

Application Report



Applicant Organization: Diversity in Health Training Institute
Project Name: Asian Resource Network
Application ID: App-22-605
Funding Announcement: FY 22-23 Service Access and Equity Grant
Awarded Amount: \$400,000

Project Summary: Asian Resource Network aims to increase access to services for Asians navigating intellectual and developmental disabilities through community outreach and engagement and workforce development to create a pipeline of bilingual and bicultural Direct Support Professionals in the greater Bay Area.

Authorized Certifying Official: Suphain Htaung suphain.htaung@dhti.org 415-886-5284

Project Manager/Coordinator: Sophia Wang sophia.wang@dhti.org 510-838-1110

Compliance/Fiscal Officer: Melinda Morris melinda.morris@dhti.org 510-715-6280

Section Name: Applicant Eligibility

Sub Section Name: Applicant Information

1. Applicant Question: Project Title

What is the Project Title?

Applicant Response:

Asian Resource Network

2. Applicant Question: Awarded Amount

What is the total amount awarded for the project?

Applicant Response:

\$400,000

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:

Diversity in Health Training Institute (DHTI) promotes the economic, social, and health conditions for immigrants to thrive in the Alameda County. Since 2011, we have served as a workforce intermediary to train immigrants and English Language Learners to qualify them for healthcare career pathways. We work with educators and employers to build a pipeline of culturally competent and linguistically diverse workforce to enter the healthcare job sector. DHTI has expanded its healthcare workforce programs to include Community Wellness to serve MENA community providing mental health and social support; and Policy Advocacy programs to disseminate educational campaigns for Census 2020 and COVID-19 engagement efforts. Since 2019, DHTI launched the "Asian Resource Network" project to promote service access and equity for underserved Asian-language speakers challenged with navigating through services for IDD consumers. DHTI has a strong track record of outreaching and serving the underserved.

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:

[DHTI Certificate of Status .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

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	19-C15 Diversity in Health Training Institute	19-C15	380139
2022	21-C35 Diversity in Health Training Institute	21-C35	200000

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:

In 2019, DHTI established "Asian Resource Network" program under our Healthcare Career Pathways initiatives to create a pipeline of trained and qualified Asian-speaking and English as Secondary Language workers who can provide respite care and serve as Direct Support Professionals for Asian-speaking IDD consumers in the Alameda County. In our first year of promoting service access and equity for underserved Asian-language speakers who are challenged with navigating through services for IDD consumers, we reached over 1700 Asian-speaking people in the Alameda County, serving over 40 IDD consumers, and engaging 19 IDD service providers. We connected with Regional Center of East Bay to make referrals for information on RC services, and developed translations materials and 4 educational videos in multiple Asian-languages (Chinese and Vietnamese) with over 380 views to increase awareness on IDD services. As a workforce intermediary, we also trained over 30 Asian-speaking (Vietnamese and Chinese) participants into becoming Respite Care and Direct Support Professional workers, made over 65 job referrals, and over 20 placed into jobs and additional 8 placed into internships. To increase engagement within the Alameda County, we also provided 4 consumer workshops with over 50 in attendee, hosted 2 Bridge to Cultural Understanding workshops for providers with over 25 in attendance, and provided 40hrs of work-based learning hours per participant.

For our current grant period (FY21-22), we have expanded into Contra Costa and San Francisco catchment areas, where we've have hosted over 15 in-person events, conducted 6 TV and radio broadcasts, and sent out weekly digital marketing materials to reach over 5.5 million viewers. We've engaged hundreds of Chinese, Vietnamese, Burmese, Laos, Korean, Hmong, and Middle Eastern and North Africa communities about IDD services in the East Bay. We meet with our 13 Advisory Committee members comprised of RCEB, GGRC, parents from all catchment areas, DHTI staff, job providers, on a monthly basis for strategic planning and feedback on improvement. We've surpassed our goal of enrolling Asian-speaking participants into Basic Behavior training and doubled the number to 20 participants, where DHTI coaches provided at least 5hrs of individual coaching per participant, 11 participants who completed Fast Track Respite training, 16 currently enrolled in a DSP training program, 54 (and counting) job referrals made, 32 vendorized IDD providers involved in joint effort to build bilingual/bicultural capacity to serve Asian IDD clients through a workforce pipeline program, and various workshops held.

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:

If awarded, our current ARN project will continue growing in the San Francisco, Alameda, and Contra Costa catchment areas with the addition of expanding into South Bay Area. Our disparity target will expand from serving Cambodian, Chinese, Vietnamese, Laos, and Mien, to also include serving Burmese, Indian, Japanese, and Korean Asian-speaking communities because there is a large number of these Asian-speaking individuals residing in the Contra Costa, South Bay and San Francisco areas. From providing a basic behavioral training in FY21-22, we also noticed a large participant pool that wanted to increase their knowledge as Registered Behavioral Trainees (RBT), hence we propose adding RBT to our training cohort in addition to Fast-Track Respite training and DSP cohort we'd like to continue along with Cultural Based Understanding workshops, group and individual coaching for wraparound support tailored to our participants in their language with our multi-lingual staff. Another new feature we'd like to propose in this FY22-23 project is to create an Online Directory Website (ODW) to compile our existing (60+) bilingual and trained paraprofessional workers (DSP, Respite Care, Basic Behavior Trained) for IDD consumers and providers to access and network on a public-facing website. This would increase access to a list of various Asian-speaking trained paraprofessionals who are available to provide IDD services within the aforementioned catchment areas.

By diversifying bilingual and culturally competent paraprofessionals to serve the underserved Asian-speaking population in the Bay Area, we are taking a systems approach to increase access and diversify IDD services for the greater Bay Area. With two successful years in the making of our ARN project, we are creating a sustainable model, bridging gaps with employers, community leaders, CBOs, and consumers and building relationships across systems to address disparities. We are excited to continue collaborating and expanding!

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:

Workforce Capacity and Development

Applicant Comment:

We intend to increase the workforce capacity and development for IDD consumers and providers. This will consequently diversify and increase cultural and linguistic competency of regional center and/or service provider staff, expand available workforce, and promote business ownership from diverse communities.

2. Applicant Question: Duration of project

Choose the duration of your project.

Applicant Response:

18 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 the East Bay
 - Golden Gate Regional Center
-

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:

- Alameda County
 - San Francisco County
 - Contra Costa 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:

In addition to CBOs in the RCEB and GGRC catchment areas, such as, API Coalition, AlaCosta, Association for Chinese Families of the Disabled, we will work with East Bay Refugee and Immigrant Forum, Stand Together for Contra Costa, Manos, and SF Coalition of Asylee/Immigrant/Refugee Services, organizations representing voluntary resettlement/non-profits/governmental agencies and individuals for referrals to our trainings, referrals for social supports, and access to potential IDD consumers.

Attachment:

- [Ineko-SupportLetter.pdf](#) - PDF FILE
 - [Castro Valley Adult & Career Education_10.2022.pdf](#) - PDF FILE
 - [DHTI-Visibility_Support Letter 10-2022\[51\].docx](#) - WORD DOCUMENT
 - [DHTI-AlaCosta_Support Letter 102022.pdf](#) - PDF FILE
 - [DHTI-FCSN-Support Letter for 2022-23 Grant\[17\].pdf](#) - PDF FILE
 - [DHTI-Manos_Support Letter_2022.10\[25\].pdf](#) - PDF FILE
 - [Person-centered Care LLC MOU_encrypted_.pdf](#) - PDF FILE
 - [Marshall Ros Care Home MOU_encrypted_.pdf](#) - PDF FILE
 - [DHTI & Partner Internship List 6 2022 .docx](#) - WORD DOCUMENT
 - [Harambee Community Services.PDF_encrypted_.pdf](#) - PDF FILE
 - [CVACE-DHTI-Support letter_2022_10.pdf](#) - PDF FILE
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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:

Yes

Attachment:

[Budget-Subcontractor-CVACE-DDS-FY23.xlsx](#) - EXCEL DOCUMENT

[Castro Valley Adult & Career Education_10.2022.pdf](#) - PDF FILE

[CVACE-DHTI-Support letter_2022_10.pdf](#) - PDF FILE

7. Applicant Question: Strategies and Sustainability

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

Applicant Response:

After successfully implementing this Asian Resource Network for another year, we are taking a systems approach and using theory of change to collaborate with stakeholders, identify disparity challenges, and create a sustainable model to improve service access and equity for Asian-speaking IDD consumers. We continue to build relationships across county-wide systems from Alameda to San Francisco and Contra Costa areas to address disparities to serve underserved communities. We leverage the strengths of key stakeholders (CBOs, POS centers, providers, individuals and families with IDD) to facilitate necessary partnerships across systems and streamline essential resources for an equitable IDD service delivery system. The continued funding of our work is critical to grow from our established strong foundation of existing partners and collaborators for a long-lasting impact. If funding concludes, ARN project will continue as part of DHTI's existing organizational plans for sustainability.

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:

- Chinese
 - Japanese
 - Korean
 - Mien
 - Vietnamese
 - Other (list)
 - Indian (list)
 - Cambodian
-

Applicant Comment:

Other: Burmese, Laos, and Indians (languages including: Tibeto-Burmese Indians, Hindi, Nepali, Punjabi).

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)
Burmese	20	Burmese
Chinese	50	Cantonese and Mandarin
Indian	30	Hindi, Tibetan-Burmese, Nepali, Punjabi
Japanese	10	Japanese
Korean	10	Korean
Laos	10	Laos
Mien	10	Mien
Vietnamese	30	Vietnamese
Cambodian	10	Cambodian

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 Five
 - Three to 21
 - 16 to 21
 - 22 and older
-

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:

By building a workforce pipeline of bilingual and culturally competent paraprofessionals to serve the underserved IDD Asian-speaking population in the Bay Area, we are taking a systems approach to increase access and diversify IDD services for the greater Bay Area. With two successful years in the making of our Asian Resource Network (ARN) project, we are creating a sustainable model, bridging gaps with employers, community leaders, CBOs, and consumers, and building relationships across systems to address inequalities and disparities. We are excited to continue collaborating and expanding.

If awarded, our current ARN project will continue growing in the San Francisco, Alameda, and Contra Costa catchment areas with the addition of expanding into South Bay Area (San Jose and South San Francisco areas). Our disparity target will expand from serving Cambodians, Chinese, Vietnamese, Mien, and Laos to also include serving Burmese, Indians, Japanese, and Korean Asian-speaking communities to accommodate the large number of these Asian-speaking individuals residing in the Contra Costa, South Bay and San Francisco areas.

To build workforce capacity for FY22-23, we propose adding Registered Behavioral Training (RBT) to our existing Fast-Track Respite and DSP trainings to further developing the workforce pipeline for Asian-speaking paraprofessionals and increase access and diversify the IDD service delivery system. We'd also continue providing Cultural Based Understanding workshops, group and individual coaching for wraparound support tailored to our participants in their language with our diverse and multi-lingual staff who speaks Vietnamese, Hindi, Persian, Dari, Chinese (Cantonese and Mandarin), and Burmese languages. Through these paraprofessional trainings, we will accelerate occupational and workforce competencies through integrated classroom training with internships, OJTs, and job placements.

A new feature we'd like to also propose is to create an Online Directory Website (ODW) to compile our existing (60+) bilingual and trained paraprofessional workers (DSP, Respite Care, Basic Behavior Trained) for IDD consumers and providers to access and network on a public-facing website. We would also collaborate with existing providers, CBOs, consumers, and POS centers to build a comprehensive ODW with resources and expanded network of trained paraprofessionals. This would increase access to a list of diverse array of culturally competent, multilingual, and trained paraprofessionals who are available to provide IDD services within the aforementioned catchment areas.

We will continue fostering our relationships and hosting monthly Advisory Council Committee meetings with key stakeholders in IDD service delivery system, including IDD service providers, RCEB, GGRC, and RC consumers and families. We will work with 30 mainstream IDD service providers, engage with other vendorized providers, CBOs and coalitions in our existing and proposed expansion catchment areas.

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:

COVID-19 pandemic has caused a dramatic rise in anti-Asian sentiments and hate crimes, which has affected many Asian-ethnic and language groups. The Census Bureau defines a person of the Asian race as “having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.” According to the Pew Research Center, that the Census definition of “Asian” — the fastest growing American population — covers more than 20 ethnicities and 20 million citizens in the United States. As of the 2021 census, the ethnic makeup and population of San Francisco alone included **34.3% Asians**.

Latest service data from DDS also shows Asians are underserved by RCEB and GGRC. RCEB's POS and Demographic data for FY20-21 report shows that RCEB served 4,622 Asian clients out of a total of 24,481, at the 3rd lowest utilized (69%) among other ethnicities. Additionally, there are 37% Asian clients without POS and significant disparity in Asian-language access. Our ARN project caters to these underserved Asian-languages to increase utilization and diversify services. We have culturally competent staff who also speak Asian-languages to assist in de-stigmatizing utilization of POS and IDD services because the Eastern culture primarily believe that the family has the sole responsibility in raising their disabled child without seeking outside help.

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 current proposal is unique because not only are we growing and expanding into South San Francisco and San Jose areas to serve the larger Asian-speaking population, but we are also aiming to create an Online Directory Website (ODW) for consumers and providers to access in finding qualified paraprofessionals in the Bay Area. Our project is also unique because we are offering workforce development to expand workforce capacity in serving IDD consumers, which is not often a Regional Center or providers' responsibility. The IDD service providers have limited capacity in integrating an Asian bilingual and culturally competent workforce. For GGRC, many IDD service providers struggle to stay open because of the high cost of operations and retaining staff in the Bay Area. DHTI's ARN project will outreach, recruit, train, and retain qualified paraprofessionals to fill this system-wide gap. The design is building on DHTI's experience in workforce development for our immigrant and refugee communities, with the relationships we have built with the mainstream IDD service providers and the trust we've built with underserved immigrant communities. As our provider network continues to grow, the project plans to develop a ODW registry of our trained Asian bilingual workforce for consumers to navigate the service system and make informed choices. This ODW registry is essential for consumers under the Self Determination program as they transition away from the conventional model.

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:

We will improve equity, access, and reduce disparities through a sustainable systems-based approach. While RCEB has culturally and linguistically competent case managers to assist in assessment, POS, and navigation of systems, for IDD service providers, there are few to no equivalents with cultural and language capacities of target populations. IDD case managers often work with IDD individuals and their families who become confused over suggested services, fail to see how services can meet their needs or improve the independence of loved ones, and are unable to appreciate the long-term impact of the disability on themselves and their loved ones. As a result, the usual outcome is a refusal of suggested services or withdrawing from services quickly. Through our strategies of building relationships with key stakeholders, developing a workforce pipeline with strategic partners, and community input, we can increase IDD service providers' capacity in serving Asian consumers. With the expansion in our provider network, the project will develop a service provider registry as an Online Directory Website for whoever is interested in accessing the information. By setting up a registry of our trained workers, we will help connect consumer families directly with potential culturally and linguistically competent workers. Many families are on waitlists at IDD service agencies because these providers could not meet the family's needs for Asian bilingual/bicultural workers.

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:

Our proposed project coordinates and complements ongoing efforts at the Regional Center of the East Bay (RCEB) and Golden Gate Regional Center (GGRC) to improve cultural and linguistic capabilities in the provider community and to increase service access by Asian immigrant/refugee consumers. One of RCEB's measures related to reducing disparities and improving equity in the purchase of services expenditures is to increase RCEB- funded services for individuals who speak languages other than English. This goal is aligned with our project objectives in training workers to serve consumers who speak Asian languages. While RCEB is working to improve the cultural and linguistic capabilities of its case management systems as well as supporting multicultural events for family support and education, our project focuses on building the capabilities of IDD service providers to serve Asian consumers and their families through our workforce development joint efforts. The Asian Resource Network (ARN) project will assist in the implementation of RCEB's recommendations and plan to promote equity and reduce disparities through our core strategies of building relationships with key stakeholders, developing a workforce pipeline with strategic partners and community inputs.

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:

We aim to achieve our goal by carefully outlining, monitoring, and re-evaluating activities and measure outcomes. Our main activities include:

1) Create an Online Directory Website (ODW) for consumers, providers, and Regional Centers to connect with trained paraprofessionals to provide IDD services. We will collaborate with our Advisory Committee to include members from RCEB, GGRC, IDD service providers of different domains from respite, day program, behavior counseling and intervention, ILS/SLS, daycare, consumer parents/families, to gather information and consolidate IDD resources on this ODW public-facing registry.

2) Make active contact and engage vendorized IDD service providers to serve Asian IDD individuals and families so that we can create a training curriculum with a culturally appropriate program design that integrates recommendations from our advisory committee and IDD service provider partners about core knowledge, skills, and competencies needed to work at IDD provider sites, and refer our trained participants to job opportunities. We will build on the success of our Bridge to Cultural Understanding workshops from the current year and continue to offer these workshops and enhance our curriculum to target workers who work individually and in group settings.

3) Recruit, train, and provide employment assistance to Asian immigrants/refugees for a fast-track respite training; two cohorts of DSPs; and pilot a Registered Behavioral Training (RBT). The recurring fast-track respite training will have open enrollment and target persons who want to work part-time and are in need of finding a job to support themselves or their families. This respite training will provide a self-study course, coaching, and employment services to 10 participants. DSP training will be offered semiannually with 20 participants attending 30 hours of a Direct Support Professionalism course; 10-12 hours of individual/group coaching; and employment assistance. We also want to expand our training to provide RBT to meet the needs of behavior counseling and intervention of consumers' families. 10 RBT participants will receive 40 hours of online training and 40 hours of competency skills training under the supervision of a BCBA (Board Certified Behavior Analyst), and employment assistance.

Finally, we will organize at least 3 Resource Fairs in Alameda, Contra Costa, San Francisco, and South SF counties to connect Asian consumers to IDD service providers who want to promote their services to Asian clients.

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:

Total Budget: \$410,000; 18 mo project

PERSONNEL (FB at 20%; supports ALL grant activities) - **\$220,000**

Program Manager - \$84,000 salary & benefits (S&B) at 1.0 FTE is responsible for the overall management of the project, including planning, implementation, evaluation, reporting, and accomplishing the performance measures, and supervision. Grant Activities 1-8.

Community Outreach Ambassador - \$60K S&B at 1.0 FTE is responsible for coordinating the outreach, recruitment, and engagement activities and assists with career coaching. Grant activities 1-6.

Health Career Coach - \$66K S&B at 1.0 FTE assists with outreach, workshop coordination, and provides individual and group coaching workshops. Grant Activities 1-7.

Program Assistant - \$12K S&B at 20% FTE supports all program activities including social media, resource fairs, enrollment of participants in workshops, and data collection tools. Grant activities 1-5.

OPERATING EXPENSES - \$153,000

Advertising and Engagement /Outreach (\$2,500) - targeted digital marketing (\$1000); Resource Fair (e.g. \$500 x 2 resource fairs = \$1000 to rent canopies and tables for the four resource fairs); Misc. outreach costs associated with creating and translating flyers, brochures, informational and resource materials (\$500). Grant Activities 3-7

Food and Beverage (\$1,000) - Food and beverage for meetings/trainings/workshops for community members and training participants. Grant activities 1-5

Participant Training (\$20,000) - to support RBT expenses (\$9000), Respite care (\$1000), DSP (500 x 20 = \$10,000). Grant Activities 2-5

In-State Travel (\$2,000) - for mileage reimbursement for 3 FTE for grant-related meetings and trainings. Grant activities 1-7

Consultant - Program (\$12,000) - for consultant fees for SMEs to assist in expanding in the catchment areas. Grant activities 1-7

Consultant - RBT Instructor and Consultant (\$5,500) - to support the cost of the RBT training at \$100/hour rate to provide up to 10 hours of support for Registered Behavior Technician (RBT) trainees to review course content and 24 hours of individual competency training to prepare for the RBT exam for a total of \$4,000, and provide 10 hours of consultation to ARN team in design and implementation of RBT training for a total of \$500. Grant Activities 2 and 3

Subcontractors - \$7,000 CVACE for DSP training and ESL support (grant activity 5), \$60,000 for Online Directory Website software development (Grant Activities 6-7), and \$25,000 for software project management support. Grant Activities 6-7

Occupancy: \$80,000 organizational occupancy costs pro-rated for this project = \$16,000 for all grant activities.

Communications (\$6,000) and Office Supplies (\$8,000) for all grant activities

INDIRECT COST (\$35,000) - 8% of total cost that includes Accounting Specialist and Executive Director salaries for support of ARN project, insurance, CPA fees, audit and tax filing, printing & Copying, equipment rental, and dues & subscriptions.

Operating and Indirect are prorated

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:

Lisa Kleinbub, Executive Director, Regional Center of the East Bay

Eric Zigman, Executive Director, Golden Gate Regional Center

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
