

**APPLICATION REPORT**

**Project Name:** Bridging the Information Gap to Improve Service Access and  
 Equity for Cantonese, Vietnamese and Filipino Adults  
**Applicant Organization:** Helping Hands East Bay  
**Awarded Amount:** \$200,000.00  
**Funding Announcement Name:** Improving Service Access and Equity Grant



**PROJECT SUMMARY**

Our project will provide education and training to Cantonese, Vietnamese and Filipino adult consumers and their families in Alameda County to empower them with information and knowledge to make the best choices for accessing RC-funded and general services. Our project activities will include monthly education workshops, monthly family support groups, one-on-one individualized coaching, quarterly focus groups for self-determination program participants, quarterly information meetings in collaboration with RCEB and ongoing employer outreach to develop paid internship and competitive employment for our underserved target Asian adults.

APPLICANT INFORMATION	APPLICANT RESPONSE	ATTACHMENTS
<b>Applicant Eligibility</b>		
<b>Applicant Information</b>		
<b>1. Project Title</b> What is the Project Title?	<b>Applicant Response</b> Bridging the Information Gap to Improve Service Access and Equity for Cantonese, Vietnamese and Filipino Adults	
<b>2. Awarded Amount</b>	<b>Applicant Response</b> \$200,000.00	
<b>3. Organization Type</b> Choose the response that best describes your organization.	<b>Applicant Response</b> Community Based Organization (CBO), 501(c)(3)	1
<b>4. Description of Organization/Group</b> Provide a brief description of the organization/group. Explain what experience your organization has managing a project similar to the proposal and state the outcomes of that project. You may upload a brochure or add a website link.	<b>Applicant Response</b> Helping Hands East Bay is a small 501(c)(3) nonprofit organization founded in 2015 and led by family members who have lived experience negotiating the challenges of developmental disabilities. Our mission is to empower Asian immigrant families impacted by developmental disabilities to live dignified and satisfied lives by providing information, education, support and services. Our vision is for Asian immigrant families to have easy and equal access to available resources and services to enable them to live hopeful and joyful lives. Since 2017, we have been the recipient of DDS grant funds each year to support our efforts to increase service access and utilization among underserved Cantonese, Vietnamese and Filipino adults in north and central Alameda County. Each annual project has resulted in successful outcomes of increasing access to information and purchase of services for our target Asian communities. Visit our website at <a href="http://www.hheb.org">www.hheb.org</a>	
<b>5. Applicant in Good Standing</b> Is the applicant in good standing with the California Secretary of State, California Franchise Tax Board, and California Department of Tax and Fee Administration? Please upload confirmation letter(s) or proof of good standing.	<b>Applicant Response</b> Yes	1
<b>6. Subcontractors in Good Standing</b> Are the applicant's subcontractors in good standing with the California Secretary of State, California Franchise Tax Board, and California Department of Tax and Fee Administration?	<b>Applicant Response</b> Not Applicable	
<b>Grant Reapplication Information</b>		
<b>Grant Reapplications</b>		
<b>1. Previous Award(s)</b>	<b>Applicant Response</b>	

APPLICANT TITLE	APPLICANT RESPONSE	ATTACHMENT																
<p>Did your organization receive DDS grant funding in fiscal year 2019-2020-21? If yes, go to question 2 to complete each column. If not, skip this category and go to category 3.</p>	<p>Yes</p>																	
<p><b>2. Previous Grant Award(s)</b></p> <p>Since fiscal year 2019, complete a worksheet for DDS Services Access and Equity grant your organization was awarded funding.</p>	<p><b>Applicant Response</b></p> <table border="1" data-bbox="483 415 1328 972"> <thead> <tr> <th data-bbox="483 415 703 495">Year Awarded</th> <th data-bbox="703 415 909 495">Project Title</th> <th data-bbox="909 415 1120 495">Grant Number</th> <th data-bbox="1120 415 1328 495">Award Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 495 703 669">2019-2020</td> <td data-bbox="703 495 909 669">Improving Understanding and Utilization of Services for Cantonese, Vietnamese and Filipino Adults</td> <td data-bbox="909 495 1120 669">18-C12</td> <td data-bbox="1120 495 1328 669">\$317,745</td> </tr> <tr> <td data-bbox="483 669 703 823">2020-2021</td> <td data-bbox="703 669 909 823">Improving Long Term Care Planning for Adult Consumers from Cantonese, Vietnamese and Filipino Families</td> <td data-bbox="909 669 1120 823">19-C11</td> <td data-bbox="1120 669 1328 823">\$270,046</td> </tr> <tr> <td data-bbox="483 823 703 972">2021-2022</td> <td data-bbox="703 823 909 972">Building Cultural Bridges to Improve Service Access for Cantonese, Vietnamese and Filipino Adults</td> <td data-bbox="909 823 1120 972">20-C11</td> <td data-bbox="1120 823 1328 972">\$245,000</td> </tr> </tbody> </table>	Year Awarded	Project Title	Grant Number	Award Amount	2019-2020	Improving Understanding and Utilization of Services for Cantonese, Vietnamese and Filipino Adults	18-C12	\$317,745	2020-2021	Improving Long Term Care Planning for Adult Consumers from Cantonese, Vietnamese and Filipino Families	19-C11	\$270,046	2021-2022	Building Cultural Bridges to Improve Service Access for Cantonese, Vietnamese and Filipino Adults	20-C11	\$245,000	
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<p><b>3. Previous Grant Outcomes</b></p> <p>Provide a brief summary of your project outcomes for fiscal year 2019-2020 and/ 2020-21.</p>	<p><b>Applicant Response</b></p> <p><u>Grant 19-C11 Completed on 5/31/2021</u>  During Covid-19 pandemic, supported and coordinated a total of 16 educational workshops and 13 support group meetings virtually for Cantonese, Vietnamese and Filipino families with adult consumers. Our family support specialists provided a total of 1,638 entries of one-on-one telephone support and service navigation to Cantonese, Vietnamese and Filipino parents. We distributed PPE received from DDS to 106 families. We assisted 18 families with long term care planning for their adult child with developmental disabilities, including for some of them, assessing Alameda County Superior Court's Self-Help Center to apply for limited conservatorship. With a grant from Asian Pacific Fund and our own fundraising efforts, we provided emergency financial assistance to 8 families in need. With the same funds raised, we mailed holiday gift cards to 90 families in December 2020 and Mother's Day gifts to 53 mothers in May 2021. Our staff completed online training on self-determination and person-centered planning and received bilingual interventions resulting in 100% staff retention.</p> <p><u>Grant 20-C11</u>  Start date: 6/1/2021 – Completed 2 quarterly reports up to 9/30/2021  From June through September 2021, we conducted 5 educational workshops in Cantonese and Vietnamese on Covid-19 updates, Family Home as a living option, and Special Needs Trust with 81 total in attendance and 97% indicating knowledge gain post workshop. We organized in-person Cantonese and Vietnamese families support groups gathering in July after CA opens - picnic and theme dinner lunches with 74 total in attendance. Families felt satisfied to see one another after more than a year of sheltering at home. Our bilingual staff provided coaching and advocacy to assist one Cantonese parent's adult son to successfully transition to the Self-Determination program with an increased annual budget. Our project staff collaborated with RCEB self-determination program specialist to host the first Cantonese Self-Determination Orientation via Zoom in August. 14 participants included parents from RCEB, 2 parents from GGRC and 1 parent from ELARC. The latter 3 parents indicated that no SD orientation in Cantonese was available in their RC area. Our family support specialists assisted multiple families to apply for Section 8 Housing Choice Voucher pending list online and successfully advocated one Cantonese adult to purchase a home in Butte County in the City of Oakland where he is employed. Our executive director launched and facilitated an Asian Community Collaborative which held virtual monthly meetings in July, August and September to brainstorm strategies for easing ultimate responsive living plans for Cantonese and Vietnamese adult consumers. Members of this collaborative included one bilingual Cantonese parent and representatives from RCEB, Ending Lives Family Home Agency, Housing Consortium of the East Bay, Alegría Community Living and Oaks Care Homes.</p>																	
<p><b>4. Project Transition</b></p>	<p><b>Applicant Response</b></p>																	

APPLICANT INFORMATION	APPLICANT RESPONSE	ATTACHMENT
<p>If awarded, how will you implement the proposed project in the 2021-22 proposed project? Describe the proposed project expansion and activities, measures, target groups are being added? Provide a summary of the differences and reasons when proposing the change.</p>	<p>We anticipate a smooth transition from our current project to the 2021-22 proposed project with the same project staff team and continued focus on the same target groups of Cantonese, Vietnamese and Filipino adult learners and their families residing in the Central Alameda County. Our proposed project will continue to provide education workshops, organize language-specific support group meetings, provide one-on-one tutoring and coaching to adult learners and their family members to empower them with knowledge to access and utilize both RC-funded and general services. We will continue to employ each to develop me paid internships and competitive employment opportunities for our target Asian adults. Two additional activities in the proposed project will be to organize quarterly self-determination focus groups for those who have transitioned into this new model of service delivery and also each unit and collaborate with RCEB to hold quarterly information meetings for the Cantonese and Vietnamese communities. The ease of adding a quarterly focus group self-determination program participants is that we feel it is important to support and gather feedback from Asian participants in this new service delivery platform available to all RC learners since July 2021 to identify barriers, challenges and success stories. The ease of adding a quarterly RCEB information meeting is to bridge the information gap that has widened much during the pandemic and after the statewide rollout of the self-determination program when most public information meetings and written material about alternative services, Covid-19 updates were conducted in English and Spanish, leaving our target monolingual Cantonese and Vietnamese communities.</p>	
<p><b>General Application Proposal Summary</b></p>		
<p><b>1. Project Type</b> Choose the project type that best describes your activities from the list below:</p>	<p><b>Applicant Response</b> Education and Training</p>	
<p><b>2. Duration of project</b> Choose the duration for your project.</p>	<p><b>Applicant Response</b> 12 months</p>	
<p><b>3. Regional Centers</b> Choose the Regional Center(s) that your project will serve. Check all that apply.</p>	<p><b>Applicant Response</b> Regional Center of the East Bay</p>	
<p><b>4. Counties Served</b> List the counties your project proposes to serve. Check all that apply.</p>	<p><b>Applicant Response</b> Alameda County</p>	
<p><b>5. City of Los Angeles</b> If your project proposes to serve the City of Los Angeles, list the zip codes your project will serve.</p>	<p><b>Applicant Response</b> Not Applicable</p>	
<p><b>6. Community Based Organizations</b> Will you be working with one or more Community Based Organizations? If so, provide the name of the organization and how you will be working together.</p>	<p><b>Applicant Response</b> Yes, we will continue to collaborate with the following community based organizations and state agency to provide education and training to target communities to improve their access to information and utilization of available services: Disability Rights CA - Office of Clients' Rights and Advocacy, Enriching Lives Family Home Agency, State Council on Developmental Disabilities Bay Area Regional Office. Their letters of support are attached.</p>	3
<p><b>7. Multiple Organizations</b> Does your project include partnership with one or more organizations either as a co-applicant or subcontractor? If "yes", please upload a letter of support from each organization, that includes an explanation of their role in the partnership.</p>	<p><b>Applicant Response</b> No</p>	
<p><b>8. Strategies and Sustainability</b></p>	<p><b>Applicant Response</b></p>	

<p>How will you be able to continue its work after the grant funding has concluded?</p>	<p>Following as the is available DDS-SAE grant funds, we will plan to apply each year to continue our efforts of reducing disparities among Cantonese, Vietnamese and Filipino adult consumers. These underserved communities have experienced disparities in OS and inequity in accessing information and services for decades. It will take a long term commitment to transform the system in their favor and also sufficient in time to produce the desired outcomes. We will also continue to apply for other available grants and providers relief funds as well as perform fundraising activities to sustain our efforts. For example, we are once again grateful to have recently received a small grant from Asian Pacific Fund in San Francisco to support four holiday outreach events (Christmas, Lunar New Year, Mother's Day and Father's Day) with gifts for families for the year. Lastly, we will consider applying for a new RC vendor services, HR using Access Services, as part of our sustainability plan.</p>										
<p><b>1. Ethnic Groups Served</b></p> <p>Select the ethnicity group(s) the project will serve. For "Indian", "Pacific Islander", "Slavic" "Other" use comment section to list specific groups.</p> <p>Applicant Comment</p>	<p><b>Applicant Response</b></p> <p>Chinese, Filipino, Vietnamese</p> <p>Primarily Cantonese-speaking Chinese, with a few Mandarin-speaking Chinese as needed</p>										
<p><b>2. Ethnic Group(s), Language(s) and Number of Individuals Served</b></p> <p>For each ethnicity group, provide the number of individuals the project intends to serve and the related language(s).</p>	<p><b>Applicant Response</b></p> <table border="1" data-bbox="479 758 1333 978"> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Vietnamese</td> <td>192</td> <td>Vietnamese</td> </tr> <tr> <td>Filipino</td> <td>40</td> <td>English</td> </tr> </table>				Vietnamese	192	Vietnamese	Filipino	40	English	
Vietnamese	192	Vietnamese									
Filipino	40	English									
<p><b>3. Age Group(s) Served</b></p> <p>Select all Age Groups the project will serve.</p> <p>Applicant Comment</p>	<p><b>Applicant Response</b></p> <p>22 and older</p>										
<p><b>Project Application</b></p>											
<p><b>Project Application</b></p>											
<p><b>1. Project Summary and Organizational Experience</b></p> <p>Provide a clear and concise project summary that includes a defined target population, categorical areas, and project design. Specify all details about what the project will accomplish and how it will benefit the community served. In your answer, include what experience your organization has working with the target population?</p>	<p><b>Applicant Response</b></p> <p>For the fifth consecutive year of applying for a DDS-SAE grant, our project will continue to focus on Cantonese, Vietnamese and Filipino adults aged 22 and older and their families who reside in the Central Alameda County, which is within the jurisdiction of the Regional Center of the East Bay. Our project title is "Bridging the Information Gap to Improve Services and Equity for Cantonese, Vietnamese and Filipino Adults." During the past year with COVID-19 pandemic and the statewide rollout of the Self-Determination program, the project is much new information coming out of the state and local level that our target Asian communities were unable to access due to language barriers. Most information is only available in English and Spanish. Our project is designed to bridge this ever-widening information gap by organizing monthly education workshops and quarterly informational meetings in Cantonese and Vietnamese to empower consumers and families to gain access to vital information and services. Topics relevant to adults such as paid internship, supported employment, living stipends, housing resources will be explored. Ongoing updates on COVID-19 and vaccination will be provided. In addition to monthly language-specific support groups, we will organize a new quarterly self-determination focus group for families who have enrolled in this new service delivery platform. In collaboration with RCEB, we will host quarterly informational meetings in Cantonese and Vietnamese to facilitate RCEB staff to provide pertinent updates to our target monolingual Asian communities as well as for RCEB staff to hear feedback from these underserved Asian communities. This is a critical intervention that is much needed because many public zoom meetings hosted by RCEB during the past year were not available in English, Spanish and ASL. Other than group trainings, our bilingual family support specialists will continue to provide one-on-one training, coaching and advocate to assist individual consumers and families to access RC funded and general services to improve their independence and well-being. "Knowledge is power." Our education and training project will give power to our target populations and enable them to make informed decisions about their needs of support and services that will benefit them the most. Our employment specialist will continue to conduct outreach to local employers to develop paid internship and competitive employment opportunities for our target Asian adults. Through our project, we anticipate increases in OS as consumers and families learn about and take new services such as successful transition to the self-determination program. Since 2017, our bilingual Asian staff team has been successful in supporting Cantonese, Vietnamese and Filipino adult consumers and their families to increase knowledge, and improve access and utilization of both RC funded and general services.</p>										
<p><b>2. Data and Community Input</b></p>	<p><b>Applicant Response</b></p>										

APPLICANT QUESTION	APPLICANT RESPONSE	ATTACHMENT
<p>Explain how the target population(s) are under-served using RCOS data (other data as supporting evidence of the disparity). In your answer, include how you organized and input the community and target population to design the project?</p>	<p>We continue to focus on the same target populations as in the previous years - Cantonese, Vietnamese and Filipino adults consumers aged 22 and older living in Alameda County. According to 2019-2020 RCOS data from Regional Center of the East Bay, Asian adults have the second lowest annual expenditure per capita among all ethnic groups. Compared to White adults who spent \$50,427 per capita in RCOS, Asian adults only spent \$31,241. The disparities shown by language groups among adults are even greater. English-speaking adults consume's annual per capita expenditures was \$41,840, Tagalog-speaking was \$28,713, Cantonese-speaking was \$25,707 and Vietnamese-speaking, \$16,286. Percentage of adults consume's with no purchase of services was 13.7% among the English-speaking, 22.6% among the Tagalog-speaking, 24.4% among the Cantonese-speaking, and 34% among the Vietnamese-speaking. Living out of home would usually eat in ease an adult consume's annual expenditure. We see the pattern continue with a majority of White adult consumers residing out of home (61.08% 2,219 individuals out of 3,633 individuals) while only 26.24% ( 365 individuals out of 1,391) of Asian adults live out of home. We gathered community input in July by conducting a survey in Chinese and Vietnamese among families regarding their desirable living options for their adults and daughters. We continue to listen and record comments and questions from participants during workshops and support groups.</p>	
<p><b>3. Uniqueness</b> How is the proposed project unique (different from a unfunded grant (e.g., strategies, activities, and objectives) in the proposed regional center community area? If the project is similar to a unfunded grant listed on the Department's website, how is the proposed project different?</p>	<p><b>Applicant Response</b> Our project is unique in making a long-term investment to improve services and equify the same target populations of Asian adults from Cantonese, Vietnamese and Filipino communities. This is our fifth consecutive year in applying for a DDS-SAE grant to support ongoing efforts of providing education and training to these underserved communities. We have selected all focus on these three adult groups because Asian adults aged 22 and older experience the greatest disparity in RCOS expenditure in the RCEB at home area compared to children and youth. In addition, these three groups of adults comprise the largest numbers among Asian adult consumers served by RCEB, with 213 Cantonese, 97 Vietnamese and 137 Filipino /Tagalog-speaking according to 2019-2020 data. These three groups also experience greater disparity in RCOS compared to other Asian groups such as Mandarin Chinese, Japanese and Korean. Our project is also unique in using a creative model of combining education and training with a number of vendor services to maximize access to information and utilization of services provided by our bilingual staff team. Our RCEB vendor services adults include tailored day services, community integration training, supported employment and mental, person-centered planning to assist those who would like to transition to the self-determination program. We are the only project that targets Cantonese, Vietnamese and Filipino adults in Alameda County.</p>	
<p><b>4. Improve quit and Service Access</b> How will you provide equitable access, and educate/bassist services for individuals with intellectual and developmental disabilities and their families?</p>	<p><b>Applicant Response</b> Our project targets underserved Cantonese, Vietnamese and Filipino adults consumers and their families who have experienced decades of inequitable access to information and services due to language and cultural barriers. During the past almost 2 years of COVID-19 pandemic, the disparity has widened for these monolingual Asian groups when thousands of new information from local RCEB and statewide DDS about alternative services and the self-determination program was only made available in English and Spanish. Even the CalABLE website has delayed translation of material in Chinese and Vietnamese for years. Inspiring stories in DDS self-determination newsletters are only available in English and Spanish. The monolingual Cantonese Chinese community and Vietnamese community have essentially been left out. Our education and training workshops will provide information to monolingual Cantonese and Vietnamese families in their native languages to empower them with the knowledge of RC and generic services available to their loved ones with intellectual and developmental disabilities. Equipped with information and knowledge, they can make informed decisions and choices in the best interest of their loved ones, to ensure their well-being and growth. We have found many Filipino families speak both Tagalog and English so the barrier for them to access information. Our Filipino family support specialist will provide one-on-one training and coaching to assist families to access services.</p>	
<p><b>5. Support of RC Plan</b> How does this project support the RC plan to promote equitable education disparities in the proposed community area? If you are a RC, how does this project support your recommendations and plan to promote equitable education disparities in the community area? How will you collaborate with their organizations that serve individuals with intellectual and developmental disabilities and their families?</p>	<p><b>Applicant Response</b> Our past, current and proposed grant projects continue to support some of RCEB's performance metrics, disparities, measures and employment measures. Among RCEB's draft performance metrics for 2022, the following ones are what our project will continue to support: increasing number and percentage of adults consumers residing in independent living, supported living, Family Home Agency homes and home settings such as affordable housing, in ease paid internship and competitive employment for adults, and educating disparity in RC among consumers who speak languages other than English. Our project will educate and assist Cantonese, Vietnamese and Filipino adult consumers to access various living options such as independent living, supported living, family home agencies, and affordable housing, such as applying for a Section 8 housing if available. We will also educate Asian adult consumers and their families about paid internship and competitive employment. Our employment specialist will assist each employee and assist consumers to apply for Department of Rehabilitation and support them to participate in paid internship, competitive integrated employment with bargaining services. In addition, we will continue to support Cantonese, Vietnamese and Filipino adults and their families to learn about the self-determination program and transition to the self-determined. Attached are support letters from RCEB and RCEB's Self-Determination Local Advisory Committee.</p>	2
<p><b>6. Project Activities</b></p>	<p><b>Applicant Response</b></p>	

APPLICANT QUESTION	APPLICANT RESPONSE	ATTACHMENT
<p><b>Note: Before answering this question, applicants must complete the Activities Template located in the middle tab directly above.</b></p> <p>Clearly and specifically state how the schedule of activities demonstrates the steps that the project will take to achieve its stated objective and measures.</p>	<p>The benefit of our project is to increase access to information and services by providing ultimately responsive and linguistically competent education and training to Cantonese, Vietnamese and Filipino adults and their families living in Alameda County. To achieve our objective, we have proposed the following project activities:</p> <ol style="list-style-type: none"> <li>1) Monthly educational workshops</li> <li>2) Monthly family support groups</li> <li>3) One-on-one training outreach of consumers and family members</li> <li>4) Quarterly focus group for self-determination program participants</li> <li>5) Quarterly information meeting in collaboration with RCEB</li> <li>6) Employment outreach to develop paid internship and competitive employment</li> </ol> <p>Our monthly educational workshops and family support groups will be conducted in participants' preferred languages and activities relevant to their needs. In addition to group training, our bilingual family support specialists will provide one-on-one training reaching to support individual consumers and family members to assist them to access information and services. With the statewide rollout of the self-determination program in July 2021, we feel it is important to gather feedback from the self-determination program participants in our target Asian communities. Our proposed activities include a quarterly focus group to explore what is working and what is not working for self-determination program participants. During the past year, public information meetings held by RCEB with COVID-19 and other important services updates were conducted in English and Spanish. It is that our monolingual Cantonese and Vietnamese communities were pretty much left out. In our proposed activities, we plan to travel each out and collaborate with RCEB administrator to launch quarterly information meetings, with Cantonese and Vietnamese interpretation provided by our project staff, to enable us to get Asian communities to access important updates from RCEB staff and for RCEB staff to receive feedback from these underserved Asian communities. Our employment specialist will continue to perform outreach to employers to develop paid internships and competitive employment opportunities for Cantonese, Vietnamese and Filipino adults and consumers to increase their utilization of employment services.</p>	
<p><b>7. Project Measures</b></p> <p><b>Before answering this question, applicants must enter performance measures into the Activities Template located in the middle tab directly above.</b></p> <p>Are you proposing measures appropriate to track the project's benefits and activities? Explain how your proposed measures provide insight into the effectiveness of the overall design of the project and demonstrate how the impact on the community will be evaluated.</p>	<p><b>Applicant Response</b></p> <p>We have proposed 15 performance measures for our project activities. Quantitative measures include number of workshops held, number of support groups held, number of self-determination focus groups and RCEB information meetings held and their respective attendance by language. We will also conduct a human individuals received one-on-one training reaching during the year. End-of-workshop assessment scores will help us measure the percentage increase in knowledge gained by our trainings. Number of employers contacted and number of paid internship competitive employment developed will show the impact we have made in empowering our target Asian adults to access and utilize supported employment services. Qualitative measures such as verbal and written comments from participants in our support groups and focus groups will help us gain insights into the needs, struggles and barriers they experience in accessing information and services.</p>	
<p><b>8. Budget Template and Narrative</b></p> <p><b>Note: Before answering this question, applicants must complete the Budget Template located in the tab directly above.</b></p> <p>In your Budget Template, explain how the project budget is consistent with the stated project objective and activities, and clearly and concisely explain how the proposed expenditures support the overall project design and proposed outcomes.</p> <ul style="list-style-type: none"> <li>• Budget Template example is located at Attachment C.</li> <li>• Budget Details and Restrictions are available <a href="#">here</a>.</li> </ul>	<p><b>Applicant Response</b></p> <p>Our proposed budget consists of 6 project personnel with designated percentage of work hours to carry out all planned project activities and related data for our performance measures and progress reports. These 6 include the executive director, program manager, Cantonese family support specialist, Vietnamese family support specialist, Filipino family support specialist and employment specialist. Our 3 family support specialists coordinate language-specific education workshops and family support groups as well as provide one-on-one training outreach to individual consumers and parents. Our employment specialist is responsible for conducting outreach to potential employers to increase paid internship and employment opportunities for our target Cantonese, Vietnamese and Filipino adult consumers. Our program manager oversees the implementation of our project activities, analyzes pre/post assessment and completes quarterly and final reports on our performance measures. Our executive director travels to RCEB administrator to coordinate quarterly information meetings and reviews quarterly and final reports before submission to DDS. Because COVID-19 pandemic is not over, our operating expenses include staff conducting both virtual and in-person training and support group meetings. Currently we are using Google Meet for our virtual meetings, which is free with our Google for Non-profit membership. However, some families have given feedback that the preferred Zoom subscription fee in our proposed budget to run this new platform. All in-person meetings will follow the strict COVID-19 precautionary guidelines adopted by Alameda County Public Health Department. Our administrative indirect costs include an anticipated personnel to track and report DDS grant expenditures. Our total administrative indirect costs are kept within the allowable 15%.</p>	
<p><b>9. Budget Costs</b></p>	<p><b>Applicant Response</b></p>	

<p>Explain how the project budget costs are clearly associated with the project activities and objective and confirm that the budget does not include non-all wtable sts costs funded by the sur es.</p>	<p>As explained in detail in our budget template and budget narrative, each budget cost line item is clearly associated with a project activity that help achieve our overall project objective. Our proposed budget does not include any non-all wtable sts costs funded by other sources.</p>	
<p><b>1. Confirm Proposal Discussion with RC(s)</b></p> <p>CBOs are required to discuss their proposal with each RC(s) the CBO is intending to serve. If you are a CBO, have you discussed your proposal with each RC you are intending to serve?</p>	<p><b>Applicant Response</b></p> <p>Yes</p>	
<p><b>2. RC Contact</b></p> <p>CBOs are required to submit their application in full to the Department and to each RC(s) in attachment the CBO is intending to serve. If you are a CBO, state the name(s) of the contact person(s) at each RC you have discussed your proposal with.</p>	<p><b>Applicant Response</b></p> <p>Lisa Kleinbub, Executive Director, RCEB</p> <p>Jai Guiza, Diversity and Equity Specialist, RCEB</p>	
<p><b>3. Applicant Certification</b></p> <p>By submitting this application, the Applicant is certifying the truth and accuracy of the proposal. The applicant also certifies that if you have subcontracting organizations, each participating organization has reviewed our project and agrees to their assigned activities, measures, and the budget.</p>	<p><b>Applicant Response</b></p> <p>Yes</p>	
<p>Applicant Comment</p>		