

Application Report



Applicant Organization: TransCen, Inc.
Project Name: Imagine the Possibilities, Family Engagement Training & Parent Workshop
Application ID: [REDACTED]
Funding Announcement: DDS Employment Grant
Requested Amount: [REDACTED]

Project Summary: The proposed project will 1) build the capacity of professionals, including disability employment specialists, VR staff, special educators, and other stakeholders to conduct parent training sessions that raise family expectations around competitive employment, and 2) build the capacity of families of youth with disabilities to embrace competitive employment as the preferred option and to play a role in helping youth experience employment success.

Authorized Certifying Official: [REDACTED]
Project Director/Manager: [REDACTED]
Project Manager/Coordinator: [REDACTED]
Compliance/Fiscal Officer: [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
 - Regional Center Vendor
-

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:

TransCen (TCI), a 501(c)(3) established in 1986, is dedicated to improving the education and employment success of individuals with disabilities. Our work is driven by the belief that employment and active community participation are attainable for all individuals, regardless of disability or other perceived barriers to employment. We redefine transition from school to work and disability employment through strong business and community partnerships, tailored training, and field-based research.

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:

Training and Implementation - Professional and Staff

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:

- Harbor Regional Center
 - Redwood Coast Regional Center
 - Valley Mountain Regional Center
-

4. Applicant Question: Counties Served

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

Applicant Response:

- Del Norte County
 - Humboldt County
 - Lake County
 - Mendocino County
 - San Joaquin County
 - Stanislaus County
 - Amador County
 - Calaveras County
 - Tuolumne County
 - Los Angeles County
-

5. Applicant Question: City of Los Angeles

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

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

Applicant Response:

Not Applicable

Applicant Comment:

Not Applicable

6. Applicant Question: Collaborating Organizations or Other Entities

Does your project include partnerships with one or more organizations either as a co-applicant or subcontractor? If "yes", please upload a letter of support from each organization, that includes an explanation of their role in the partnership.

Applicant Response:

No

7. Applicant Question: Consultants and Trainers

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

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

Applicant Response:

Sean Roy, Transcen's Chief Training Officer, is a seasoned trainer whose expertise in family engagement has made him a sought after speaker and collaborator. He worked for 15 years directing programs at PACER Center, MN Parent Training and Information center and has authored numerous resources that help families play a role in supporting employment success for their loved ones with a disability. Sean also draws from experience being a sibling of an adult with developmental disabilities. Sean has collaborated with the MI and CA DD Councils to develop parent-training materials that help families explore the role of employment in a person's "good life" and raises expectations that work is possible. The CA SCDD parent-training materials will be used for this project. In recent years Sean has done well-regarded family engagement training and parent workshops for the RI Department of Education, MI Bureau of Services for Blind Persons, and the MN Department of Human Services.

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:

Not Applicable

Applicant Comment:

Not Applicable

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:

100

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:

75

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:

50

Applicant Comment:

A key aspect of this project is the four parent-training workshops that will be attended by families of youth with disabilities, caregivers and the youth themselves. It is estimated that 100 family members and 50 youth will be trained on seeing brighter futures in employment.

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 proposed project will 1) build the capacity of professionals, including disability employment specialists, VR staff, special educators, and other stakeholders to conduct parent training sessions that raise family expectations around competitive employment, and 2) build the capacity of families of youth with disabilities to embrace competitive employment as the preferred option and to play a role in helping youth experience employment success. The project will use a train the trainer model to train professionals on using materials that were funded by the CA-SCDD and created by TCI. TCI will partner with 3 RCs to offer the 3-hour training during the day, and to conduct a 2 hour Imagine the Possibilities: A Path to Employment Success workshop for families that same evening. Professionals who are trained to use the curriculum will be asked to attend the evening parent session so they can see how the workshop is designed to be presented. This project will target families of youth with disabilities ages 12-22 (although open to all families and individuals) since these tend to be the formative years where employment expectations are set. Capacity building activities are designed to encourage stronger relationships with families around the employment process and raise expectations that employment is possible, ultimately improving employment outcomes. The result of this project will be: 1) Approximately 75 employment, education, and advocacy professionals will be trained on using the CA-SCDD Imagine the Possibilities: A Path to Employment Success parent training curriculum, 2) Approximately 100 families/caregivers and 50 youth and individuals with disabilities will be trained to see brighter futures through exploring competitive employment, and 3) RCs who are partnering on this project will retain the capacity to conduct their own training sessions with families and to use the materials to have more productive conversations with families around employment.

2. Applicant Question: Need for Project Question 1

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

Applicant Response:

Families play a crucial role in the employment success of individuals with I/DD, and receive limited information about how to help them prepare for employment. However, many educators and employment professionals have difficulty partnering with families. This project will show professionals how to use parent training resources to have better employment conversations, and will help families learn strategies to support employment success and raise expectations that work is possible.

3. Applicant Question: Need for Project Question 2

Provide facts or data to support the need for this project

Applicant Response:

The path to employment success begins with families/caregivers who have high expectations for employment success and who are empowered to assist in building skills and navigating complex support systems. Unfortunately, families are often given limited information about employment and offered restrictive options for services. This is especially true for families of youth with higher support needs. This project will offer training materials that can be used to conduct workshops that promote competitive employment as the preferred option through a strengths-based lens. A unique aspect of this project is the focus on building the capacity of professionals to partner with families. Often, professionals report struggling to work with families who are resistant to considering employment as a service option. This training will help professionals better understand the experiences of families and reframe families from being “the problem” to key partners in the employment process.

4. Applicant Question: Need for Project Question 3

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

Applicant Response:

Families from diverse backgrounds or who experience poverty traditionally do not access services at the same rate as other families. This results in poor employment outcomes for individuals with disabilities from diverse populations. This project will seek local partners that work with diverse populations so access to parent workshops is equitable. This may include working with community-based organizations to broaden workshop promotion efforts, offering train the trainer slots to organizations serving diverse communities, and having interpreters available when requested

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:

The project objective is to elevate the role of families in the employment success of individuals with IDD. Traditional professional training efforts around family engagement have focused on “how do we get families to do what we need them to do?” This is an old approach which discourages actual partnerships. The TCI approach focuses on developing an understanding of what families of individuals are experiencing and helping families raise expectations by talking about employment from a strengths-based lens. This includes giving professionals strategies to respectfully address the apprehensions families have around community-based employment and to use the knowledge families have to improve the customized employment process. Ultimately, the training provided will help professionals be more comfortable with partnering with families.

“Parent training” is an effective method for providing information and coaching to families, most often used by advocacy agencies. The benefits of conducting training workshops around employment are wide ranging. First, the *Imagine the Possibilities* curriculum is highly interactive and takes a strengths-based approach to helping families embrace employment. The material avoids a focus on eligibility-based services in favor of discussing the role a real job plays in a person living a “good life”. Secondly, parent sessions allow for families to meet and network with other local families who are having similar experiences. Lastly, the sessions are also attended by local disability employment and education staff allowing families to ask questions and connect with local services/supports.

The content of the professional training and parent workshop is focused on strategies that encourage active family participation in the employment process, using family knowledge to enhance assessments and employer contacts, respectfully working through fear and apprehension, and helping families build transferable work skills and soft skills in their loved one with a disability. These are aspects consistent with the components of CE.

The creation of the parent training materials was informed by over 20 years of working with families and training professionals, as well as a virtual “community conversation” sponsored by the Bay Area office of the CA-SCDD. That event brought together employment professionals, educators, advocates and family members for facilitated conversation around raising family expectations and improving employment outcomes for individuals with IDD. Key ideas shared include helping families play an active role in the employment process, providing training on the intersection of employment and disability benefits, improving outreach to underserved populations, and educating families about employment possibilities.

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:

One of the main goals of the parent training workshops is to connect families to local employment and education support so they can explore next steps in initiating employment preparation. This will result in participating families being supported well after the original training has ended. Each Regional Center will be encouraged to conduct frequent workshops of their own, resulting in more families seeing different futures involving employment.

8. Applicant Question: Sustainability Question 2

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

Applicant Response:

The *Imagine the Possibilities: A Path to Employment Success* training materials are currently posted on the Bay Area CA-SCDD website and partnering Regional Centers will be asked to post them as well. A key goal of this project is to build sustainable capacity within the Regional Centers and local partners to conducting employment-focused parent training. Thus the train the trainer activities that walk participants through how to conduct the sessions effectively. It should be noted that if demand dictates, TransCen has the capacity to expand the training scope to additional regions.

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:

Quality training around engaging families and conducting parent workshops is likely something every Regional Center would see as valuable. As noted earlier, TransCen would have the capacity to expand this proposal or to consider an expanded project with other Regional Centers in subsequent years. The budget for this project includes funding for the Regional Centers to cover costs such as meeting space rental, meals for families attending the workshops and staff time to assist with planning and outreach. This will allow Regional Center staff to play an active role in project activities.

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:

TransCen, Inc (TCI) was established in 1986 with a mission to improve education and employment success for youth and adults with disabilities. For more than 30 years, TCI has been at the forefront of developing, implementing, and evaluating innovations in integrated employment for individuals with disabilities. For over 20 years, TransCen has operated direct service programs in California and Wisconsin that utilize Customized Employment methods. Our direct service programs have enabled TCI to field-test best practices and operationalize CE principles and methods. What we learned in the process, and the tools and strategies we developed, have improved our training and TA, and informed our research and policy work. TCI's depth of experience and real-world experience allows our trainers to provide innovative ideas and practical methods. Our trainings have benefitted federal/state agencies, school systems, families/caregivers, and employment services throughout the country.

11. Applicant Question: Organizational Capacity Question 2

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

Applicant Response:

The project lead has over 20 years' experience advocating for families and authoring training curriculum for both parents and professionals. Families of youth with disabilities spearheaded TCI's start as they wanted better transition outcomes, and now 35 years later, TCI continues to champion the role of families and embeds family engagement into its training programs. TCI is one of the only training agencies that offers training/consultation specific to the family role in employment success.

12. Applicant Question: Organizational Capacity Question 3

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

Applicant Response:

TransCen provides direct services in San Francisco (WorkLink) and Milwaukee (CEO) that place job seekers with I/DD using customized employment methods. In California, WorkLink provides Adult Day Services and Supported Employment services for RC/DOR clients. This braided approach provides wrap-around services for individuals with more complex support needs. We also provide training/TA for state agencies, school districts, and service providers, and employer partners throughout the state.

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:

Family engagement is often cited as a crucial aspect of quality employment planning and services for individuals with disabilities. However, little training tends to be offered to professionals on building relationships with families, working through apprehension and leveraging family knowledge to aid the employment process. This project will give Regional Center staff and their partners well-regarded training that can be embedded into job descriptions and staff onboarding.

14. Applicant Question: Organizational Capacity Question 5

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

Applicant Response:

Transcen is an independent training and consulting organization that has successfully conducted high quality training projects on the federal, state, and local level for 35 years. Our organization employs an experienced Contracts Manager and has the capacity to meet all grant requirements, including reporting.

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:

Family engagement is at the core of all proposed project activities. This project plans to work with the Regional Centers, local school districts, and community advocacy, culturally specific, and disability specific organizations to reach families to attend the parent workshops. Those same partners will be accessed to recruit disability and family serving professionals to be trained on improving engagement with families in the employment process.

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:

One of the main messages of TCI's family engagement work is that no single organization should feel they need to do it alone. Effective family engagement requires participation from multiple partners – all of whom play some sort of role in serving, educating, informing or supporting families of individuals with disabilities. These parent outreach partners include DDS and Regional Center staff, VR, transition special educators, advocacy groups and community-based organizations. Representatives from all of these groups will be invited to the train the trainer session to learn how to use the *Inspiring Possibilities* curriculum and will be asked to attend the corresponding parent workshop to see it in action. The involvement of all these partners will be crucial to ensure that families are informed about the workshop and see value in attending. Once the training activities are complete, all partner organizations will have the capacity to conduct similar parent sessions.

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:

The project will take place within a 12 month time frame, beginning 11/01/22 and ending 10/31/23. Activity 1 will be to conduct a series of planning meetings with the participating Regional Centers (RCs) to map out potential training dates and to determine the best way to recruit participants for the training sessions. The RCs will play a crucial role in making sure the training reaches the intended audiences. During Activity 2 TCI will create the train the trainers session materials based on the existing *Inspiring Possibilities* content but customized to the audience. During this same period Activity 3 will create the protocols for the training evaluations and follow-up phone surveys. This will ensure that the impact of the training effort can be measured and reported to CA DDS.

In the Spring of 2023 TCI will conduct the training sessions (Activity 4). In each region (two sets in Redwood Coast RC) there will be a professional train the trainer during the day and a corresponding parent workshop in the evening. This allows for modeling of workshop facilitation and for families to receive the intended information. TCI will work with the participating RCs to post parent workshop materials on their respective websites allowing for easy access to this information by those who wish to conduct similar events (Activity 5). Finally, TCI will be conducting post-training phone surveys with 15 families and 15 professionals who attended the session (Activity 6).

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 project will use paper evaluations to gather initial feedback from attendees of the professional train the trainer sessions. Phone surveys will be used on a smaller number of attendees to gauge the impact of the training and how they might use the information in their work with individuals with disabilities and their families. Data will be collected from attendees of the parent training workshop in the same way.

Sean Roy will be the lead staff and Project Manager for this project. He will create an Excel spreadsheet to use for tracking progress of key activities. He will also be responsible for summarizing the evaluation data. Mr. Roy will be responsible for all grant required reporting and meetings with DDS.

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:

TransCen is proposing a total project budget of [REDACTED]

Sean Roy will serve as the Project Manager, with the primary responsibility of planning with the Regional Centers, creating and revising training content, presenting the training sessions and guiding the evaluation activities, and will spend 84 hours on the project. Emily Malsch will serve as the Program Assistant, which entails assisting with the graphic design of training materials, coordinating meeting spaces and training logistics, and conducting participant follow up surveys. 52 hours for this role is projected.

The project has budgeted [REDACTED] for operations costs, which includes: office supplies, a portion of a Zoom subscription, training materials, facility rental. In addition, [REDACTED] to provide meals for the parent training sessions. It has been our experiences that offering a meal increases attendance at family training events. This breaks down to approximately [REDACTED] per session. This project requires onsite training space (see budget justification) and trainer travel from Minnesota. It should be noted that the project work requires two separate trips into California from Minnesota. Travel expenses [REDACTED] include hotel, rental car/gas/ground transportation, per diem, and airfare.

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:

Redwood Coast RC: Cindy Claus-Johns, Sierra Braggs and Jonathan Padilla

Valley Mountain RC: Enos Edmerson

Harbor RC: Elizabeth Garcia-Moya and Brenda Bane

3. Applicant Question: Regional Center Service Provider

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

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

Applicant Response:

Yes

4. Applicant Question: Confirm review of Standard Measures

DDS has developed standard project measures for each project type. Have you read the guidelines and agree to the standardized measures for your project type. See [Attachment C](#) for Standard Project Measures.

Applicant Response:

Yes

5. Applicant Question: Applicant Certification

By submitting this application, the applicant is certifying the truth and accuracy of the proposal. The applicant also certifies that if you have subcontracting organizations, each participating organization has reviewed your project and agrees to their assigned activities, measures, and the budget.

Applicant Response:

Yes
