

# Application Report



**Applicant Organization:** Being Built Together  
**Project Name:** Community Connector Services for Korean-Speaking Families  
**Application ID:** App-22-660  
**Funding Announcement:** FY 22-23 Service Access and Equity Grant  
**Awarded Amount:** \$240,000

**Project Summary:** Being Built Together (BBT) is committed to increase service equity for the Korean-speaking community. BBT staff have over 19 years of experiencing working closely with RCs, generic resource agencies, and CBOs in supporting Korean-speaking families. BBT hosts training sessions, organizes and leads support groups, performs community outreach, holds focus groups, and provides one-on-one resource and support in accessing services. Our project is designed as a community connector model. Most of our staff are family members impacted by I/DD. Through the train-the-trainer model and shadow training, we will ensure that our team has sufficient knowledge to support families in accessing regional center and generic resources. This project will provide culturally and linguistically competent resources and educational opportunities in Korean to advocates, parents, and caregivers.

**Authorized Certifying Official:** Jinsook Um    jinsookbaek@gmail.com    9497517343  
**Project Director/Manager:** Mindy Kim    mindykim@gmail.com    2137001516  
**Project Manager/Coordinator:** Tiffany Song    tiffanysong2348@gmail.com    5628103456  
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**Section Name:** Applicant Eligibility

**Sub Section Name:** Applicant Information

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**1. Applicant Question:** Project Title

What is the Project Title?

**Applicant Response:**

Facilitating Access and Equity in Disability Services for Korean-Speaking Families

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**2. Applicant Question:** Awarded Amount

What is the total amount awarded for the project?

**Applicant Response:**

\$240,000

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**3. Applicant Question:** Organization Type

Choose the response that best describes your organization.

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**Applicant Response:**

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

**Attachment:**

[BBT Nonprofit Status 0621.pdf](#) - PDF FILE

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**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:**

Being Built Together (BBT) is a non-profit organization committed to providing awareness, education, and one-on-one support to underserved Korean-speaking families impacted by intellectual and developmental disabilities (I/DD). BBT utilizes culturally and linguistically responsive community leaders and family members to assist individuals without full access to needed services. Our team has over 19 years of experience in community outreach and has provided a safe space for information sharing through the Korean parent support group. BBT organizes and coordinates educational events for parent training and support group meetings. BBT works on bringing awareness to early signs of disabilities, providing education on available services, and referring individuals of all ages to regional center services and generic resources. We place particular emphasis on assisting individuals with I/DD in achieving their hopes and dreams by providing supports based on years of trust and rapport.

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**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:**

[BBT Certificate of Status 102022.pdf](#) - PDF FILE

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**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:**

[CJ Financial Certificate of Status 102022.pdf](#) - PDF FILE

[Fidus Certificate of Status 102022.pdf](#) - PDF FILE

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**Section Name:** Grant Reapplication Information

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**Sub Section Name:** Grant Reapplications Only

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**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

**Attachment:**

[21-C23 BBT Grant Application Report.pdf](#) - PDF FILE

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**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
2021/22	Community Connector for the Korean American Community	21-C23	\$150,000.00

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**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:**

21-C23 Project focuses on increasing service access and equity by providing individualized, culturally and linguistically responsive support, resources and educational opportunities for new parents, aging caregivers, and families impacted by developmental and intellectual disabilities in the Korean community.

As of today, 21-C23 project has increased community outreach efforts to 188 attendees, exceeding the planned number of 90 attendees for the Annual Conference. Attendees were provided information and tools needed to advocate for their loved ones in accessing disability services. The project also provided Quarterly Webinars on various disability services and Bi-Annual Webinars on Early Start programs. 224 Korean families have participated in the webinars, exceeding the planned Q3 goal of 160. Attendees reported increased knowledge and confidence in accessing regional center and generic resources after attending the conference or webinars.

The community connector aspect of this project has supported 58 families in identifying the impeding barriers and assisted them in accessing regional center and generic services. BBT is in line to meet the goal of 70 families by the end of the project.

We found a variety of barriers impacting the Korean community. The most impactful barrier reported by the participants is the lack of knowledge of the available regional center and the generic services. In addition, the lack of information in Korean and easy-to-understand materials have caused a significant barrier to our community.

Regional center consumers reported a lack of communication with regional center staff as a barrier impeding them from accessing regional center services.

The community connectors identified the barriers for each participant and created a plan of action to overcome their obstacles in accessing services. Short-term impacts are found in the number of participants serviced and the number of services accessed. Long-term impact in increasing equity in services for the Korean community is the knowledge participants and navigators gain on available resources and providing parent-to-parent support for similarly affected Korean families.

BBT has demonstrated the capacity to carry out proposed activities and effectively find services and strategies to help Korean families overcome barriers and access services.

**Attachment:**

[BBT Outreach Summary as of 10-20-22.pdf](#) - PDF FILE

[Navigation Service as of 10-20-22.pdf](#) - PDF FILE

[Open Door Participants as of 10-20-22.pdf](#) - PDF FILE

[Barriers \(Entire Client List\).pdf](#) - PDF FILE

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**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:

Our proposed project will expand our current project by developing the following activities:

1. Increase the number of outreach participants from 330 to 450. Our current project surpassed the planned number of conference and webinar attendees from 330 to 412 by Q3. We found a higher need for education in the Korean community.
2. Expand community outreach efforts to reach a larger audience through a variety of media, such as radio, newspaper, and social media.
3. Increase efforts to achieve a higher number of attendees for the conference/webinars and increase the number of participants in our Community Connector programs by collaborating with other CBOs, regional centers, family resource centers and parent support groups.
4. Expand the project to include San Diego Regional Center, Inland Regional Center, Northern Bay Regional Center, Westside Regional Center, San Andrea Regional Center, and Northern Los Angeles County Regional Center to allow one-on-one support to Korean families in these catchment areas. These additional RCs were selected based on the participant data from our current community connector project. BBT will continue to support Korean families in the regional centers listed in our 21-C23 grant.
5. Retain and provide intensive shadow training to Navigators to support the increased number of target participants in the Open Door and Navigation programs. From our current project, we discovered that the families supported through our Open Door and Navigation programs had higher needs and required more handholding than initially estimated. Additional hours and more qualified advocates are needed to meet the needs of the Korean community.
6. Create a more streamlined process of registering attendees for the conference and webinars and more efficient data collection methods for the Open Door and Navigation Program participants. We will develop easy-to-access online forms, materials and resources for attendees and participants.

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**Section Name:** General Application

**Sub Section Name:** Proposal Summary

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### 1. Applicant Question: Project Type

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

#### Applicant Response:

Community Connector

#### Applicant Comment:

BBT's outreach events will provide culturally and linguistically responsive education and awareness of RC and generic services available to those impacted by intellectual and developmental disabilities in the Korean community.

Through Open Door Program, Navigators will provide one-on-one, highly personalized services to the participants in accessing services, including consultation, education, determining and alleviating barriers, application support, tech support, parent-to-parent support, interpreter services, etc. Navigation Program will offer parent consultation, education and referrals to RC or generic resource agencies. Navigator staff are comprised of family members, community leaders and disability advocates, who will be provided intensive shadow training.

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### 2. Applicant Question: Duration of project

Choose the duration of your project.

**Applicant Response:**

12 months

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**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:**

- Eastern Los Angeles Regional Center
  - Frank D. Lanterman Regional Center
  - Harbor Regional Center
  - Inland Regional Center
  - North Bay Regional Center
  - North Los Angeles County Regional Center
  - Regional Center of Orange County
  - San Andreas Regional Center
  - San Diego Regional Center
  - San Gabriel/Pomona Regional Center
  - Westside Regional Center
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**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
  - Los Angeles County
  - Imperial County
  - San Diego County
  - Riverside County
  - San Bernardino County
  - Napa County
  - Solano County
  - Sonoma County
  - Monterey County
  - San Benito County
  - Santa Clara County
  - Santa Cruz County
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**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:**

Seesaw Communities, specializing in job training and Paid Internship Program, refers adult clients needing parent consultation on POS and SDP services. BBT refers clients for job training and PIP to Seesaw.

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**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:**

No

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**7. Applicant Question:** Strategies and Sustainability

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

**Applicant Response:**

With the funds received for DDS Grant 21-C23, BBT established an organizational infrastructure to improve data management and created a new website, membership database, email software platform, and a business cloud storage system. The streamlined infrastructure will allow us to reach more individuals and facilitate targeted onboarding of participants for community education, training, and services. Through Microsoft Nonprofit Grant, BBT can maintain sustainable infrastructure at a minimal cost to conduct community outreach, training, and support. BBT will create easy-to-access online customized data collection methods, educational materials, letter templates to support accessing services, translated RC and generic service information, and other resources that focus on increasing equity in the Korean community. BBT will further continue to seek other grant opportunities like the SAE grant in the future to ensure service equity for the Korean community.

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**Sub Section Name:** Target Population

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**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:**

- Korean

**Applicant Comment:**

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**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)
Korean	392	Korean

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**3. Applicant Question:** Age Group(s) Served

Select all Age Groups the project will serve.

**Applicant Response:**

- Birth up to Three (Early Start)
  - Three to 21
  - 22 and older
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**Section Name:** Project Application

**Sub Section Name:** Project Application

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## 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:

**Target Population:** Korean-speaking families impacted by intellectual and developmental disabilities (I/DD)

**Catchment Area:** RCOG, SGPRC, HRC, Lanterman, ELARC, SDRC, IRC, NBRC, WRC, SARC, and NLACRC.

**Project Design:** Being Built Together (BBT) is committed to increase service equity for the Korean community. BBT staff have over 19 years of experiencing working closely with RCs, generic resource agencies, and CBOs in supporting Korean families. BBT hosts training sessions, organizes and leads support groups, performs community outreach, holds focus groups, and provides one-on-one resource and support in accessing services.

Our project is designed as a community connector model. Most of our staff are family members impacted by I/DD. Through the train-the-trainer model and shadow training, we will ensure that our team has sufficient knowledge to support families in accessing regional center and generic resources. This project will provide culturally and linguistically competent resources and educational opportunities in Korean to advocates, parents, and caregivers.

Often, Korean families delay seeking a diagnosis due to the negative social stigma towards I/DD, resulting in service disparity. Families also struggle to access services due to limited culturally and linguistically competent resources and service providers. Our project aims to educate and empower the Korean community and to assist them in improving the quality of life of their loved ones impacted by I/DD.

The following is the list of project activities designed to meet the project objectives:

- Annual Conference and Quarterly Webinars: Conduct 1 Annual Conference and 4 Quarterly Webinars on various topics, including RC services, special education, generic services such as IHSS, SSI/SSDI, Medi-Cal, CalFresh, DOR, conservatorship, special needs trust, CalAble, etc. 1 Quarterly Webinar will be on the topic of Early Star BBT plans to reach 450 attendees at the Conference and 180 attendees at the Webinars.
- Open Door Program: 2-4 Navigators will be recruited, shadow trained to be able to provide one-on-one, culturally and linguistically responsive support to participants in accessing disability related services. Open Door Program provides a comprehensive service to include consultation, interpreter, application support, tech support and advocate services to assist clients in accessing services. The Navigator recruitment plan will include seeking individuals with cultural understanding, experience working with the families of individuals with I/DD, and a basic understanding of regional and generic services; parents or family members of RC consumers are preferred. Target participant number is 45.
- Navigator Program: 2-4 Navigators will be recruited, shadow trained to be able to provide one-on-one consultation, to determine the needed disability services and connect participants to the appropriate agencies for services access. Target participant number is 45.

## **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 most recent POS data from 2020-21 point to significant disparities in POS between English-speaking and Korean-speaking consumers in the RCs in our catchment area.

- Lanterman: 32.2% of Korean consumers ages 3 to 21 have no POS.
- HRC: 28.0% of all Korean consumers have no POS, with the biggest disparity in the ages of 3 to 21 at 30.3% with no POS.
- RCOC: 27.0% of all Korean consumers have no POS, with the biggest disparity in the ages of 3 to 21 at 37.9% with no POS.
- SDRC: 33.3% of all Korean consumers have no POS, with the biggest disparity in the ages of 3 to 21 at 41.7% with no POS.

Current data from 21-23C Grant showed the need for information and services in the following RCs: SDRC, IRC, NBRC, WRC, SARC, and NLACRC. Please see attached the current number of Community Connector Program participants and number of Conference/Webinars attendees by RC.

### **Attachment:**

[21-23C Grant Data 102022.pdf](#) - PDF FILE

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## **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:**

Our project is unique since it is the only program in California, exclusively designed to provide full scope assistance to Korean families access disability services. BBT provides consultation, parent training, determines the unmet needs, application support, tech support, and interpreter services, while being culturally and linguistic responsive.

There are significant efforts from regional centers to meet the demand of the underserved community, but the efforts have yet to provide sufficient support for the Korean community.

Differences from the currently funded projects are as follows:

- Lanterman: Aim to reach only 10 Korean consumers for one-on-one support, while BBT has a significantly higher goal of 90.
- HRC's Navigator Mentorship targets Hispanic and African American communities, Heluna Health targets Hispanic and Vietnamese communities, and Fiest Educativa (CBO) targets Hispanic communities only.

Our project is unique to all approved CBO and RC projects, as our programs are designed to promote maximum reach and support to Korean families, both RC and non-RC consumers. We support families from early intervention, school-aged, adulthood, and SDP planning by providing unprecedented one-on-one support in accessing services.

Another unique aspect of this proposed project is that most Navigators are parents who face the same challenges as the impacted families.

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### **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:

The top barriers experienced by participants of 21-C23 Project are as follows:

No. of Participants	Barrier No.	Barriers reported		
11	1	Lack of communication with regional center staff		
18	2	Information about services and supports are not provided in an understandable way		
9	3	Lack of communication with service provider staff		
9	4	Language barrier with regional center staff		
10	5	Language barrier with service provider staff		
3	6	The family needs to focus on meeting basic needs		
1	7	Lack of transportation (personal or public)		
24	8	Not sure what services are available		
4	9	Not sure what to do if a service is denied		
4	10	Busy schedule		
2	11	Lack of child care		
95	Total			

BBT can measurably improve equity, access and reduce the following 6 barriers:

- Not sure what services are available: BBT's Conference/Webinars will provide education on available RC and generic services, presented by qualified speakers in Korean or at the least with an interpreter.
- Lack of information about services and supports in an understandable way and language barrier with RC and service provider staff: Can be measurably alleviated through BBT's one-on-one Open Door and Navigation Programs. BBT delivers culturally and linguistically responsive resources, supports, and interpreter services in Korean to overcome these 3 barriers.
- Lack of communication with RC and service provider staff can be addressed through BBT's Open Door and Navigation Programs' one-on-one case management by Navigator staff. Navigators will track progress and assist families in communicating with RC and service provider staff, to prevent delays in accessing services.

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### 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:

BBT can support the following RC plans to promote equity:

- Lanterman's Advanced Parent Leadership Training: BBT can support Lanterman's efforts to reach 10 Korean families by sharing the training opportunities with BBT's 392 parent support group members and refer families to the training program.
- HRC's Navigator Mentorship: In addition to the African American community, HRC targets 10 multi-ethnicities. BBT can provide support by sharing the opportunities with BBT's 392 parent support group members, as well as referring families in need of POS to HRC.
- RCOC's Developmental Screening: BBT can support RCOC's efforts by sharing the opportunities with BBT's 392 parent support group members and referring families to the developmental screening coordinators.
- SDRC's current DDS project empowers parents under the Promotora model focusing on the Latin and Spanish-speaking individuals. BBT can support SDRC's efforts by providing similar parent empowerment training to BBT Navigators, who can in turn provide one-on-one support to SDRC's Korean consumers.
- SG/PRC's 11 DDS projects all support the Korean community. BBT can further support SG/PRC's project efforts by sharing the project details and SG/PRC's Korean translated materials with BBT's 392 parent support group members, providing parent education in early signs of I/DD, and referring families to SG/PRC projects.

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### 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:

The following list of activities are focused on meeting the project objective:

- Annual Conference and Quarterly Webinars: Conduct 1 Annual Conference and 4 Quarterly Webinars on various topics, including RC services, special education, generic services such as IHSS, SSI/SSDI, Medi-Cal, CalFresh, DOR, conservatorship, special needs trust, CalAble, etc. 1 Quarterly Webinar will be on the topic of Early Start. BBT plans to reach 450 attendees at the Conference and 180 attendees at the Webinars. Attendee and pre/post-survey data will be collected. Attendees requesting services will be referred to Open Door, Navigation Program, and parent support group.
- Community Outreach Efforts: Advertising in Korean media to reach a broader audience and bring awareness of resources for intellectual and developmental disabilities. Conduct outreach efforts through social media and parent support groups. Number and method of outreach efforts will be collected. Participants will be referred to Open Door, Navigation Program, and support group.
- Open Door Program: Navigators will provide one-on-one, comprehensive support in accessing RC and generic services to 45 participants. DDS required participant data, services received before and after the program, barriers experienced before and after the program, and testimonials will be collected.
- Navigation Program: Navigators will provide one-on-one consultation and resources, and refer participants to RC, generic resources, and parent support groups. DDS required participant data, services received before and after the program, barriers experienced before and after the program, and testimonials will be collected.
- Data Collection and Case Management Process Streamlining: Develop a more efficient process for attendee registration and simplified data collection methods for Open Door and Navigation program. Develop easy-to-access online forms, materials, and resources for attendees and project participants.
- Navigator Training: Navigators will receive 40 hours of shadow training by Program Directors on actual cases. Narrative data will be collected on the scope of services provided during the training.

**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:**

Budget items are designed to implement all project activities. To meet project objectives, it is necessary to have qualified staff, subcontractors and expenses to allow us to reach the Korean community across the selected RCs in the catchment areas.

BBT's proposed budget plan does not include non-allowable costs or costs funded by other sources.

BBT seeks \$250,000.00 and proposes the following budget breakdown:

Operating Expenses		Amount	Description
Subcontractors			
Program Coordinator (including benefits - healthcare and paid-leave)		\$24,000	\$30*16Hrs/week/50 weeks
Senior Program Director	P/T	\$24,000	2000*12months (\$40*12Hrs/week/50 weeks)
Program Director (Open Door & Navigator coordinated service)	P/T	\$24,000	2000*12months (\$40*12Hrs/week/50 weeks)
Account/payroll manager	P/T	\$10,500	\$850/month (\$35*6Hrs/week/50)
Community Connectors_Navigator1	P/T	\$1,000	Training \$25* 40 Hrs
Community Connectors_Navigator2	P/T	\$1,000	Training \$25* 40 Hrs
Community Connectors_Navigator3	P/T	\$1,000	Training \$25* 40 Hrs
Community Connectors_Navigator4	P/T	\$1,000	Training \$25* 40 Hrs
Community Connectors_Navigator1	P/T	\$17,500	\$35*10Hrs/week/50 weeks
Community Connectors_Navigator2	P/T	\$17,500	\$35*10Hrs/week/50 weeks
Community Connectors_Navigator3	P/T	\$17,500	\$35*10Hrs/week/50 weeks
Community Connectors_Navigator4	P/T	\$17,500	\$35*10Hrs/week/50 weeks
Office supplies and materials		\$6,000	Ink, papers, cartridges, etc.
Advertisement, website, and webinar & conference events		\$12,000	Social media, Radio & Newspaper
Translator/interpreter fee		\$2,500	\$250/2Hrs/2times & \$250/1.5Hrs/4times
Stipends for trainers and speakers		\$2,500	
Phone & internet reimbursement		\$7,680	\$30/month/internet + \$50/month/phone (8 staff)*12months
Mileage reimbursement		\$7,440	0.625*124 mile/month (8 staff)*12months
Equipment		\$8,000	Computer, Monitor, Printer
Administrative/Indirect cost		\$15,000	\$20*15Hrs/week/50 weeks: Each group leader role, announcements
Program Director(Grant management)	P/T	\$20,000	\$40*10Hrs/week/ 50 weeks
15% budget Administrative Cost (General administration software, cloud storage, etc.)		\$12,380	
<b>Total</b>		<b>\$250,000</b>	

**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:**

RCs	RC Contacts
ELARC:	Carmen Luna and Adriana Roman
HRC:	Patrick Ruppe, Antoinette Perez, Thao Mailloux and Erika Segovia
IRC:	Maria Rodriguez and CJ Cook
RCOC:	Kaitlynn Yen Truong and Larry Landauer
LANTERMAN:	Rose Chacana and Melinda Sullivan
NBRC:	Gabriel Rogin and Ana Horta
NLACRC:	Ruth Janka, Michael Fernandez and Liliana Windover
SARC:	Javier Zaldivar and Minerva Valdez
SDRC:	Mark Klaus and Brenda Bella Vazquez
SG/PRC:	Anthony Hill, Salvador Gonzalez, Xochitl Gonzalez, and Amos Byun
WRC:	Peggy Bottger and Jane Borochoff

**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

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