

Application Report



Applicant Organization: Seesaw Communities, Inc

Project Name: Seesaw's Coffee Cart

Application ID: [REDACTED]

Funding Announcement: DDS Employment Grant

Requested Amount: [REDACTED]

Project Summary: To promote inclusive employment and provide job training and opportunities for job experience and supported employment, Seesaw Communities Inc. is proposing a coffee cart, where adults with I/DD will act as the vehicle of awareness and action of employment using coffee. Through coffee, Seesaw also bridge the greater community to families with I/DD to demonstrate the power of given opportunity.

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:

- Community-Based Organization

Applicant Comment:

Dedicated to bridging families with I/DD to the community through employment.

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:

Seesaw Communities Inc. is a 501(c)(3) non-profit organization dedicated to bridging individuals with developmental disabilities to the community through job training and supported employment. A combination between the social enterprise model and holistic job-training approach, we launched Cafe Seesaw on September 2021 to provide coffee training to 12 adults with I/DD. Our services include case management, hands-on skills training, and community integration.

<https://seesawcommunities.org/>

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:

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:

- San Gabriel/Pomona Regional Center
 - Regional Center of Orange County
 - Eastern Los Angeles Regional Center
 - Harbor Regional Center
-

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
-

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:

90005, 90006, 90010, 90247, 90248, 90249, 90605, 90606, 90610, 90637, 90638, 90639, 90670, 90671, 90701, 90703, 90723, 91790, 91791, 91792, 91793, 91766

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:

30

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:

4

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:

6000

Applicant Comment:

This project is projected to serve 6,000+ people, as the purpose of this project is to create employment opportunities throughout LA County and Orange County for baristas with I/DD. Some of the Coffee Cart events will be for the promotion of raising awareness of employment for adults with developmental disabilities in the community while others will be paid events, where our baristas will be allowed to earn tips and wages through these events.

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:

- Korean
 - Chinese
 - White
 - Hispanic
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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:

From September 2021, Seesaw Communities (SC) Inc. has been running Cafe Seesaw, a non-profit cafe where adults with I/DD can receive coffee education and barista training through the VariSTAR program. The VariSTAR program includes on-going hands-on job training, where clients make and serve coffee to customers. SC wants to expand the disparity of unemployment through the proposed project - Seesaw's Coffee Cart.

Seesaw's Coffee Cart is a mobile coffee cart that will actively promote employment for adults with I/DD and serve the communities of Orange County and Los Angeles County. Through donation-based coffee serving (hands-on specific vocational job training in coffee and barista skills), active participation in community events in LAC and OC, and intentional outreach to local businesses (networking, partnership, and direct contact), Seesaw's Coffee Cart will increase employment opportunities to the target population of the proposed project.

The target population directly served and trained for this project are 12+ adults with developmental disabilities who are part of the Seesaw Communities Inc. VariSTAR Program. 8 out of 12 adults have completed barista training and 2 are enrolled as of now. We are aiming to enroll 2+ more in our program.

The proposed project has 3 focused activities:

- 1) Serving Donation-Based Coffee at Regular Stations - 2 organizations have already pledged to use Seesaw's coffee cart with a regular date/time/location. We commit to have 3-4 regular stations of serving coffee.
- 2) Active Participation in Community Events - Seesaw has participated in 2 community events, with invitations to many more. The Coffee Cart will allow us to participate in more community events and spread awareness about employment of adults with I/DD throughout LA and OC Communities. We commit to 6 events for the project period.
- 3) Intentional Outreach to Local Businesses - Coffee Cart will encourage local businesses to provide employment opportunities through PIP, OTJ, etc.

2. Applicant Question: Need for Project Question 1

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

Applicant Response:

The project will address the disparity of unemployment for adults with I/DD. According to the U.S. Bureau of Labor Statistics, over 80% of adults with disabilities were unemployed, and that number is even higher amongst adults with I/DD. Additionally, many of adults with I/DD in CA are paid less than the federal minimum wage (Section 214(c)(1)(A) of the FLSA of 1938) and fail to find competitive employment. The project seeks to develop competitive employment competency and job connection.

3. Applicant Question: Need for Project Question 2

Provide facts or data to support the need for this project

Applicant Response:

According to the U.S. Bureau of Labor Statistics, over 80% of adults with disabilities were unemployed in 2021, and that number is even higher amongst adults w/DD. Data from the Department of Developmental Services listed only 13.51% of working aged adults w/DD from the Regional Center employed in 2020. Additionally, many of adults with I/DD in CA are paid less than the federal minimum wage (Section 214(c)(1)(A) of the FLSA of 1938) and fail to find competitive employment. While SB 639 signed in 2021 now prohibits employers from paying adults with disabilities less than minimum wage, unemployment for adults with I/DD may rise as employers would rather hire someone without a disability than train someone with I/DD.

However, data shows that hiring people w/disabilities have many benefits. A 2018 Study by Accenture & the American Association of People with Disabilities & Disabilities:In revealed that businesses that hired people with disabilities had 28% increase in revenue.

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 project seeks to benefit the target population of adults with I/DD aged 22+ years. While the project is open to all ethnicities, bilingual services for case management and parent meetings are offered in Korean, with the goal of reducing the disparity of Korean-speaking families and their access to services. (The current candidates for this project include 8 Korean-speaking families). We also have 1 Chinese participant and in the past, we have have had 1 Latino and 1 Vietnamese clients.

In terms of diverse backgrounds, this project seeks to promote inclusive employment and will do outreach and activities in various communities, indirectly serving people from all types of ethnic groups and age groups. Additionally, as some of the activities include free distribution of coffee / donation-based distribution of coffee, the project also seeks to serve groups from different socio-economic groups.

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:

Project Objective: To Promote Inclusive Employment and Provide Supported Employment / Job Training through Coffee Cart

Activities & Innovative Methods:

1) Serving Donation-Based Coffee at Regular Stations

Supported Employment occurs when a person with I/DD achieves 70% task competency. However, research shows that people with I/DD, especially those with autism spectrum disorder need to establish routine and take time to learn new skills. With that being said, by having our barista/coffee clients serve at regular stations with a regular schedule, the project will prepare the clients for the workforce. The coffee cart schedule will be by teams, a group of 2-3 baristas for each schedule, each with their own role. By creating a team and dividing tasks, the coffee cart seeks to train and provide opportunities to individuals with I/DD who have higher support needs. Regular scheduling will also include case management and progress notes, where each client will have goal-setting and be evaluated on their progress, allowing for a holistic employment support.

2) Active Participation in Community Events

Community integration is an essential part of life, and it is important for adults with I/DD to experience belonging to the communities they are in. Through active participation in events, we will promote inclusive employment and supported employment through direct contact with the outside community. Community events are categorized into 1) coffee-focused and 2) awareness-focused. Coffee-focused events are for the purpose of promoting the coffee cart, coffee beans, and fundraising for donations while awareness-focused events are for the purpose of educating about supported employment. Both events will showcase and highlight the barista/coffee clients involved with the cart.

3) Intentional Outreach to Local Businesses - Coffee Cart will encourage local businesses to provide employment opportunities through PIP, OTJ, etc.

According to the Department of Labor and few studies done by the American Association of Disabilities, there are many benefits to hiring adults with disabilities. There is a 90% job retention rate and employer and employee satisfaction rates are higher. Additionally, there are a plethora of resources to support employer actively hiring those with disabilities, including the Department of Rehabilitation, the Regional Center(s), and the Department of Developmental Services. We hope to reach out to local businesses to encourage supported employment and link our clients to potential jobs.

Our innovative method combines the social enterprise model with job training, providing our clients with opportunities to get hands-on job experience as well as connect them to permanent employment. We gained input from this project from our current client families and other businesses with similar vision (Bitty & Beau's Coffee).

Once Seesaw establishes our presence in these communities, we will replicate our project by establishing another coffee cart.

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

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:

Case Management: The project includes case management and goal-setting. Once the project is completed, clients can choose whether they want to graduate from the project/program or if they want to continue. If they choose to graduate, we will do our best to transition them out to a job or another program they desire. If they choose to continue, they will continue to work in their teams and follow their regular schedule, tracking progress on their goals. All of our clients are recipients of the self-determination program or pay out-of-pocket for employment support.

8. Applicant Question: Sustainability Question 2

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

Applicant Response:

- 1) Social Enterprise Model - We will imitate the coffee business model which will allow us to gain a part of our revenue through coffee and merchandise sales, as well as donations.
 - 2) Self-Determination Program - In order to join our coffee program initially, clients must go through SDP or pay out-of-pocket for original training fees. For those who qualify and desire more job training, they can choose Seesaw as their employment services program
 - 3) Community Partnership - we have received pledges and donations from several organizations and individuals committed to Seesaw's cause of inclusive employment. Their donations continuously contribute to the coffee cart.
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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:

We have already been partnering with the Regional Center(s) in receiving clients for our VariSTAR program as well as support for Cafe Seesaw, our non-profit coffee shop that doubles as our current job training site. Currently, one of our programs takes place in the catchment area of the San Gabriel Pomona Regional Center, and we have many clients from the SGPRC. We also have clients from Harbor RC, ELA, and RCOC, but the SGPRC is one of the main networks of support we receive.

We have been engaging with both the community outreach coordinators and the paid-internship program (PIP) specialist, and have receive referrals for our supported employment program(s) through SDP.

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:

Seesaw Communities (SC) Inc. is a 501(c)(3) non-profit formed in July 2021 with the mission "to work directly alongside people with developmental disabilities through supported employment and job training." SC carries out its mission through the creation of specialized vocational programs, which includes a holistic employment approach to the client, including case management, goal setting, and work experience.

Current Programs:

- VariSTAR: Vocational training in coffee/cafe work. Includes food and drink handling, health and safety, and customer service.
- Be_A_Star: Vocational and/or skills training in different fields. Currently, we have programs in music and nutrition/personal training.

Ongoing Collaborative Partners:

1. Regional Center(s): refer clients to us and act as support for any questions we may have regarding SDP, PIP, and other employment services
 2. Good Stewards Church (GSC): venue and job site for coffee training
 3. Honeymee Cerritos: venue & job site for internship/work experience
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11. Applicant Question: Organizational Capacity Question 2

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

Applicant Response:

In 2021, Seesaw provided services to 12 adults with I/DD, where 7 out of 12 received "Basics of Barista Training". In 2022, those 7 have been actively participating in our job training sites. We also provided services to 6 new clients in 2022. The proposed project is an extension of the work we are doing, seeking to expand the scope of competitive integrative employment. We are also seeking to decrease the disparity gap of services in the Korean-speaking community through bilingual services.

12. Applicant Question: Organizational Capacity Question 3

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

Applicant Response:

1) VariSTAR Program: Hands-on job training on food and drink handling, health and safety, customer service, and/or basics of barista skills/coffee-making. Cafe Seesaw is our job training site, but also a coffeeshop open to the public, where clients can practice their skills. Clients receive case management with goal-setting and links to other resources/potential job sites

2) Be_A_Star Program: Hands-on skills training on music (vocals & piano), personal training. Also includes case management.

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:

By accumulating both qualitative data (case-management, surveys from the public) and quantitative data (event attendance, numbers of coffees given out, # of donations received, # of clients linked to job), Seesaw intends to gather data and use it to see which evidence-based best practices are supported by the data (and necessary), and which ones we can modify. Case management will especially be important in measuring level of competency and readiness to achieve competitive integrated employment.

14. Applicant Question: Organizational Capacity Question 5

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

Applicant Response:

Since its beginning in May 2021 until now in 2022, Seesaw has provided a holistic approach to employment services to 18 adults with I/DD with 2 full-time staff, 1 part-time staff, parent assistance, and volunteer support. As of August 2022, Seesaw is serving 9 active clients. As the ultimate goal is to create a coffee cart with minimum 12 clients with case management, Seesaw has included the hiring of 1 additional staff in its budget to provide complete support.

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:

- 1) Regional Center(s) Referrals: As mentioned earlier, Seesaw has been gathering clients through RC referrals and will continue to do so. Activities include: create flyers for the RCs to pass out, contact the RC outreach specialist through email/phone, participate in meetings with RC & clients
 - 2) Word-of-mouth: Many of our current clients have been through word-of-mouth, so we are also relying on our social medias (instagram, google, yelp, website) to also promote. Activities include: create media content, daily/regular updates on social media, ask for feedback from regular customers/supporters through surveys
 - 3) Witness Seesaw in Action: We intend to spread awareness and recruit client participation through our activities of participating in regular coffee stations and community events. Activities include: create brochures/more info, provide client applications, meet with new potential clients in-person or online
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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:

- 1) Serving Donation-Based Coffee at Regular Stations: Initial regular stations will start with agencies who have already contacted us for collaboration for the purpose of supporting our mission. Activities include promote coffee cart on social media and website, connect with agency inquiries, volunteer recruitment
 - 2) Honeymee Cerritos: Seesaw is current partners with Honeymee Cerritos, an ice cream franchise branch acting as a work site for our clients. Through the coffee cart, Honeymee will spread awareness about inclusive employment through ice cream and coffee. Activities include hands-on coffee/barista training, inclusive employment with clients and employees w/out disabilities working
 - 3) Community Events: Seesaw is involved with the City Council and various Korean disabilities organizations. Through these connections, we have participated in various events and want to participate in others. Activities include network with other agencies, create brochures, coffee demonstration
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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

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:

All the schedule of activities fall under three main activities and all three encompass the objective of promoting and providing opportunities of employment.

1) Serving Donation-Based Coffee at Regular Stations: The steps for this activity simultaneously promote employment and provide supported employment/job training at the same time. As participants are working under a regular schedule in a barista team with a manager, they are being trained while promoting themselves and their skills. This activity also includes quarterly progress meetings and quarterly surveys from the regular sites, allowing for consistent feedback and on-going improvement during the project's duration.

2) Active Participation in Community Events: Similar to the first activity, the steps for this activity simultaneously promote employment and provide supported employment/job training at the same time. However, this activity fulfills the objective of promoting inclusive employment more than the first ones, as community events are run at a more fast-paced environment with the greater purpose of raising awareness, rather than making coffee. In community events, coffee-making is typically simplified to serve as many people as possible.

3) Intentional Outreach to Local Businesses: This activity is different from the other two because it is based upon Seesaw's agency connections. However, the success of this activity leads to the ultimate goal of connecting participants to competitive integrated employment.

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:

Participants: Data for participants will be tracked using a case management system that includes their attendance, case notes, progress notes, and schedule. Attendance and progress notes will be taken by the manager in-charge of each event. For example, the manager with the barista team at the regular coffee stations will take progress notes for each participant he/she is in charge of, while the manager in charge of the community event will take notes and attendance for the clients who participate in that specific event. Case notes and data for participants will be uploaded within 24 hours. The Program Director will summarize case notes and schedule clients.

People Served through Coffee Cart: Data regarding number of people in the community served by the coffee cart, number of coffee cups & brochures distributed will be tracked through a shared Google sheet by the staff. Quarterly surveys will be distributed and collected through both online & paper means. As this data does not fall under HIPPA, it does not require a CRM system. Similar to data with participants, data will be uploaded within 24 hours. The Executive Director will summarize data.

Local Businesses: Data regarding local businesses contacted will be tracked through Business Google Drive. Interviews will be conducted over the phone & in-person and surveys will be conducted online. Program Director will summarize data.

Software used: Apricot for case management, Business Google Drive, Google Forms

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 project budget supports the program objective to promote inclusive employment and provide supported/employment job training through coffee cart as all of it goes directly into running the coffee cart.

Personnel Expenses: The budget requires the hiring of 1 completely new staff member dedicated full-time to the project, as current staff members have limited involvement. The new staff member will be mainly in-charge of the hands-on portion of running the coffee cart with the barista team, with support from other staff. The Program Director is in-charge of case management, which backs up 0.3 FTE.

Operating Expenses: Operating expenses fulfill the primary portion of the project, to promote inclusive employment and provide job opportunities, as the cart itself is the job site for the participants. They cover direct and indirect costs of running a coffee cart. They are not limited to the coffee cart and direct coffee supplies (e.g. coffee, cups, etc.), but also include other equipment (e.g. coffee grinder, ice machine), transportation, and storage of the cart when not in use.

Administrative Expenses: Because coffee carts fall under the food-and-beverage industry, there are licenses (e.g. temporary food handlers) required to operate them. Additionally, because the project includes case management, indirect costs include case management software and other technology used to run the supported employment services side of the 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:

San Gabriel/Pomona Regional Center

Salvador Gonzalez, Director of Community Outreach and Compliance

Eastern Los Angeles Regional Center

George de la Loza, Employment Specialist

Harbor Regional Center

Heather Diaz, Community Services Director

Regional Center of Orange County

Anita Kwon, Employment Specialist

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

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
