

Application Report



Applicant Organization: BPSOS Center for Community Advancement
Project Name: Education and Outreach Project (EOP)
Application ID: App-22-651
Funding Announcement: FY 22-23 Service Access and Equity Grant
Awarded Amount: \$380,000

Project Summary: Boat People SOS – Center for Community Advancement a 501(c)3 nonprofit proposes a new 24-month Education and Outreach Project (EOP) to help Vietnamese IDD and their families develop abilities for self-advocacy by increasing clients’ knowledge about the Lanterman Act, the availability of resources, and how to access them. Our project will: 1) launch an outreach and education campaign using culturally and linguistically appropriate information, 2) conduct developmental disabilities screening and assessment, 3) connect eligible consumers to local RC for services, and 4) facilitate peer-to-peer support groups to offer cultural and social support for IDDs and their family members. The EOP incorporates an evidence-based, person-centered approach into the entirety of the service delivery process, from outreach and educational training to subsequent screening and assessment, to connecting eligible consumers with the local RC to access POS. Target population and catchment area: Our service location is based Orange County. We will provide engagement and outreach to over 675,000 Vietnamese residents in Orange County and throughout California. 65% of Vietnamese are foreign-born and the majority (51%) have limited English proficiency (LEP) (ACS, 2021). Vietnamese residents experience significant disparity in accessing appropriate RC services, which has led to underutilization of authorized expenditures. Indicative of this underutilization, the RCOC 2020-21 POS Expenditure reported that 34% of Vietnamese consumers reported no purchase of services, compared to only 24% of English speakers. Our project objective is to increase awareness and knowledge of RC services, consumer’s rights, and available resources for 500,000 Vietnamese individuals by providing culturally and linguistically reliable community outreach and engagement. Benefits resulting from the project will include: 1) increased average annual POS authorizations, 2) increased availability of culturally and linguistically reliable information, 3) increased awareness of RC services within the Vietnamese community, and 4) reduced barriers faced by Vietnamese residents in utilizing RC services and POS. BPSOS-CCA is well positioned to immediately implement the Education and Outreach Project (EOP). We leverage 22 years of experience in providing direct services to the Vietnamese community, our established network of partnerships with more than 40 local service providers, and our sustained relationship with the Regional Center of Orange County (RCOC).

Authorized Certifying Official: Hang Nguyen hang.nguyen@bpsos.org 7144636358

Project Director/Manager: Hang Nguyen hang.nguyen@bpsos.org 7144636358

Project Manager/Coordinator: Jonathan Lee jonathan.lee@bpsos.org 7149339250

Compliance/Fiscal Officer: Uyen Bui uyen.bui@bpsos.org 7149339248

Section Name: Applicant Eligibility

Sub Section Name: Applicant Information

1. Applicant Question: Project Title

What is the Project Title?

Applicant Response:

Education and Outreach Project (EOP)

2. Applicant Question: Awarded Amount

What is the total amount Awarded for the project?

Applicant Response:

\$380,000

3. Applicant Question: Organization Type

Choose the response that best describes your organization.

Applicant Response:

Community Based Organization (CBO), 501(c)(3)

4. Applicant Question: Description of Organization/Group

Provide a brief description of the organization or group. Explain what experience your organization has managing a project similar to the proposal and state the outcomes of that project. You may upload your brochure or add a website link.

Applicant Response:

BPSOS-Center for Community Advancement (BPSOS-CCA) is a 501(c)3 nonprofit organization. Our mission is to “improve the lives of Orange County residents through the delivery of effective and sustainable services.” We have 22 years of experience serving Vietnamese individuals with limited English proficiency (LEP) in Orange County, Calif. Our services have linked over 6,000 Vietnamese families in Orange County to regional center and generic services. Becoming an approved Local Educational Agency in 2017, we initiated our Citizenship and English as Second Language (ESL) program for Vietnamese immigrants. In the same year, we became a vendor with the Regional Center (RC) system. Since 2018, we have provided community connector services and educational training to individuals with intellectual and developmental disabilities (IDDs) with funding support from DDS. We have experience implementing numerous federal and state grant programs to mitigate disparities within the local community.

5. 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:

[CA Secretary of State Certificate of Status_1664480478494.pdf](#) - PDF FILE

[CDFTA 10.17.2022.pdf](#) - PDF FILE

6. 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?

Applicant Response:

Yes

Attachment:

[CA SOS-FSN.pdf](#) - PDF FILE

Section Name: Grant Reapplication Information

Sub Section Name: Grant Reapplications Only

1. Applicant Question: Previous Award(s)

Did your organization receive DDS grant funding in fiscal year 2020-21 or 2021-22? If yes, go to question 2 to complete each column. If no, skip this category and go to category 3.

Applicant Response:

Yes

2. Applicant Question: Previous Grant Award(s)

Since fiscal year 2020, complete a row for each DDS Service Access and Equity grant your organization was awarded funding.

Applicant Response:

Year Awarded	Project Title	Grant Number	Award Amount
2020-21	Education Training and Technology	20-C07	\$178,112
2021-22	Education Training and Technology	21-C07	\$175,000

3. Applicant Question: Previous Grant Outcomes

Provide a brief grant summary of your project outcomes for fiscal year 2020-21 and/or 2021-22.

Applicant Response:

Since 2018, BPSOS-Center for Community Advancement (BPSOS-CCA) has been a trusted partner with DDS and the Regional Centers. Our work directly increases opportunities to gain access to culturally and linguistically appropriate services and reduces Purchase of Service (POS) disparities among local underserved Vietnamese individuals with intellectual and developmental disabilities (IDDs) and their family members. We aim to increase self-sufficiency, facilitate community integration, and encourage participation in society. We incorporate strength-based, family-centered approaches, which include, on the one hand, assisting IDDs in gaining or optimizing accessible services through the Regional Center (RC) and, on the other hand, assisting the RC with translation and interpretation services. Our services begin with the initial intake, followed by an in-house assessment of each client's needs; based on this assessment, we then help each client to navigate and enroll for both RC and generic services. We also offer in-house wrap-around services (i.e., ESL, workforce training, health insurance) as needed. The project outcomes for fiscal years from 2020 to the present are summarized below.

- In 2020, we developed and implemented the Parent Education Curriculum, which was later translated from English into Vietnamese for use in our educational workshops. This curriculum has been approved by DDS. Using this curriculum, we provided training to 201 Vietnamese IDDs and their family members and equipped them with the necessary skills and knowledge to self-advocate and navigate RC and generic services. We successfully recruited one frontline parent mentor from the target community and trained this individual to assist disadvantaged community members in accessing and utilizing social services.
- Through the community connector family support services, 98 people were screened for POS eligibility. Of those screened, 20 Vietnamese IDDs received case management and individualized support services which were aimed at assisting them in navigating and enrolling in appropriate services. As the result, 42 Vietnamese IDDs and their family members were referred to RC, 41 received new RC services, 5 Vietnamese children with developmental disabilities were found eligible for Early Start services, and 8 conservatorship cases were filed.
- Our outreach and education campaign utilizes culturally and linguistically appropriate messaging. BPSOS-CCA has translated 35 messages and disseminated these messages through ethnic media, social media, emails, and text messages. Our mass media campaign which included ethnic TV, radio, newsprints, and social media has reached approximately 200,000 Vietnamese people within Orange County and 300,000 people throughout California and beyond.

BPSOS-CCA is on track to achieving our FY2021-22 project objectives including providing parent education and training services to 100 Vietnamese IDDs and their families. We remain in good standing with the DDS.

4. Applicant Question: Project Transition

If awarded, how will your current project(s) transition into the 2022-23 proposed project? Does your proposed project expand or continue your current project, if so how? What activities, measures, or target groups are being added? Provide a summary of the differences and reasons why you are proposing the change.

Applicant Response:

For FY 2023-25, our Education and Outreach Project (EOP) will build upon our existing DDS-approved initiative to expand equitable access to POS options for Vietnamese with IDD. Our project is in alignment with DDS’s strategic priority and addresses the DDS and the Regional Center of Orange County’s (RCOC) identified needs and barriers to POS utilization. We will develop culturally and linguistically competent resources and educational opportunities to help self-advocates, aging caregivers, and new parents navigate and access appropriate services.

Building on previous activities, our FY 2023-25 project has consolidated activities into one measurable objective. By the end of February 2025, BPSOS-CCA will increase the awareness and knowledge of 500,000 Vietnamese individuals in California to be aware of regional center services, consumer’s rights, and available resources by providing culturally and linguistically reliable community outreach and engagement. Increased emphasis to community outreach is the primary change from the previous year. Previously, our project activities consisted of community connector services and parent education and training. These activities overlapped with available services offered by RCOC’s vendors. Our project for FY2023-25 will ensure efficient use of resources by reducing duplication of services provided by the RC system and funded grant activities, while continuing to empower IDDs and their family members through culturally and linguistically appropriate messaging and support services.

Apart from BPSOS-CCA, few providers in the Orange County offer linguistically and culturally appropriate education and outreach services to Vietnamese IDDs. Even fewer assist potentially eligible individuals with screening services necessary for obtaining access to POS. Our project fills this critical gap in available services for the Vietnamese community and will increase opportunities for Vietnamese with IDDs to gain access to RC services.

Section Name: General Application

Sub Section Name: Proposal Summary

1. Applicant Question: Project Type

Choose the project type that best describes your activities from the list below:

Applicant Response:

Engagement and Outreach

Applicant Comment:

Boat People SOS – Center for Community Advancement (BPSOS-CCA) proposes a new 24-month Education and Outreach Project (EOP) to help Vietnamese individuals with Intellectual and Developmental Disabilities (IDDs) and their families develop abilities for self-advocacy by increasing clients' knowledge about the Lanterman Act, the availability of resources, and how to access them.

Our project design incorporates a strength-based, person-centered approach into the entirety of the service delivery process, from outreach and educational training to subsequent screening and assessment and connecting eligible consumers with the local Regional Center to access POS. Our 24-month project has the objective of increasing awareness and knowledge of RC services, consumer's rights, and available resources for 500,000 Vietnamese individuals by providing culturally and linguistically reliable community outreach and education. Our project activities include: 1) launching an outreach and education campaign using culturally and linguistically appropriate information, 2) conducting developmental disabilities screening and assessment, 3) connecting eligible consumers to local RC for services, and 4) facilitating peer-to-peer support groups to offer cultural and social support for IDDs and their family members.

California has the largest number of Vietnamese than any other states in the United States, with over 675,000 Vietnamese residents. Within California, Orange County has the highest concentration of all Vietnamese residents than any other county in the state. One in two (51.2%) Vietnamese have limited English proficiency (LEP), and 65% are foreign-born. Due to linguistic and cultural barriers, Vietnamese IDDs experience significant disparity in accessing appropriate RC services, which has led to underutilization of authorized expenditures. Indicative of this underutilization, the Regional Center of Orange County 2020-21 POS Expenditure reported that 34% of Vietnamese consumers reported no purchase of services, compared to only 24% of English speakers.

Immediate benefits resulting from the project will include: 1) increased average annual POS authorizations, 2) increased availability of culturally and linguistically reliable information about RC services and generic resources for Vietnamese residents, 3) increased awareness of RC services within the Vietnamese community, and 4) reduced barriers faced by Vietnamese residents in utilizing RC services and POS. Long-term impacts include increased equity in POS utilization for underserved populations and enhanced quality of life for individuals diagnosed with developmental disabilities.

BPSOS-CCA is well positioned to immediately implement the Education and Outreach Project (EOP). We will leverage our 22 years of experience in providing direct services to the Vietnamese community, our established network of partnerships with more than 40 local service providers, and our sustained relationship with the Regional Center of Orange County (RCOC) as an authorized vendor. Since 2000, we have implemented several federally and state-funded grants, annually serving some 2,000 Vietnamese families by connecting these families to a host of RC and generic services. Since 2018, through the partnership with the DDS and the RCOC, BPSOS-CCA has offered linguistically and culturally appropriate self-advocacy training and education to over 600 Vietnamese residents.

2. Applicant Question: Duration of project

Choose the duration of your project.

Applicant Response:

24 months

3. Applicant Question: Regional Centers

Choose the Regional Center(s) that your project will serve. Check all that apply. If you are proposing a statewide project, select the All Regional Centers/Statewide option.

Applicant Response:

- Regional Center of Orange County
-

4. Applicant Question: Counties Served

List the county or counties your project proposes to serve. Check all that apply. If you are proposing a statewide project, the select All Counties / Statewide option.

Applicant Response:

- Orange County
-

5. Applicant Question: Community Based Organizations

Will you be working with one or more Community Based Organizations? If so, provide the name of the organization and how you will be working together.

Applicant Response:

We will work with the Family Support Network (FSN), a 501(c)3 nonprofit organization to organize eight (8) developmental disabilities screening events for at least 200 Vietnamese individuals and families. These screening events will provide an essential service to the underserved Vietnamese population which, due to linguistic and cultural barriers, would otherwise have no other avenues for their children to get screened and acquire needed RC services. Those eligible will be referred to the RC.

6. Applicant Question: Multiple Organizations

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

Applicant Response:

Yes

Attachment:

[Subcontractor - Family Support Network.pdf](#) - PDF FILE

7. Applicant Question: Strategies and Sustainability

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

Applicant Response:

As part of our project design, long-term sustainability components are built into the EOP to equip BPSOS-CCA with the infrastructure necessary to become a trusted resource and training center for the sizable Vietnamese population in the region. Sustainability components incorporated into our project include:

- Collaboration with local RC and over 40 multi-sector partners to enact transformational changes within existing health systems
- Working with partners to secure additional state and federal funding and ensure our program is sustained beyond the funding period
- Developing culturally and linguistically appropriate informational materials for those with limited English proficiency
- Utilizing the nationally validated National Core Indicators (NCI) to track performance and incorporate best practices into project design. As part of the performance measure, we maintain a documented track record of program activities, our achieved deliverables, and challenges faced in program implementation.

Sub Section Name: Target Population

1. Applicant Question: Ethnicity Groups Served

Select the ethnicity group(s) the project will serve. For "Indian", "Pacific Islander", "Slavic" or "Other" use comment section to list specific groups.

Applicant Response:

- Vietnamese

Applicant Comment:

One in three Vietnamese (36%) in the United States lives in the state of California, with 675,000 Vietnamese residents. Within California, Orange County has the highest concentration of all Vietnamese residents than any other county in the state. 65% of Vietnamese are foreign-born and the majority (51%) have limited English proficiency (LEP) (ACS, 2021).

2. Applicant Question: Ethnicity Group(s), Language(s) and Number of Individuals Served

For each ethnicity group, provide the number of individuals your project intends to serve and the related language(s).

Applicant Response:

Ethnicity Group(s)	Individuals Served	Language(s)
Vietnamese	500,000	Vietnamese

3. Applicant Question: Age Group(s) Served

Select all Age Groups the project will serve.

Applicant Response:

- Three to Five
- Three to 21
- 16 to 21
- 22 and older
- Birth up to Three (Early Start)

Applicant Comment:

Project activities will target all Vietnamese IDD's and their family members to gain access to culturally and linguistically appropriate information through engagement and outreach activities.

Section Name: Project Application

Sub Section Name: Project Application

1. Applicant Question: Project Summary and Organizational Experience

Provide a clear and concise project summary that includes a defined target population, catchment area, and project design. Specifically describe what your project will accomplish and how it will benefit the community served. In your answer, include what experience your organization has working with the target population and how your organization will work with the local RC(s).

Applicant Response:

Boat People SOS – Center for Community Advancement (BPSOS-CCA) proposes a new 24-month Education and Outreach Project (EOP) to help Vietnamese IDD and their families develop abilities for self-advocacy by increasing clients' knowledge about the Lanterman Act, the availability of resources, and how to access them. Our project will: 1) launch an outreach and education campaign using culturally and linguistically appropriate information, 2) conduct developmental disabilities screening and assessment, 3) connect eligible consumers to local RC for services, and 4) facilitate peer-to-peer support groups to offer cultural and social support for IDDs and their family members. The EOP incorporates a person-centered approach into the entirety of the service delivery process, from outreach and educational training to subsequent screening and assessment, to connecting eligible consumers with the local RC to access POS.

Target population and catchment area: Our service location is in Orange County. The EOP will provide engagement and outreach to over 675,000 Vietnamese residents in California. 65% of Vietnamese are foreign-born and the majority (51%) have limited English proficiency (ACS, 2021). Vietnamese residents experience significant disparity in accessing appropriate RC services, which has led to underutilization of authorized expenditures. Indicative of this underutilization, the RCOC 2020-21 POS Expenditure reported that 34% of Vietnamese consumers reported no purchase of services, compared to only 24% of English speakers.

Our objective is to increase awareness and knowledge of RC services, consumer's rights, and available resources for 500,000 Vietnamese individuals by providing culturally and linguistically reliable community outreach and engagement.

Benefits resulting from the project will include: 1) increased average annual POS authorizations, 2) increased availability of culturally and linguistically reliable information, 3) increased awareness of RC services within the Vietnamese community, and 4) reduced barriers faced by Vietnamese residents in utilizing RC services and POS.

Organizational Experience: BPSOS-CCA is well positioned to immediately implement the Education and Outreach Project (EOP). We leverage 22 years of experience in providing direct services to the Vietnamese community, our established network of partnerships with more than 40 local service providers, and our sustained relationship with the Regional Center of Orange County (RCOC). Since 2000, we have implemented several federally and state-funded grants, annually serving some 2,000 Vietnamese families by connecting these families to a host of RC and generic services. Since 2017, we have Since 2018, through the partnership with the DDS and the RCOC, BPSOS-CCA has offered linguistically and culturally appropriate self-advocacy training and education to over 600 Vietnamese residents; of these, 74 IDDs have received individualized support.

2. Applicant Question: Data and Community Input

Explain why you have selected your priority population(s) using RC POS data and other data as supporting evidence of the disparity or inequity. Include how your organization used input from the community, target population, and RC to design the proposal.

Applicant Response:

The project design and activities of the EOP are informed by several key findings drawn from our own experiences with direct services, collected results from our pre-/post-surveys, DDS publications, our ongoing communications with the RCOC, and the POS Expenditure reports. Based on these data, we have identified several key barriers faced by Vietnamese IDD and their families when accessing POS and RC services. These include the need for information in native languages, the lack of culturally and linguistically responsive providers, cultural barriers preventing IDD and family members from requesting services, stigma associated with disability, social isolation, and broad distrust of many community members for public service systems.

We have found that, faced with these barriers, Vietnamese residents underutilize authorized expenditures despite the substantial demand for these services within the Vietnamese community (RCOC POS Expenditure Report for 2020-21). The Vietnamese language was the 3rd highest in demand by RCOC consumers, with English and Spanish being the first and second. Nevertheless, 34% Vietnamese consumers reported no purchase of services, compared to just 24% English speakers, in FY 2020-21. The overall average expenditure spent on Vietnamese was only \$9,421, compared to \$17,737 RCOC average and \$31,006 average spending on those who were White.

3. Applicant Question: Uniqueness

How is the proposed project unique from a currently funded grant (e.g., strategies, activities, and goals) in the proposed RC catchment area? If the project is similar to a currently funded grant listed on the Department's website, how is the proposed project different?

Applicant Response:

The EOP is uniquely designed to address the needs of the underserved Vietnamese community. Project services build upon the person-centered care to respond to cultural, linguistic, and social needs of Vietnamese IDD.

The EOP is designed with the philosophy that the first step to ensure families gain access to the services they need is by providing families with comprehensible and accurate knowledge of their rights in a language they understand. The EOP enables BPSOS-CCA to serve as a bridge connecting hard-to-reach consumers with the information and support necessary for these consumers to plan for future needs, connect with the RC system, and access social services and resources available in the community.

In this respect, our project is distinct from any currently DDS-funded project. On the one hand, BPSOS-CCA will conduct outreach and engagement activities using multiple channels including ethnic media, social media, outreach and engagement events to reach hard-to-reach Vietnamese population. On the other hand, we will also serve as the point-of-entry by screening potentially eligible consumers for developmental disabilities and connecting them to the RC system. Furthermore, we offer cultural and social support through the monthly peer-to-peer support groups that emulate the communal support system that Vietnamese relied on back in their country of origin to connect IDD and their family members with appropriate health and social services.

4. Applicant Question: Improve Equity and Service Access

How will your project measurably improve equity, access, and reduce barriers to services for individuals with intellectual and developmental disabilities and their families?

Applicant Response:

To improve equity and service access, our approach, firstly, is geared towards ensuring that all Californians have equitable access to appropriate information in a language they understand. Secondly, we aim to center the provision of services on the IDD and their family members. Lastly, we prioritize the needs and preferences of the individual and family members into service provision. To this end, the EOP has the following measurable objectives: By end of January 2025, 1) 500,000 Vietnamese individuals will be aware of the Lanterman Act and services available through the RC system, and 2) 200 Vietnamese individuals will be screened for POS eligibility and those eligible will be referred to the RC system. To measure the effectiveness of the project, we will collect quantitative and qualitative data using pre/post surveys.

Project activities will assist IDDs and their family members with navigating the local system of services, identifying and accessing local resources and POS, gaining opportunities to connect and increase interpersonal communications with their peers, learning about their rights to make informed decisions, and conducting self-advocacy.

To improve equity in the developmental services system, we will collaborate with the RCs, the Family Service Network, and a network of over 40 service providers to enact transformational changes within the local community and the RC system and improve access to services for IDDs and their families.

5. Applicant Question: Support of RC Plan

Does the project support the RC plan to promote equity and reduce disparities in their catchment? If you are a RC, how does this project support your recommendations and plan to promote equity and reduce your identified disparities? How will your project collaborate with other organizations to promote community inclusion?

Applicant Response:

The EOP's proposed activities align with DDS and the Regional Center's guiding principle: persons served have knowledge of, access to, and opportunity for participation in any community activities and resources of their choosing.

Since 2017, BPSOS-CCA has been a valued vendor and partner to the Regional Center of Orange County (RCOC). BPSOS-CCA offers one of the very few culturally and linguistically competent parent training and education programs available to Vietnamese IDDs in Orange County. We regularly communicate with the RCOC to exchange concerns raised by consumers, and collaboratively work with RCOC to identify assets available in the community to address emerging issues.

For this project, we coordinate with the RCOC on a monthly basis to exchange feedbacks and identify strategies that would further complement and support the RCOC's services. Through mutual agreement with RCOC, this project will effectively provide a solution to the RCOC's identified problem with underutilization of POS by Vietnamese consumers. We aim to create the necessary conditions through which clients can effectively access culturally and linguistically appropriate information, POS screening services, generic and RC services, and peer support activities. Aside from BPSOS-CCA, no other service provider simultaneously offers comprehensive services connecting hard-to-reach consumers to the RC system and provides cultural and social support for Vietnamese IDDs and their families.

6. Applicant Question: Project Activities and Measures

Note: Before answering this question, applicants must complete the Activities Template located in the middle tab directly above.

The schedule of activities clearly and specifically demonstrates the steps that the project will take to achieve its stated objective and measures. Do the proposed measures appropriately track the project objective and activities, provide insight into the effectiveness of project, and demonstrate impact on the target population?

Applicant Response:

Our 24-month Education and Outreach Project will expand on the family-centered approach to include the following project activities: 1) launching an outreach and education campaign using culturally and linguistically appropriate information, 2) conducting POS eligibility screening and assessment, 3) connecting eligible consumers to local RC for services, and 4) facilitating peer-to-peer support groups to provide social and cultural support.

Outreach and engagement campaigns: We will develop, translate, and disseminate at least 20 tailored educational messages (in English and Vietnamese) to reach 500,000 Vietnamese community members in the Orange County region and throughout California. We will utilize ethnic media (Vietnamese-language mass media, radio PSAs, and local newspapers), email marketing, and social media to disseminate developed information regarding the RC system and consumer's rights under the Lanterman Act.

In addition, we will conduct outreach activities at twenty-four (24) in-person community events, which will aim to educate at least 2,000 Vietnamese community members of RC services and their rights. Aside from community events, we will work with the Family Support Network to jointly organize eight (8) screening events to provide timely POS screening for 200 potentially eligible consumers to access RC services. At these events, our bilingual and bicultural staff will be available to assist clients to navigate RC and generic services, provide referrals to the local RC, connect clients to generic services, and provide translation/interpretation services for LEP participants.

To provide cultural and social support for Vietnamese IDD and their family members, we will offer 24 monthly support group sessions for individuals with IDD and/or family members throughout the project period. These sessions aim to provide a platform for families with similar challenges to share coping skills, create a safe space for clients to discuss openly about challenges and barriers, and offer effective support for clients to access appropriate services. Support group sessions will be offered both in-person and via Zoom.

In light of uncertainties caused by COVID-19, we will continue to enhance the e-learning platform built from a previous funded effort to enable consumers and community members to access on-demand training videos and self-paced informational trainings. Developed materials will be available via our in-house e-learning platform, Tovuti LMS (<https://bpsos-english.tovuti.io/>).

Data collection will include 200 feedback surveys collected from project participants before and after each outreach event to measure increased knowledge of the RC services. Additionally, we will collect at least 60 pre-and post-surveys from IDD and/or family members who participate in the peer support groups to measure improvement in POS utilization and their quality of life. Collected data will be analyzed and reported to DDS on a quarterly basis.

7. Applicant Question: Budget Template and Narrative

Note: Before answering this question, applicants must complete the Budget Template located in the tab directly above.

The project budget is consistent with the stated project objective and activities, and clearly and concisely explains how the proposed expenditures support the overall project design and outcomes. The project budget costs are clearly associated with the activities and does not include non-allowable costs or costs funded by other sources.

- Budget Template example is located at [Attachment C](#).
- Budget Details and Restrictions are available [here](#).

Applicant Response:

To achieve the objective of increasing awareness and knowledge of RC services, consumer’s rights, and available resources for 500,000 Vietnamese individuals, we request \$400,000 from DDS to implement the 24-month EOP. Below is a breakdown of project expenses.

Personnel request is \$236,130 to support our assigned team of staff to carry out project activities for the 24-month project. Each year, we anticipate \$118,065 to cover for Personnel and Benefits. Below, we have outlined the assigned project team, they have over 20 cumulative years of experience conducting outreach and education to Vietnamese community and assisting IDD’s access RC services. All project staff are bilingual and bicultural (English and Vietnamese),

Project Director, Hang Nguyen (15% FTE). She is responsible for the overall management of the project, including reporting and achievement project objectives.

Project Manager, Jonathan Lee (15% FTE). He is responsible for planning, implementing, and monitoring project activities, reviewing developed materials, developing pre/post surveys, and collaborating with local RC and partners to align resources.

Case Manager, Thu Tran (50% FTE). She is responsible for outreach events, screening, and supporting IDD’s and their family members access generic services and organizing peer support groups.

Project Coordinator 1 (PC) Mai Tran (50% FTE), PC 2 Vivian Lu (25% FTE) will be responsible for conducting outreach and engagement activities, screening clients, connecting and referring clients to generic and POS, administering pre/post surveys, and organizing peer support groups.

Project Assistant Wendy Bui (50% FTE) will be responsible for developing outreach materials. All developed materials will be in English and Vietnamese languages.

Operating expense for the 24-month project is \$133,870 to cover office lease that includes space for peer support groups and project staff, local travel mileage to conduct outreach activities, copying/printing such as flyers, telecommunications to communicate with partners and consumers, office supplies, advertisements for 20 ethnic mass media ads (TV, radio, and newsprints), food/beverages for peer support groups to promote social and cultural inclusion activities. Additionally, we will also subcontract to Family Support Network to work with our staff to organize at least 8 screening and outreaching events. We expect operating costs per year is \$66,935.

Administrative/Indirect costs request for the 24-month project is \$30,000 or 8% of the total budget request. Admin costs include financial audit, insurance, and accounting services associated with fiscal monitoring and program compliance for \$15,000 per year. We retain an independent CPA firm to annually conduct audit of our financial statements in accordance with OMB Circular A-133.

Section Name: Proposal Certification

Sub Section Name: Certification

1. Applicant Question: Confirm Proposal Discussion with RC(s)

CBOs are required to discuss their proposal with each RC(s) the CBO is intending to serve. If you are a CBO, have you discussed your proposal with each RC you are intending to serve?

Applicant Response:

Yes

2. Applicant Question: RC Contact

CBOs are required to submit their application concurrently to the Department and to each RC(s) catchment the CBO is intending to serve. If you are a CBO, state the name(s) of the contact person(s) at each RC you have emailed your proposal application. The RC contact list is available here at [Attachment F](#).

Applicant Response:

Regional Center of Orange County contact persons:

Larry Landauer, llandauer@rcocdd.com

Kaitlynn Truong, ktruong@rcocdd.com

3. Applicant Question: Code of Conduct

Grantee Code of Conduct

The Department is committed to supporting services and programs with integrity that foster collaboration and professionalism. Grantees are expected to conduct project activities in a professional and respectful manner that include:

- **Valuing Diversity and Inclusion.** Grantees should embrace diversity that includes but is not limited to: ability, race, language, national origin, citizenship, age, gender identity or expression, sexual orientation, and religion.
- **Conducting Activities with Personal and Professional Integrity.** All activities with individuals, families, community organizations, regional centers, and state, local and federal agencies should be conducted with professionalism, dignity, respect, and fairness. Grantees should be open to listening to different points of view and fostering productive communication.
- **Providing a Positive Work Environment:** All projects should foster a positive and respectful work environment with their colleagues and other grantees.

Applicant Response:

- I acknowledge that I have reviewed the Code of Conduct.
-

4. 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
