

Application Report



Applicant Organization: Integrated Community Services
Project Name: Disability Diversity, Equity and Inclusion Employer Training
Application ID: [REDACTED]
Funding Announcement: DDS Employment Grant
Requested Amount: [REDACTED]

Project Summary: Increasing competitive employment opportunities for individuals with intellectual or developmental disabilities by developing and then training employers with a formal Disability Diversity, Equity and Inclusion (DEI) Employer Training.

Section Name: Applicant Eligibility

Sub Section Name: Applicant Information

1. Applicant Question: Organization Type

Check all that apply. If selecting "Other" please specify your type of organization.

Applicant Response:

- Community-Based Organization

2. Applicant Question: Description of Agency/Organization

Provide a brief description of the organization or group. You may add a website link for additional information.

Applicant Response:

[Integrated Community Services \(ICS\)](#) was founded in 1994 to forge partnerships between individuals with disabilities and our community to create a diverse and inclusive place for us all. ICS serves individuals with any type of disability over the age of 16 through employment, behavioral health and living skills programs.

We are a vendor of Golden Gate Regional Center (GGRC), hold contracts with Marin County's BHRS and are a CARF accredited Department of Rehabilitation services provider.

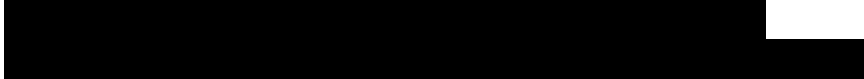
3. Applicant Question: Applicant in Good Standing

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.

Applicant Response:

Yes

Attachment:



4. Applicant Question: Subcontractors in Good Standing

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? Select "N/A" if you do not plan to use subcontractors for your project.

Applicant Response:

Yes

Section Name: Grant Application

Sub Section Name: Proposal Summary

1. Applicant Question: Project Type

Choose one project type that best describes your activities.

Applicant Response:

Business Focused Practices

2. Applicant Question: Duration of Project

Choose the duration of your project, 12 months or 18 months.

Applicant Response:

12 months

3. Applicant Question: Regional Centers in Service Area

Identify the Regional Center(s) in the community to be served by this project. Select all that apply. For a regional center map, see [Attachment F](#).

Applicant Response:

- Golden Gate Regional Center
-

4. Applicant Question: Counties Served

List the county or counties that the project will serve. Check all that apply.

Applicant Response:

- Marin County
-

5. Applicant Question: City of Los Angeles

If your project proposes to serve the City of Los Angeles, list the zip codes your project will serve.

Zip code information for Los Angeles County can be found [here](#). If your project does not serve the Los Angeles area, select "N/A".

Applicant Response:

Not Applicable

Applicant Comment:

Not Applicable

6. Applicant Question: Collaborating Organizations or Other Entities

Does your project include partnerships 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.

Applicant Response:

No

7. Applicant Question: Consultants and Trainers

Describe the qualifications of the consultant/trainer/training organization, including their subject matter expertise in competitive integrated employment for individuals with developmental disabilities. Describe their prior experience as a consultant/trainer, professional credentials, including names of other organizations/entities for whom they have provided consultation or training.

If question does not apply to your project, select "N/A"

Applicant Response:

Not Applicable

Applicant Comment:

Not Applicable

Section Name: Target Population

Sub Section Name: People Served

1. Applicant Question: Number of youth (under 18) with I/DD that will be served

Specify number of people to participate or be served by this project. If question does not apply to your project, select "N/A".

Applicant Response:

Not Applicable

Applicant Comment:

Not Applicable

2. Applicant Question: Number of adults (18 and older) with I/DD that will be served

Specify number of people to participate or be served by this project. If question does not apply to your project, select "N/A".

Applicant Response:

12

3. Applicant Question: Number of family members that will be served

Specify number of people to participate or be served by this project. If question does not apply to your project, select "N/A".

Applicant Response:

0

4. Applicant Question: Number of professionals and staff that will be trained

Specify number of people to participate or be served by this project. If question does not apply to your project, select "N/A".

Applicant Response:

2

5. Applicant Question: Number of other individuals that will be served/trained

Specify number of people to participate or be served by this project. Please describe the individuals that will be served. If question does not apply to your project, select "N/A".

Applicant Response:

14

Applicant Comment:

Our project seeks to change the way employers in Marin County partner with people with I/DD. In the short-term, the purpose of the project is to create a Disability Diversity, Equity and Inclusion Employer Training. Twelve individuals with I/DD will be paid to support us in developing this training through a focus group and as ongoing consultants. Once it's completed, we will pilot this training with two Marin employers and their teams, gather their feedback and fine-tune the training if needed. The training will then be ready to be taught and distributed to employers in Marin County and beyond. While this project will not have vast reach in the year of this grant cycle, the goal is to offer this training to employers across sectors and industries throughout our county, and for this training to be scalable to the Bay Area and beyond. With this ongoing employer education, this project will have significant impact on the quality and quantity of job opportunities available for all people with I/DD served by ICS.

6. Applicant Question: Ethnicity Group Served

Select the ethnicity group(s) the project will serve. For "Indian", "Pacific Islander", "Slavic" or "Other" use comment section to list specific groups.

- **"Indian"** includes: Indian (nationals of the present-day Republic of India), Bangladeshi, Nepalese, Pakistani, and Sri Lankan.
- **"Pacific Islanders"** includes: individuals whose origins are the original peoples of Polynesia, Micronesia, and Melanesia. Polynesia includes Guam, Hawaii (Native Hawaiian), Samoa (Samoa), American Samoa (Samoa), Tokelau (Tokelauan), Tahiti (Tahitian), Tonga (Tongan) and other Pacific Islands.
- **"Slavic"** includes: Russian, Ukrainian, and Belorussian (East Slavic), Polish, Czech, Slovak, and Sorbian (West Slavic), and Bulgarian, Serbian, Croatian, Macedonian, and Slovene (South Slavic).
- The **"other"** category includes ethnicities not specified in the ethnicity options.

Applicant Response:

- Vietnamese
- African American
- Hispanic
- White
- Korean

Section Name: Project Application

Sub Section Name: Project Application

1. Applicant Question: Project Abstract

Provide a clear and concise project summary that includes a defined target population, geographic area, and project design. Specifically describe what your project will accomplish and the intended impact it will have on the employment of individuals with intellectual and developmental disabilities.

Applicant Response:

In our 28 years of experience providing employment services, we've learned that we can't prepare individuals with disabilities for competitive employment without also addressing the societal barriers, often stemming from stigma, fear and lack of experience, that can prevent people with disabilities from achieving their career goals. For this reason, in addition to a full suite of job development, placement and coaching services, we also offer informal coaching and support services for employers to ensure that the job placement is a win for both parties.

We are requesting \$91,476 in funds through DDS' Employment Grants Program so that we can reduce the un- and under-employment of people with I/DD in Marin County by developing and then training employers with a formal Disability Diversity, Equity and Inclusion (DEI) Employer Training, including:

- Education about the multitude of benefits employers reap from hiring people with I/DD
- Myth busting regarding fears and stigmas that can cloud an employer's perception of diversifying their workforce to include people with I/DD
- Best practices when hiring, training and managing employees with I/DD
- Job description revision support to increase accessibility for the employee
- Candidate matching with qualified candidates with I/DD served by ICS
- Post-hire check ins and guidance for the duration of the partnership

The Disability DEI Employer Training will be co-designed by a paid focus group of 10 and taskforce of four people with I/DD served by the regional center and ICS so that this service is informed, designed and led by self-advocates.

Once the training has been developed, ICS and the taskforce will offer it to two significant Marin employers: the County of Marin and a local retailer. After these pilot trainings, we will collect feedback, refine the training and make it available for purchase by Marin businesses. By educating employers, we will significantly increase the variety and quality of employment prospects for people with I/DD.

2. Applicant Question: Need for Project Question 1

Please describe the underlying problem, challenges, or issues that your project will address.

Applicant Response:

Many individuals with disabilities face un- or under-employment in Marin County. Fear of liability, confusion around accommodations, stigmas about capacity and work ethic and a general lack of experience partnering with people with disabilities prevent many individuals with I/DD from being fully employed. Through a Disability DEI Employer Training, we will partner with Marin employers to reduce barriers and increase competitive employment opportunities for people with I/DD.

3. Applicant Question: Need for Project Question 2

Provide facts or data to support the need for this project

Applicant Response:

- A 2022 study found that 81% of workers said they would consider leaving their job if their employer lacked a commitment to diversity (BusinessWire).
- In 2016 in California, 76.5% of non-disabled, working age people were employed. That same year, only 14.2% of people with developmental disabilities were employed (State Council on Developmental Disabilities).
- In 2017 in Marin County, one of the richest counties in the nation, 23% of residents with disabilities live in poverty, compared to 8% of the county population. Unemployment among adults with disabilities is 58%, compared to 22% among non-disabled adults (Annual Disability Statistics Compendium).

4. Applicant Question: Need for Project Question 3

Describe how the project will involve and benefit participants who are from diverse backgrounds

Applicant Response:

Despite a growing, global social movement to prioritize diversity, equity and inclusion in work, school and community settings, disability justice is rarely included in the conversation. At ICS, our staff have completed six cultural humility trainings with consultant Keri Gray to spark curiosity and increase our understanding of the intersectionality of identity and the culture of disability. A focus group of 10 and a taskforce of four people with I/DD from diverse socioeconomic, racial and cultural backgrounds will consult with us to create our Disability DEI Employer Training. It is our goal that through our organization's cultural competence and by offering this training to a diverse group of employers, this project will increase competitive employment access for every individual with I/DD served by ICS in the future.

While the training will primarily focus on hiring people with disabilities, this DEI work will show the significant benefits that all types of diversity can bring.

5. Applicant Question: Approach Question 1A

For Business Focused Practices, Employment Preparation Services and Supports, Service Models for Individuals with High Support Needs, and Training and Implementation project types.

- Describe the objective for your project
- Describe the new or innovative methods and activities that will be used that correspond to the proposed objective and project type that:
 - Use innovative, evidence-based, best, or promising practices, services and /or supports
 - Promote increased and meaningful opportunities for participants to make an informed choice for career options and prepare for CIE
 - Are designed to achieve, maintain, or advance individuals with I/DD in competitive integrated employment
 - Are designed to be replicable
- Include how you used input from the community and/target population in the design of the project
- Describe any project deliverables

If your project is not Business Focused Practices, Employment Preparation Services and Supports, Service Models for Individuals with High Support Needs, or Training and Implementation, select "N/A".

Applicant Response:

Our objective is to increase competitive employment opportunities for individuals with intellectual or developmental disabilities by developing and then training employers with a formal Disability Diversity, Equity and Inclusion (DEI) Employer Training.

Currently, there are no Marin County disability service providers who offer DEI training to employers. Guided by paid self-advocates, this training will educate employers on best practices when hiring people with disabilities, ultimately opening the door to more jobs with higher rates of pay and more opportunities for advancement. This training will be made available to employers across industries, which will broaden the range of jobs we can potentially match individuals with. Currently, we offer informal, permanent follow up with both the person served and their employer. It has been our experience that this can have a significant impact on the length of time the person served might stay in that position, and the likelihood that they will receive a pay increase or promotion. Built into this training program will be regular check ins with the employer and employee to discuss job performance and opportunities for growth.

Our goal is to make this training program replicable beyond Marin County by offering digital training materials and recorded trainings, in addition to the in-person services we can offer within Marin.

Each quarter, a group of 12 people served by ICS gather for our Client Advisory Committee. This committee gives feedback and recommendations to our management team about our services and goals as an organization. One of the pillars of our strategic plan this fiscal year is to increase the visibility and opportunities of people with disabilities in our community. The committee unanimously agreed that diversifying our employer partners and finding employment opportunities across sectors and industries should be the top priority for this piece of our strategic plan.

The project will unfold as follows:

1. Discovery: Research best practices for hiring people with I/DD, interview employers and hold a focus group of 10 self-advocates
2. Create team: Hire four self-advocates to guide the development of the training and co-lead the trainings with us
3. Design: Use the research and interview themes to design a multichannel training program, including a print/digital packet, recorded trainings and presentation for live trainings
4. Implementation: Offer the training free of charge to two major Marin employers. Ask for feedback and fine-tune the training.
5. Iteration: Once training is finalized, begin to offer it throughout Marin for a fee

6. Applicant Question: Approach Question 1B

For project type, Service Model Transformation

- A description of the transformation team that will be developing the action plan and includes representation by individuals with ID/D, family members, those who provide direct support, and other relevant community members (e.g., businesses, peer organizations, partnerships, etc.)
- The objective and activities to be used in developing the action plan, including an outline of the areas to be addressed in the transformational planning and organizational change that will affect the CIE employment services.
- Include how you used input from the community and/target population in the design of the project?
- A detailed description of the planning process that will be used
 - Describe project deliverables
 - Describe how you plan to engage the regional center in the transformation plan

If your project type is not Service Model Transformation, select "N/A".

Applicant Response:

Not Applicable

Applicant Comment:

Not Applicable

7. Applicant Question: Sustainability Question 1

How will individuals served by the project continue receiving employment services and supports once the project has ended?

Applicant Response:

Our goal is that with each employer we offer this training to, we will be growing the list of inclusive Marin businesses looking to hire people with disabilities. We currently partner with GGRC to fund our employment services including PIP, TDS, supported employment and permanent follow up, which will continue to fund this work ongoing.

ICS currently partners with 60+ employers and this training will be the perfect opportunity to introduce ourselves to more businesses throughout Marin. This project focuses on making systemic changes to how employers view hiring people with I/DD, and will therefore have long-term benefits far beyond the one year grant cycle.

8. Applicant Question: Sustainability Question 2

How will your project continue its work after the grant funding has concluded?

Applicant Response:

Funds from DDS' Employment Grants Program will cover the one-time cost to develop the Disability DEI Employer Training. Once it's created and piloted, we will be able to charge a fee for employers to participate in the training, which will cover our ongoing staffing expenses.

9. Applicant Question: Sustainability Question 3

Describe your plan to engage the regional center for future sustainability of the project and individuals served.

Applicant Response:

GGRC's mission is to build inclusive communities by connecting and developing innovative services and supports responsive to the needs and aspirations of individuals with intellectual and developmental disabilities and their families while educating and informing all community members about the rights, value and potential of human diversity.

Our organization works very closely with GGRC and has led multiple collaborative efforts between our organizations and others in Marin. GGRC will continue to fund our ongoing employment services for individuals with I/DD after the grant cycle ends.

10. Applicant Question: Organizational Capacity Question 1

Please include details about the history of the organization, its mission or purpose, summary of major programs, services and activities and details about how they tie to the target population. If from a large organization with multiple

departments, provide a brief overview of entire organization and then focus on the department or program involved with this proposal. Describe any ongoing collaborative partners in your community.

Applicant Response:

ICS was founded in 1994 with the mission to forge partnerships between individuals with disabilities and our community to create a diverse and inclusive place for us all. Our services include Employment and Independent Living Skills Training.

Our Employment Programs aim to prepare people for careers that can provide financial stability and match the individual's goals and interests. ICS offers three paid job-training programs, job development and job coaching services.

Our Independent Living Skills goals range from learning to cook healthy meals and creating a personal budget, to major life achievements like renting a first apartment. We also offer 16 social clubs around community connection, self-advocacy and a diverse range of hobbies.

ICS partners closely with our funders, GGRC, DOR and BHRS, as well as other Marin County CBO's. Our Executive Director, Abby Yim, is a service provider representative with GGRC's board and chairs the Service Providers Advisory Committee.

11. Applicant Question: Organizational Capacity Question 2

Describe your agency's experience supporting the proposed target population.

Applicant Response:

ICS is the only Marin County service provider to offer both employment and living skills services to individuals with any disability, including developmental, intellectual, physical and mental health. We partner with over 300 individuals each year.

ICS has 28 years of experience partnering with individuals with IDD, which accounts for 85% of our service hours. Our Employment Programs Director has been part of ICS for 24 years, and our Employment Programs Manager has been with us for 5 years.

12. Applicant Question: Organizational Capacity Question 3

Describe employment (or other relevant services) you currently provide.

Applicant Response:

ICS offers employment programs through GGRC, DOR, BHRS and private pay.

- TDS: building skills that promote stable employment, such as volunteerism or transportation training
 - Job training: paid, on-the-job training to build employment skills
 - Job development: creating a resume, looking for jobs, applying and attending interviews
 - Job coach: on-the-job training
 - Informal employer support: adjusting job descriptions and participate in conversations about compensation and performance
-

13. Applicant Question: Organizational Capacity Question 4

How will the grant help the organization/agency build expertise to support individuals with I/DD to achieve competitive integrated employment?

Applicant Response:

Our organization has a very positive track record with employers, who feel supported during and after hiring a person we partner with. This training program would allow us to formalize that process by teaching DEI and accessibility standards and best practices to employers.

Adjusting job descriptions, teaching plain language practices and offering recommendations around managing people with IDD will lead to a more positive experience for both the employer and the employee.

14. Applicant Question: Organizational Capacity Question 5

Describe your organization/ agency experience and current capacity to support grant-based activities and reporting.

Applicant Response:

ICS is a current grantee of DDS' Service Access and Equity funding and has the infrastructure in place to manage this grant and complete reports. ICS has been funded by GGRC for multiple projects and has always met deliverables and filed reports on time.

15. Applicant Question: Engagement Plan Question 1

Describe how the organization/agency will recruit participants and/or families for participation in the project.

Applicant Response:

Our self-advocacy taskforce will be made up of members of our Client Advisory Committee and self-advocacy club. Members of both of these groups are self-advocates who care deeply about ICS' mission and want to share their advice and experiences to continuously improve our services. The 25 members of these groups will be invited to apply for positions on the taskforce.

Once the training is created, the beneficiaries will be anyone who goes through employment services at ICS. Last fiscal year, this totaled 120 individuals.

16. Applicant Question: Engagement Plan Question 2

Describe how the organization/agency will collaborate with other groups, organizations, employers, and/or agencies to achieve the objective of the project.

Applicant Response:

Our project will prioritize collaborations with local businesses that are invested in DEI, and individuals with I/DD who want to educate employers on best hiring practices.

The discovery phase of this project will include interviews with industry leaders who serve on our board of directors and oversee hiring decisions at their companies, including Ernst & Young, Republic Indemnity and Littler Mendelson.

During the pilot phase of our project, we will share the training we designed with the County of Marin and a local retailer. Their feedback will help us to finalize the training so that it is ready to share with employers throughout Marin. Our goal is to partner with employers across government, private and nonprofit sectors.

We would advertise these partnerships through our social media, and employers would be given language that they can include in their organizational identity information that promotes the training they have participated in.

17. Applicant Question: Engagement Plan Question 3

Service Model Transformation Projects must also include a plan to make two community presentations to key stakeholders and community members. The first presentation is to receive feedback about the proposed changes within the agency. The second community presentation is to present the completed action plan. Describe your plan for these two community presentations.

If your project is not Service Model Transformation, please select "N/A"

Applicant Response:

Not Applicable

Applicant Comment:

Not Applicable

18. Applicant Question: Project Activities

Clearly and specifically state how the schedule of activities demonstrates the steps that the project will take to achieve its stated objective and measures. See [Attachment H](#) for instructions on entering objective and activities into GrantVantage.

Applicant Response:

In order to meet the Business Focused Practices funding priority, we will develop a training program for employers that supports disability inclusion in the workplace through customized education, support and candidate matching. This training program will be co-designed and delivered with self-advocates who want to increase the employment opportunities of people with I/DD in Marin.

Activities:

1. Research 10 reputable sources to find best practices for diversifying your workforce and hiring people with disabilities
2. Interview 5 employers to gain insight into current job market and employer concerns
3. Hold a focus group with 10 self-advocates to get their perspective on changes they would like to see in employment opportunities and employer relationships
4. Hire four self-advocates to guide the development of the training and co-lead the trainings with us
5. Use the research and interview themes to design a multichannel training program, including a print/digital packet, recorded trainings and presentation for live trainings.
6. Offer the training free of charge to two major Marin employers
7. Use feedback from pilot trainings to shape and finalize the training
8. Offer the training to employers throughout Marin

19. Applicant Question: Project Data

Provide a clear plan of how data will be collected to track project objectives, activities and measures (e.g., what data collection tools will be used, who will collect, software used, who will summarize, etc.).

Applicant Response:

Progress on this project will be tracked with a Google Sheets spreadsheet that captures research findings, interview notes, taskforce member feedback and the schedule for sharing the training with employers in Marin. A marketing and design consultant will work with the ICS employment team to create a physical packet for employers to reference during and after the training. The employment team will also work with the consultant to record trainings via Zoom and design a presentation that will be delivered live to each employer. The ICS management team will collaborate to create a fee structure for the trainings, which will be co delivered by ICS staff and self-advocates.

After receiving a training, ICS will track which employers hire a person served by ICS. Data will also be collected at regular intervals to track job retention, promotions and raises. This data will be stored on the same project management spreadsheet.

20. Applicant Question: Budget Template and Narrative

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.

Applicant Response:

Funding for this project will cover the expenses of:

- Paying self-advocates for their time and expertise
- Personnel expenses related to researching best practices of what to include in the employer training
- Paying ICS staff and consultants to design and create the employer training materials, videos and presentations
- Operational expenses related to this project

21. Applicant Question: Budget Costs

Confirm that that budget does not include non-allowable costs or costs funded by other sources. See [Attachment D](#) for allowable and non-allowable costs.

Applicant Response:

I Confirm

Section Name: Proposal Certification

Sub Section Name: Certification

1. Applicant Question: Confirm Proposal Discussion with RC(s)

Applicants are required to discuss their proposal with each RC(s) service area to be served. Have you discussed your proposal with each RC you are intending to serve?

Applicant Response:

Yes

2. Applicant Question: RC Contact

Applicants are required to submit their application concurrently to the Department and to each RC(s) service area the applicant is intending to serve. State the name(s) of the contact person(s) at each RC you have discussed your proposal with.

Applicant Response:

Golden Gate Regional Center
Eric Zigman, Executive Director
Amanda Pyle, Community Services Director

3. Applicant Question: Regional Center Service Provider

If you are a vendored regional center service provider, are you in compliance with [Welfare and Institutions Code Section 4652.5](#)?

If you are a not a vendored regional center service provider, please select "N/A".

Applicant Response:

Yes

4. Applicant Question: Confirm review of Standard Measures

DDS has developed standard project measures for each project type. Have you read the guidelines and agree to the

standardized measures for your project type. See [Attachment C](#) for Standard Project Measures.

Applicant Response:

Yes

5. Applicant Question: Applicant Certification

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 your project and agrees to their assigned activities, measures, and the budget.

Applicant Response:

Yes
