

# Application Report



**Applicant Organization:** Inland Regional Center  
**Project Name:** LACC - IRC  
**Funding Announcement:** FY 21/22 Regional Center Funding To Improve Language Access And Cultural Competency  
**Requested Amount:** \$752,435.00

**Project Summary:** IRC has an English website and a Spanish website and important documents including but not limited to the RC system, services, appeals, and eligibility are available in English and Spanish. With the Language Access and Cultural Competency project, IRC will have the ability to accomplish the following: Translation of documents in the four target languages: fact sheet both early start and Lanterman services, common services list, whistleblower policy, conflict of interest policy/procedure, photo/video consent form, FAQs from SAE web page, common abbreviations from SAE web page, POS policy, contract/procurement policy, zero tolerance policy, and other documents recommended by directors, managers, CSCs, and staff that speak the target languages. Parent Ambassador: hire one part time per language, bridge cultural and linguistic needs, community outreach, lead role in creation of support group. Will also play an important role in focus groups and survey participation. DEI Consultant services: support/guide translation of documents, listening sessions/focus groups, surveys, data collection, interpretation, cultural competency trainings and tools, guidance with website updates, videos, outreach through culturally tailored radio stations and newspapers. Interpreters: provide interpreting services as needed in the following processes - Intake/Eligibility and Early Start IRC Orientation: provide interpreting services in the four languages on a quarterly basis.

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**Section Name:** Regional Center Profile

**Sub Section Name:** RC Organization Profile

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## 1. Applicant Question: Description of the Cultural, Linguistic, Racial and Ethnic Diversity of the Catchment

Provide a description of your regional center that includes:

- Counties served
- Geography of the region
- Primary languages of the individuals/families
- Demographics of ethnicities and cultures
- Other relevant information to describe your communities

You may upload an attachment but you must provide a narrative here. Limit your attachments to no more than 3.

### **Applicant Response:**

Inland Regional Center serves clients and families that live in San Bernardino and Riverside County which includes border cities to the state of Arizona and Nevada, a total of over 27 thousand square miles. In IRCs catchment area, English and Spanish are the primary languages of the families we serve and White and Hispanic are the primary ethnicities and cultures we serve. Underserved clients also include Spanish and ASL speaking families. According to the most recent POS data, IRC serves 7,819 monolingual Spanish speaking families and 1,879 (24%) do not have POS. The data also shows that IRC serves 1,490 Deaf and Hard of Hearing clients. Additionally, IRCs low frequency languages include Arabic, Mandarin Chinese, Tagalog, and Vietnamese. According to POS data, IRC serves the following number of clients who identify their primary language as one of these four low frequency languages:

Arabic - 55

Mandarin Chinese - 65

Tagalog - 63

Vietnamese - 96

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### **2. Applicant Question:** Description of Regional Center Efforts to Increase Language Access and Cultural Competency

Provide a description of your regional center's prior and ongoing efforts to increase language access and cultural competency in your catchment area. Examples of language efforts may include but are not limited to:

- Translation(s)
- Language interpretation
- Increase Bilingual staff
- Bilingual service provider recruitment
- Resource development to support those with a primary language other than English
- Other

You may upload a document (e.g. strategic plan or internal policy etc.) but you must provide a narrative here. Limit your attachments to no more than 3.

## **Applicant Response:**

IRC has an English and Spanish website and important docs including but not limited to the RC system, services, appeals, and eligibility are available in English and Spanish. With the LACC project, IRC will have the ability to accomplish the following:

Translation of documents in the 6 target languages: fact sheet both early start and Lanterman services, common services list, whistleblower policy, conflict of interest policy/procedure, photo/video consent form, FAQs from SAE web page, common abbreviations from SAE web page, POS policy, contract/procurement policy, zero tolerance policy, and other documents recommended by directors, managers, CSCs, and staff that speak the target languages.

6 Parent Ambassadors: 1 per low freq lang and 2 for Spanish (Riv and SB County) bridge cultural and linguistic needs, community outreach, lead role in creation of support groups, and will also play a vital role in focus groups and survey participation.

DEI Consultant services: support/guide translation of documents, listening sessions/focus groups, surveys, data collection, interpretation, cultural competency trainings and tools, guidance with website updates, ASL videos, outreach through culturally tailored radio stations and newspapers.

Interpreters: interpreting services as needed in the following processes - Intake/Eligibility, Early Start, IPP, IEP, Appeals, Board meetings, all public input/stakeholder meetings

IRC Orientation: interpreting services in the 6 languages on a quarterly basis.

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**Section Name:** Language Assessment

**Sub Section Name:** Language Access and Culture Plan

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### **1. Applicant Question:** Language Data Review

Explain how your regional center will review, consider, and incorporate data provided by the Department on April 6th in your language assessment process. Examples of data analysis and consideration may include:

- Review data within the organization/staff
- Review with Board Members
- Review with families, community, and stakeholders
- Steps to improve data
- Steps to broadly share data
- Outreach/In-reach efforts to share data

### **Applicant Response:**

On 5/18/2022 the Cultural Specialist invited IRC staff who speak one of the low frequency languages to discuss cultural and linguistic barriers and ideas on how to address them. That meeting included 124 IRC staff that were interested in learning more and contributed their ideas. The following ideas were provided and supported by attendees: due to limited characters, please see attachment for details. Additionally, IRC will review, consider, analyze, and incorporate data in the language assessment process with the support of the DEI Consultant, the ASL Consultant, the LACC Specialist, the Cultural Specialist, the Deaf/HH Cultural Specialist, and the six Parent Ambassadors as a team. The data will come from outreach events, surveys, listening sessions/focus groups, and public input. Data outcomes will be shared with staff, Board Members, the community, and all other stakeholders at public input meetings throughout the year. Data results will contribute to project goals, objectives, and will help navigate the direction of the LACC project including how to increase utilization of POS. The data will be shared at outreach events in the community, on social media platforms, the IRC website, with parent support groups in the community, with community partners that serve mutual clients/families, and internally at Director meetings, Program Manager meetings, and Board Meetings.

### **Attachment:**

[Language Access and Culture Plan - question 1 of 9.pdf](#) - PDF FILE

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### **2. Applicant Question:** Gathering Stakeholder Input

To better understand the language needs of your community, select what strategies your regional center will implement to gather stakeholder input. Check all that apply. Provide details for each selected strategy in the textbox. If you selected "Other", please identify what that will be.

### **Applicant Response:**

- Listening sessions
- Public meetings
- Outreach events
- Surveys

### **Applicant Comment:**

Listening sessions, public meetings, surveys, and outreach will be offered in the 6 target languages & with guidance from DEI and ASL Consultant to ensure cultural competency & language justice. Announcements of such meetings and surveys will be provided in all 6 languages & distributed at outreach events, by mail, by email, & on the IRC website, & social media platforms & applicable apps. Outreach will be targeted to but not limited to grocery markets, community events, and places of worship.

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### **3. Applicant Question:** Listening Sessions and Public Meetings

One strategy to build trust with your community and learn about the language needs of individuals and families served by

your regional center is to host listening sessions and/or public meetings. Check all of the types of listening sessions and/or meetings you plan to host to gather input on language needs. Detail may be added for each selected strategy in the textbox below. If you selected "Other", please identify what that will be.

**Applicant Response:**

- Host listening session(s) with family members
- Host public community meetings
- Host meetings with nontraditional community partners
- Partner with CBOs to host a community meeting

**Applicant Comment:**

There are no CBOs with SAE grants to help address ling/cult needs of the 4 low freq languages or ASL, except for Spanish. The Parent Ambassadors for each language will help build relationships in the community that our 6 language groups trust & utilize: for example, nontraditional community partners. The LACC Specialist, Parent Ambassadors, Cultural Specialists (2), & DEI & ASL Consultants will help guide community meetings & listening sessions will include interpreters for all target languages.

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**4. Applicant Question:** Language Focus in Listening Sessions

If your language assessment includes hosting listening sessions or community meetings, identify the language(s) focus for each session planned. Check all that apply. If you selected "Other", please identify what that will be.

**Applicant Response:**

- Arabic
- Mandarin Chinese
- Tagalog
- Vietnamese
- American Sign Language
- Spanish

**Attachment:**

[EPG . IRC LACC Proposal 2022-2023 FINAL.pdf](#) - PDF FILE

[Hanna - Inland Regional Center - ASL Consultant Proposal.pdf](#) - PDF FILE

**Applicant Comment:**

Listening sessions and community meetings will be offered in all six target languages with interpretation services available. The DEI and ASL Consultants will be the lead in guiding the IRC LACC team to accomplish this in a culturally competent manner while ensuring language access. Please see the proposals attached for more details.

In year 3 of this project, IRC will plan & host a Service Access & Equity (SAE) Conference that will target maximum attendance from the 6 LACC targeted languages.

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### **5. Applicant Question:** Survey Recipients

Surveying is one method to learn more about the needs of your community. Select individuals and/or group(s) your regional center will survey. Choose all that apply.

Regional centers including this in their plan will be required to include standardized survey questions that will be provided by the Department. Detail may be added for individuals and/or group(s) selected in the textbox below. If you selected "Other", please identify what that will be.

#### **Applicant Response:**

- Self-Advocates/Consumers
- Family Members
- Service Coordinators
- Intake Staff
- Management
- Service Providers
- Community Organizations

#### **Attachment:**

[Language Access and Culture Plan – question 5 of 9.pdf](#) - PDF FILE

#### **Applicant Comment:**

Due to limited characters, please see attached file for details for individuals and groups.

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### **6. Applicant Question:** Development of Survey

Explain how you will create the survey and include what steps you will take to store data received from the survey. Examples of steps to develop a survey:

- Review language data
- Use professional language translation
- For quality assurance, review draft language translations with community organizations, universities, and other community partners
- Identify distribution list

#### **Applicant Response:**

The DEI & ASL Consultants are well known in the community. The language data has already been shared with consultants. Interpreting services are being explored to secure interpreters with the possibility of utilizing the same interpreters to improve interpretation accuracy across all 6 target languages. Translation of docs will be shared with the LACC Specialist, the Parent Ambassadors, both Consultants, the Cultural Specialist, Deaf/HH CS, & key IRC staff who speak the 6 target languages.

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### **7. Applicant Question:** Distribution of Survey

Select what method(s) you will use for distributing the survey. Choose all that apply. If you select "Other", please identify what that will be.

**Applicant Response:**

- In-person interview
- Phone
- Email
- US Mail
- Website Link
- Text Message Link
- Virtual Interview
- Other
- QR Code

**Applicant Comment:**

It has been suggested that some of our 6 targeted languages prefer the use of WhatsApp, Weibo, and WeChat and regular mail for surveys. We plan to utilize these options to enhance survey participation. Surveys will also be made available on IRCs social media platforms, parent support groups, and in-person at targeted outreach events in the community.

Phone/text message surveys will be explored once Parent Ambassadors and the LACC Specialist are onboard who speak one of the 6 targeted languages.

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**8. Applicant Question:** Surveys - Language Focus

For surveys developed into videos or translated into Non-English languages, identify the language(s) your regional center will focus. Check all that apply. If you selected "Other", please identify what that will be.

**Applicant Response:**

- Other
- American Sign Language

**Attachment:**

[Hanna - Inland Regional Center - ASL Consultant Proposal.pdf](#) - PDF FILE

**Applicant Comment:**

IRC will create culturally competent videos in ASL to engage clients and families from the Deaf and Hard of Hearing community and clients and families whose primary language is ASL. Examples of videos include but are not limited to navigating the IRC website, videos that explain the RC system and how to talk with your CSC about services, and the appeal process. The LACC team, primarily the Deaf/HH Cultural Specialist and ASL Consultant, will be the lead on the development of these videos.

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**9. Applicant Question:** Coordinating with Other Regional Centers

If you plan to coordinate with another regional center(s) who serve(s) a common diverse population (e.g., Cambodian, Hmong, and/or Slavic, etc.) or if you will consolidate efforts to meet common cultural needs within your catchment, state what steps you will take to coordinate efforts.

**Applicant Response:**

IRC shares a border with SGPRC and some families in IRCs catchment area attend their support groups and or events and trainings and vice versa. The most common language shared between RCs is Tagalog, Spanish, and ASL. The plan is to collaborate with SGPRC in the creation of support groups, listening sessions, trainings, and sharing and attending outreach opportunities that target clients and families that speak one of these three languages. Key staff that will work on accomplishing these goals include but not limited to the LACC Specialist, the Cultural Specialist, the Deaf/HH Cultural Specialist, and the Spanish and Tagalog Parent Ambassadors.

In year 3 of this project, IRC will plan & host a Service Access & Equity (SAE) Conference that will target maximum attendance from the 6 LACC targeted languages. We will coordinate with SGPRC and ask for their support in announcing the Conference to maximize attendance.

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**Section Name:** Cultural Competency Assessment

**Sub Section Name:** Cultural Competency Assessment

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**1. Applicant Question:** Culture, Ethnicity and Race Data Review

Explain how your regional center will review, consider, and incorporate data provided by the Department on April 6th in your cultural competency assessment. Examples of data analysis and consideration may include:

- Review data within the organization/staff
- Review with Board Members
- Review with families, community, and stakeholders
- Steps to improve data
- Steps to broadly share data
- Outreach/In-reach efforts to share data



### **Applicant Response:**

DEI & ASL consultants will help create/disseminate/interpret/share surveys & the compiled data with a cultural & linguistical lens to ensure inclusion & maximize participation. Parent Ambassadors, both CSs, & LACC Specialist will play a vital role in these project goals & objectives. Consumers who participate will be tracked to compare the increase in following resources but not limited to utilization of POS, generic resources, LACC interpreting services, SD, & the Health & Safety Waiver if applicable. This data will be shared with DDS as required to report via GV, with IRC staff & SPs, with Board Members.

Additionally, on 5/18/2022 the CS invited IRC staff who speak one of the low frequency languages to discuss cultural/linguistic barriers & ideas on how to address them. That meeting included 124 IRC staff that were interested in contributing their ideas. Attendees provided the following ideas: due to limited characters, please see attachment.

IRC will review, consider, analyze, & incorporate data in the language assessment process with support of the Consultants, the CSs, LACC Specialist, & Parent Ambassadors as a team. Data will come from outreach, surveys, listening sessions/focus groups, & public input. Data results will contribute to project goals, objectives, & will help navigate direction of LACC project including how to increase POS utilization. Data will be shared with the community & stakeholders & internally at Director & Manager meetings & Board Meetings.

### **Attachment:**

[Language Access and Culture Plan - question 1 of 9.pdf](#) - PDF FILE

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## **2. Applicant Question:** Gathering Stakeholder Input

To better understand community needs related to cultural competency, cultural humility, and/or cultural sensitivity etc., identify what strategies your regional center will implement to gather stakeholder input. Check all that apply. Provide details for each selected strategy in the textbox. If you selected "Other", please identify what that will be.

### **Applicant Response:**

- Listening Sessions
- Public meetings
- Outreach Events
- Surveys
- Other

### **Applicant Comment:**

Parent Ambassadors, Cultural & LACC Specialists will ensure broad dissemination of info. Announcement of stakeholder mtngs & survey particip will be sent in various forms: email/reg mail/social media/targeted outreach/certain apps.

Other: DEI & ASL Consultants will help create/host listening sess, public input mtngs, & surveys in a cultural/linguistic sensitive manner to ensure inclusion & max participation.

DEI Consultant will provide training on Cultural Comp & Cultural Humility to staff.

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## **3. Applicant Question:** Listening Sessions and Public Meetings

One strategy to build trust with your community and to learn about the cultural competency needs of your catchment area is to host listening sessions and/or public meetings. Check all that apply. Provide details for each selected strategy in

the textbox. If you selected "Other", please identify what that will be.

**Applicant Response:**

- Host listening sessions with self-advocates
- Host listening sessions with family members
- Host meetings with nontraditional community partners
- Host listening sessions with community organizations
- Host public community meetings

**Attachment:**

[EPG . IRC LACC Proposal 2022-2023 FINAL.pdf](#) - PDF FILE

[Hanna - Inland Regional Center - ASL Consultant Proposal.pdf](#) - PDF FILE

**Applicant Comment:**

Announcements of stakeholder public input meetings & participation will be sent in various forms, email/regular mail/social media/flyer distribution at targeted outreach events/certain apps. DEI & ASL Consultants will help create/host listening sessions & public input meetings in a culturally & linguistically sensitive manner to ensure inclusion & maximize participation. DEI Consultant will provide training on Cultural Comp & Humility to staff. Please see DEI and ASL Consult proposal attached.

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**4. Applicant Question:** Ethnicity Focus in Listening Sessions

If your cultural competency assessment includes hosting listening sessions or community meetings, identify the ethnicities and/or culture(s) for each session planned. Check all that apply. For example, if you will focus on the Middle Eastern community, check Other Ethnicity or Race/Multi-Cultural and provide detail of your efforts in textbox below.

**Applicant Response:**

- Asian
- Other Culture
- Other
- Deaf and Hard of Hearing
- Hispanic

**Applicant Comment:**

DEI & ASL Consultant will provide guidance to ensure cult comp & lang access

- Arabic
- Mandarin Chinese
- Tagalog
- Vietnamese
- ASL
- Spanish

1 Parent Ambassador fluent in 1 of the targeted lang listed above.

Translation of various RC docs

ASL videos

Website access in all 6 lang

Surveys in all langs made available at listening sessions/focus groups & comm public input meetings

Targeted outreach: community events/grocery stores/places of worship-promote participation of listening sessions/focus groups & comm meetings

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**5. Applicant Question:** Survey Recipients

Surveying is one method to learn more about the needs of your community. Select individuals and/or group(s) your regional center will survey to complete your cultural competency assessment. Choose all that apply. Provide details for selected individuals and/or group(s) in the textbox. If you selected "Other", please identify what that will be.

**Applicant Response:**

- Self-Advocates/Consumers
- Family Members
- Service Coordinators
- Intake Staff
- Management
- Service Providers
- Community Organizations

**Attachment:**

[Cultural Competency Assessment – question 5 of 10 - updated.pdf](#) - PDF FILE

**Applicant Comment:**

Due to limited characters, please see attached file for details for selected individuals and groups.

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**6. Applicant Question:** Development of Survey

Explain how you will create the survey and include how you will store data received from the survey. Examples of steps to develop a survey:

- Culture, ethnicity and race data
- Identify distribution list
- Use professional language translation
- For quality assurance, review draft language translations with community organizations and partners

The Department will review all surveys before distribution.

### **Applicant Response:**

DEI & ASL Consultants will be the leads in creating surveys for each target language. Distribution lists will be put together by Parent Ambassadors, both Cultural Specialists, LACC Specialist, SCs, Managers, and service providers who are known to provide services to consumers/families that speak one of the six target languages. The DEI & ASL Consultants will look over the survey prior to submission to DDS for review. Data will be stored in a password protected file for three years.

### **Attachment:**

[EPG . IRC LACC Proposal 2022-2023 FINAL.pdf](#) - PDF FILE

[Hanna - Inland Regional Center - ASL Consultant Proposal.pdf](#) - PDF FILE

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## **7. Applicant Question:** Distribution of Survey

Select what method(s) you will use for distributing the survey. Choose all that apply. If you select "Other", please identify what that will be.

### **Applicant Response:**

- Phone
- In-person interview
- Email
- US Mail
- Website Link
- Text Message Link
- QR Code
- Virtual Interview

### **Applicant Comment:**

Targeted outreach & community events will allow the opportunity to conduct in-person survey distribution. The LACC Team which includes the LACC Specialist, both Cultural Specialists, & the six Parent Ambassadors, will distribute surveys by email, regular mail, text message, virtual interviews & by phone. Website links & QR codes for survey participation will be made available on IRC social media platforms & the IRC website. These efforts will include guidance from both DEI & ASL Consultants.

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## 8. Applicant Question: Surveys - Language Focus

For surveys developed into videos or translated into Non-English languages, identify the language(s) your regional center will focus on. Check all that apply. If you select "Other", please identify what that will be.

### Applicant Response:

- American Sign Language
- Mandarin Chinese
- Spanish
- Tagalog
- Vietnamese
- Arabic

### Applicant Comment:

For surveys developed into videos, IRC will focus on creating ASL videos to enhance survey participation in the ASL community. ASL Consultant will play a key role in guiding the LACC team, particularly the Deaf/HH Cultural Specialist with this goal to enhance participation. The Non-English languages for survey development include Arabic, Mandarin Chinese, Spanish, Tagalog, and Vietnamese. The DEI Consultant will play a key role in guiding the LACC team with this goal to enhance participation.

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## 9. Applicant Question: Coordinating with Other Regional Centers

If you plan to coordinate with another regional center(s) who serve a common diverse population (e.g., Cambodian, Hmong, and/or Slavic, etc.) or if you will consolidate efforts to meet common cultural needs within your catchment, state what steps you will take to coordinate efforts.

### Applicant Response:

IRC shares a border with SGPRC and some families in IRCs catchment area attend their support groups and or events and trainings and vice versa. The most common language shared between RCs is Tagalog, Spanish, and ASL. The plan is to collaborate with SGPRC in the creation of multiple support groups where different training topics can be shared and delivered, share and attend outreach opportunities and events, and share survey ideas and results. The Parent Ambassadors, both Cultural Specialists, and the LACC Specialist will be at the center of creating this partnership and collaboration between RCs.

In year 3 of this project, IRC will plan & host a Service Access & Equity (SAE) Conference that will target maximum attendance from the 6 LACC targeted languages. We will coordinate with SGPRC and ask for their support in announcing the Conference to maximize attendance.

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## 10. Applicant Question: Culturally Competent Language Interpretation

Describe how your Regional Center will provide consistent and culturally competent language interpretation in individual planning meetings and public meetings (e.g., Self-Determination Program, Local Advisory Committee meetings and activities etc.).

**Applicant Response:**

The DEI Consultant proposal includes interpretation services provided by ALTA Language Services - [www.altalang.com](http://www.altalang.com) and Bridging Voices-Uniendo Voces, LLC -[Language Justice Consulting | Bridging Voices- Uniendo Voces, LLC](#) which will ensure the language justice component for all six target languages. This area of the project will also include creation of surveys, interpretation of survey results, community meetings, and listening sessions/focus groups. The DEI Consultant will play a key role in guiding IRC in ensuring that culturally competent language interpretation is at the center of hosting planning meetings and public meetings. The ASL Consultant and IRCs Deaf/HH Cultural Specialist will play a key role in ensuring that culturally competent language interpretation is at the center of hosting planning meetings and public meetings for the ASL community.

Please see proposal from DEI and ASL Consultant attached for complete details of plan.

**Attachment:**

[EPG . IRC LACC Proposal 2022-2023 FINAL.pdf](#) - PDF FILE

[Hanna - Inland Regional Center - ASL Consultant Proposal.pdf](#) - PDF FILE

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**Section Name:** Language Access and Culture Plan

**Sub Section Name:** Language Access and Culture Plan

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**1. Applicant Question:** Regional Center Staffing

Funding for regional center staffing shall not exceed 50% of the total allocation received. If you plan to hire regional center staff to implement your Language Access and Culture Plans, explain what they will do and how they will support your efforts to improve language access and culture in your catchment. Include staffing in your budget.

All staffing requests must be approved by the Department. DDS will review and approve staffing requests within the GrantVantage system.

**Applicant Response:**

One LACC Specialist - will be IRCs lead on the LACC project goals and GV reporting.

Six Parent Ambassadors - will be hired that are fluent in each of the target languages except for Spanish. For Spanish there will be two Parents Ambassadors, one dedicated to San Bernardino County and one dedicated to Riverside County.

- Part time: four staff - Arabic, Mandarin Chinese, Tagalog, and Vietnamese
- Full time: two staff for Spanish - one for each County

One Consumer Support Technician III (CST III) - dedicated to assisting the LACC Team roles and responsibilities and GV reporting.

Please see JDs attached for complete job details.

One ASL Consultant - will work with the entire LACC Team and closely with IRCs Deaf/HH Cultural Specialist - see consultant proposal attached.

One DEI Consultant will work with the entire LACC Team and closely with the LACC Specialist - see consultant proposal attached.

**Attachment:**

[Language Access Cultural Competency Specialist JD.pdf](#) - PDF FILE  
[Parent Ambassador - Spanish San Bernardino.pdf](#) - PDF FILE  
[Parent Ambassador - Spanish Riverside.pdf](#) - PDF FILE  
[Parent Ambassador Arabic.pdf](#) - PDF FILE  
[Parent Ambassador Mandarin Chinese.pdf](#) - PDF FILE  
[Parent Ambassador Tagalog.pdf](#) - PDF FILE  
[Parent Ambassador Vietnamese.pdf](#) - PDF FILE  
[CST 111 SAE and LACC.pdf](#) - PDF FILE  
[EPG . IRC LACC Proposal 2022-2023 FINAL.pdf](#) - PDF FILE  
[Hanna - Inland Regional Center - ASL Consultant Proposal.pdf](#) - PDF FILE

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## **2. Applicant Question:** Consultants

If your regional center proposes consultants to complete your assessment, planning process and/or implementation, provide a brief narrative as to the minimum qualifications of the consultant, provide a scope of work, and a budget. Include consultants in your budget.

All consultant requests must be approved by the Department. DDS will review and approve staffing requests within the GrantVantage system.

### **Applicant Response:**

The attached proposals are from well-known DEI and ASL Consultants that we have worked with in the past who also have a great reputation with other RCs in the state. The attached file includes DEI Consultant bio, key areas of expertise, budget and timeline, the Language Access and Cultural Competency plan and services, the itemized budget, and budget notes which describe potential additional services and associated fees. The ASL Consultant attachment includes a background about their business, project goals, scope of work, and cost details.

### **Attachment:**

[EPG . IRC LACC Proposal 2022-2023 FINAL.pdf](#) - PDF FILE  
[Hanna - Inland Regional Center - ASL Consultant Proposal.pdf](#) - PDF FILE

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## **3. Applicant Question:** Language Access and Cultural Goals

Timelines for completion of your language assessment and the development of your Language Access and Culture Plan will include short-term and long-term goals that may extend beyond a fiscal year. Provide at least one long-term goal and at least 2 short-term goals. All RC Language Access and Cultural Competency Plans and reports will be due as follows:

- Language Access and Culture Plan to be submitted by June 15
- Semi-Annual Progress Report due by October 1
- Semi-Annual Progress Report due by April 1

## **Applicant Response:**

DEI Consultant proposal includes LACC plan over a 2-year period.

- Translation of docs:
  - Fact sheet - Early Start & Lanterman Services
  - Common Services List
  - Whistleblower Policy
  - Conflict of Interest Policy/Procedure
  - Photo & Video Consent Form
  - FAQs from IRCs SAE web page
  - Common Abbreviations from IRCs SAE web page
  - POS Policy
  - Contract & Procurement Policy
  - Zero Tolerance Policy
- One focus group/listening session per language
- Hire LACC Specialist
- Hire 6 Parent Ambassadors - 2 Spanish and 1 for each of the 4 low frequency languages
- Hire a CST III that is dedicated to assisting the LACC Team and all LACC and SAE related goals and responsibilities
- One cultural proficiency and cultural humility training for staff
- Inauguration of parent support groups in collaboration with SGPRC
- Collection of stakeholder feedback from low freq languages, ASL, & Spanish at all DDS directed public input meetings throughout the year
- Implement ideas resulting from survey data that participants share to enhance language access & cultural competency
- Video library created by the LACC Team for all targeted languages to access
- In-person Parent Orientation offered on a quarterly basis in all 6 languages
- In year 3 of this project, IRC will plan & host a Service Access & Equity (SAE) Conference that will target maximum attendance from the 6 LACC targeted languages. We will coordinate with SGPRC and ask for their support in announcing the Conference to maximize attendance.

Due to limited characters see ASL Consultant proposal attached.

## **Attachment:**

[EPG . IRC LACC Proposal 2022-2023 FINAL.pdf](#) - PDF FILE

[Hanna - Inland Regional Center - ASL Consultant Proposal.pdf](#) - PDF FILE

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