

Application Report



Applicant Organization: New Leaf Solutions
Project Name: Benefits Planning for Paid Internship Program (PIP) Participants
Application ID: [REDACTED]
Funding Announcement: DDS Employment Grant
Requested Amount: [REDACTED]

Project Summary: This is a pilot project to provide benefits planning and counseling to participants in the Paid Internship Program (PIP). The objective is to remove barriers to Competitive Integrated Employment (CIE) caused by the fear of losing Social Security or other public benefits.

Authorized Certifying Official: [REDACTED] [REDACTED] [REDACTED]
Project Director/Manager: [REDACTED] [REDACTED] [REDACTED]
Project Manager/Coordinator: [REDACTED] [REDACTED] [REDACTED]
Compliance/Fiscal Officer: [REDACTED] [REDACTED] [REDACTED]

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:

- Regional Center Vendor
- Other - Please Specify

Applicant Comment:

"New Leaf" vendors with regional centers and partnerers with national Employment Network providers.

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:

New Leaf Solutions (NLS) serves 3500+ Californians living with I/DD. Its core services are money management and benefit counseling. For over 10 years, NLS has provided these services through contracts with 9 regional centers. NLS also partners with an Administrative Employment Network to provide benefit and employment counseling services. NLS employs 3 nationally certified benefit counselors and has helped regional center clients recover over \$1M in underpaid benefits.

newleafsolutions.com

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:

Not Applicable

Applicant Comment:

Not Applicable

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:

Employment Preparation Services and Supports

2. Applicant Question: Duration of Project

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

Applicant Response:

18 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:

- Alta California Regional Center
- North Bay Regional Center
- Kern Regional Center

4. Applicant Question: Counties Served

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

Applicant Response:

- Sacramento County
- Yolo County
- El Dorado County
- Placer County
- Sutter County
- Kern County
- Solano County
- Sonoma County
- Napa County
- Mono 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:

Leadership & Management

- Master of Public Administration, McGeorge School of Law - Policy and Research Area: I/DD Employment and CIE policy implementation
- Stanford Neurodiversity Employment Project - Design Thinking Workshop Selectee & Contributor
- California Supportive Living Network – Disability Employer of the Year (2018) – Small Business
- Former NBRC Board Director and Chair of Vendor Advisory Committee
- Member, NBRC Cultural & Linguistic Competency Committee
- Member, NBRC Employment Task Force

Direct Support Staff

- Certified Work Incentive Coordinator (CWIC) - certified benefits planners providing information about work, Social Security work incentives, and other types of benefits and public assistance available (3 currently on staff)
 - Individualized benefits counseling, money management, and advocacy
 - Training & Degrees: Education Specialist for Moderate to Severe Disabilities, Master and Bachelor of Social Work, Gerontology, Criminal Justice, Psychology, and other related fields
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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:

20

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:

Not Applicable

Applicant Comment:

Not Applicable

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:

20

Applicant Comment:

Target people to be served are regional center clients participating in PIP, who are receiving Social Security, SSI, Medi-Cal, or Medicare benefits.

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 (Samoan), American Samoa (Samoan), 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:

- Hispanic
- White
- Chinese
- Filipino
- African American
- Other

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:

Benefits Planning for Paid Internship Program (PIP) Participants

Summary

This pilot project will provide “pre-Ticket-to-Work” style benefits counseling for a test-group of PIP participants. Project staff will provide Individualized Work Plans (IWPs) and Benefits Summary & Analysis Reports (BS&As) to the pilot-project participants. By participating in the project, PIP participants will receive individualized counseling on how current and future employment will impact their Social Security or other public benefits.

Population and Area

- The project will be open to adult jobseekers who are currently participating in PIP or intend to in the future, and are currently on SSA, SSI, Medicare, or Medi-Cal benefits
- The pilot will open to individuals currently served in the Alta, Kern, and North Bay Regional Centers catchment areas.
- NLS will also look to onboard up to 3 PIPs, to offer “office experience.” This will also allow NLS staff to gain more “hands-on” knowledge and experience on PIP policies and processes.

Impact

- Participants in the project will be better prepared to advance their careers after their internships, without the fear of abruptly losing social safety-net benefits. They will be in a better position to make informed choices about the number of hours they wish to work, and the rate of pay they wish to obtain, without having to limit themselves due to the worry of losing income or healthcare coverage.
- Participants will be guided to additional resources to obtain further employment and continued benefits counseling post-PIP and the pilot project.
- Information and outcome data gathered through this pilot project will be shared with regional centers, SCDD, and interested parties to assess the impact of providing benefits planning for PIP participants.
- The pilot-project will serve as a proof-of-concept for a vendor service design at regional centers (likely under service code: 100 – complex Social Security and technical assistance)
- Bridging gaps between regional centers & DOR

2. Applicant Question: Need for Project Question 1

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

Applicant Response:

The CIE "Blueprint" cites "fear of losing benefits" as one of the biggest barriers to successful employment for people with I/DD. Without proper benefits planning, a disabled worker can lose their entire Social Security benefit by working a mere 20 hours per week at a minimum wage. PIP is not integrated with “Ticket-To-Work” benefits counseling. While working will raise a beneficiary’s total income, many I/DD job seekers limit work hours or turn-down advancement due to fear of losing benefits.

3. Applicant Question: Need for Project Question 2

Provide facts or data to support the need for this project

Applicant Response:

- SCDD's 2019 report found that the employment rate of working-aged people with disabilities is about 38%, compared to 78% of working-aged people without disabilities.
 - According to federal labor statistics 44% of persons with a disability who were not working reported a barrier to employment.
 - The CIE blueprint cites that "fear of losing" benefits is one of the major barriers to competitive integrated employment.
 - Additionally, the blueprint cites a lack of meaningful jobs as a barrier to employment. Employment Specialists from ACRC confirmed that available jobs are often limited to janitorial work.
 - The DOR and Employment Networks (ENs) help with job placement and benefit counseling through the Ticket-To-Work program. However, people in PIP are not referred to DOR/ENs and do not receive benefits counseling. DOR nor ENs receive funding or outcome payments because PIP participants do not earn wages at Social Security's substantial gainful activity limit.
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4. Applicant Question: Need for Project Question 3

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

Applicant Response:

According to the Institute on Disability, "If people with disabilities were a formally recognized minority group, at 19% of the population, they would be the largest minority group in the United States." The 26,608 participants, across the 10 -county service area of Alta California Regional Center are as varied and diverse as California itself and funding of this project will ensure participants have an opportunity to job skills training in an office setting, internships, equal

The project is being made available to individuals served by Alta, Kern, and North Bay regional centers. Each center serves a diverse cultural and linguistic population. The geographic area to be served also includes a mixture of urban and rural constituents.

NLS employs one Spanish Bi-lingual benefits counselor and has access to on-demand translator services is needed.

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
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- 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:

Objective

The objective of this pilot project is to gap-fill underprovided benefits planning services for I/DD job seekers, specifically those participating in PIP. If PIP participants receive proper benefits planning and counseling, they will be less likely to let "losing" benefits hold them back from career advancement. They will also be better prepared to avoid unexpected or catastrophic benefit terminations caused by employment obtained after the internship.

Methods

- No entity currently provides benefits planning services to PIP participants. Therefore, this project is inherently innovative. DOR and ENs do not receive funding for an individual who is at this level of employment.
- Techniques and specialized counseling proven effective in "Ticket-to-Work" (TTW)
- For the first time, CWICs, who are subject matter experts in benefits and work incentives will use their knowledge to assist PIP participants.
- The counseling will serve as a form of pre-Ticket-to-Work benefits planning.
- Participants will receive the same type of counseling provided by a TTW CWIC counselor.
- Preparation for post-internship employment – counseling on navigating Social Security work incentives with WIPA, DOR or an EN.
- Individualized planning and benefit summary reports will be prepared. These will help in securing any future supportive services or work incentive deductions.
- Provide counseling services in a format of the consumer's choice and preferred language. Video conferencing, telephone, or in-person IWP and check-in appointments.
- Spanish speaking CWIC on staff, or interpretation services will be readily available
- "Person-centered" approach to performing IWP and benefits planning
- Include, upon permission, the person's circle of support and planning team to ensure service continuity
- Providing a basic understanding of benefits, how benefits are impacted by work, and a plain language understanding of Social Security work incentives, other benefits, and work programs.

Community Collaboration

- Leverage contacts within existing community network to identify and place PIP participants into the pilot project.
- Share practices with regional center employment focused groups, vendor advisory committees, and other interested parties.

Need & Replicability

- The type of service described in this project is usually not available to I/DD worker until they earn enough wages to near Social Security's "Substantial Gainful Activity" limit.
- The pilot project will help refine tools, templates, and procedures that assist in Individualized Work Plan creation and implementation; and ensure a "person-centered" approach
- The pilot project is intended to serve as "proof of concept" to for a service design that can be vendored at any regional center.

Deliverables

- WPs and BS&As for each PIP participants
- Post-pilot service model design
- Participant survey results, pre and post pilot
- Final executive report on pilot project

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:

Individuals in this project will be prepared to make informed choices about their future employment and benefits. Each individual will be counseled and walk away with a plan on how to navigate employment supports and benefits planning from:

- DOR
- Employment Networks
- Regional Center service providers
- American Job Centers
- Social Security – Work Incentive Planning Assistance (WIPA)

Currently, there is a significant lack of resources for individualized benefits planning for PIP participants. This project would establish a service design that to be offered as a regional center vendored service. NLS to submit an "employment & benefits" planning design to Alta, Kern, and North Bay regional centers.

8. Applicant Question: Sustainability Question 2

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

Applicant Response:

As mentioned, this project would establish a new and innovative service design. NLS to submit an "employment & benefits" planning design to Alta, Kern, and North Bay regional centers. Prior to the COVID-19 pandemic, NLS was in talks with NBRC to establish such a service. The grant project, if awarded, will help to test and refine the proposed service model.

Second, once a project participant obtains employment where wages are near or at Social Security's "Substantial Gainful Activity" limit, they would have the choice to engage in federally funded benefit planning services through TTW programs offered by NLS, DOR, or an Employment Network. This pilot project educates and informs them about such services.

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:

- NLS is a member of NBRC's "Employment Task Force" and will use that network to implement project activities
 - NLS is collaborating with ACRC regarding PIP opportunities for internship work in our Sacramento office.
 - Dialogue to continue with KRC employment specialists. There is limited access to DOR or other employment supports in some areas served by KRC
 - Host workshops for vendored employment service providers
 - NLS is active member at service provider advisory boards at KRC and NBRC and will present project overview at committee meetings
 - Continued participation in NBRC Board subcommittees for "Cultural & Linguistic Competency" and "Employment"
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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:

NLS provides Social Security representative payee services as its core program. Over the past decade, NLS gained institutional knowledge on disability benefits, CIE, and regional center system design. In 2019, NLS partnered with an Administrative Employment Network to further apply its subject matter expertise. Through this partnership, NLS identifies and provided benefits planning to regional center clients who qualified for such services but are not receiving them. Such planning services allow an individual to continue employment while navigating work incentives for their Social Security benefits.

In the course of this work, NLS staff recognized that there was no funding to assist disabled workers who are working at the PIP level or earning less than "substantial gainful activity." Since then, NLS has collaborated with supportive employment agencies and its vendoring regional centers to raise more awareness about benefits planning services and potential service gaps

11. Applicant Question: Organizational Capacity Question 2

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

Applicant Response:

NLS has worked with hundreds of employed regional centers clients through its rep. payee program. This work includes reporting work history & monitoring benefits, including those in PIP. Since 2019, NLS's has provided more targeted and specialized benefits planning through the TTW program. NLS's CWIC staff have provided individualized "employment & benefits planning" for more than 40 individuals in danger of losing benefits due to employment.

12. Applicant Question: Organizational Capacity Question 3

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

Applicant Response:

In the TTW program, NLS counsels individuals who earn around \$1300 per month and will soon lose benefits. Counseling helps the disabled worker access work incentives and subsidies that might help them avoid an unexpected or catastrophic loss of benefits. This program demonstrates a path to a disabled worker, to help them achieve CIE, while safely working themselves off benefits and avoiding benefit overpayments upwards of \$15-30 **thousand dollars** or more.

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:

This grant will expand our area of expertise in helping employed individuals with I/DD. By collecting data, surveying, and counseling PIP participants, NLS will build expertise in pre-TTW benefits counseling and allow us to replicate this practice to other catchment areas. The experience gained will add to our current expertise and allow us to ensure support for individuals with I/DD through benefits counseling - they will enter the workforce informed of their choices because of this grant.

14. Applicant Question: Organizational Capacity Question 5

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

Applicant Response:

NLS management is trained in public administration with relevant material in policy implementation and program monitoring. While NLS has never received a grant before, its management and staff are experienced in government program reporting with Social Security Administration, DDS, and regional centers. Transferrable data infrastructure and project planning methodology are already in place to support the monitoring and report of this proposed pilot project.

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:

To recruit participants to this pilot program, NLS will leverage its existing network and expertise within the I/DD employment system.

For example, NLS is currently working with a supportive employment service provider in Solano County to educate individuals and their families on benefits planning. This collaboration is intended to recruit high-earning individuals to the TTW program. With the grant in place, NLS will replicate this form of collaboration to market benefits planning to PIP participants as well.

Additionally, participants will be recruited by:

- Continuing a dialogue with employment specialists employed by ACRC, KRC, and NBRC to identify PIP service providers
- Engaging with local SCDD representatives to announce the project
- Presenting to regional center boards, service provider advisory groups, and relevant committees
- Offering up to 3 internship positions at the NLS rep. payee program to gain entry-level office experience

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:

A “systems change” approach and “design thinking” require empathetic listening to ensure a positive impact. This project will rely on the fundamentals of empathetic listening to engage with individuals, their families, and other community-based groups. The key to a successful program is to first establish a mission that is aligned with the expressed needs of the people to be served. This project will begin with broader surveying of the participants, service providers, and employers who we come to interact with. Second, is to create a feedback loop that informs the program of methods that work well and those that need improvement. This loop can be created through individualized check-ins with program participants, with benefit specific exit surveys at the end of each 6-month cohort experience. Finally, service providers to each program participant will be invited to collaborate, in order to develop detailed work-incentive and subsidy plans tailored to the individual's disability.

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:

- Individualized benefits planning for PIP participants will be provided to individuals with high support needs. The schedule of activities lists 11 major components that build toward the objective of making I/DD jobseekers unafraid to pursue CIE due to the fear of losing benefits.
- This project intends to serve a total of 20 PIP participants over the project period of 18 months. Once participants are recruited and engaged, service delivery will be split into two 6-month counseling cycles. 10 participants will be served per cycle.
- As part of each group of 10, NLS will employ 3 PIP participants internally within NLS's payee program during each 6-month cycle. The costs associated with the internal internship placements are regular operating expenses of the payee program and not requested as part of this grant. However, costs of providing benefits planning to the internal interns are included as a part of this grant.
- Each pilot participant will meet regularly with a certified benefits counselor, who will help with developing an IWP, Benefits & Summary Analysis, and tools to further access supports in obtaining CIE. The counselor will also communicate with Social Security on the participant's behalf.
- This project will model a service design that can be replicated by other providers at any regional center. By delivering individualized benefits planning to PIP participants, the interns will be prepared to obtain CIE with a better understanding of how work impacts benefits.

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:

New Leaf Solutions Chief Operating Officer who is also a certified Project Manager will lead the data collecting and project management portion of the project and will work alongside the Benefits Specialist to collect and summarize the data. NLS currently utilizes several data collections tools that are critical in tracking our project:

- Monday.com allows the tracking of project scope, schedule, milestones, dependencies, and important metrics. The dashboard allows access to real-time, high-level data for budgets, goals, schedules, resources, and more to make informed decisions more quickly and efficiently.
- Client Data Base - a proprietary, closed-source software that allows NLS to store detailed information on the person's Social Security benefit information, employment information, & work incentives
- Microsoft 365 and Google Survey Tools

IWPs, BS&A's, and records collected from Social Security will serve as source material to compile and aggregate outcome and output measures. These measures will include:

- Total Number of PIP receiving individualized plan development
- Total Number collaborating DSPs/Agencies/Other supports
- Total Number of referrals to future employment supports

In addition to the grant survey, a "benefits awareness" survey will be conducted at the start and end of each counseling cycle. Data collected will be compiled and analyzed to assess the program's impact on participants attitudes towards employment and benefits.

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 requested in this grant is primarily dedicated to payroll expenses needed to manage the project and deliver benefits planning services. Operating and administrative costs are minimal. Administrative costs not associated with direct or indirect services are below 15%.

Payroll

- Budget expenditures for payroll support the staffing costs required for recruitment, managing project deliverables, and for direct services delivered by benefits counseling specialists.
- Employee benefits and payroll tax considerations are accounted for in the budget request.

Operating Expenses

- Rent, supplies, and instructional materials will support ability to support the staff members who will ensure benefits planning services are coordinated and delivered.
- Instate travel will support travel to regional centers outside of the Sacramento area. Presentations on the project and its service model will be given to regional center board members and service provider advisory groups, and any other interested stakeholder group.

Administrative Expenses

- Salary for Executive Support may be considered an administrative expense. Costs here will support the development of a model program design intended for future replication; and for the delivery of presentations to regional centers and providers.
- Data, IT, Software costs support staff members who will coordinate and deliver benefits planning services (if considered administrative, total administrative costs will still be below 15%).

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:

[Redacted]

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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 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