

**Technical Assistance Partnership
Sample Template for
Cultural and Linguistic Competence Budget**

This Sample Cultural and Linguistic Competence Budget (CLCB) is a recommended budget for system of care communities to use in planning and implementing cultural and linguistic competence. It is further recommended that the Cultural and Linguistic Competence Coordinator be responsible for, and has the authority over, the CLCB. It is based on a suggested 10% of an overall system of care budget of \$1.5 million/year. This equates to \$150,000/year that the TA Partnership recommends communities should focus directly on cultural and linguistic competence (CLC) activities, as this document delineates. This Sample Template is meant to be a guide so you may adjust the particular line items to fit your community's individual needs. The Sample Template is accompanied by an Excel spreadsheet that can be used to track the budget.

<u>Activity</u>	<u>Percent</u>
1. <u>Community development fund</u>	<u>20%</u> \$30,000
Community seed funds can be used to provide additional supports to community-based organizations. Often times, there are ethnic, faith-based and other community groups/organizations that have the commitment and ability to provide support to families and youth, but do not have the infrastructure or capacity. These funds may be used as “mini” grants for infrastructure/capacity building. Examples might include purchasing software for a community-based provider to bill the system of care for work provided or purchasing a curriculum for YMCA mentors.	
2. <u>Workforce development: cultural and linguistic competence training, curriculum, travel</u>	<u>18%</u> \$27,000
These funds are specifically dedicated to providing and/or engaging in cultural and linguistic competence training of staff, families, youth, partners and the larger community. These funds can also be used to purchase or develop curricula tailored to your community's needs.	
3. <u>Service delivery enhancement: unique, individualized supports, engagement of informal and natural supports</u>	<u>18%</u> \$27,000
Natural and informal supports are a critical component in Child and Family Teams and the overall service delivery model. These funds are allocated to engage informal/natural supports or to create tailored services and supports that do not naturally exist in the community such as mental health education for refugee women or peer support for a parent/caregiver who is deaf.	
4. <u>Co/sponsoring community events/activities: refreshments, facility rental, transportation</u>	<u>10%</u> \$15,000
These funds are designed to assist in planning and implementing community events and activities that are directly related to infusing cultural and linguistic competence in the system of care or the larger community. Examples might include supporting a poetry night at the YWCA, featuring local youth, or a tribal Pow-Wow.	
5. <u>Cultural Linguistic Competence Community Mentor/Advisor/Coach</u>	<u>6%</u> \$9,000

We have learned that the Cultural and Linguistic Competence Coordinator role can be a challenging one and enhanced support is needed to sustain the individual and the function of the position. The Cultural and Linguistic Competence mentor/advisor/coach is most likely a consultant who has expertise in Cultural and Linguistic Competence, but who also has expertise in coaching and conflict resolution and possibly enhancing

partnerships. The advisor’s only purpose is to support the Cultural and Linguistic Competence Coordinator. This person will provide support and guide the Cultural and Linguistic Competence Coordinator on a variety of areas including, but not limited to: addressing challenging situations and issues such as institutional racism, microaggressions, facilitating dialogue with representatives from the community’s governance structure and the Cultural Linguistic Competence Coordinator, and potentially resolving conflict between a cultural community and the system of care.

- 6. Demographic data collection: working to ensure that appropriate data is collected 5%
\$7,500

Demographic information is critical to meeting the needs of youth and families. For example, if many parents/caregivers did not attain a high school diploma, this may influence your service delivery model, social marketing materials, etc. It is important to identify data that has been collected; however, often culturally diverse communities do not participate in studies or are “invisible” to researchers due to limited engagement or geographic location. There is very limited data collection on (and studies of) faith communities; however, they can be a valuable partner. These funds are used to learn about those communities where data does not currently exist, is incomplete or is inaccurate.

- 7. Cultural and Linguistic Competence Committee recruitment and retention: outreach, other supports 5%
\$7,500

The Cultural and Linguistic Competence Committee is critical to the development, implementation and evaluation of the community’s efforts. As with many committees, recruiting members and sustaining the membership can be a challenge. These funds can be used for refreshments, stipends/honoraria, specific training related to committee/board development and diverse recruitment strategies such as hosting a community forum.

- 8. Marketing: ensuring that print media, promotional and other materials and methods are culturally appropriate 5%
\$7,500

Translation of materials and language interpretation is not accounted for in this budget, although it should be included in the general system of care administrative budget. Behavioral health specific translation and interpreting are critical to meet the needs of the population of focus. For example, all cultures within the Latino/Hispanic culture do not use or translate the word “marianismo” (concept of women identifying with the Virgin Mary role model and ultimate suffering, common in the Mexican community). Also, these funds can be used for such things as working with a cultural community-based production group.

- 9. Equipment: video-conferencing, loaner computers for youth and families 4%
\$6,000

There are a variety of resources needed to ensure infusion of cultural and linguistic competence, including equipment. Using technology such as video conferencing and tele-commuting can be valuable asset to families and is culturally appropriate, especially when considering challenges with transportation and rural needs of communities.

- 10. Stipends for cultural leaders 4%
\$6,000

It is not appropriate to assume that community leaders are supported for their participation in system of care activities; clergy and mentors often volunteer their time. As with valuing family and youth participation, cultural leaders are extended the same value and consideration.

- 11. Focus groups 3%
\$4,500

Focus group funds can be used to listen to cultural communities who may not generally be represented in system of care meetings. Unique strategies may be necessary such as meetings in the community and providing specific refreshment such as kosher foods. Particularly when working with cultural groups, evaluation or research is not welcome due to past poor experiences. Creative techniques such as painting and poetry writing might be alternatives to traditional focus groups, but can still provide useful information.

12. Other contracts

2%
\$3,000

At times certain needs arise such as consultation with a specific community or its leaders (e.g., Hmong, Somali, etc.). There may be other needs that are related to infusing cultural and linguistic competence in your system of care that require resources to consult with members of these communities.

Total: 100% / \$150,000

It is critical to have a budget dedicated solely to infusing cultural and linguistic competence. If cultural and linguistic competence line items are integrated with other portions of your community's budget (e.g., social marketing and operations), it is likely that these funds may not be prioritized for cultural and linguistic competence activities.

It is also important to note the following budget items are important and necessary; however, they are not included in this budget because they should be included in the general system of care administrative budget: salary/benefits for the Cultural and Linguistic Competence Coordinator and administrative support for this position (it is critical that the Cultural and Linguistic Competence Coordinator has dedicated administrative support); salary/benefits or contract monies for cultural broker(s); translation services; and interpretation services specialized in behavioral health.

Translation/interpretation services are required by law in Title VI and described in the Culturally and Linguistically Appropriate Standards (CLAS) located online at <http://www.omhrc.gov/templates/browse.aspx?lvl=2&lvlID=15>. Although the legally mandated and required services contained in the CLAS are not accounted for in this budget, they still need to be included in the general system of care administrative budget.