased outcome achievements for individuals served. Individuals and families need access to information provided in their own language and by persons representative of their communities. Increased understanding of service options and increased utilization of services will improve the lives of individuals with intellectual and developmental disabilities and/or their families resulting in outcomes such as increased

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community membership, increased culturally appropriate in home support for families under stress, increased income for adults with intellectual and developmental disabilities (I/DD).

In order to achieve improvement in the lives of individuals with I/DD and/or their families, there are three components to this project:

- 1) Online Parent Support Groups-** The MSS hosted online parent support groups will be hosted by trained facilitators bilingual in Spanish and Armenian, respectively. The support groups will take place monthly in each language. There will be facilitators, peer or parent mentors, and/or guest presenters for each session. More groups and or languages can potentially be added if interest becomes known and staff are available to facilitate in those additional languages. Ideally, in the near future, Korean, Farsi, and ASL are added. Facilitated discussion topics may include but are not limited to: Entering and Navigating the Regional Center System; Understanding How to Access Generic Resources: SSI, CalFresh, CalAble Account; Basic and Complex Service Planning; Person Centered Planning; Self Determination; Changes to Home and Community Based Settings; Employment First; Life After High School Transition Planning; Housing Search and Renter's Rights; Aging and Services for Older Adults; and End of Life Planning. Staff will be trained to moderate sessions so individual sharing does not become overwhelming to other participants or involve the sharing of confidential information. The online platform is efficient, convenient, effective, allows for measuring participation, upholds confidentiality, is both video and text based, and can run on personal computers or mobile devices. The facilitators representative of these communities, other supportive community agencies and regional centers will be utilized to promote the schedule of online support groups and to encourage individual and family participation.
- 2) Person Centered Planning Trainers -** MSS seeks to have staff who are bilingual trained as Person Centered Planning Trainers/Planners. In this approach, staff would be available to both teach others about person centered planning and to conduct planning sessions. We propose to train staff who are members of local communities with service inequities and who are fluent in the following languages: Spanish, Armenian, and American Sign Language. It is a known approach to have cultural advisors when providing services to a community that you are not a member of, however, we seek to double our efforts by having these same advisors become ambassadors of the service system and of person centered planning. Increasing the number of members of these communities who are trained to be familiar with the regional center system generally, and certified in Person Centered Planning will result in increased internal members within these communities that can help others navigate the service system both formally and informally. To achieve having ambassadors in these communities The Modern Outreach Project will use a train the trainer approach. The principle trainers will be MSS Executive Director, Jack Darakjian, MSS Associate Director Jim Williams, and Advocacy and Resources, LLC, owner, Erica Beall. This team possesses a combined 70 years of experience in the service system (resumes attached). Once certified as trainers, Jack, Jim, and Erica will train staff hired (if not already on staff) to conduct person centered planning in Armenian, Spanish, and American Sign Language (ASL). We have staff members and community contacts fluent in these languages who have indicated interest in the endeavor, so we will not be conducting an extensive lengthy search to find candidates. To become a certified



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trainer is a time intensive process to ensure competency. We will follow the certification process of The Learning Community for Person Centered Planning. This means the process of becoming certified includes the following steps:

- A. Completion of the 2 day Person Centered Thinking training.
- B. Coaching on:
  - ❖ 12-hour training curriculum
  - ❖ Training demonstration day preparation
  - ❖ Completion of certification portfolio
  - ❖ Post demonstration debriefing
- C. Mentor Trainer observed demonstrations of:
  - ❖ 2- day PCT training done by trainer candidate with competency ( 4 times)
  - ❖ Mentor trains trainer candidates or other staff in using Person Centered Practices to Facilitate Planning and develop person centered plans for individuals supported.

MSS also intends to support all of our staff, bilingual support group facilitators, and PCP trainers in a 2 hour Dimensions of Culture training. This training will focus on providing staff real examples of how to understand culture and increase their fluidity as they work with different families. By talking about real examples of cultural similarities and differences based on Geert Hofstede's famous research, we can help people understand notions such as when a family may have a long term orientation to time versus a short one, or when one group is likely to be risk avoidant, where others are not. The various cultural values influence how receptive families are to services, how much they utilize their authorized services, or how we find fit between individuals and their support providers. Staff need real examples and a reference that broadens their view of how we all interact with each other.

- 3) **Translation of print materials-** An additional important part of The Modern Outreach Project is the translation of print materials that will be used to accompany both the online support groups and Bilingual Person Centered Planners. Our outreach events need documents that are appropriately translated. Documents promoting and supporting the Online Support Groups need to be translated. The largest set of documents in need of translation are the materials for Person-Centered Planning, which are comprised of a variety of written and fillable tools.

We want to emphasize that it is important that the documents used are translated for meaning (rather than word for word), in a culturally sensitive way. We intend to follow many of the toolkit recommendations of: "Understanding and using the "Toolkit Guidelines for Culturally Appropriate Translation" (CMS September 2010) to ensure the documents we translate are appropriate to the readers we intend to reach. We will work with an outside vendor partnered with internal bilingual staff to ensure we arrive at quality print materials in English, Spanish, Farsi, Korean, and Armenian.

The Modern Outreach Project will improve the lives of people with intellectual and developmental disabilities by creating bilingual and culturally fluent people who can be resources in communities where there are disparities in access to, and utilization of, both generic and regional center funded services.

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

The Modern Outreach Program aims to increase equity in service access for ASL users, Spanish and Armenian speaking individuals and families served or in need of services by the North Los Angeles County (NLACRC) and Frank D. Lanterman Regional Centers (FDLRC). This proposal links to the identified issue or barrier in the statewide data that average POS for all languages is unequal relative to English. NLACRC and FDLRC both have current disparity grant projects in motion to promote equity and reduce disparity. One of NLACRC's projects, the Parent Mentor project will be supported with this project, by being invited to participate in the Online Parent Support Group meetings MSS will facilitate via this project. Also, one of NLACRC's CBO Disparity projects also seeks to make strides in outreach to Hispanic/Latino populations to increase use of regional center services. This project differs from the existing effort in that we will use an online support group platform and the training of bilingual staff to become certified in Person Centered Planning, thereby adding reach and depth to the efforts to outreach to these communities. FDLRC's Multi-Media Outreach project will be furthered by referring families accessing the online parent support groups to the already created video series as an additional resource. MSS seeks to partner with FDLRC and NLACRC's News You Can Use, websites, and social media outreach to cross promote each others activities to reach these underserved communities. MSS will do our part by forwarding FDLRC/NLACRC email blasts to our own email distribution lists and coordinating information provided to online support groups to ensure participants have access to these notifications. For example, when the FDLRC/NLACRC Common Coordinated Services brochures come out, the Modern Outreach Program will be sure to promote them across our media platforms and to let the regional centers know if additional language translations are needed (Armenian does not appear listed currently).

**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?**

Many organizations are translating documents, trying to establish face to face peer or parent mentors. MSS seeks to expand on these endeavors by adding new elements such as training bilingual staff in person centered planning and by providing online support meetings in alternate languages (Spanish and Armenian). As previously mentioned, this project will expand upon and partner with efforts currently underway by both NLACRC and FDLRC.

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

Phone and face to face meetings were held with senior members of regional center staff of both NLACRC and FDLRC to discuss disparity grants successes and struggles, as well as how to collect data and collaborate. A meeting was also held with the Armenian Autism Outreach Project (AAOP) Board of Directors to inquire about needs from the Armenian community and establish support for the project.

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**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 anticipate that the online support groups will be helpful to families who no longer wish to drive in the Los Angeles area to find a network of support. We also anticipate that some “live”, in person, events will also be requested, or evolve out of the online support groups, and in partnership with FDLRC/NLACRC we will be able to find venues and topics to facilitate on occasion. As an example, perhaps an interest list forms for a “Community Coffee” at AAOP or at a venue where members of the Deaf community frequent. We also anticipate that once interest grows, high technology using cultures like young Korean parents will want to have a group on the platform. We will be looking for these partnership opportunities to expand to additional communities, once we have demonstrated success in the initial language groups selected. Once certified as Person Centered Planning Mentors, MSS will be able to train staff throughout the State who are bilingual in a variety of languages, as well as bring this knowledge to a younger generation of the workforce supporting people with intellectual and 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 1 Goal:** Increase average POS expenditures in Spanish language speakers and increase count of Armenian speaking individuals.

PROJECT ACTIVITIES			PROJECT MEASURES			
Activity	Quarter Activity Will Occur (check all that apply)	Responsible Party and additional information	Type of Measure	What Will Be Measured?	What is the Target for This Measure?	Quarter Data Will Be Reported (check all that apply)
Monthly Online Support Groups	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21	MSS anticipates launching the first online support group in each language this quarter.	<input checked="" type="checkbox"/> Count <input checked="" 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	The number of individuals participating in the online support groups. Pre/post-assessments about knowledge of scheduled topic and likelihood to use services differently. Overall RC POS data by language on average expenditure (Spanish) and count (Armenian) per year.	Initially, 10-15 participants per language, per session. Responses positive towards increased knowledge and likelihood of service utilization.  POS data as of 3/1/2020 as baseline.	<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
Monthly Online Support Groups	<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	MSS anticipates continuing and growing participation in online support group in each	<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: _____	The number of individuals participating in the online support groups. Pre/post-assessments about knowledge of scheduled topic and	15 participants per language, per session. Responses positive towards increased knowledge and likelihood of service utilization.	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020 <input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21

**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.*

		language this quarter.	<input type="checkbox"/> Not applicable	likelihood to use services differently.		
Monthly Online Support Groups	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020 x 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21	MSS anticipates continuing and growing participation in online support group in each language this quarter.	<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	The number of individuals participating in the online support groups. Pre/post-assessments about knowledge of scheduled topic and likelihood to use services differently.	15 participants per language, per session. Responses positive towards increased knowledge and likelihood of service utilization.	<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 x 01/01/21 – 3/31/21
	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 x 01/01/21 – 3/31/21	MSS anticipates continuing and growing participation in online support group in each language this quarter. Data will be finalized as project completes in this quarter.	<input checked="" type="checkbox"/> Count <input checked="" type="checkbox"/> POS <input checked="" type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input checked="" type="checkbox"/> Other: PLEASE DESCRIBE: RC POS data - avg expenditure _____ <input type="checkbox"/> Not applicable	The number of individuals participating in the online support groups. Pre/post-assessments about knowledge of scheduled topic and likelihood to use services differently. Overall RC POS data by language on average expenditure (Spanish) and count (Armenian) per year.	20 participants per language, per session. Responses positive towards increased knowledge and likelihood of service utilization.  3% growth in average expenditure over baseline POS data for Spanish speakers and increased count of Armenian speakers (system 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 type="checkbox"/> 01/01/21 – 3/31/21 x 4/1/21

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

**Applicant Name and Address**

Modern Support Services (LA, Burbank, Glendale) --  
Conduct online support groups, diversity trainings, and  
complete PCP Mentor trainings (Spanish, Armenian, ASL)

			Year 1 Annual Budget			Year 2 Annual Budget		
Line No.	PERSONNEL-Salary and Benefits		Annual Salary	Annual FTE to Disparity Grant (Percentage)	Annual Cost to Disparity Grant	Annual Salary	Annual FTE to Disparity Grant (Percentage)	Annual Cost to Disparity Grant
1	Name: Jack Darkjian Title/Position: Person Centered Planning Mentor/ED		\$180,000.00	2%	\$3,600.00			
2	Benefits: .24%		\$43,200.00	2%	\$864.00			
	Name: Jim Williams, Assoc Director Person Centered Planning Mentor		\$100,000.00	2%	\$2,000.00			
	Benefits: .24%		\$24,000.00	2%	\$480.00			
3	Name: Erica Beall of Advocacy and Resources Title/Position: Person Centered Planning		\$40,800.00	42%	\$17,136.00			
4	Benefits: n/a				\$0.00			
5	Name: To be hired Title/Position: OSG Facilitator (Spanish)		\$8,680.00	100%	\$8,680.00			
6	Benefits: .24% payroll		\$2,083.20	100%	\$2,083.20			
7	Name: OSG Facilitator (Armenian speaking) Title/Position: To Be Hired		\$8,680.00	100%	\$8,680.00			
8	Benefits: .24% payroll		\$1,996.40	100%	\$1,996.40			
9								
10								
11								
12								\$0.00
13								
14								
15								
<b>Personnel Subtotal</b>					\$45,519.60			
<b>OPERATING EXPENSES</b>								
16	Online Support Group Licensing Fee (Annual)				\$6,000.00			
17	Chromebooks plus accessories (4)				\$1,600.00			
18	Wireless Hot Spots (4), Software, IT Support				\$265.00			
19	PCP Mentpr Professional Fees							
20	Phone and Mileage stipens (Coordinators (2) \$15 and \$150				\$3,960.00			
21	Translation of Print Materials				\$2,000.00			
22	Cultural Dimensions Training fee plus wages				\$7,904.00			
23	Printing Costs				\$500.00			
24	Marketing materials and products for outreach				\$200.00			
25	PCP Materials Costs				\$750.00			
<b>Operating Subtotal</b>					\$23,179.00			
<b>ADMINISTRATIVE/INDIRECT COSTS</b>								
26	Administrative Support and Oversight Fee				\$6,869.86			
27								
28								
29								
30								
31								
<b>Administrative/Indirect Cost Subtotal</b>					\$6,869.86			
<b>TOTAL (rounded to nearest dollar)</b>					\$75,568			

**MAXIMUM BUDGET**

**\$75,568**

**PROJECT BUDGET NARRATIVE WORKSHEET**

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

<b>Organization Name</b>		
Modern Support Services		
<b>Project Title</b>		
Modern Outreach Program		
<b>Project Duration (start and end date)</b>		
<b>Start Date:</b> 4/11/2020	<b>End Date:</b> 3/31/2021	<b>Number of Months:</b> 10

**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: Executive Director	MSS Executive Director will provide Online Support Group (OSG) oversight, assist with community outreach and presentations, preparation and planning, and participating for 36 hours annually (.2% of FTE).
	Benefits: 24%	Social Security / FICA 6.2%, Medicare Tax 1.45%, State & Federal Unemployment Tax .60%, SUI (CA State Unemployment Ins.) 6.20%, ETT (CA Employment Training Tax) .10%, Workers Compensation .10%
2	Title/Position: Associate Director	MSS Associate Director will provide Online Support Group staff oversight, assist with community outreach, creation of materials, preparation and planning, and participating for 36 hours annually (.2% of FTE).
	Benefits: 24%	Social Security / FICA 6.2%, Medicare Tax 1.45%, State & Federal Unemployment Tax .60%, SUI (CA State Unemployment Ins.) 6.20%, ETT (CA Employment Training Tax) .10%, Workers Compensation .10%
3	Title/Position: Consultant/OSG Coordinator	MSS Consultant, Erica Beall of Advocacy and Resources will dedicate 184 hours of consulting contract to coordinating standing up this new program and ensuring all parties are successfully using the platform (first year). This project will take 42% of this consultant's total contract with MSS, if awarded.
	Benefits: n/a	
5	Title/Position: OSG Facilitator (Spanish)	OSG facilitator to complete support group facilitator training provided by Support Groups Central for how to use the technology and to moderate the groups. Two 20-hour part time positions (one Spanish speaking, one Armenian speaking). OSG Facilitators Year 1 breakdown of anticipated hours: 3.33 Initial Training 4 planning 10.67 promotion in person promotions/events/outreach 2 participation 20 Total per mo 1 # of facilitators \$35 facilitator rate \$8.40 Payroll

**PROJECT BUDGET NARRATIVE WORKSHEET**

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

		\$43.40 Labor cost per hour \$868.00 Total Wages per mo \$30 Phone stipen mo \$300 Mileage stipen \$868.00 Total Cost Per Mo Labor \$10,416.00 Annual Salary \$360 \$3,600 \$3,960 Total Stipens	Year 1 (10 mos) Year 2 \$8,680.00 \$10,416.00
	Benefits: 24%	Social Security / FICA 6.2%, Medicare Tax 1.45%, State & Federal Unemployment Tax .60%, SUI (CA State Unemployment Ins.) 6.20%, ETT (CA Employment Training Tax) .10%, Workers Compensation 10%	
7	Title/Position: OSG Facilitator (Armenian)	OSG facilitator to complete support group facilitator training provided by Support Groups Central for how to use the technology and to moderate the groups. Two 20 hour part time positions (one Spanish speaking, one Armenian speaking). OSG Facilitators Year 1 breakdown of anticipated hours: 3.33 Initial Training 4 planning 10.67 promotion in person promotions/events/outreach 2 participation 20 Total per mo 1 # of facilitators \$35 facilitator rate \$8.40 Payroll \$43.40 Labor cost per hour \$868.00 Total Wages per mo \$30 Phone stipen mo \$300 Mileage stipen \$868.00 Total Cost Per Mo Labor \$10,416.00 Annual Salary \$360 \$3,600 \$3,960 Total Stipens	
	Benefits: 24%	Social Security / FICA 6.2%, Medicare Tax 1.45%, State & Federal Unemployment Tax .60%, SUI (CA State Unemployment Ins.) 6.20%, ETT (CA Employment Training Tax) .10%, Workers Compensation 10%	
9	Title/Position:		
	Benefits: see above		
11	Title/Position:		
	Benefits: see above		
13	Title/Position:		
	Benefits: see above		



**PROJECT BUDGET NARRATIVE WORKSHEET**

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

**Operating Expenses**

Line Number	Line Item	Description
16	Online Support Group Lic Fee	Support Groups Central annual cost to license and host our groups on platform is anticipated at up \$6000. Real invoice will determine final cost.
17	Chromebooks plus accessories for each member of OSG team.	Fast, lightweight chromebooks to run online support groups from anywhere making it easy to partner with other CBOs and parent mentors. Anticipated at about \$400 each.
18	Wireless Hot Spots (4), Software, IT Support	Hot spots @\$60 ea per mo, software \$5 ea per mo, IT support \$5 per mo. (=240+20= 260+5)
19	PCP Mentor Professional Fees	
20	Phone and Mileage stipens (Coordinators (2) \$15 and \$150 mo)	Outreach support costs
21	Translation of Print Materials	Anticipated cost of translating outreach items such as eligibility for RCs and in particular the lengthy person centered planning and commonly coordinated services materials from RCs.
22	Cultural Dimensions Training Fee plus MSS Staff wages	<p>Cultural Dimensions Training with Advocacy &amp; Resources, LLC and Think Differently, LLC</p> <p>900 75 an hour Trainer fees (no A&amp;R)</p> <p>50 flat Materials cost</p> <p>\$15 avg Staff wages for 2 hour training</p> <p>0.22 payroll costs 22%</p> <p>18.3</p> <p>190 total employees</p> <p>\$6,954.00 total wages</p> <p>950 plus fees above</p> <p>\$7,904.00 Total Costs</p>
23	Printing costs	various printing costs when out in field, and in house for OSG outreach fliers, mailers, and PCP materials post translation.
24	Marketing materials and outreach for events	Additional items needed to promote this project attending fairs and outreaching to Spanish, Armenian communities.
25	PCP Materials Costs	

**Administrative/Indirect Costs**

Line Number	Line Item	Description
26	Administrative Support and Oversight Fee	MSS organizational support for the Modern Outreach Project. Covers research, support, developer fee, any additional payroll/HR costs that organization will provide to ensure project success.

**PROJECT BUDGET NARRATIVE WORKSHEET**

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