

# Application Report



**Applicant Organization:** St. Madeleine Sophie's Center  
**Project Name:** Life Skills for Vocational Success project  
**Application ID:** [REDACTED]  
**Funding Announcement:** DDS Employment Grant  
**Requested Amount:** [REDACTED]

**Project Summary:** As one of the largest providers of supportive services for adults living with I/DD in in east San Diego County, SMSC will equip 48 adult consumers who demonstrate interest in community-based employment with hard and Vocational Skills and a direct pathway to Competitive Integrated Employment (CIE) over the 18-month grant period. Forty-eight percent of SMSC clients who completed the Liberty Plan/Person Centered trainings have demonstrated an interest in community-based employment, yet 90% are not knowledgeable of the process of CIE. Through the Life Skills for Vocational Success project, SMSC will identify and train six staff on Person Centered Process/CIE. The Person-Centered Philosophy model with "Liberty Plans", "Positive Personal Profiles", and "All About Me" (as developed by SMSC) will be used to identify participants. Clients will participate in a series of on-site trainings focused on skill development to prepare them for CIE by June 30, 2024. The trainings will consist of 6 cohorts of 6-8 individuals per cohort and trained staff who will participate in a 3-month course with a focus on Life skills for Vocational Success. The expected completion date for the first cohort of students is 4/30/2023, while the last cohort training will be completed by 6/30/2024. The trainings will be developed and conducted by SYC, using several types of teaching techniques. Once Vocational Skills training is completed, participants will receive a certification of completion of Life Skills for Vocational Success course. At completion, at least 33% (or at least 3 of 8 individuals) in each cohort will transition to either obtain some type of CIE, such as paid internship or paid employment. At least one participant in each group will be fully employed within a year of completion of the training. To ensure a sustainable program, SMSC will develop a "train the trainer" model, in which key staff will be trained and certified to be trainers of both staff and students.

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

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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

**Attachment:**

[REDACTED]

**Applicant Comment:**

Social Services Provider / Human Services Organization

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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:**

Founded in 1966, St. Madeleine Sophie's Training Center (SMSC) is one of the largest community-based vendors offering a range of person-centered, quality programs and services to persons with I/DD in San Diego County. Using an adult day center model, we focus on job development; volunteer opportunities; independent living skills training; behavior modification; transportation; senior support services; self-advocacy training; and specialization programs. Website link: <http://www.stmsc.org>.

**Attachment:**

[REDACTED]

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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:**

[REDACTED]

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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:**

[REDACTED]

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**Section Name:** Grant Application

**Sub Section Name:** Proposal Summary

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**1. Applicant Question:** Project Type

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Choose one project type that best describes your activities.

**Applicant Response:**

Employment Preparation Services and Supports

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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:**

- San Diego 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:**

- San Diego 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:**

Not Applicable

**Applicant Comment:**

Not Applicable

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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.

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**Applicant Response:**

Yes

**Attachment:**



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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:**

Stephanie Young Consultants (SYC) is a premiere consultant group throughout the State of CA. SYC provides wrap-around support services for individuals with I/DD, mental health diagnoses, or behavioral challenges. SYC has amassed 22 years of direct services for persons with I/DD and their families; partnerships with each California State Regional Centers, California Developmental Centers, and IMDs; providing behavioral support for residential homes and day programs; and interaction with the supporting community agencies.

SYC provides behavioral intervention, emergency response, and whole-person assessments to best meet the needs of the individual, family unit, staff, and regional centers. SYC offers Community Care Licensed (CCL) approved Behavior Intervention Trainings to numerous providers, regional centers, and CBOs across the state. Over the past ten years, our clients have been trained by SYC in areas of effective communication, job preparation, conflict resolution, etc.

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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

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:**

50

**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

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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:**

6

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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.
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**Applicant Response:**

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

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**Section Name:** Project Application

**Sub Section Name:** Project Application

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**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:**

As one of the largest providers of supportive services for adults living with I/DD in in east San Diego County, SMSC will equip 48 adult consumers who demonstrate interest in community-based employment with hard and Vocational Skills and a direct pathway to Competitive Integrated Employment (CIE) over the 18-month grant period. Forty-eight percent of SMSC clients who completed the Liberty Plan/Person Centered trainings have demonstrated an interest in community-based employment, yet 90% are not knowledgeable of the process of CIE.

Through the Life Skills for Vocational Success project, SMSC will identify and train six staff on Person Centered Process/CIE. The Person-Centered Philosophy model with "Liberty Plans", "Positive Personal Profiles", and "All About Me" (as developed by SMSC) will be used to identify participants. Clients will participate in a series of on-site trainings focused on skill development to prepare them for CIE by June 30, 2024. The trainings will consist of 6 cohorts of 6-8 individuals per cohort and trained staff who will participate in a 3-month course with a focus on Life skills for Vocational Success. The expected completion date for the first cohort of students is 4/30/2023, while the last cohort training will be completed by 6/30/2024. The trainings will be developed and conducted by SYC, using several types of teaching techniques.

Once Vocational Skills training is completed, participants will receive a certification of completion of Life Skills for Vocational Success course. At completion, at least 33% (or at least 3 of 8 individuals) in each cohort will transition to either obtain some type of CIE, such as paid internship or paid employment. At least one participant in each group will be fully employed within a year of completion of the training. To ensure a sustainable program, SMSC will develop a "train the trainer" model, in which key staff will be trained and certified to be trainers of both staff and students.

### **Attachment:**

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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:**

In 2021, SMSC launched a bold 2-year initiative to restore 50-75% of the 140 jobs that were lost to its consumers. SMSC conducted a recent analysis of trends in the job outlook of clients and found that many consumers had a strong desire to obtain gainful community employment, however, most (90%) were unaware of the job development process (JDP) leading up to employment. SMSC will provide hands-on training to consumers on the entire JDP, including job searches and skills to maintain employment.

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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:**

As COVID-19 continues to stymie the job opportunities for many SMSC's consumers ("students"), the agency continues to invest in job training, support, and placements to stem the tide for participants. Since the COVID-19 pandemic began, 70% of the over 200 jobs (140 jobs) have been lost to SMSC's students, prompting the need for robust job development strategies by SMSC to restore these jobs.

A recent need assessment of current SMSC students who completed the Liberty Plan/Person Centered trainings found that 48% of clients (39 of 81) have demonstrated an interest in community-based employment. Yet, as previously mentioned 90% were not knowledgeable of the process of job development. Imparting this knowledge of the process will improve the employment outlook of consumers, build self-worth, stimulate interest in employment, and increase gainful employment rates in SMSC's clients.

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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:

SMSC is an equal opportunity provider, serving clients with I/DDs from various social, ethnic, cultural, economic, racial backgrounds, communities, and types of intellectual and developmental disabilities. The pool of consumers attending the class/training will be based on each individual's choice identified through the Person-Centered Process. All individuals are eligible to participate in the Life Skills for Vocational Success (LSVS) project regardless of their skill level, age, level of disability, race, gender, or sex.

When completed, all participants will have an equal opportunity to participate in some type of competitive integrated employment (CIE), which could include paid/voluntary internship or paid employment.

Since minority persons with I/DD generally face the greatest barriers to CIE and job retention, SMSC will continue to advocate for these clients among community employers, providers, and stakeholders to increase awareness.

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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:

SMSC proposes the Life Skills for Vocational Success project, which aims to target, engage, and support 48 adults with I/DD to enter the community workforce through a series of interactive classes focusing on imparting Vocational Skills. Through the LSVS project, SMSC will identify and train six (6) staff on Person-Centered Process/Competitive Integrated Employment by March 31, 2023.

SMSC has developed a Person-Centered Philosophy programming using evidence-based practices (“Liberty Plans”, “Positive Personal Profiles”, and “All About Me”). This model will be used to identify 48 individuals to participate in a series of on-site/in-person trainings that will be focused on skill development to prepare these individuals for competitive integrated employment by June 30, 2024. The trainings will consist of 6 cohorts (6-8 individuals per cohort) and trained staff who will participate in a 3-month course with a focus on Life skills for Vocational Success. The expected completion date for the first cohort of students is April 30, 2023, while the last cohort training will be completed by June 30, 2024.

The trainings will be developed and conducted by Stephanie Young Consultants, a well-respected consultant group throughout the state of California. Phase 1 of the project (Implementation) will begin on January 1, 2023, and Phase 2 (Completion) is slated for June 30, 2024. A 12-week course will be customized for SMSC by SYC and will focus on individuals who need additional vocational skills to obtain employment.

SYC will use various forms of teaching methods, including a didactic presentation with the use of PowerPoint, handouts, visual aids, group discussion, as well as class participation in hands-on activities. During the course, there will be group activities in which participants will analyze vignettes, discuss behaviors, and act out situations. Hands-on experiences ensure the course is enjoyable and realistic. Homework and handouts will also be provided to keep participants and parents engaged outside of the classroom.

Once Vocational Skills training is completed, participants will receive a certification of completion of the Life Skills for Vocational Success course. At completion, at least 33% (3 of 8 individuals) in each cohort will transition to either obtain some type of Competitive Integrated Employment. This may include paid/voluntary internship or paid employment, with the expectation that at least one participant in each group will be fully employed in the field of their choice within a year of completion of the training.

To ensure a sustainable program, SMSC will develop a “train the trainer” model, in which key staff will be trained and certified to be trainers of both staff and students. Funding for these individuals will be incorporated in SMSC’s overall 2024 operating budget.

By the end of the grant period, 80% of all proposed LSVS objectives will be met to ensure clients are engaged in CIE by completion.

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## 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

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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:**

As one of the largest providers of supportive services for adults with I/DD in east San Diego County, SMSC has the capacity to ensure that current and new consumers continue to receive Vocational Skills training well beyond the end date of the project. As previously mentioned, SMSC will develop a “train the trainer” program to maintain the certification of staff and students. Trainers will continue to teach Life Skills for Vocational Success. This will ensure an ongoing "enrollment to Competitive Integrated Employment" pipeline for all SMSC students with an interest in community employment. We anticipate a gradual annual increase in the number of consumers who access these employment services and obtain jobs post-2024.

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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:**

SMSC is primarily funded by service fees from the California Department of Rehabilitation and San Diego Regional Center. To offset the remaining dollars needed to effectively provide our students with life-changing programs and services, are raised through major annual fundraising events, private grants, cultivation or major donors, endowments, fee-for-service activities, and volunteer support. SMSC will utilize these fund development strategies to sustain Vocational Skills training after grant funding has concluded. Program costs will also be incorporated in SMSC’s overall 2024 operating budget. Further, we will continue to utilize our “train the trainer” model as a cost-effective way to maintain the training of staff and clients.

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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 San Diego Regional Center is in full support of SMSC’s DDS funding application and the proposed LSVS project. For decades, the local regional center has partnered with our agency to improve programming, quality, and outcomes for consumers as well as remain compliant with federal and state (WIOA, CMS & DDS) guidelines. This occurs through planning, support, and guidance.

The San Diego Regional Center will assist SMSC to identify consumers for the program through the Person-Centered Process. We will explore the potential utilization of the Regional Center Paid Internship program, if and when applicable. The San Diego Regional Center may assist SMSC to provide students with mobility training as well as bus passes, as needed.

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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.

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### **Applicant Response:**

In 2022, SMSC embarked on 56 years of passionate, devoted service to individuals with I/DD in east San Diego County. Our mission is to educate and empower individuals with intellectual/developmental disabilities to realize their full potential. Originally established to serve preschool children with I/DD, SMSC transitioned to serving adults with I/DD in 1975 when the Lanterman Act mandated that the public school system assume responsibility for educating children with special needs. Today, we serve over 400 students annually.

Using an adult day center model, we focus our efforts on job training, placements, and on-the-job support; volunteer opportunities; life skills training; behavior modification; leisure/recreational activities; arts and crafts education; specialization programs (e.g., Sign Language and Speech Therapy); aquatics, gardening, and farm-to-table food services; senior support services; transportation; mobility training; and self-advocacy training.

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

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

#### **Applicant Response:**

For 56 years, SMSC has helped individuals with disabilities lead fulfilling lives. SMSC is a contracted direct service provider for clients referred by the San Diego Regional Center. Each year, 400+ clients receive a range of job development and support services, including Supported Employment Individual Placements (18-20 clients); Activity Center (190 clients); Adult Development Center (95-100 clients); and Behavior Modification Program (30-35 "dually diagnosed" clients).

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

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

#### **Applicant Response:**

SMSC currently provides job development services through its Supported Employment-Individual Placement program. We are well known in the region for finding jobs for participants. Before the pandemic began, 200 clients were employed. Clients who are interested in community employment receive job coaching, and assistance with resume building, interview preparation, job application, job search, mobility training, transportation, as well as individual service plan (ISP) development and tracking.

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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:**

Funding will help prepare clients for the CIE of their choice through a transitional period of training and equipping. CIE will occur either through a paid internship program/volunteer work or directly through Supported Employment. SMSC will build a robust and sustainable blueprint for clients and staff to be trained in best practices in the "enrollment to CIE pipeline model". The skills learned by both clients and staff will build a professional framework to support job attainment through CIE.

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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:**

SMSC has built more than 5.5 decades of capacity and experience in providing grant-based activities and reporting on awarded grants. Nearly 70% of the agency's operating budget over the last several decades has been comprised of state, Regional Center, and high-level private grant funding. SMSC operates on an annual budget of roughly \$9M. We employ 91 highly skilled and specialized staff, including executive and administrative staff with decades of experience managing public grants / programs.

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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:**

All clients, regional centers, caregivers, parents, guardians, residential facilities, CBOs, and stakeholders are kept informed of SMSC programs and services, including new programming. This is accomplished through ongoing targeted outreach and marketing. This approach will also be utilized to recruit participants for the project. Our marketing strategies will include newsletters, social media, email blasts, flyers, as well as highlighting the project on our Quarterly CEO Report and SMSC’s website.

As previously cited, SMSC has developed a Person-Centered Philosophy programming using three evidence-based practices: “Liberty Plans”, “Positive Personal Profiles”, and “All About Me”. This model will be used to identify 48 individuals to participate in the Life Skills for Vocational Success project. These consumers will demonstrate an interest in engaging in community-based employment.

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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:**

SMSC will collaborate with Stephanie Young Consultants to create a curriculum for the Life Skills for Vocational Success project. We will continue to collaborate with roughly 30 employers to create opportunities for clients to engage in Competitive Integrated Employment through paid/volunteer internships or paid employment. Through the San Diego Regional Center, we will continue to provide students with comprehensive support services. Job developers will continue to conduct outreach and education of employers on the importance and benefits of hiring persons with I/DD

SMSC Board of Directors is well engaged and invested in providing a “Life Program” that allows students to learn or upgrade marketable skills, develop creative outlets, earn an income, make new friends, and gain a sense of independence and self-esteem.

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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:**

The project will be implemented over an 18-month period with several cohorts of 6-8 clients participating in a 12-week course. The 12-week course is reasonable and ample for clients to learn about the process leading up to employment and fully grasp these concepts. Clients will also learn about expectations in the workplace once they have been hired. In addition, ample time will be allotted over the 12-week period for students to be assisted with interview preparation, resume building, and familiarization with job applications, and job descriptions.

The initial identification and training of six SMSC staff on Person-Centered Process/Competitive Integrated Employment by March 31, 2023, was carefully planned to proactively begin increasing our capacity to sustain the services after the project concludes. SMSC is ready and on schedule to launch the project if awarded DDS funding. The expected completion date for the first cohort of students will be 4/30/2023 and the completion date of 6/30/2024.

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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:**

SMSC will measure the impact and effectiveness of the project through consumer, parent, and service provider surveys. SMSC's program managers and directors perform ongoing tracking of client data in the client management system. Students' performances are assessed and documented annually in their Individual Service Plan.

A worksheet-based curriculum will be created to track attendance, participation, and overall understanding of the concepts covered on that day. Another document/form (i.e., daily activity log) will be filled out by the SMSC Day Service Program who will attend classes to provide a more accurate description/summary of each client's involvement.

Our evaluation parameters will include:

- 1) The number of clients who enroll in and complete the 12-week training (verifiable by the certificate of completion).
  - 2) The number of clients who report satisfaction with the project.
  - 3) The number of clients who demonstrate an increase in soft skills and vocational skills.
  - 4) The number of clients who obtain a certificate of completion.
  - 5) The number of clients who engage in CIE (paid internship, paid employment, etc.) upon completion of the 12-week course.
  - 6) The number of participants who are confident to be a "trainer" of their peers.
  - 7) The number of staff who received training.
  - 8) The number of staff who demonstrated mastery of the concepts being taught.
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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:**

SMSC is requesting [REDACTED] in DDS funding over an 18-month period to equip 48 participants with the job skills and tools that will last for a lifetime. Participants will also obtain some type of Competitive Integrated Employment upon completion of the 12-week course. Funding is being requested from DDS to be used as stipends to cover paid internships for participants. The 12-week course will be customized for SMSC by SYC and will focus on individuals who need additional vocational skills to obtain employment. The cost to cover the trainings to ensure that participants are job ready and gain employment is cost-effective when compared to high unemployment rates in persons with I/DD.

All proposed project expenditures are directly related to the implementation and completion of the project, including the SYC's fee to train staff and participants. Project costs are reasonable as costs were estimated based on quotes obtained by the agency from vendors or due to our experience providing related services. The 1.40 FTE staffing plan, which includes the Director Day Programs, Supported Employment Manager, HCBS Program Specialist, and Job Developer is adequate to cover the units of services to be provided.

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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:**

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

**Applicant Response:**

Yes

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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.

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**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

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