

**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)**

<b>Please check the box that describes your organization</b>		
<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
<b>a. Name of organization/Group</b>		<b>b. Date</b>
Friends of Children with Special Needs		8/22/2019
<b>c. Primary contact (Name)</b>		
Anna Wang		
<b>d. Mailing address</b>		
2300 Peralta Blvd., Fremont, CA 94536		
<b>e. Primary e-mail address</b>		<b>f. Primary phone number</b>
annawang@fcsn1996.org		510-739-6900
<b>g. Secondary contact email address</b>		<b>h. Secondary contact phone number</b>
sylviayeh@fcsn1996.org		510-468-9797
<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>		
FCSN, a non-profit, founded by 10 Asian families in 1996, now serves over 1000 families and has 2 centers: Fremont and San Jose. Our mission statement is to help individuals with special needs and their families find love, hope, respect and support through community involvement. FCSN, a recipient of the Disparity Funds in 2018 and 2019, has been working successfully with Asian special needs families in educating, mentoring and empowering them to advocate and get services for their loved ones.		
<b>j. If you check the CBO box, describe how your organization meets the definition of a CBO.</b>		
FCSN is a 501 (c) 3 non-profit organization that provides support, various vendorized services and enrichment programs to the special needs community. FCSN is also the largest advocacy group that serves Asians with intellectual/developmental disabilities and their families in the Bay Area. With 23 years of efforts, FCSN has built a trusted and solid relationship with our them. FCSN hosts events and workshops to reach out to more Asians with special needs and assist them in accessing resources.		

**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**

<b>a. Grant Number:</b> 18-C24	
<b>b. Project Title:</b> Asian Mentorship: Empowerment, Education and Access to Services	
<b>c1. Start Date:</b> 4//1/2019	<b>c2. End Date:</b> 3/31/2020
<b>d. Total Project Duration (in months):</b> 12	

**Fiscal Information**

<b>Fiscal Year (FY)</b>	<b>e. Awarded*</b>	<b>f. Expended</b>
<b>FY 2016/17</b>	<b>e1. \$ 150,000</b>	<b>f1. \$ 150,000</b>
<b>FY 2017/18</b>	<b>e2. \$ 491,050</b>	<b>f2. \$ 491,050</b>
<b>FY 2018/19</b>	<b>e3. \$ 377,338</b>	<b>f3. \$ 138,910</b>
<b>Total</b>	<b>e4. \$ 1,018,388 (e1 + e2 + e3)</b>	<b>f4. \$ 779,960 (f1 + f2 + f3)</b>
<b>g. Amount Remaining (e4 – f4): \$ 238,428</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**

<b>h. Number of individuals originally proposed to be impacted</b>	1000
<b>i. Actual number of individuals impacted by the project and why it is higher or lower than the proposed number.</b>	Ongoing
<b>j. RC(s) in the project catchment area(s)</b>	San Andreas Regional Center and Regional Center of the East Bay
<b>k. List the city(ies) your project has served:</b>	Fremont, Union City, Newark, Hayward, San Leandro, Oakland, Alameda, Pleasanton, Dublin, Livermore, San Ramon, Danville, Santa Clara, Sunnyvale, San Jose, Mountain View, Saratoga, Cupertino, Campbell,

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

	Los Altos, Milpitas, Los Gatos, San Mateo
<b>I. List the county(ies) your project has served:</b>	Alameda County, Santa Clara County, San Mateo County
<b>m. If your project has served the City of Los Angeles, list the zip code(s) and/or community(ies) served*:</b>	
<b>n. Provide a detailed explanation of project activities to date. What has the project accomplished to date?</b>	<p>Due to the high cost of living in the SF Bay Area, staff turnover has been a big issue for FCSN, so the main focus for this project was for FCSN to retain the \$1.00 increase that was implemented in the 2018 grant. It is important to maintain this adjustment; otherwise, the staff will suffer a \$1.00 deduction on their paycheck as compared to 2018 which will then result in more turnover of staff.</p> <p>For the past 2 1/2 years that FCSN has been involved with the Asian Disparity project, we have been hosting special events, seminars/workshops, and coffee/social to outreach, mentor and educate Asian families on how to advocate and seek regional center services for their loved ones. We have also attended other community partner events to increase our presence in other communities, allowing more Asian special needs families to be aware of the cultural and linguistic support that is available to them.</p> <p>1) EDUCATION: FCSN invited many speakers to come and facilitate seminars/workshops to educate our special needs families on different regional center and non-regional center services. FCSN provides translations at the seminars/workshops. Some of the topics covered are: MediCal, Self-Determination, Employment Services, IHSS, Behavioral Intervention and Management, Person Center Planning, ABLE Account, Housing Options, Going to College, Public Education, etc. We continuously educate about 30-35 families at each seminar/workshop.</p> <p>2) OUTREACH:</p> <p>a) FCSN Special Events - FCSN hosted special events, such as Summer Fun Festival, Lunar New Year Celebration, Mid-Autumn Festival, Annual Family Day, Spring Carnival and Special Needs Talent Showcase to outreach to Asian Families. Resource booths are set up for families to get information about the regional center and its programs and services. The regional center(s) will usually be on site so families can approach them. FCSN also provides flyers and brochures to families to encourage them to join the outreach events, coffee/tea socials and seminars/workshop for further education and support.</p> <p>b) Community Events - We also attend and/or host a resource booths at other community events to increase our outreach and exposure to more Asian families. Some of the community events we attended are: SARC's Super Heroes Summer Festival, Bascom Library Resource Fair, Alameda County Transition Fair, Cherry Blossom Festival, Bunnies and Bonnets Parade, Autism Speaks Walkaton, Golden Village Family Conference, Preschool and Enrichment Fair, etc.</p> <p>c) Social Media - Social Media like Facebook, WeChat, WhatsApp, and LINE plays an important part of our outreach efforts because most Asians use social media to reach out to us and vice-versa. It provides a safe channel for Asian families to connect with us to ask questions and discuss their situation without having to reveal who they are. FCSN also</p>

## FY 2019/20 DISPARITY FUNDS PROGRAM COVER PAGE

announces all of its events, socials, seminars/workshops, and many other information through social media.

**MENTORSHIP:** FCSN hosts coffee/tea socials twice a month to help mentor families in a smaller group settings. At these socials, families can discuss their situations more personally and in more details with the bilingual mentors. Parents can share their struggles and experiences and learn from and support each other. 1:1 mentorship is also available for those parents who prefer a more private conversation. FCSN mentors had accompanied families to their IPP meetings at the regional center and provide emotional support during service denial meetings.

**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.**

### OUTREACH:

- 1) Events - The Asian Disparity Project has provided the platform for FCSN to outreach to many Asian special needs families in the bay area. Through FCSN's hosted events and other community events, more Asian special needs families have become familiar with FCSN, therefore, allowing us to build a trusting relationship with them. With their increased trust in FCSN, the families feel more comfortable in consulting with FCSN regarding their situation. Over 1000 people have attended FCSN's hosted special events, and families have provided a lot of positive feedback on our events and hoping that FCSN will continue to host more events. The families enjoy these events because it allows them to also meet other families of the same ethnic, cultural and linguistic background and shared experiences with them. FCSN has reached out to a couple thousand people at over 30 community groups during our attendance at our community partners' events.
- 2) Social Media - This is an easy and effective way to reach out to many families at once anywhere and any time. This platform allows families to ask questions and share their experience and information without revealing their identity. FCSN has sent over 150 messages and announcement to Asian families with the various types of social media in the last year. About 80% of the families attending our events, seminar, or socials learned about it through social media.

**MENTORSHIP** - Mentoring families via our coffee/tea socials have been partly successful. FCSN were able to encourage many families to reach out to regional center for intake and services; unfortunately, 30% of the the families end up being denied by the regional center. Through FCSN's mentorship, not only have families learned how to advocate for services and get support for their special needs loved ones, but they have gained many knowledge about their entitled rights and benefits from the regional center. About 10-15 families attend our coffee/tea social per month, and many families return to our socials to get additional mentoring.

**EDUCATION** - FCSN's seminars/workshops have been fundamental in educating Asian special needs families about regional center and non-regional center services. About 30-35 families attend our seminars and workshops, and about 80% of the families have attended seminars with the same or similar topics. Families say that they learn something new each time because they may have missed something the last time they attended a similar seminar.

### SUCCESS STORIES

- 1) An Asian family approach during coffee social regarding their son's denial of eligibility for

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

regional center services. FCSN mentor introduced them to the director of their regional center during an outreach event hosted at FCSN center. The family appealed the denial, and our mentor attended their denial meeting. The regional center psychologist intimidated the family and mentor. FCSN then referred the family to Disability Rights California and won the eligibility battle at fair hearing. The family was very grateful for the support and guidance from FCSN.

2) Another Asian family with a special needs adult child living at home heard about FCSN from social media and reached out to them. At that time, this family did not know about the regional center or the Lanterman Act. Since the adult is beyond age 18, FCSN referred them to properly diagnose the individual by the UCLA Diagnostic Center. After obtaining the diagnosis of autism, the family applied for regional center services for their adult child and was successfully found eligible.

3) STAFF RETENTION - We have successfully reduced staff turnover by about 50% due to our retention in salary for our bilingual staff. There are now less staff turnover due to low salary.

**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.**

FCSN is continuing to hosts its special family events, coffee/tea socials, and seminars/events throughout the year to outreach, educate, mentor and empower families to seek regional center services and advocate for their child. FCSN has completed these objectives each year with the funding, but we are continuing to take this approach because of several reasons:

- 1) With the large Asian population in the Bay Area, there are still many Asian special needs families who we have not being able to reach.
- 2) There are still families who are still deciding whether or not they want to get their special needs child assessed or if they want apply to be a regional center client to receive services. We still need to work on encouraging these families by removing their fear of stigma and government authorities.
- 3) There will always be new Asian families who have young children that are newly diagnosed or who are still denying their child's disabilities due to cultural stigma. FCSN needs to work closely with these families because they will be new to the system and will have many questions as we try to built a trusting relationship with them.
- 4) Preliminary results from our surveys show why many Asian families are not utilizing their POS. It is due to unavailability of appropriate services to meet their individual goals and needs.
- 5) Regional centers do not all operate equally. There are inconsistency is their practice or POS approval. Additionally, even within the same regional center, service coordinators or case managers have different practices and degree of training. Therefore, families who are regional center clients receive varying levels of services depending on place of residence and who their case manager is.
- 6) For staff retention, we realized that salary is not the only motivator to return staff. The healthcare benefits also plays an important role, especially with the expensive healthcare system in the US.

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

OUTREACH, MENTORSHIP, EDUCATION AND EMPOWERMENT

If funded, FCSN will continue to maintain the level of support through outreach, mentorship,

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

education and empowerment for the Asian special needs families so they can advocate for their children. FCSN will continue to host its special family events, coffee/tea socials, and educational seminars/workshops. FCSN has 4 certified bilingual Train the Trainer staff members on Person-Center-Planning. They will be good mentors to help other families go through the Person-Center-Planning process.

**STAFF RETENTION:**

FCSN will continue to retain its bilingual staff by maintaining the \$1/hour adjustment from 2018-2019; we need to keep the wage competitive so that our bilingual workers do not leave for better pay elsewhere. The wage retention is also to keep up with inflation and the cost of living in the Bay Area. Many other agencies' workers have left due to low pay causing the agencies to close their doors, leaving the special needs families with no services.

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

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

<b>a. Project title</b>	
<b>b. Total amount requested</b>	\$
<b>c. Projected number of individuals impacted</b>	1000
<b>d. Duration of project (months)</b>	months Start date: 04/01/2020 End date: 03/31/2021
<b>e. RC(s) in the project catchment area(s)</b>	San Andreas Regional Center and Regional Center of the East Bay
<b>f. List the city(ies) your project proposes to serve:</b>	Fremont, Union City, Newark, Hayward, San Leandro, San Lorenzo, Oakland, Piedmont, Alameda, Emeryville, Berkeley, Emeryville, Albany, Pleasanton, Dublin, Livermore, San Ramon, Danville, Santa Clara, Sunnyvale, San Jose, Mountain View, Saratoga, Cupertino, Campbell, Los Altos, Milpitas, Los Gatos
<b>g. List the county(ies) your project proposes to serve:</b>	Santa Clara County and Alameda County
<b>h. If your project proposes to serve the City of Los Angeles, list the zip code(s) and/or community your project will serve*</b>	
<b>i. Will you be working with one or more CBO(s)?</b>	<input type="checkbox"/> Yes*** <input checked="" type="checkbox"/> No
<b>j. Will the project require aggregate data from the RC(s)?</b>	<input type="checkbox"/> Yes*** <input checked="" 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**

<b>k. Project Type Selection(s)</b>		
<b>Select your <u>one primary</u> project type.</b>	<b>Select your <u>one secondary</u> project type (if applicable).</b>	<b>Select your <u>one tertiary</u> 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 checked="" type="checkbox"/> <b>Workforce capacity</b> (staff training, incentives for bilingual employees, etc.) <input 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 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 checked="" type="checkbox"/> <b>Family/ consumer support services</b>	<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>
<b>I. 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 checked="" type="checkbox"/> Chinese		
<input checked="" type="checkbox"/> Filipino		
<input checked="" type="checkbox"/> Hispanic		
<input type="checkbox"/> Hmong		
<input checked="" type="checkbox"/> Indian		
<input checked="" type="checkbox"/> Japanese		
<input checked="" type="checkbox"/> Korean		
<input type="checkbox"/> Mien		
<input type="checkbox"/> Native American		
<input type="checkbox"/> Pacific Islander (list):		
<input checked="" type="checkbox"/> Vietnamese		
<input type="checkbox"/> Other (list):		
<b>m. Target Population: Language (select all groups the project will serve)</b>		
<input checked="" type="checkbox"/> Cantonese	<input checked="" type="checkbox"/> Japanese	<input type="checkbox"/> Mien
<input type="checkbox"/> Hmong	<input checked="" type="checkbox"/> Korean	<input type="checkbox"/> Russian
<input checked="" type="checkbox"/> Indian	<input checked="" type="checkbox"/> Mandarin	<input checked="" type="checkbox"/> Spanish
		<input checked="" type="checkbox"/> Tagalog
		<input checked="" type="checkbox"/> Vietnamese
		<input type="checkbox"/> Other (list):
<b>n. Target Population: Age Group (select all groups the project will serve)</b>		
<input checked="" type="checkbox"/> Birth up to Three (Early Start)	<input checked="" type="checkbox"/> 16 to 21	
<input checked="" type="checkbox"/> Three to Five	<input checked="" type="checkbox"/> 22 and older	
<input checked="" type="checkbox"/> Three to 21	<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:** \_\_\_\_\_

**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:** \_\_\_\_\_

**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**

<b>Project title</b>
Asian Mentorship, Education, Access to Services and Capacity Building
<b>1. What experience does the organization/group have working with the target population?</b>
<p>FCSN has more than 20 years experience working with the Asian populations. Founded by 10 Asian families, FCSN has grown to serve more than 1000 families annually with over 40 programs; 85% of these families are Asian, while 95% of FCSN staff is bilingual in languages that include: Mandarin, Cantonese, Vietnamese, Tagalog, Korean, Thai, Japanese and Malay.</p> <p>FCSN has been the recipient of the SARC's disparity funding in 2017 and DDS disparity funding in 2018 and 2019 to reduce regional center service disparities within the Asian special needs families. Under this project, in addition to FCSN hosting community outreach events, seminars/workshop, and coffee/tea socials to outreach, we have educated and empowered many Asian family on how to access and advocate for equitable services for their child. Community events like our Summer Fun Festival and Family Day provide opportunities for families to obtain information regarding the regional centers and the services they provide. These large-scale events have attracted between 200 to 500 Asian people per event. FCSN's monthly coffee/tea socials serves as mentorship for Asian families to not only educate them on regional center but to encourage them to seek help and services from regional center services. FCSN seminars/workshops also helps to educate families on the various services regional center can provide.</p> <p>Due to closures of several local service-providing agencies as well as an increase in special needs families, FCSN has been receiving and continues to receive an unprecedented number of referrals for services to fill in that gap. FCSN has now almost 200 people on the waiting list. FCSN must build capacity and maintain its bilingual staff to provide quality services for new and existing clients. FCSN remains to be the largest service provider for the Asian special needs population.</p>
<b>2 Explain how the target population(s) are underserved using RC POS data or other data as supporting evidence of the disparity.</b>
<p>Asians represent 18 percent of the population of Alameda and Santa Clara Counties, but Asians only receive 10 percent of the authorized services from SARC and RCEB. This compares to the white population that represents 30 percent of the population of Alameda and Santa Clara Counties and whites receive 46 percent of the authorized services from SARC and RCEB. Cultural shame, stigma, language barriers and fear of their immigration/citizenship status hinder Asians to openly seek help for their loved one with special needs. They believe on self-reliance and fear governmental authorities. They need mentoring to learn their rights and advocate for appropriate services. Therefore, FCSN would like to continue to be the bridge and support for the Asians to develop trust for the regional center for service access. Although FCSN is the largest service provider for Asian special needs families, we are currently at capacity and unable to serve more clients.</p>
<b>3. How will your project improve the lives of individuals who have developmental disabilities and/or their families?</b>

## FY 2019/20 DISPARITY FUNDS PROGRAM PROJECT INFORMATION

### OUTREACH, EDUCATION, EMPOWERMENT AND CAPACITY BUILDING

FCSN will continue to outreach, educate, mentor and empower the Asian Special Needs Community through our family events, coffee/tea socials, and seminars and workshops so that individuals and families will have the proper knowledge to advocate for services that are culturally, linguistically and ethnically appropriate for their needs.

Many Asian families have un-utilized POS due to the lack of cultural and linguistic appropriate services. Due to the lack of funding and being in a high cost area, many service providers have closed their business because they can't pay their workers a decent living wage and/or pay the operating costs to run their agencies. As a result, FCSN has frequently been approached to take on clients who have lost their services while the special needs population continues to grow at a rapid pace. Therefore, many families and special needs individuals are left with little to no services even though they have regional center approved POS for it. Even though FCSN serves over 300 individuals with special needs on a daily basis, we realize that one of the only ways to impact the disparity data is to increase our service capacity. Currently, FCSN has almost 200 people on the waitlist for our vendorized adult services, respite program and after school program. FCSN simply does not have the capacity to help all these individuals. With the new additional DDS funding, FCSN will hire a .75 FTE staff to expand existing program capacity and create new programs to meet the growing demand for the our services.

Another way to reduce disparity in the Asian community is to promote enrollment into Self-Determination Program (SDP) which is due to roll out in around 3 years. However, there is tremendous fear for the Asian families to choose the Self-Determination Program. Over 50% of the Asian families chosen for the pilot SDP had already chosen to drop out. FCSN needs to prepare and educate Asian special needs families to fully understand the benefits and flexibility that SDP provide. Along with seminars on SDP, FCSN will program training on Person-Centered-Planning (PCP). FCSN has 4 certified bilingual Train the Trainer staff members for Person-Center-Planning training. We also have bilingual families in the self-determination pilot program; they will be good mentors to help other families go through the self-determination process when it officially rolls out. Since it will take time for families to grasp the concept and decide whether self-determination will be a good option to meet their needs, FCSN will educate the community served about SDP and PCP to lessen the fear of this new service delivery process through our seminars, monthly socials and outreach events. Our .75 FTE staff will further develop more program options for clients who choose SDP.

In order to expand capacity, FCSN must do a better job retaining existing staff and attracting new staff. We will continue to retain our bilingual staff by maintaining the \$1/hour adjustment from 2017-2018 and 2018-2019 grant. We need to keep the wage level at least the same as the current year; otherwise, our bilingual workers will essentially be suffering from a pay cut next year which will certainly drive them to seek other job opportunities in this high cost area. From our data exit interview data from staff who left our organization, healthcare benefit was also critical to the staff's livelihood. FCSN will increase health benefits by \$50/month for 100 bilingual staff.

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

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

**equity and reduce disparities?**

The regional centers' mission is to reduce service disparity across ethnicity, language and culture; however, due to many service providers closing their doors due to lack of funding and/or workers, a lot of the special needs individuals' POS are not being fulfilled, increasing the service disparities of not only Asian special needs families but across families of all ethnicities, cultures and languages. FCSN's plans to tackle this disparity include adding program and service capacity and maintaining bilingual and bi-cultural competency in our programs so that FCSN can better serve the Asian special needs community. With the new funding, we will maintain current worker salary adjustment of \$1.00 and increase healthcare benefit by an average of \$50/month to retain our bilingual staff. Currently, FCSN has close to 200 clients on the waitlist for services but is unable to accept them due to our capacity limit. This project will allow us to create more programs and increase our workforce so that we can take on those clients who are on our waiting list.

**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?**

FCSN will continue to educate, mentor and empower Asian special needs families on how to advocate and access regional center services. To reach more families, we will continue to host our special events, seminars/workshops and coffee/tea socials, participate in community partners' resource faire, and provide 1:1 mentorship.

Although FCSN have encouraged many families to seek regional center services and have gained much knowledge about it, we were still not able to close the gap in terms of lowering service disparities in Asian families by significant amount, due to the lack of availability of services that will meet their service needs or fill their POS.

For this upcoming funding, we would like to also widen the project scope to include the focus on capacity building and new program development to prepare for SDP enrollees since it provides a lot more freedom and choices than the traditional vendorized programs. FCSN plan to hire .75 FTE staff will build capacity on existing vendorized programs and develop new program options for clients who choose SDP when it rolls out.

FCSN's goal is to get more Asian special needs families interested and to understand the concept of self-determination along with person-center-planning and increase program capacity. To accomplish this:

- 1) FCSN will conduct more seminars and workshops relating to self-determination and person-center-planning. We will invite families from the pilot program to provide guidance and share their experiences of navigating through the self-determination program. We will also invite experts in self-determination to provide in-depth information and knowledge of what self-determination is and how to navigate the system.
- 2) During FCSN's coffee/tea socials, our outreach mentors will discuss and emphasize on this topic and help families understand how self-determination can help their special needs loved get the services that best fit their needs and interests. This will allow the families to share their

## FY 2019/20 DISPARITY FUNDS PROGRAM PROJECT INFORMATION

- 3) Announcements on social media (Line, Whatsapp, WeChat, Facebook) will be made to encourage families to attend our socials and seminars so they have an opportunity to learn about self-determination. Additionally there will be some families who may have not heard about self-determination yet, so FCSN will need to bring awareness of this program to them.
- 4) Create and develop more programs as well as expand on existing programs so that FCSN can provide more support and services that are culturally and linguistically adequate for the Asian special needs community.
- 5) Retain bilingual staff by maintaining their bilingual salary differential the same as the current year and by slightly increasing their healthcare benefit.

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

Most of our data and input are collected from client feedbacks and inputs via interviews during our socials, seminars and mentorship with the families. Also, for each event, social and seminar that FCSN hosts, we use an iPad for guest sign-in. The sign-in will provide us with data and input on the following:

- Number of attendees at events, seminars/gatherings, and monthly socials.
- Number of attendees from RCEB, SARC or other regional centers. How many are non-regional center clients.
- The number of attendees speaking a certain language.
- The number of attendees in each ethnicity within the Asian community.

Then every 6 months or after each events, we will conduct a follow-up survey to get data and input on the following:

- Has our events, seminars or socials helped families gain more knowledge about RC and its services.
- Number of non-RC families who have seeked intake. How many were rejected and how many were accepted.
- Why families do not pursue intake and how FCSN can help them reach out to the RC.
- Clients' satisfaction rating with the RC.
- How the RCs can help their clients better.
- Families satisfaction rating with FCSN's outreach events.

We will conduct exit surveys with each bilingual staff who are leaving FCSN to:

- Determine whether the role of salary and benefits are the reason for their departure.
- Compare the rate of staff turnover from 2018 to 2019.

We will record number of media announcements and number of community groups & people reached.

For each mentorship family, we will conduct survey to determine the effectiveness of the mentorship

### **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**

## FY 2019/20 DISPARITY FUNDS PROGRAM PROJECT INFORMATION

### the project.

After completing previous disparity projects and collecting data and inputs from the Asian special needs families, we have learned a number of things that have kept the service disparities from making much improvements:

- 1) Although we had referred many families to seek intake from the regional center, many of our Asian special needs families who apply for eligibility were rejected by the regional center. Therefore, FCSN will continue to provide support and mentorship to educate families on how to advocate for their children through our seminars/workshops and socials.
- 2) Even though many Asian special needs families have approved POS from the regional center, many are unable to actually receive real services to meet the needs of their special needs loved ones due to a lack of service providers who are culturally and/or linguistically competent. About 50% of the Asian families are either using none or only some of their POS.
- 3) Ethnic and cultural stigma regarding the special needs continue to hinder Asian families from openly recognize their children's disabilities and seek help from the regional centers. Although we have succeeded in breaking out these barriers in many families, there are still many Asian families we have not been able to reach, and there many new Asian special needs families due to the increase in the special needs population.

Since we have found a lot of success in our strategies to outreach, educate, mentor and empower the Asian special needs families through seminars and workshops, monthly socials, hosted family fun events, and community hosted events, FCSN will continue to build upon these strategies to reach out to more Asian families and to encourage them to seek adequate support and services for their special needs loved ones.

Another part of the project that we will implement to reduce service disparities is to increase program capacity through new services developed for current and future self-determination enrollees. With self-determination and more programs, families will have more options that are culturally and linguistically appropriate for their special needs loved ones. FCSN will be preparing its families to understand Person-Centered Planning and what the SDP is and help them navigate through it. We will continue to build on our strategies of seminars and workshops, family events and monthly socials to to also train and educate families on self-determination and person-center-planning. We will invite guests who are familiar with self-determination to hold multiple workshops and seminars for our families.

**DISPARITY FUNDING PROPOSAL – SCHEDULE OF ACTIVITIES AND MEASURES**

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

**Year 1 Goal:** To reduce service disparity through education, empowerment and capacity building.

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)
Host 28 Weekly Family Seminars/ Workshops	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20- 9/30/2020 <input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21	Program Manager	<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	- Number of attendees at the seminar/workshop. - How many attendees are from RCEB, SARC or other regional centers. How many are non-regional center clients. - The number of attendees speaking a certain language. - The number of attendees in each ethnicity within the Asian community. -Satisfaction rating for regional center	The target for the measure is to figure out how many Asian special needs families we have reached and what their experiences with the regional centers are. This will help regional center figure out how they can adequately serve the Asian special needs community.	<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
Host 24 coffee and tea socials	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20- 9/30/2020 <input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21	Program Manager	<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	- Number of attendees at the social. - How many attendees are from RCEB, SARC or other regional centers. How many are non-regional	The target for the measure is to figure out how many Asian special needs families we have reached and what their experiences with the regional	<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)
			<input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable	center clients. - The number of attendees speaking a certain language. - The number of attendees in each ethnicity within the Asian community. -Satisfaction rating for regional center	centers are. This will help regional center figure out how they can adequately serve the Asian special needs community.	
Spring Carnival	<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	Program Manager	<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	- Number of attendees at the event. - How many attendees are from RCEB, SARC or other regional centers. How many are non-regional center clients. - The number of attendees speaking a certain language. - The number of attendees in each ethnicity within the Asian community. -Satisfaction rating for regional center	The target for the measure is to figure out how many Asian special needs families we have reached and what their experiences with the regional centers are. This will help regional center figure out how they can adequately serve the Asian special needs community.	<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
Summer	<input type="checkbox"/> 3/01/20 –	Program	<input checked="" type="checkbox"/> Count	- Number of attendees	The target for the	<input type="checkbox"/> 3/01/20 –



**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)
Fun Festival	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	Manager	<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	at the event. - How many attendees are from RCEB, SARC or other regional centers. How many are non-regional center clients. - The number of attendees speaking a certain language. - The number of attendees in each ethnicity within the Asian community. -Satisfaction rating for regional center	measure is to figure out how many Asian special needs families we have reached and what their experiences with the regional centers are. This will help regional center figure out how they can adequately serve the Asian special needs community.	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.*

**Year 2 Goal (if different from Year 1 Goal):** This is still for Year 1 since this is only funding for 2019-2020

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)
Mid-Autumn Festival	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22	Program Manager	<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	- Number of attendees at the festival. - How many attendees are from RCEB, SARC or other regional centers. How many are non-regional center clients. - The number of attendees speaking a certain language. - The number of attendees in each ethnicity within the Asian community. -Satisfaction rating for regional center	The target for the measure is to figure out how regional centers can adequately serve the Asian special needs community.	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22
Annual Family Day	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22	Program Manager	<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	- Number of attendees at the event.	The target for the measure is to figure out how regional centers can adequately serve the Asian special needs community.	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22

**DISPARITY 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)
			DESCRIBE: _____ <input type="checkbox"/> Not applicable			
Staff Retention and new hire	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22	CFO	<input checked="" type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable	% of staff leaving the job compare to 2018-2019 and whether new additional staff is hired. Exit interviews to find out reasons for leaving	staff headcount and exit interviews	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22
	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: _____ <input type="checkbox"/> Not applicable			<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22

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

Applicant Name and Address			Year 1 Recommendation	
Line No.	PERSONNEL-Salary and Benefits		Annual Salary	Annual FTE to Disparity Grant (Percentage)
1	Name: TBD Title/Position: Bilingual Staff Stipend (maintain 2018 increase)	<input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position		
2	Benefits:			
3	Name: South TBD Title/Position: South Bay - Outreach Mgr	<input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position		
4	Benefits:			
5	Name: East Bay - TBD Title/Position: East Bay - Outreach Mgr	<input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position		
6	Benefits:			
7	Name: TBD Title/Position: Mentor	<input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position		
8	Benefits:			
9	Name: Title/Position:	<input type="checkbox"/> Existing Position <input type="checkbox"/> New Position		
10	Benefits:			
11	Name: Title/Position:	<input type="checkbox"/> Existing Position <input type="checkbox"/> New Position		
12	Benefits:			
13	Name: Title/Position:	<input type="checkbox"/> Existing Position <input type="checkbox"/> New Position		
14	Benefits:			
15	Name: Title/Position:	<input type="checkbox"/> Existing Position <input type="checkbox"/> New Position		
	Benefits:			
<b>Personnel Subtotal</b>				
<b>OPERATING EXPENSES</b>				
16	Facility Rental			
17	Food			

18	Printing Expenses	
19	Presenters	
20	Translate Videos	
21	Supplies	
22	Transportation	
23		
24		
	<b>Operating Subtotal</b>	
	<b>ADMINISTRATIVE/INDIRECT COSTS</b>	
25	Admin Salary, Professional Expenses	
26	Utilities, Phone, Internet	
27	Maintenance, Insurance	
28		
29		
30		
	<b>Administrative/Indirect Cost Subtotal</b>	
	<b>TOTAL (rounded to nearest dollar)</b>	

**Disparity Funds Program**

**SERVICE BUDGET (ATTACHMENT D-1) SAMPLE**

**Applicant Name and Address**

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

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

**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>		
Friends of Children with Special Needs		
<b>Project Title</b>		
Asian Mentorship, Education, Access to Services and Capacity Building		
<b>Project Duration (start and end date)</b>		
<b>Start Date:</b> 4/1/2020	<b>End Date:</b> 3/31/2021	<b>Number of Months:</b> 12

**Salary/Wages and Benefits**

Line Number	Line Item	Description of Position Duties and FTE Allocation for Title/Position AND Description of Benefits
1	Title/Position: Bilingual Staff Stipend	
2	Benefits:	
3	Title/Position: SB Outreach Mgr	
4	Benefits:	
5	Title/Position: EB Outreach Mgr	
6	Benefits:	
7	Title/Position: Mentor	
8	Benefits:	
9	Title/Position: Capacity Development	
10	Benefits:	
11	Title/Position: Health Benefits Enhancement for Bilingual Staff	
12	Benefits:	
13	Title/Position:	
14	Benefits:	

**Operating Expenses**

Line Number	Line Item	Description
16	Facility Rental	
17	Food	
18	Printing Expenses	
19	Presenters	
20	Translate Videos	
21	Supplies	
22	Transportation	

**Administrative/Indirect Costs**

**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
25	Admin Salary, Professional Expenses	
26	Utilities, Phone, Internet	
27	Maintenance, Insurance	



## Attachment D-2 Line Item Descriptions

- **Line 1: Bilingual Staff Stipend (maintain 2018 increase): FTE=100%** These are the caregivers, teachers, family support staff, outreach coordinators and managers, administrators, program coordinator and managers, job coaches, bus drivers. They interface with clients and families.
- **Line 3: South Bay Outreach Manager: FTE=38%** Plan, coordinate and host events, monthly socials, and family seminars / gatherings. Talk to families about regional center and its services. Create and distribute flyers. Create surveys and gather data.
- **Line 5: East Bay Outreach Manager: FTE=38%** Plan, coordinate and host events, monthly socials, and family seminars / gatherings. Talk to families about regional center and its services. Create and distribute flyers. Create surveys and gather data.
- **Line 7: Mentor: FTE=38%** Help and support Asian families to improve access to regional center services, which includes intake and IPP meetings.
- **Line 16: Facility / Equipment Rental:** Rental of venue and equipment for events.
- **Line 17: Food:** Lunch or dinner provided to the families at our events, seminars / gatherings and monthly socials.
- **Line 18: Printing Expenses:** Printing brochures that explains the DDS project as well as flyers for our events, seminars, and monthly socials.
- **Line 19: Presenters:** Stipends for seminar speakers, outreach event performers.
- **Line 20: Videos for Seminars / Outreach Events:** These are seminar and outreach event videos that will be put up on YouTube so that Asian families will have easier access to information.
- **Line 21: Translation of Materials:** Translation of seminar / outreach videos, brochures and announcements into Chinese, Vietnamese, and other Asian languages.
- **Line 22: Supplies:** Paper, ink, decorations for the events...etc.
- **Line 23: Transportation:** Mileage for traveling.
- **Line 25: Admin Salary, Professional Expenses:** Salaries for supporting staff and professional support.
- **Line 26: Utilities, Phone, Internet:** Utilities, phone and internet uses for outreach events, seminars, and monthly socials.
- **Line 27: Maintenance, Insurance:** Janitorial service, liability insurance for outreach events, seminars, and monthly socials.