

Application Report



Applicant Organization: Disability Action Center
Project Name: Disability Action Center Vocational Educational Social Training (V.E.S.T.) Program
Application ID: App-22-638
Funding Announcement: FY 22-23 Service Access and Equity Grant
Awarded Amount: \$130,000

Project Summary: The V.E.S.T. project primary objective is to develop and train transitional youth and young adults who have disabilities aged 14-30 in leadership, self-advocacy, and life skills needed to exercise informed decision-making, and personal and community leadership through opportunity to engage in a paid peer-to-peer mentoring internship. Our program currently supports youth aged 14-24. Regional Center and CBO program inquiries express continued interest in services for I/DD young adults up to age 30. The transition from youth to adulthood is demanding for every young person. For students and youth with disabilities, this is particularly true. Ideally, during the transition years, youth acquire knowledge and learn skills they will need to maximize their independence and self-sufficiency in their communities. There is an express need to provide continuity of service for youth from ages 14 or 16 to ages 25 or 30 across both child and adult service systems. That need becomes even more critical in the added presence of cultural disparities and/or inequities. This drives our shift into additional area demographics and statistics to determine possible program expansion with this added target population.

Authorized Certifying Official: Evan LeVang finance@actionctr.org 530-893-8527
Project Director/Manager: Carolyn Nava finance@actionctr.org 530-893-8527
Project Manager/Coordinator: Carolyn Nava carolyn@actionctr.org 530-893-8527
Compliance/Fiscal Officer: Derek Hill finance@actionctr.org 530-893-8527

Section Name: Applicant Eligibility

Sub Section Name: Applicant Information

1. Applicant Question: Project Title

What is the Project Title?

Applicant Response:

Disability Action Center Vocational Educational Social Training (DAC V.E.S.T.) Program

2. Applicant Question: Awarded Amount

What is the total amount awarded for the project?

Applicant Response:

\$130,000

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:

Disability Action Center (DAC) is a private, 501(c)3 founded in 1980 to meet specific needs of people of all ages with disabilities in northern California. DAC assists persons with disabilities to achieve and/or maintain their independence. We provide information and resources to eliminate physical, emotional, societal barriers. As a California Department of Aging Emerging Aging and Disability Resource Connection (ADRC), DAC serves Butte, Colusa, Glenn, Tehama, Plumas, Shasta, Lassen, Siskiyou, and Modoc Counties. Our consumers receive free services that provide information, resources and partnership with a DAC advocate to form an individualized Independent Living Plan (ILP) on how to live as independently as possible. We have a strong interest in promoting activities for transition-aged youth and young adults (ages 14-30 years) in our rural region. Our V.E.S.T. Youth Transition Program increases opportunities for participation in the community through advocacy, education and action.

Attachment:

[DAC Audit Report 2020 and 2019.pdf](#) - PDF FILE

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:

[Certificate of Status_003126111 april 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:

Not Applicable

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

Attachment:

[Disability Action Center_21-C36_Award letter.pdf](#) - PDF FILE

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	DAC Vocational Educational Social Training	21-C36	\$90,000

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:

Our V.E.S.T. program officially launched March 1, 2022. We originally applied for a 24-month SAE award period, our funding was awarded for 12 months due to a grant application portal glitch. We did not let that deter us from bounding forward with activity as our region was closely watching and waiting for this innovative program concept. In December 2021 (months prior to SAE award announcement) we applied for and received a seat at the table as part of the national-level 2022 Minority Youth and Centers for Independent Living (MYCIL, <https://minorityyouthcil.com/>) Learning Collaborative.

As a selected collaborative recipient, V.E.S.T. was privy to monthly group calls, one-on-one coaching sessions with facilitators, additional workshops from content experts, planning work between calls (that we continue dedicating to our V.E.S.T. program development), and we gave a virtual final presentation at the close of the Learning Collaborative in September 2022. We were additionally privileged to contribute critical rural regional demographic data to the MY-CIL Practice Brief #5: Demographics of Youth and Young Adults with Disabilities Who are Not Working and Not in School: Descriptive Findings from National Survey Data. MY-CIL Collaborative support provided opportunity for our team to receive professional critique on the development of our program materials, to include our program syllabus, youth participant lessons, and survey forms. We plan continued work with the MY-CIL collaborative in 2023 as we provide updates of the V.E.S.T. program activities and advancements.

Our outreach efforts continue as we promote general program awareness and the requirement for Professional Youth Mentor supporters for phase two of our program development. We actively approached the Chiefs of multiple regional tribal nations, our area Elders in the Hmong and Mien communities, prominent Latin. As a result, by the end of our 2nd quarter of activity, we now have either a voting board member table seat or a general membership seat with the following:

- Latino Outreach of Tehama County; <https://www.latinoutreachoftehamacounty.org/>
- NorCal OUTreach Project; <https://norcaloutreach.org/>
- Shasta College Job Developers Networking; <https://www.shastacollege.edu/faculty-staff/human-resources/employment-opportunities/>
- Shasta County Inclusion Taskforce; <https://northstateparent.com/event/shasta-county-inclusion-task-force/>

Moving into quarter 3 of activities we have conducted 5 parent orientations. We now have assessed and work with 2 youth participants who were referred to DAC V.E.S.T. by Far Northern Regional Center: a 16-year-old African American who identifies as an artist with a desire to work in a career field caring for young children; and an African American 22-year-old who is passionate about volunteering and with a desire to work in the janitorial field. We additionally have conducted preliminary conversation with 3 more youth (including 2 foster youth) soon to begin our program.

Attachment:

[DAC MY_CIL_PPT_FinalPresentationTemplate.pdf](#) - PDF FILE

[US-Youth-with-Disabilities.pdf](#) - PDF FILE

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, DAC V.E.S.T. will continue with goal development outlined in our 2021-22 project proposal as *we originally set activities and measures for a longer work period*. We intend to continue:

- Recruit program participants through RC transition-aged youth community with a strong focus in our Southern service catchment area
 - Developing culturally sensitive outreach, information and activities about the V.E.S.T. Program
 - Refining our Peer Mentor preparatory program curriculum as we gain more "lived experience" response from working with participating youth, their parents/guardians and our professional community working with the target population.

We will additionally:

- Engage a more aggressive outreach strategy as our region and promote V.E.S.T. to area education campuses and local businesses to raise program awareness as our community still faces frequent COVID-19 outbreaks limiting live opportunities for interactions.
- Expand service more effectively into our Southern counties (Butte, Glenn, Plumas, Tehama).
- Hire a direct service, native Hmong team member to more effectively connect with the large, established Butte County Hmong community.
- Investigate the possibility of program expansion to include support for young adults up to age 30 years.

We have received great interest from the Regional Center and the general community about the possibility of adjusting our program to possibly include participants up to age 30. We are in agreement with this target group expansion considering that our program is the first of its kind in our region providing ongoing, cumulative support for goals identified by the participant's interests and desires. We wish to explore additional region demographics and the possibility of meeting that request as we transition into the 2022-23 proposed project.

This possibility along with working to form our Professional Youth Mentor network both continues and expands our current project activities.

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:

Education and Training

Applicant Comment:

Increase self-advocate/family knowledge about topics relating to service access, the regional center system, leadership development, business development, advocacy, independent facilitation, implicit bias, and developmental disabilities.

2. Applicant Question: Duration of project

Choose the duration of your project.

Applicant Response:

12 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:

- Far Northern 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:

- Butte County
 - Glenn County
 - Shasta County
 - Tehama County
 - Plumas 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 plan to expand our relationships to ensure full V.E.S.T. Program opportunities reach youth, their families, and employers through outreach collaboration, direct referral from, and open communication with: African American Family & Cultural Center Grindstone Rancheria Hmong Cultural Center of Butte County Latino Outreach of Tehama County Level Up NorCal: Tengx Center Northern Valley Indian Health Plumas Rural Services SCDD North State Regional Office The Pit River Tribe

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

7. Applicant Question: Strategies and Sustainability

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

Applicant Response:

We are making consistent headway in Shasta County, and our longer-term project planning moving into year 2 includes program growth into Butte, Glenn, Plumas, and Tehama counties. To accomplish this, we are actively seeking additional funding through private grants. We are also strengthening our marketing, fundraising and outreach efforts through our flagship Systems Change platform, the Diversability Advocacy Network (DAN).

DAN covers the Northern Sacramento Valley and surrounding mountain counties in partnership with Emerging ADRC partner members. DAN's primary focus is to serve all ages as a trusted and reliable rural-county source of information regarding long-term services and supports (LTSS), and legislative and health care changes affecting all age groups. DAN activities currently promote the Butte Glenn ADRC growth. Members recognize the benefits of DAC services and outreach efforts. They commonly provide monetary, and in-kind support for the community projects under DAC's care.

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:

- African American
- Hispanic
- Hmong
- Native American

Applicant Comment:

DAC staff has multilingual fluency, varied cultural knowledge and life experience. We currently collaborate with agencies servicing the groups selected, and plan expansion.

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)
African American	2	English
Hispanic	2	Spanish
Hmong	2	Hmong/Mien
Native American	2	English

3. Applicant Question: Age Group(s) Served

Select all Age Groups the project will serve.

Applicant Response:

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

Applicant Comment:

Our program currently supports youth aged 14-24. Regional Center and CBO program inquiries express continued interest in services for I/DD young adults up to age 30. This drives our investigation into additional area demographics and statistics to determine possible program expansion with this added target population.

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:

Federal initiatives aimed at addressing the complex needs of youth with disabilities and their families encourage the adaptation of broad-based partnerships to assist transitional youth with disabilities. This has become a multi-year objective to ensure that youth in transition secured access to a comprehensive set of services and supports to help them develop the skills required to

manage their life, health, and wellness;

graduate from high school; access postsecondary education; and,

secure meaningful employment at a family-sustaining wage with pathways to career advancement.

These foundational objectives guided the Disability Action Center (DAC) design of our transition age youth Vocational, Educational, Social Peer Mentorship Training Program: DAC V.E.S.T.

DAC has over 40 years' experience providing Independent Living Program to help persons with disabilities of all ages in Butte, Glenn, Lassen, Modoc, Plumas, Siskiyou, Shasta, Tehama, and parts of Colusa and Trinity Counties. We operate our core programs from centers in Chico (Butte) and Redding (Shasta). Our consumers receive free services that provide information, resources and partnership with a DAC advocate to form an individualized Independent Living Plan (ILP) on how to live as independently as possible. The V.E.S.T. project primary objective is to develop and train transitional youth (ages 14 to 24 years) who have disabilities in the leadership and self-advocacy skills needed to exercise more informed decision making. Youth enrolled in the Social program may join outreach and tabling opportunities to help raise awareness of activities and functions of DAC and FNRC. Youth may also pursue learning goals or may train to participate in a paid peer-to-peer mentoring internship. The V.E.S.T. Program opens the path for youth to engage in extended ILP goal setting and community/peer interaction.

We recognize and respect that cross-agency coordination and collaboration are key elements of the program success to effectively meet the diverse and complex needs of transitioning youth with disabilities. Subsequently, an additional key project objective is the formation of an external Professional Volunteer Mentor Network to support the V.E.S.T. program as guest speakers, trainers, and to provide employment shadowing opportunities for the youth participants who choose a vocational program focus. So far, this directional focus is generating increased increase and support. We believe this structure provides a winning environment for everyone.

We welcome increased agency collaboration and education to help youth eager to grow. We invited open communication and relationship advancement with the Far Northern Regional Center and the State Council on Developmental Disabilities North State Regional Office as we launched this innovative project. We are thankful to have their acknowledgement and endorsement of our program proposal with this application from both organizations for year 2 activities.

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:

Recent US Census data reveals the average race and ethnicity statistics for rural Northern California as

- Black or African American alone percent <1.8%

- American Indian and Alaska Native alone percent <1.7%
- Asian alone percent <4.9%
- Native Hawaiian and Other Pacific Islander alone percent <0.4%
- Two or More Races percent <4.8%
- Hispanic or Latino percent <14.5%

We studied the 2022 FNRC POS data as it related to

- Annual purchase of service authorizations and expenditures by individual's ethnicity and age, per capita,
- EDD Employment Measures average annual wages, and
- Individuals receiving only case management services by age and ethnicity.

**FAR NORTHERN REGIONAL CENTER
CALENDAR YEAR 2022 PERFORMANCE CONTRACT
MEASURES RELATED TO REDUCING DISPARITIES AND IMPROVING EQUALITY IN PURCHASE OF SERVICES EXPENDITURES**

<p>Percent of total annual purchase of service expenditures by individual's ethnicity and age:</p> <ul style="list-style-type: none"> • 0 to age 2, inclusive • Age 3-21, inclusive • 22 years and older 	Annual POS Authorizations and Expenditures by Individual's Ethnicity and Age Per Capita			<p>Reduce disparities and improve equity in Purchase of Services (POS)</p>	<p>FNRC will:</p> <ul style="list-style-type: none"> • Continue to recruit and maintain a culturally diverse staff. • Continue to provide training to staff and service provider, which will encourage a culturally rich and competent service delivery system. • Continue to work in partnership with community groups. Develop outreach, information and activities about the regional center service system in a culturally sensitive manner. 	
		Client Count	Authorized Per Capita			Expended Per Capita
	White					
	Age: 0-2	844	\$11,896			\$4,821
	Age: 3-21	2578	\$12,937			\$5,656
	Age: 22+	3334	\$41,657			\$31,417
	Hispanic					
	Age: 0-2	205	\$12,546			\$4,827
	Age: 3-21	659	\$11,893			\$4,674
	Age: 22+	303	\$31,516			\$21,667
	African American					
	Age: 0-2	11	\$10,698			\$5,652
	Age: 3-21	92	\$14,389			\$6,605
	Age: 22+	94	\$41,105			\$30,748
	Asian					
	Age: 0-2	16	\$10,066			\$4,518
	Age: 3-21	80	\$9,571			\$3,332
Age: 22+	88	\$25,687	\$17,636			
Native American						
Age: 0-2	47	\$13,507	\$4,316			
Age: 3-21	72	\$10,274	\$3,841			
Age: 22+	86	\$29,922	\$21,972			

**FAR NORTHERN REGIONAL CENTER
CALENDAR YEAR 2022 PERFORMANCE CONTRACT
MEASURES RELATED TO EMPLOYMENT
EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)**

State Public Policy Performance Measure	Statewide Average Year End 2019	FNRC's Baseline Year end 2019	Objectives	Activities Summary
Average annual wages for clients, ages 16-64 (measured annually).	\$11,327.00	\$7,678.00	People with developmental disabilities deserve to earn real wages for real work.	<ul style="list-style-type: none"> • Work with Habilitation providers to find ways to move individuals out of Work Activity Programs and Supported Employment Programs that pay workers piecework and subminimum wage, and using time studies. • Provide trainings to individuals, families and providers about how wages can affect Social Security and Medi-Cal benefits so they are not afraid to earn wages. • Set up a money management service that will help people set up and manage Achieving a Better Life Experience (ABLE) accounts so they can earn and save wages for their needs and their dreams.

**FAR NORTHERN REGIONAL CENTER
CALENDAR YEAR 2022 PERFORMANCE CONTRACT**

Number and percent of individuals receiving only case management services by age and ethnicity.	Client Count		Reduce disparities and improve equity in Purchase of Services (POS)	FNRC will: <ul style="list-style-type: none"> • Continue to recruit and maintain a culturally diverse staff. • Continue to provide training to staff and service provider, which will encourage a culturally rich and competent service delivery system. • Continue to work in partnership with community groups. Develop outreach, information and activities about the regional center service system in a culturally sensitive manner.
	White			
	Age: 0-2	28		
	Age: 3-21	970		
	Age: 22+	361		
	Hispanic			
	Age: 0-2	5		
	Age: 3-21	230		
	Age: 22+	51		
	African American			
	Age: 0-2	1		
	Age: 3-21	32		
	Age: 22+	11		
	Asian			
	Age: 0-2	0		
	Age: 3-21	35		
	Age: 22+	25		
Native American				
Age: 0-2	2			
Age: 3-21	33			
Age: 22+	13			

We work toward higher diversity and, we find our V.E.S.T. Program goals align consistently with the following FRNC Activities Summaries:

- Develop a variety of programs outside habilitation services that support individuals in paid internships or competitive employment.
- Utilize paid internships and incentive payments to employers and service providers to increase work opportunities.
- Develop Local Partnership Agreements (LPA) with educational agencies and Department of Rehabilitation to identify ways agencies will work together to streamline work service, including paid internships to those qualified.
- Develop a work readiness curriculum to be presented to clients by peer advocates that that emphasizes the advantages of work and develops work readiness skills.

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:

DAC is the sole Independent Living Center (ILC) in the RC catchment area. We are also the only California Department of Aging Emerging Aging and Disability Resource Connection (ADRC) north of Sutter County. Our ADRC status provides us a unique opportunity to rally collaborative, consistent, and youth innovative transition services across multiple northern counties. We are successfully designing and refining cross-agency relationships and programs that bring stronger, more efficient support channels to our rural communities. DAC V.E.S.T. aims to provide the foundation structure for increased outreach and education about both the ILC and RC access and services.

DAC V.E.S.T. introduces solid, person-centered exploratory life planning and goal setting to our communities. With the strong establishment of this innovative youth transition project, we believe we are beginning to dissolve the service silos that commonly exist in other California regions between the Intellectual/Developmental Disability and the Physical Disability service providers. We strive to accommodate the needs and interests of all populations, including different age groups, people with different types of disabilities, and culturally diverse groups.

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 recognize that inequalities can exist no matter how a population is divided. We believe inequalities become inequitable when they are unfair and avoidable. Our program seeks a measure of fairness through outreach and recruitment of community-based professional volunteer mentors and leaders from minority populations as an area of focus. These leaders may choose to act as an additional conduit for recruitment for DAC V.E.S.T. services, support and advocacy for enrolled youth, young adults and their families.

DAC V.E.S.T. continues having success working with a small number of FNRC clients and their families to assist them with activities and life skills goals targeting their job interests. We intend to grow our staff culturally and strategically to improve service options for the most underrepresented populations in our region. The V.E.S.T. program structure provides the foundation for increased outreach and education about both the ILC and RC access and services. Implementing a more traditional youth program with a full skills curriculum to include pre- and post-program assessment surveys and goal setting for participants within the identified target demographics is critical to data sets that aim to improve disparities. We believe this also opens the door to better strategies for successful transitions of young people with I/DD and physical disabilities from childhood into adulthood.

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 transition from youth to adulthood is demanding for every young person. For students and youth with disabilities, this is particularly true. Ideally, during the transition years, youth acquire knowledge and learn skills they will need to maximize their independence and self-sufficiency in their communities. There is an express need to provide continuity of service for youth from ages 14 or 16 to ages 25 or 30 across both child and adult service systems. That need becomes even more critical in the added presence of cultural disparities and/or inequities. We are dedicated to evolving our program to the level required to initiate real support and change for our youth and young adults with disabilities.

We hired a natural born Spanish language service provider at program launch, and we are now screening for a natural born Hmong or Mien candidate to improve cultural participation and understanding. Inclusion and equity beginning from the layer the individual is presently experiencing is our goal. All projected activities and ILC services remain free of charge to all participants.

We maintain one of the most ethnically diverse Board and multilingual Staff structures within the California ILC network. This diversity stands in sharp contrast to the regional demographics. We are dedicated to hiring natural-born culturally diverse staff and leadership. We believe that it makes us a stronger organization and able to collaborate more effectively with and reach underserved communities.

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:

Independent Living philosophy behind Peer Mentor support is that people with disabilities have the life experience and knowledge to best assist others in learning to become more independent in their communities. Peers serve as role models and facilitators to help others lead meaningful lives and achieve desired levels of independence. Peer support provides a mutual, one-to-one relationship between more experienced and less experienced individuals for the purpose of personal and professional development.

Our objective is to develop and train transitional youth and young adults who have disabilities aged 14-30 in leadership, self-advocacy and life skills needed to exercise informed decision-making, and personal and community leadership through opportunity to engage in a paid peer-to-peer mentoring internship. As with our year 1 program development and data analysis, we structured our year 2 schedule of activities to support this core objective:

- Recruit program participants through RC and general community in our Southern catchment area
- Distribute culturally sensitive outreach, information and activities about the V.E.S.T.
- Promote V.E.S.T. to area education campuses and local businesses to raise program awareness
- Create and expand awareness for competitive, integrated employment, opportunities through the V.E.S.T. Professional Volunteer Mentor (PVM) Network.
- Create PVM Network parameters
- Secure PVM Network MOUs
- Design sponsor system to secure program fiscal continuity

When working to improve our communities we acknowledge that many people may be affected. We plan to use accepted standards for good evaluation procedures that are visible, justifiable. We also plan to obtain guidance from our key stakeholders that have something to gain or lose from what will be learned from our evaluation process as it relates to RC data and what may be done with that knowledge. Our project measures for year 2 include the following:

- Quarterly summary and analysis of data collected. Identify most suitable activity continuance based on participant comment(s). This measurement will
 - Facilitate goal-setting timeframes
 - Ensure individualized program structure based on participant interest
 - Provide valuable input on matching the participant with a Professional Volunteer Mentor, Identify areas for continued participant growth and development
- Participant opportunities for direct peer teaching, modeling, and coaching
- Work with RC for selection and development of eight or more participants who may choose training to become paid peer mentors during the grant period.
- Secure at least ten professionals-- V.E.S.T. supporters as guest speakers, trainers, work shadow opportunities

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:

Our program scheduled activities are projected over a 12-month project period (\$140,000.00 total annual budget requested.)

Allowable Expenses for operations costs were calculated as approximately 1/9th of the total annual DAC All- Agency Budget which operates from 9 independent funding sources inclusive of this award. Expenditures for Reasonable Accommodation and Meeting Expenses were weighted more heavily to support the costs associated with a strong virtual presence due to continued COVID-19 Social Distancing recommendations statewide. Those lines include estimates for any required real-time captioning, online hosting platform, and ASL translation respectively.

Allowable Indirect Costs were calculated at a modest 5.00% of the total budget to buffer time for any fiscal or administrative tasks not customarily completed by the Program Manager, but are passed to our internal Finance /or HR departments.

Total requested budget allocation for the year 2 activities are as follows:

▶ Personnel	\$99,812.45	\$99,812.45
All Positions: V.E.S.T. Employee Benefits	\$14,056.45	\$14,056.45
Position 4: V.E.S.T. Program Activity Lead - South Region	\$26,208.00	\$26,208.00
Position 3: V.E.S.T. Program Activity Lead - North Region	\$18,720.00	\$18,720.00
Position 2: V.E.S.T. Program Manager	\$13,912.00	\$13,912.00
Position 1: V.E.S.T. Program Peer Mentors - \$24,576.00	\$24,576.00	\$24,576.00
Personnel - other	\$2,340.00	\$2,340.00
▶ Operating Expenses	\$35,196.95	\$35,196.95
Audit Services	\$1,610.00	\$1,610.00
Insurance	\$2,565.00	\$2,565.00
Equipment Maintenance	\$2,000.00	\$2,000.00
Supplies	\$1,000.00	\$1,000.00
Outreach & Public Relations	\$725.00	\$725.00
Postage & Shipping	\$260.00	\$260.00

All-Agency Printing	\$400.00	\$400.00
Access / Accommodation	\$1,000.00	\$1,000.00
Local / Regional Travel	\$750.00	\$750.00
Vehicle Expenses	\$1,750.00	\$1,750.00
Chico Occupancy	\$4,460.00	\$4,460.00
Chico Utilities	\$1,650.00	\$1,650.00
Chico Telephone / Internet	\$1,525.00	\$1,525.00
Redding Occupancy	\$5,680.00	\$5,680.00
Redding Utilities	\$1,700.00	\$1,700.00
Redding Telephone / Internet	\$1,590.00	\$1,590.00
Training & Education	\$736.95	\$736.95
Dues/Fees/Subscriptions	\$500.00	\$500.00
Meeting / Event Costs	\$2,000.00	\$2,000.00
Assistive Technology	\$495.00	\$495.00
Minor Equipment Theft Sensitive	\$2,800.00	\$2,800.00
Operating Expenses - other		
Indirect Costs	\$4,990.60	\$4,990.60
Total	\$140,000.00	\$140,000.00

Personnel		
All Positions: V.E.S.T. Employee Benefits		V.E.S.T. Employee Benefits Total costs are calculated as FTE percentages on respective lines as follows: V.E.S.T. Program Peer Mentors - 17% charged on \$21,505.00; \$3,655.85 V.E.S.T. Program Manager - 17% charged on \$13,912.00; \$2,365.00 V.E.S.T. Program Activity Lead North - 17% charged on \$18,720.00; \$3,182.40 V.E.S.T. Program Activity Lead South - 17% charged on \$26,208.00; \$4,455.36 Personnel Other - 17% charged on \$2,340.00; \$397.80.
Position 4: V.E.S.T. Program Activity Lead - South Region		Position 4: V.E.S.T. Program Activity Lead-South Region (.70 FTE, 100% DAC V.E.S.T. funded) This individual's annual wages are \$26,208.00.
Position 3: V.E.S.T. Program Activity Lead - North Region		Position 3: V.E.S.T. Program Activity Lead-North Region (1.0 FTE, 50% DAC V.E.S.T. funded) This individual's annual wages are \$37,440.00. \$18,720.00 is covered as .50 FTE percentage annually. The remaining .50 FTE is covered by various other grant line responsibilities.
Position 2: V.E.S.T. Program Manager		Position 2: V.E.S.T. Program Manager (1.0 FTE, 25% DAC V.E.S.T. funded) This individual's annual wages are \$55,650. \$13,912.00. is covered as .25 FTE percentage annually. The remaining .75 FTE is covered by various other grant line responsibilities.

<p>Position 1: V.E.S.T. Program Peer Mentors - \$24,576.00</p>		<p>Position 1: V.E.S.T. Program Peer Mentors (.20 FTE, 100% DAC V.E.S.T. funded) Costs calculated for a six-month internship at \$16.00 per hour. Total budget wage costs of \$ 24,576.00 allow funding for up to 8 interns for the grant period.</p>
<p>Personnel - other</p>		<p>Live-Center, hands on staff support as required for vocational training assistance with program participants. Personnel FTE hour assignment shifts dependent upon V.E.S.T. participant need. Cost calculated as 5-hour per week cap at \$18.00 per hour. \$2,340.00 Total.</p>
<p>▶ Operating Expenses</p>		
<p>Audit Services</p>		<p>\$1,610.00 - Annual audit complying with OMB Uniform Guidance 2 CFR Part 200, Subpart F, through an independent certified public accountant.</p>
<p>Insurance</p>		<p>\$2,565.00 - Provide for necessary insurances and/or bonds such as general and professional liability, fidelity bond.</p>
<p>Equipment Maintenance</p>		<p>\$2,000.00 - Maintain, operate, and repair office equipment.</p>
<p>Supplies</p>		<p>\$1,000.00 - Purchase small and/or low-cost supplies.</p>
<p>Outreach & Public Relations</p>		<p>\$725.00 - For costs incurred in informing and educating the public as well as the un-served and underserved populations about DAC V.E.S.T.</p>
<p>Postage & Shipping</p>		<p>\$260.00 - To send all necessary correspondence such as letters, consumer information, newsletters, and packages.</p>
<p>All-Agency Printing</p>		<p>\$400.00 - To secure items such as business stationery, business cards, publish newsletters, and duplicate consumer-related materials, forms, promotional materials.</p>
<p>Access / Accommodation</p>		<p>\$1,000.00 - Provide support services such as professional captioning, foreign language translation, ASL coverage, access to agency services and/or facilities for consumers, staff, or Board of Directors members.</p>

Local / Regional Travel		\$750.00 -- To pay travel costs of employees and/or volunteers performing business and service functions of the V.E.S.T. program.
Vehicle Expenses		\$1,750.00 - Including but not limited to registration, insurance, gas & oil, maintenance & repairs, parking/storage.
Chico Occupancy		\$4,460.00 - Rent facilities from which V.E.S.T. will provide services and conduct business.
Chico Utilities		\$1,650.00 - Items such as water, electricity, landscaping, garbage removal, janitorial, pest control, security, facility maintenance.
Chico Telephone / Internet		\$1,525.00 - Services for the office staff for primary means of maintaining contact with consumers, agencies, and businesses.
Redding Occupancy		\$5,680.00 - Rent facilities from which V.E.S.T. will provide services and conduct business.
Redding Utilities		\$1,700.00 - Items such as water, electricity, landscaping, garbage removal, janitorial, pest control, security, facility maintenance.
Redding Telephone / Internet		\$1,590.00 - Services for the office staff for primary means of maintaining contact with consumers, agencies, and businesses.
Training & Education		\$736.95 - Training and conference costs as deemed necessary.
Dues/Fees/Subscriptions		\$500.00 - Provide for affiliations with other entities or expenses related to the mission of the agency and DAC SAFE objectives; purchase relevant resource materials.

Meeting / Event Costs		\$2,000.00 - Meeting expense(s), guest speaker or member incidental, reimbursement for any cost connected with live and/or online meetings.
Assistive Technology		\$495.00 - Reasonable Assistive Technology accommodations for staff and/or consumers that will enable the recipient to provide and/or receive the benefits of the V.E.S.T. program.
Minor Equipment Theft Sensitive		\$2,800.00 - Theft Sensitive Purchases less than \$5,000 in value including but not limited to photographic or video recording equipment, computers, office furniture/equipment, software.
Operating Expenses - other		
Indirect Costs		[5.00% of 10.00% de minimus]; Utilizing 2 CFR Part 200 Appendix IV – Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations. Simplified Application Method (0.017 of full program line allowance, excludes equipment, capital expenditures, participant support costs, portion of subaward in excess of \$25,000); Included: Personnel; Allowable, but not included: Insurance, Office/Education Supply, Utilities, Disaster Assistance, Vehicle Expense.

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

Attachment:

[___DAC Letter of Support2 fnrc.pdf](#) - PDF FILE

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:

Melissa Gruhler

Far Northern Regional Center

mgruhler@farnorthernrc.org

1900 Churn Creek Road, #319 Redding, CA 96002

P. O. Box 492418 Redding, CA 96049-2418

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
