# Application Report

**Applicant Organization:**      Orange County Asperger's Support Group

**Project Name:**      Autism IN Entertainment Conference

**Application ID:**      ██████████

**FundingAnnouncement:**      DDS Employment Grant

**Requested Amount:**      ██████████

**Project Summary:** The Autism IN Entertainment Conference is a 1-day in person conference to take place in April 2024 in Los Angeles. We anticipate 300-400 attendees which will include adults with ASD (Regional Center clients) and their families, employers (e.g., studios, smaller production houses, games companies) and job enablers and companies that have successfully established hiring and employment programs for adults with ASD. The conference will include a track for the Talent (adults with ASD). The Conference will include a track for the Talent (Adults with ASD) and the Employers. Breakout session will be available for careers in film/television, animation, and game design. Speakers will include those with ASD who are working in the entertainment industry, employers, and job developers who can provide best practices for implementing Autism@Work programs. The Conference is designed for adults with ASD due to their specific needs, but people with other disabilities who would benefit would also be considered.

**Authorized Certifying Official:**      ██████ ████████ ███████

**Project Director/Manager:**      █████ █████████ ████████

**Project Manager/Coordinator:**      ██████ █████████ ████████

**Compliance/Fiscal Officer:**      █████ ████████ ████████

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**Section Name:** Applicant Eligibility

**Sub Section Name:** Applicant Information

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**1. Applicant Question:** Organization Type

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

**Applicant Response:**

- Community-Based Organization

**Applicant Comment:**

Orange County Asperger's Support Group (OCASG) is the applicant for this grant.

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**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:**

Orange County Asperger's Support Group (OCASG) is a nonprofit organization in Orange County helping teens and adults with ASD and their families improve their quality of life. OCASG serves over 600 families and reaches 3000 families. OCASG hosts over 100 events and activities per year focusing on education, support and social activities. ocaspergers.org
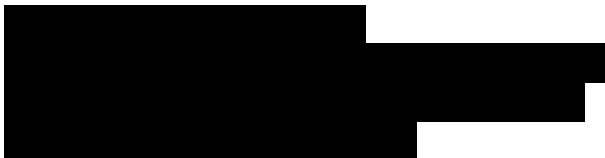
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**3. Applicant Question:** Applicant in Good Standing

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:**

███████████████████████

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**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

**Attachment:**

███████████████████████

**Section Name:** Grant Application

**Sub Section Name:** Proposal Summary

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**1. Applicant Question:** Project Type

Choose one project type that best describes your activities.

**Applicant Response:**

Training and Implementation - Professional and Staff

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**2. Applicant Question:** Duration of Project

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

**Applicant Response:**

18 months

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**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:**
- Frank D. Lanterman Regional Center
- North Los Angeles County Regional Center
- Regional Center of Orange County
- Westside Regional Center

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**4. Applicant Question:** Counties Served

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

**Applicant Response:**
- Los Angeles County
- Orange County

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**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:**

The Conference will be open to attendees from all zip code areas of the City of Los Angeles.
However, we will work specifically with four Regional Centers, one in Orange County and the other three serving Los Angeles.
We have uploaded the list of the zip codes served by those three LA Regional Centers (Westside, Frank D. Lanterman, and North Los Angeles County).

**Attachment:**
LA-ZIPCODES.xlsx  - EXCEL DOCUMENT

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**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:**

Yes

**Attachment:**

Committment Letter - Austim-In-Entertainment - Zavikon.pdf  - PDF FILE
Committment Letter - Austim-In-Enterta inment - OCASG.pdf  - PDF FILE

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**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:**

OCASG has been active in driving competitive integrated employment.  OCASG established the Autism IN Entertainment Workgroup.to drive employment efforts in entertainment-related employment. Many individuals on the spectrum have passion and skills, making them well-suited for employment in entertainment. Our goal is to increase awareness of these skill sets and work with the entertainment industry in creating internships, apprenticeships, and employment opportunities. Members of the Working Group are industry experts and provide training for employer readiness and career training for individuals with ASD. (See attached for info on the organizatoin and a list of bios.

Zavikon is an employment agency which provides recruitment, workplace readiness and job accommodation identification and advocacy for neurodivergent individuals. Zavikon provides training to employers on accommodations and best practices for I/DD population. They also provide career training for I/DD.  Zavikon.net

**Attachment:**

Autism IN Entertainment.pdf  - PDF FILE
Autism-In-Entertainment-Working Group Bios.pdf  - PDF FILE

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**Section Name:** Target Population
**Sub Section Name:** People Served

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**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

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

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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:**

125

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**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:**

80

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**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:**

95

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**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:**

Not Applicable

**Applicant Comment:**

Not Applicable

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**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:**

- African American
- Cambodian
- Chinese
- Filipino
- Hispanic
- Hmong
- Indian
- Japanese
- Korean
- Mien
- Native American
- Vietnamese
- Pacific Islander
- Slavic
- White
- 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:**

The Autism IN Entertainment Conference is a 1-day in-person conference to take place in April 2024 in Los Angeles. We anticipate 300-400 attendees which will include adults with ASD and their families, employers (e.g., studios, smaller production houses, games companies) and job enablers and companies that have successfully established hiring and employment programs for adults with ASD. The Conference will include a track for the Talent (adults with ASD) and the Employers. Breakout sessions will be available for careers in film/television, animation, and game design. Speakers will include those with ASD who are working in the entertainment industry, employers, job developers and business enablers who can provide best practices for implementing Autism@Work program. The Conference is designed for adults with ASD due to their specific needs, but people with other disabilities who would benefit would also be considered. See the tentative agenda attached.

Conference goals are two-fold:

To educate employers on

- abilities and skills of adults with ASD to actively contribute to employer goals and productivity
- workplace environment & hiring techniques which support successful hiring and employment of adults with ASD

For adults with ASD, to learn about

- employers who seek to increase neurodiversity at their companies and to provide them with an opportunity to showcase their skills to employers
- job enablers and how they can help with their job search and career development
- educational/training programs to prepare for a career in entertainment

Value of the Conference for Neurodiversity Movement:

- Create an annual event that pulls the community together
- Leverage the event to expand awareness and participation of both Talent and Employers
- Use this as model for expand neurodiverse hiring beyond the entertainment industry by demonstrating how to build a brand around the ASD community or other neurodiverse populations

**Attachment:**
Autism-IN-Entertainment-Draft Agenda.pdf - PDF FILE

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**2. Applicant Question:** Need for Project Question 1

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

**Applicant Response:**

Most adults with ASD are unemployed or underemployed. More programs are needed to help adults with ASD find and enter suitable employment. Many adults with ASD have strong passion and skills to work in the entertainment industry, but do not perform well in traditional hiring processes and work environments. Many do not have the connections and contacts to get their foot in the door or visibility into job opportunities. Employers need help to implement programs to hire and employ adults with ASD.

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**3. Applicant Question:** Need for Project Question 2

Provide facts or data to support the need for this project

**Applicant Response:**

Studies suggest that over 75% of adults with autism and 85% of college graduates with ASD are unemployed or underemployed *(MarketWatch, April 2, 2019)*.

Young adults with autism have lower employment rates that their peers with other disabilities. 42% of young adults with autism have never worked for pay in their early 20s. *(see LCO Fact Sheet Employment.pdf attached)*

In 2019, 38% of Regional Center clients were individuals with ASD (up from 22% in 2009)*(DDS Factbook Fiscal Year 2018-2019 attached pg. 24)*

Film and Digital Media industry accounts for 6.1% of jobs in LA County.

Barriers to entry into entertainment include access (lack of contacts), awareness (clarity on what the jobs entails) and transparency (what are the requirements for opportunities and career path) https://file.lacounty.gov/SDSInter/bos/supdocs/128694.pdf, pp. 82-87.

For an article on the success of neurodiverse hiring please see - top-7-companies-hiring-and-nurturing-neurodiverse-talent

**Attachment:**

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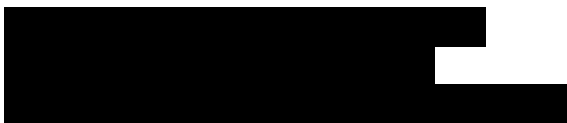
**4. Applicant Question:** Need for Project Question 3

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

**Applicant Response:**

The Conference will be open to adults with ASD in the Los Angeles/Orange County area who are interested in careers in entertainment. As part of our marketing efforts, we intend on reaching out to ethnic communities, including those in the Black, AANHPI and Latino communities, throughout LA and Orange Counties, at a grassroots level through parent groups, community-based organizations serving ethnic and underrepresented communities and community colleges. We will also work with the Regional Centers to publicize the Conference to their consumers and recommend participants. In selecting speakers, we will use our best efforts to secure speakers from diverse backgrounds in the entertainment industry, employers and job enablers. The Conference will benefit participants from diverse backgrounds by giving them the opportunity to meet professionals in entertainment which can provide them with contacts, information, and career guidance, to which they might not otherwise have access.

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**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:**

Vast majority of adults with ASD have skills and talents but are unemployed or underemployed. Many have skills that can benefit companies, but they do not to perform well in traditional hiring practices and often need additional supports in the workplace. Hiring programs tailored for adults with ASD have been effective in finding and supporting employment for adults with ASD in the technology sector, and more programs are needed in other fields. Conferences are an effective way to bring people together to meet face-to-face and network, however, networking conferences are not always receptive or accessible to adults with ASD. This Conference will be tailored for adults with ASD and with their active participation. OCASG has assembled a working group of educators, entertainment industry professionals, job enablers, parents and adults with ASD to plan, provide input and coordinate the Conference. Speakers will include (i) adults with ASD who are working in the entertainment industry, who have been through hiring programs and can share their experiences, successes and challenges with both employers and prospective jobseekers, (ii) educators and training programs, including Exceptional Minds, which has for 10 years been training adults with ASD for skills needed in the entertainment industry and placing its graduates with employers as well as providing employer education, job coaching, technical remediation, vocational support and behavioral support, (iii) job enablers, like Zavikon, who have worked with companies to successfully implement hiring and employment programs for adults with ASD and (iv) executives from companies who have established successful hiring and employment programs. The Conference will be a place where neurodiversity is valued, where connections can be made in an accepting environment, and stakeholders can brainstorm on how to create new partnerships and pathways for adults with ASD. Our vision is for this Conference to be the first of many such conferences, which can be expanded upon each year and used as a model for other fields and industries.

We will be doing pre- and post-event surveys from both Employers and adults with ASD (Talent) who attend the Conference to gather data on effectiveness of and outcomes from the Conference.

From Employers: measure their understanding on the benefits of hiring adults with ASD, accommodations, government programs. Target: 70% showing an increased understanding of the benefits of hiring an adult with ASD.

From Talent: measure their understanding on the steps for finding employment, number of new contacts made, a plan for next steps. Target: of 70% showing progress toward defining a plan.

After 6 months, we will survey the Talent to assess number of Talent obtaining an internship, job shadowing, informational interview, apprenticeship or part- or full-time job in a CIE setting within an entertainment company since and/or through contacts met at the Conference using RC IPP meetings.

**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
    - Descript 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

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**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:**

With contacts met and information received at the Conference, Talent can follow-up on employment and career development in the entertainment field. They will meet other adults with ASD with similar interests and entertainment professionals, with the goal of building a community of peers and mentors, which is crucial in getting jobs within the entertainment industry. Employer attendees will meet potential candidates for positions in their company, better understand the benefits of neurodiversity in the workplace and learn about best practices for hiring and employing adults with ASD. Employer attendees will have learned about Regional Center programs which can support the hiring goals. Zavikon offers services for both talent and employers.

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**8. Applicant Question:** Sustainability Question 2

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

**Applicant Response:**

From the connections made and data/information received at the Conference, both Talent and Employer attendees will be encouraged to follow up with any contacts/leads and take next steps. For Talent, next steps may be applying to a training program or internship with an Employer attendee, setting up an informational interview, or working with a job coach or job enabler to design a plan.  For Employers, next steps may be contacting a job enabler to establish a hiring program at their company or providing an internship or job shadowing for Talent they met at the Conference. If this first Conference is successful and effective, OCASG envisions the Conference will be an annual event and will be used the model to expand to other fields.

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**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:**

The Regional Centers will be essential for outreach to clients seeking employment in entertainment, for information dissemination and data collection, to speak on panels about Regional Center programs and services, such as the Paid Internship Program (PIP) and job coaching, and coordinate with Talent and Employers for such services. PIP and job coaching will be an essential resource in obtaining work experience, building confidence and being successful in the workplace. Both programs will provide needed support to Employers who want to hire adults with ASD. On an ongoing basis, we would also engage with the Regional Centers in discussions on how to improve and create new pathways for employment for adults with ASD.

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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:**

The Orange County Asperger's Support Group (OCASG) was founded in 2003 and for nearly 20 years has been improving the quality for individuals (adults and teens) with a diagnosis of high-functioning autism, Asperger's and PDD-NOS improve their quality of life. OCASG currently has over 600 members and extended support for thousands of individuals and families. OCASG helps families and individuals through education, support, and social activities. Among OCASG's many offerings, the following are the programs specifically geared toward adults with ASD toward employment. See Flyers below.

OCASG is also active in the community leading committees for the Competitive Integrated Employment Blueprint, Orange County Local Partnership Agreement (OCLPA) and the Thompson Policy Group Chapman University Transition Initiative. OCASG is also active with the OC Workforce Development. All these activities are designed to help grow employment and improve transition outcomes.

**Attachment:**
OCASG Recorded Webinars.pdf  - PDF FILE
OCASG 2022.pdf  - PDF FILE

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**11. Applicant Question:** Organizational Capacity Question 2

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

**Applicant Response:**

For nearly 20 years and with over 100 activities a year, OCASG has worked with the autism population on all aspects of their life and their personal development, including IEPs, social skills, dating, self-advocacy, benefits and employment. OCASG's membership includes many adults with ASD seeking but unable to find meaningful employment. OCASG has been actively working on initiatives and partnerships with local government agencies, job enablers and employers to address this issue.

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**12. Applicant Question:** Organizational Capacity Question 3

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

**Applicant Response:**

OCASG has participated in the Stanford Neurodiversity Project, hosting 3 Autism@Work lectures.  OCASG also hosts Career Club, a holistic program providing training and support for college graduates with ASD achieve short and long-term career success. 11 of the 16 participants have already found meaningful employment. To create Career Club, OCASG partnered with Zavikon, a staffing and recruiting agency whose mission is to place neurodivergent individuals with career-oriented, meaningful jobs.

**Attachment:**
OCASG Career Club - 2021.pdf  - PDF FILE

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**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:**

The grant will help OCASG and the Autism IN Entertainment Workgroup to build expertise in developing an industry networking conference for adults with ASD. The knowledge attained in hosting the Conference can be leveraged to organize and plan future conferences tailored for this population.  The pre-event, post-event and 6-month follow-up surveys will gather data on how adults with ASD are navigating job searches and work experience, developing contacts and what they need to be successful.

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**14. Applicant Question:** Organizational Capacity Question 5

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

**Applicant Response:**

Over the years, OCASG has received grants from Disney and other private donors to run its operations and has participated in partnerships and collaborations with government agencies, educational institutions and non-profits funded by grants. OCASG Board Members and officers include former and current corporate executives with expertise in business, finance, marketing, computer science and technology. The Autism IN Entertainment Workgroup will provide additional expertise, staffing, and contacts.

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**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 ensure that the Conference will be meaningful and productive for attendees, we will seek adults with ASD who are already enrolled in training programs or majoring in a subject area geared toward the entertainment field or who have a demonstrated interest in entertainment. We will look to the Regional Centers to recommend participants who would benefit from the Conference and would provide Conference information to Service Coordinators months in advance to discuss during the annual IPP meetings. We would also seek recommendations from Exceptional Minds, Zavikon and other organizations who work with this population.

OCASG will hire a Marketing/Promotions Manager to prepare marketing materials to outreach to potential employers (e.g., major studios and smaller production companies). Zavikon and the Working Group also use their contacts throughout the entertainment industry for employer and job enabler participants.

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**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:**

In developing the Conference program, speaker panels and breakout sessions, OCASG, Zavikon and the Working Group will be reaching out to and collaborating with employers with neurodiverse hiring/employment programs, especially those for adults with ASD, companies within the entertainment industry open to hiring adults with ASD, job enablers who have experience and can share best practices for establishing hiring/employment programs for adults with ASD, and adults with ASD who are working in the entertainment industry. We will also include the Regional Center, Department of Rehabilitation and other agencies to speak on how they can help adults with ASD find employment and provide support services and programs. We will reach out to community-based groups and educational institutions (e.g., independent living centers, colleges/universities, parent groups) to publicize the Conference and recruit participants.

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**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

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**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:**

Attached is an Activities chart which divides the activities according to responsible party.

In planning the Conference, we will work with the Regional Center, employers and the ASD community to develop the agenda and select speakers.

To drive attendance, we will design a marketing plan to publicize broadly to attract Talent and interested Employers to the Conference and hire a Marketing/Promotions Manager to implement the plan. We will also work with the Regional Centers in recruiting participants. We also will have an Employer Attendance Recruiter.

To host the Conference, we will hire a Logistics Manager to coordinate the details at the venue and recruit volunteers to assist with various tasks, such as registration/check-in and set-up for presentations.

To collect and analyze data, we will hire a Market Research Manager to design the pre-event, post-event and 6-month follow-up surveys to assess attendees' expectations and objectives, and the effectiveness of and outcomes from the Conference. With job coaching being a key support for this population, we will host a virtual workshop for Regional Center job coaching service providers to offer supplemental training related to the entertainment industry. We will prepare the Final Report to DDS to summarize our findings. The project manager and financial support will provide reporting, relationship management, and ensure we stay on budget.

**Attachment:**
Project Activities Chart 8-24-22.pdf  - PDF FILE

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**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:**

The goal of our project is to host a meaningful conference, that will assist our target population in finding work and expand the number of companies hiring individuals with autism.

That said it will take us 17 months from the start of the project until we get to the conference. We will meet every two weeks to hold a status meeting making sure that we are on track for staffing the conference, driving attendance, and staying in budget..
We will set targets and work to expand activities and leverage relationships to ensure that we hit our goals. Databases will be purchased to ensure that we reach as many potential businesses as possible.
The key measures include attendance and influence. We will use the Eventbrite software for registration and have a staff to check-in guests at the conference, allowing us to know exactly how many regional center clients, family members, and employers are in attendance.

We are planning on gathering information about our attendees prior to the event during the registration process. The Market Research Manager will do post or onsite surveys to measures the effectiveness of the training sessions during the conference. Separate surveys will be sent to employers and the regional center clients. After six months, a follow-up survey will be sent to measure employment outcomes.

We will use SurveyMonkey as the survey platform for gathering this quantitative data. Note that we will include the specific questions and measures provided with this grant.

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**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:**

The Conference will be in-person conference at a venue in Los Angeles. OCASG is a volunteer organization, so all work will be done using a consulting model. We will leverage industry experts for running all facets of the conference. We have budgeted ▆▆▆ for consulting services for planning, marketing, and hosting the conference. The planning and coordination of the Conference will require additional staff and we will be hiring a Speakers Program Manager, Logistics Manager and Marketing/Promotions Manager.  We will provide small honoraria to the speakers to cover their preparation time, materials and appearance at the Conference. A videographer will document the Conference and provide 5 final edited videos within 2 months following the event.

Marketing expenses account for ▆▆▆ of the budget. For our business audience, we need quality communications, and includes print marketing/design & production of Conference brochures, Conference website design, event signage, fees for email, registration and survey platforms (e.g., Constant Contact, EventBrite and Survey Monkey) and fees to purchase mailing lists.

Event costs are based on several bids and accounts for ▆▆▆ of the venue, catering, audio/visual and signage.

The administrative costs are budgeted at ▆▆▆ and include financial staff to manage the budgets, pay bills and provide timely reports using Quickbooks. A project manager will oversee conference planning, coordinate with Regional Center, and reporting.

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**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

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**Section Name:** Proposal Certification

**Sub Section Name:** Certification

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**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

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**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:**

Frank D. Lanterman Regional Center - Pablo Ibanez and Carmen Jimenez (CJ)

North Los Angeles County Regional Center - Ruth Janka, Dr. Jessie Weller, Evelyn McOmie

Westside Regional Center - Jane Borochoff, Lidenira "Liddy" Amador

Regional Center of Orange County - Arturo Cazares

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

**Applicant Response:**

Not Applicable

**Applicant Comment:**

Not Applicable

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**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

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**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