



Department of Developmental
Services

Disparity Funds Program

Promote Equity and Reduce Purchase of Service
Disparities for Persons with Developmental
Disabilities in California

Guidelines for Applicants

Fiscal Year 2017/18

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Background

California's landmark 1969 Lanterman Developmental Disabilities Services Act provides an entitlement to services and supports for individuals diagnosed with developmental disabilities, regardless of age, race, ethnicity, spoken language, or economic status. On January 1, 2017, the state's 21 nonprofit regional centers served approximately 305,000 individuals throughout the state. The regional center population is extremely diverse, comprising at least 23 ethnicities and 45 spoken languages.

Welfare and Institutions Code (WIC) section 4519.5 require regional centers to collaborate annually with the Department of Developmental Services (Department) to gather data related to purchase of service (POS) authorization, utilization, and expenditures, by each regional center. Data on access to services indicates there are significant disparities among some regional center populations – particularly along the lines of race and ethnicity. WIC section 4519.5 also requires regional centers to undertake certain activities to identify significant disparities and barriers to equitable access to services and supports, and to develop recommendations and plans to reduce existing disparities. The Department is committed to learning more about the challenges consumers and families face in accessing services, and using existing resources to make measurable progress in reducing disparities in POS expenditures, improving access to needed services for diverse communities, and reducing underrepresentation of certain communities in regional center caseloads.

In 2016, ABX2 1 (Chapter 3, Statutes of 2016) added WIC section 4519.5(h), and allocated \$11 million to the Department to assist regional centers in the implementation of strategies to reduce POS disparities. In Fiscal Year (FY) 2016/17, the Department reviewed regional center proposals and approved funding to address identified disparities. The FY 2017/18 developmental services trailer bill (AB 107 (Chapter 18, Statutes of 2017)) amended WIC 4519.5 to allow community-based organizations (CBOs) to apply for and receive disparity funds.

What is a Community-Based Organization?

For the purpose of applying for disparity funding, a CBO is defined as a public organization, private nonprofit organization, or private for-profit organization. CBOs, which may include family support groups, represent and advocate on behalf of a community or significant segments of a community.

Overview of Existing Disparities

The issue of access to services for individuals with developmental disabilities from diverse communities has been the subject of conversation and study during much of the past two decades. Studies conducted by universities and other research organizations found that individuals from diverse communities were less likely to receive regional center services than individuals who identified as White. FY 2014/15 data reflects

statewide average service authorizations and expenditures for White consumers were significantly higher than those for Hispanic, African American, Polynesian, Filipino, and Native American groups. The cause of this disparity continues to be examined; however, throughout recent statewide stakeholder meetings, local community meetings, and family testimony, several themes were identified including:

- Lack of culturally and linguistically responsive service options and providers.
- Families need additional assistance in navigating the service system.
- Need for information in native languages, especially about the individual program planning process, consumer rights, and available services.
- Cultural barriers prevent families from requesting services and exercising their rights.
- Need to build trust between public systems and communities.

Mission of Disparity Funds Program

The Department is aware of and sensitive to the cultural and linguistic backgrounds of the individuals we serve and is committed to reducing disparities in purchase of service expenditures and promoting equitable access to services and supports. The disparity funds are available to support regional centers and CBOs' efforts to reduce disparities, improve access to needed services, or to enhance outreach to populations under-represented in regional center caseloads.

The Department is seeking proposals from regional centers and CBOs to utilize funding available for FY 2017/18. To be considered for disparity funding, applicants must state:

1. The specific disparity or service inequity the proposal intends to address (POS disparity data for FY 2015/16 is posted on each regional center's website);
2. The specific plan for using funding to do one or both of the following:
 - a. reduce disparities in regional center POS authorization, use, and spending
 - b. increase access to services for underserved communities
3. How disparity activities will be measured and the intended impact on individuals with developmental disabilities.

Targeted Applicants and Available Funding

Funds will be allocated to regional centers and CBOs, for implementation of projects to increase access to regional center services. Applicants must demonstrate how their proposal will address cultural and/or linguistic barriers, the organization's capacity to provide services during the grant period and what data will be used to measure progress. The Department will oversee use of disparity funds and program activities throughout the course of each project. Each regional center or CBO receiving disparity funds must submit quarterly progress reports to the Department.

Target Population

The target population is the group of individuals who will be served by a disparity funds project.

Example of a Project

Communities where disparities exist have noted that it is hard to understand how to obtain services from a regional center or to utilize approved services. In response, in FY 2016/17 the Department approved funding for several programs in which community leaders, called Promotores, help families understand and receive services. POS data will be reviewed to determine if the Promotores programs increased service utilization.

Additional projects may include, but are not limited to:

- increased pay for direct care bilingual staff of community-based service providers;
- parent or caregiver education programs, including programs provided by parents or consumers about regional center services and other services and supports;
- cultural competency training for regional center staff;
- outreach to underserved populations, including identifying and providing information to families and consumers who may not be aware of regional center services; and
- additional culturally sensitive service types or service delivery models.

For the purpose of this funding application, regional centers and/or CBOs may work together to submit joint proposals.

The Department will post proposals for all awarded projects on the Department's webpage. Proposals submitted are subject to disclosure under the California Public Records Act.

Definitions of Key Terms

Regional Centers

Regional centers are private nonprofit corporations that contract with the Department to provide or coordinate services and supports for individuals with developmental disabilities. There are 21 regional centers in California.

Community-Based Organizations

For the purpose of applying for disparity funding, a CBO is defined as a public organization, private nonprofit organization, or private for-profit organization, CBOs, which may include family support groups, represent and advocate on behalf of a community or significant segments of a community. Each CBO must describe its organization and clearly state how it meets the definition of a CBO. CBOs are not required to have a qualifying federal Employer Identification Number (EIN). The Department may award funding to CBOs with or without an EIN.

CBO That Has an EIN

The EIN is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States. CBOs with EINs who apply for funding should submit verification of the EIN with the application. CBOs are encouraged to submit evidence of fiscal accountability, such as any audits or fiscal reviews already conducted in the organization.

CBO That Does Not Have an EIN

CBOs that do not have an established EIN may apply for funding, but must demonstrate they will be able to conduct the project as required by these Guidelines for Applicants. CBOs that meet this definition will be required to use an approved Financial Management Services (FMS) provider (vended by any California regional center) or partner with one of California's University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDD). The FMS or UCEDD will provide fiscal oversight by receiving funds from the Department, reviewing the CBO's invoices for completed work, and then providing funding to the CBO.

CBOs without EINs are advised to consult with a tax professional to determine the best way to receive funds. The FMS must have a qualifying EIN, and the funds will be reportable income to the FMS or UCEDD. The Department will file an IRS Form 1099 at year's end for the FMS on behalf of any CBOs without EINs who are awarded funding.

Available Funding

Disparity funds for 2017/18 are limited to funds available after previously approved and ongoing FY 2016/17 regional center projects are reviewed and approved. The project term considered for funding in FY 2017/18 is generally 12 months. Proposals with a longer project term will be considered; however, there is no guarantee of subsequent funding after the FY 2017/18 funding cycle.

Regional centers that received funding for ongoing projects in FY 2016/17, and would like to continue to receive funding for FY 2017/18, must complete Attachment B (“Request for Funding to Continue an Approved Project”) to continue the project. These proposals must include:

1. A brief description of the FY 2016/17 implementation of the project;
2. Quantitative and qualitative measures demonstrating the success of the project to date; and
3. Justification for continuing the project into FY 2017/18.

Application Instructions

This section provides instructions on the application process. During the application review process, the Department will confirm that the application includes all required information, and will score applications using the Scoring Guide provided in Attachment F.

A completed application must consist of, at minimum, the following:

- 2017 Disparity Funding Application (Attachment A);
- Schedule of Development/Activities Worksheet (Attachment C);
- Project Measures Worksheet (Attachment D)
- Project Budget Worksheet (Attachment E).

Regional Centers requesting continued funding for FY 2016/17 approved projects must complete the “Request for Funding to Continue an Approved Project” form (Attachment B). Page 13 of this document provides instructions for completing Attachment B.

Applications that do not meet the minimum requirements, as listed above, will not be considered for review. CBOs must submit their proposals at the same time to both the regional center serving the geographic area where the organization is located and to the Department. Regional centers are required to provide the Department with timely input regarding CBO proposals prior to the Department’s final determination on the request.

Attachment A: 2017 Disparity Funding Application (Regional Centers and CBOs)

Section A: Grantee Information

Provide general information about your organization to include the following:

- A1: Enter the name of the organization or group applying for funding.
- A2: Enter the date the proposal form was completed.
- A3-6: Enter the name of the individual who will serve as the primary contact for the project, including a mailing address, email address, and/or phone number.

- A7: Provide a brief description of the organization or group. Please include any relevant details such as organization type, history, and/or a mission statement. If applicable, attach verification of your organization's EIN and organizational status, such as business license, board minutes, or any other documentation.

Section B: Project Information

Describe your organization's proposed project. Please outline details regarding which population(s) the project will serve, intended goal(s), and how the project will be implemented including associated timelines. Please include the following information:

- B1: Provide a title for the project.
- B2: Describe the target population the project will serve and the disparity or service inequity the project will reduce or address. This may include ethnic- and/or language-specific populations.
 - *Questions that may help guide your response: In what way does the project impact the disparities identified in the regional center's POS data? How will your project assist an underserved community in accessing regional center services? Whom does your project aim to serve (families, children, adults, etc.)? Will the project address a large population, or a subpopulation? How many individuals will your project reach?*
- B3: Describe the projected outcome(s) or goal(s) of the project and timelines.
 - *Questions that may help guide your response: What is the project designed to do? What are the goals and objectives, and how will they be accomplished? What community needs or barriers does the project aim to address?*
- B4: Describe how community input and feedback will be used to guide your project.
 - *Questions that may help guide your response: How has your organization identified the needs of the community? With which community members/partners has your organization worked? What activities have your organization been engaged in that were informed by community input?*
- B5: Identify how project results will be measured.
 - *Questions that may help guide your response: What measurements will be used (surveys, number of participants, etc.)? What are the qualitative and quantitative measures for each proposed project?*
 - *POS data is available online. Please refer to Enclosure B, "Purchase of Service Data, by Regional Center" for links to each regional center's published purchase of service data reports.*

- B6: Indicate the regional center or geographic area where the project will be implemented. If the project will serve individuals in a specific region, please include details about the area (communities, counties, cities, neighborhoods, etc.).
- B7: Check the box that describes the type of project being proposed.
- B8: Estimated number of people who will be impacted by the project.
- B9: Enter a date range (timeline) for the project. Please include a start and end date, and any other significant dates set by the project. A maximum of 24 months will be considered, with an appropriate justification.
- B10: Enter the dollar amount requested for the project.
- B10a: Check the box that describes the amount requested in B9.

Required Attachments

Attachment C: Schedule of Development/Activities Worksheet

Describe how the project will meet its stated objective. Please include details such as activities and responsible individuals/staff. The worksheet also provides columns (labeled “Q1”, “Q2”, etc.) for applicants to identify when activities will take place. Attachment C-1 provides a sample of a completed worksheet.

- Project Title: Enter the title of the project.
- Objective: State the long-term goal the project intends to accomplish.
- Issue(s) Being Addressed: Describe the POS disparity or inequity the project intends to address.
- Activity: Provide a list of activities and milestones to be completed. Activities should be specific and clear.
- Staff: List the individuals who will be helping to complete these activities.

Attachment D: Project Measures Worksheet

Describe how the project’s success will be measured. Please include qualitative and quantitative measures of outcomes.

- Activities: Provide a list of completed activities and milestones. Activities should be specific and clear.

- Measures of Outcomes: State the specific measures to evaluate the project's success. Please include details for each measure, which may include but not be limited to, number of participants, survey results, change in purchase of services expenditures, percentage of a particular regional center population as compared to the general California population, etc.

Attachment E: Project Budget Worksheet

Complete the line item budget estimated to fulfill the goals of the project. The worksheet is divided into the following sections to be completed: salary/wages and benefits, operating, administrative expenses, and additional expenses. Please see "Budget Details and Restrictions" (page 12) for examples and definitions of budget line items.

Request for Continued Funding – Regional Centers

Attachment B: Request for Funding to Continue an Approved Project (Regional Centers Only)

This form shall be completed by regional centers requesting continued funding in FY 2017/18 for projects approved for single-year funding in FY 2016/17. For example, if the regional center's FY 2016/17 project was intended to cross multiple fiscal years, but funding was only approved for FY 2016/17. If funding was approved in FY 2016/17 for multiple fiscal years, there is no need to complete this form.

Section A: Regional Center Information

In this section, provide details about your regional center, including name and contact details of the individual completing the form.

Section B: Project Information and Request for Continuance of Funds

In this section, provide general information about the approved project. Please include the following information:

- B1: Enter the project title.
- B2: Enter the funding amount approved for the project in FY 2016/17.
- B3: Enter the amount spent on the project in FY 2016/17.
- B4: Enter the amount needed to continue the project through FY 2017/18.
- B5: Provide a brief description of the project's development/implementation status, including completed tasks and milestones.
- B6: Provide justification why funding is necessary to continue the project in FY 2017/18. Include a brief description of the remaining tasks, activities in progress, dates for completion, descriptions of measurable progress, if applicable, and other relevant information.

Submission Guidelines

Timetable:

- November 6, 2017: Applications due by 5:00 pm PST.
- November 6 through December 21, 2017: Application review/selection process and notification of approved projects.
- By December 31, 2017, a list of approved projects will be posted to the Department's website.
- Project(s) may begin any time after the grantee receives an approval notice from the Department. For CBOs, a project agreement must be completed prior to the start of work.

Required Format:

Applicants may submit applications electronically, by U.S. Mail or in person to:

Department of Developmental Services
Attn: ABX2 1 Disparity Funds
1600 9th Street, Room 340, MS-12
Sacramento, CA 95814
RCB@dds.ca.gov

Applications must be received by 5:00 p.m. PST on November 6, 2017. Applications received after the specified date and time will not be accepted. Postmark dates of mailing are not acceptable. The Department will provide an acknowledgement letter upon receipt of applications.

Public Posting of Project Proposals

After final awards are made, approved project proposals will be posted on the Department's webpage (<http://www.dds.ca.gov/RC/disparities.cfm>). Proposals not approved will be available, upon request, in compliance with the California Public Records Act.

Budget Details and Restrictions

Budget

Applicants must complete the Project Budget Worksheet (Attachment E) with a proposed project budget outlining associated costs and the total amount of funds requested. Examples and definitions of budget line items are listed below but may vary based on project scope. Applicants may add proposed line item(s) if not listed below except as noted.

Examples and Definitions of Budget Line Items

Personnel Salary/Wages and Benefits:

- Budget for staff needed to implement the activities of the project

Operating Expenses:

- Advertising
- Food and beverages for training/workshop attendees
- Supplies
- Transportation and other in-state travel
- Facility costs such as rent and utilities for project activities

Administrative Expenses (limited to 15 percent of the total budget):

- Indirect costs for administrative purposes

For CBO applicants utilizing a FMS, the FMS costs should be included as part of administrative costs.

Non-Allowable Budget Items

Funds shall not be used for:

- Out-of-state travel
- Entertainment purposes including, but not limited to, raffles, games, contest prizes, gambling, bingo, etc.
- Alcohol
- Constructing or renovating facilities or purchasing equipment with a cost of over \$5,000
- Renting space from your own organization including associated fees such as audio/visual equipment, security, janitorial, etc.
- Supplementing the salaries of existing full-time staff of the organization
- Souvenirs, wearables, gifts, gift cards, promotional items, conferences, giveaways, etc.

Invoicing and Payments for CBOs

Project award amounts over \$100,000 will be paid, upon receipt of an invoice, as follows:

- Initial payment of 25 percent
- Second payment of 25 percent upon approval of the first quarter report
- Third payment of 25 percent upon approval of second quarter report
- Fourth payment of 15 percent payment after the third quarter report
- Final payment of 10 percent pending satisfactory completion of a final report

Project award amounts under \$100,000 will be paid, upon finalization of the contract with the Department, approved project scope and receipt of an invoice, as follows:

- Initial payment of 90 percent of the approved grant amount
- Final payment of 10 percent pending satisfactory completion of a final report

CBO invoicing and payments may be adjusted based on the approved total budget, the duration of the project, Department approved milestones, and the needs of the approved project.

Invoices shall be submitted to:

DEPARTMENT OF DEVELOPMENTAL SERVICES
1600 9th Street, Room 310, MS 3-7
Sacramento, CA 95814
Attn: Tim Gonsalves, Chief, Accounting Section

If upon reviewing the final report, the Department finds not all deliverables have been met and/or funds have not been expended, the Department will request the return of those funds from the CBO.

Invoicing and Payments for Regional Centers

Regional centers will invoice and receive payments through the existing allocation and payment process.

Reporting Requirements

By April 30, 2018, the first quarterly evaluation report will be due to the Department. Ongoing evaluation reports will be required on a quarterly basis and are due to the Department on the last day of the month following the end of each quarter. A standard reporting format will be provided with approval packages issued by the Department.

By March 1, 2019, CBOs and regional centers shall provide the Department with an evaluation of the funded project and activities, and the effectiveness of those activities in reducing disparities in the purchase of services. A standard reporting format will be provided with approval packages issued by the Department.

Attachments

FY 2017/18 DISPARITY FUNDING APPLICATION

Note: Please complete this form for **each** proposed project. Please refer to the application instructions for clarification for any of the following questions.

Please check the box that describes your organization		
<input type="checkbox"/> Regional Center	<input type="checkbox"/> CBO, 501(c)(3)	<input type="checkbox"/> CBO, non-501(c)(3)

A. Grantee Information

1. Name of Organization/Group	2. Date
3. Primary Contact (Name)	
4. Mailing Address	
5. E-mail Address	6. Phone Number
7. Brief Description of the Organization/Group (organization type, group mission, etc.). Please include details about the organization/group's vision and how it ties to the targeted population.	

FY 2017/18 DISPARITY FUNDING APPLICATION

B. Project Information

1. Project title
2. Describe how the target population is an underserved population.
3. Describe the project and its goals/objectives. <i>*Complete the Schedule of Development/Activities Worksheet (Attachment C) and include with your submission.</i>
4. How will the project address and incorporate the input of the community it aims to serve?

FY 2017/18 DISPARITY FUNDING APPLICATION

5. Describe how the project's effectiveness will be measured. What type of data will be collected (qualitative or quantitative)?* Complete the Project Measures Worksheet (Attachment D) and include with your application.	
6. Where will your project be implemented (counties, cities, neighborhoods, etc.)?	
7. Project Type	
<input type="checkbox"/> Outreach (community events, child find, seminars, etc.) <input type="checkbox"/> Education (workshops, trainings, support groups, etc.) <input type="checkbox"/> Promotores (parent liaisons, mentors, cultural brokers, etc.), <input type="checkbox"/> Other: _____	
8. Estimated number of people the project will reach/impact	
9. Timeline of project (start and end dates)	
10. Amount requested <i>*Please complete the Budget Worksheet (Attachment D) and include with your submission.</i>	10a. Funding frequency (check one):
\$	<input type="checkbox"/> Annual Cost** or <input type="checkbox"/> One-time Cost

* Please include any related documents that will provide evidence of strategies, measures, and data that will be used to evaluate effectiveness of the program.

** Future funding is not guaranteed for projects that require an ongoing, annual cost.

REQUEST FOR FUNDING TO CONTINUE AN APPROVED PROJECT

Note: This form is intended only for regional centers who are seeking continuance of funds for a previously approved project in Fiscal Year 16/17. Please complete this form for each approved project. Please refer to the application instructions for clarification for any of the following questions.

A. Regional Center Information

1. Regional Center (Name)	2. Date
3. Primary Contact (Name) and Title	
4. E-mail Address	5. Phone Number

B. Project Information and Request for Continuance of Funds

1. Project title		
2. Approved Funding for Fiscal Year 16/17	3. Expended Funds	4. Requested Funding for Fiscal Year 17/18
\$	\$	\$
5. Current Status of the Project (include details about milestones, completed tasks, etc.)		
6. Justification to Continue the Project (include details about remaining tasks, objectives, etc.)		

DISPARITY FUNDING PROPOSAL – SCHEDULE OF DEVELOPMENT/ACTIVITIES WORKSHEET

Completed worksheets shall be submitted with the funding application. List all key staff and activities, and identify the quarter that each activity will occur. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment C-1 for a sample worksheet.*

Project Title:									
Objective:									
Issue(s) being addressed:									
		2018				2019			
Activity	Staff	Q1 1/1/18- 3/31/18	Q2 4/1/18- 6/30/18	Q3 7/1/18- 9/30/18	Q4 10/1/18- 12/31/18	Q1 1/1/19- 3/31/19	Q2 4/1/19- 6/30/19	Q3 7/1/19- 9/30/19	Q4 10/1/19- 12/31/19
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Title:									
Objective:									
Issue(s) being addressed:									
		2018				2019			
Activity	Staff	Q1 1/1/18-3/31/18	Q2 4/1/18-6/30/18	Q3 7/1/18-9/30/18	Q4 10/1/18-12/31/18	Q1 1/1/19-3/31/19	Q2 4/1/19-6/30/19	Q3 7/1/19-9/30/19	Q4 10/1/19-12/31/19
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Monthly intervals may also be used, rather than quarterly as shown in this sample. For projects shorter than 6 months, DDS may require monthly reporting. Please use as many copies of this worksheet as needed.

DISPARITY FUNDING PROPOSAL – SCHEDULE OF DEVELOPMENT/ACTIVITIES WORKSHEET (SAMPLE)

Completed worksheets shall be submitted with the funding application. List all key staff and activities, and identify the quarter that each activity will occur. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment C-1 for a sample worksheet.*

Project Title: <i>Conduct informational workshops about regional center services at local Asian places of worship.</i>									
Objective: <i>Increase the number of individuals who identify as Asian (all ages) referred for regional center intake services.</i>									
Issue(s) being addressed: <i>Asian communities are under-represented among regional center consumers compared to their share of the overall population.</i>									
		2018				2019			
Activity	Staff	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		1/1/18- 3/31/18	4/1/18- 6/30/18	7/1/18- 9/30/18	10/1/18- 12/31/18	1/1/19- 3/31/19	4/1/19- 6/30/19	7/1/19- 9/30/19	10/1/19- 12/31/19
<i>Execute grant agreement with DDS.</i>	<u>Director</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
<i>Identify the baseline number of individuals who identify as Asian referred through the regional center intake unit.</i>	<u>Project Coordinator</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
<i>Identify local places of worship in the Asian community for workshops.</i>	<u>Project Coordinator and leaders/members of local Asian places of worship</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

Project Title: <i>Conduct informational workshops about regional center services at local Asian places of worship.</i>									
Objective: <i>Increase the number of individuals who identify as Asian (all ages) referred for regional center intake services.</i>									
Issue(s) being addressed: <i>Asian communities are under-represented among regional center consumers compared to their share of the overall population.</i>									
		2018				2019			
Activity	Staff	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		1/1/18-3/31/18	4/1/18-6/30/18	7/1/18-9/30/18	10/1/18-12/31/18	1/1/19-3/31/19	4/1/19-6/30/19	7/1/19-9/30/19	10/1/19-12/31/19
<i>Create and distribute flyers and use social media to advertise workshops.</i>	<u><i>Project Assistant</i></u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
<i>Develop sign-in sheets, contact lists, and regional center contact cards for families.</i>	<u><i>Project Assistant</i></u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
<i>Develop workshop materials (slides, handouts, other resources). Gather feedback from community leaders on materials developed.</i>	<u><i>Project Coordinator/Subject Matter Expert</i></u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

Project Title: <i>Conduct informational workshops about regional center services at local Asian places of worship.</i>									
Objective: <i>Increase the number of individuals who identify as Asian (all ages) referred for regional center intake services.</i>									
Issue(s) being addressed: <i>Asian communities are under-represented among regional center consumers compared to their share of the overall population.</i>									
		2018				2019			
Activity	Staff	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		1/1/18- 3/31/18	4/1/18- 6/30/18	7/1/18- 9/30/18	10/1/18- 12/31/18	1/1/19- 3/31/19	4/1/19- 6/30/19	7/1/19- 9/30/19	10/1/19- 12/31/19
<i>Prepare and submit quarterly report to DDS</i>	<i><u>Director and Project coordinator</u></i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Develop pre-test/post-test to measure change in familiarity with regional center services</i>	<i><u>Project Coordinator/Subject Matter Expert</u></i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Coordinate logistics for each workshop (location, time, date, supplies needed)</i>	<i><u>Project Assistant</u></i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Conduct approximately 6 workshops</i>	<i><u>Project Coordinator/Subject Matter Experts</u></i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Prepare and submit quarterly report to DDS</i>	<i><u>Director and Project coordinator</u></i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Title: <i>Conduct informational workshops about regional center services at local Asian places of worship.</i>									
Objective: <i>Increase the number of individuals who identify as Asian (all ages) referred for regional center intake services.</i>									
Issue(s) being addressed: <i>Asian communities are under-represented among regional center consumers compared to their share of the overall population.</i>									
		2018				2019			
Activity	Staff	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		1/1/18-3/31/18	4/1/18-6/30/18	7/1/18-9/30/18	10/1/18-12/31/18	1/1/19-3/31/19	4/1/19-6/30/19	7/1/19-9/30/19	10/1/19-12/31/19
<i>Gather pre-test/post-test data, number of participants invited, number of participants who attended each workshop</i>	<u><i>Project Coordinator/Subject Matter Experts</i></u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Prepare and submit final report to DDS</i>	<u><i>Director and Project Coordinator</i></u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Monthly intervals may also be used, rather than quarterly as shown in this sample. For projects shorter than 6 months, DDS may require monthly reporting. Please use as many copies of this worksheet as needed.

DISPARITY FUNDING PROPOSAL – PROJECT MEASURES WORKSHEET

Completed worksheets shall be submitted with the funding application. List all activities and the qualitative and quantitative measures of outcomes. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment D-1 for a sample worksheet.*

Project Title:	
Objective:	
Issue(s) being addressed:	
Activities	
Measures of Outcomes	

DISPARITY FUNDING PROPOSAL – PROJECT MEASURES WORKSHEET (SAMPLE)

Project Title: <i>Conduct informational workshops about regional center services at local Asian places of worship.</i>	
Objective: <i>Increase the number of individuals who identify as Asian (all ages) referred for regional center intake services.</i>	
Issue(s) being addressed: <i>Asian communities are under-represented among regional center consumers compared to their share of the overall population.</i>	
Activities	<ol style="list-style-type: none"> 1. <i>Dates of contacts with community representatives and names of representatives' organizations</i> 2. <i>List of materials produced for the project</i> 3. <i>Date, place and number of participants at each workshop</i>
Measures of Outcomes	<ol style="list-style-type: none"> 1. <i>Number of community members who receive information about regional center services through the project</i> 2. <i>Results of pre-test/post-test of participants' familiarity with regional center services</i> 3. <i>The baseline number of individuals from the Asian community referred through the regional center intake unit in the month prior to the project</i> 4. <i>The number of individuals from the Asian community referred through the regional center intake unit in the month after the project ends</i>

PROJECT BUDGET WORKSHEET

Budget worksheet should reflect the total amount of funding needed for the duration of the project. More than one worksheet may be submitted if additional space is needed.

Project Title
Project Duration (start and end date)

Description	Cost
Salary/Wages and Benefits	
	\$
	\$
	\$
	\$
	\$
Operating Expenses	
	\$
	\$
	\$
	\$
	\$
Administrative Expenses	
	\$
	\$
	\$
	\$
	\$
Additional Expenses	
	\$
	\$
	\$
	\$
	\$
Project Budget Total	\$

SCORING GUIDE

Attachment, Section	Scoring Criteria	Point Distribution
A. MINIMUM REQUIREMENTS Applications will only be considered if all of the following information is submitted.		
All	Application aligns with the intent of funding. The application targets underrepresented individuals with developmental disabilities. The application reflects a clearly defined goal, target population, project plan, and specific outcome(s).	Pass/Fail
Project Worksheets	Application includes completed Schedule of Development/Activities and Project Measures Worksheets (Attachment C and D).	Pass/Fail
Budget Worksheet	Application includes a completed Project Budget Worksheet (Attachment E).	Pass/Fail
B. OTHER REQUIREMENTS Applications will be scored on the following content based on receipt of a complete application and appropriateness of the project.		
Attachment A, A7	Application defines the organization's mission and describes its relationship to the target population.	0-15
Attachment A, B2	Application uses POS data to show the target population faces a disparity. Application clearly describes how the project will reduce the challenges and barriers the target population faces.	0-15
Attachment A, B3	Application states major tasks and activities, organized by goals and objectives. Goals and objectives have an associated schedule, due dates, and resource requirements.	0-20
Attachment A, B4	Application describes how community input and feedback will guide the project. Application addresses community needs or barriers to accessing services.	0-15
Attachment A, B5	Application describes how project activities and impacts on the target population will be measured. Applicant describes how the project will be evaluated to determine if the targeted disparity was reduced.	0-15
Attachment A, B6	Application describes how the regional center or CBO will connect with the target population in the areas served.	0-10
Attachment A, B8	The proposed budget is appropriate for the expected number of individuals to be served and services to be provided.	0-10

Enclosures

Efforts to Reduce Purchase of Service Disparities, Approved Projects

In Fiscal Year 2016/17, the Department approved proposals totaling \$11 million to assist regional centers in the implementation of projects to reduce purchase of service disparities. In the approval review process, the Department considered statewide needs and available resources, as well as information provided by the community and online surveys.

All regional center proposals are published online for public access. To view approved proposals and other related information, please visit:

<http://www.dds.ca.gov/RC/disparities.cfm>.

On the above listed webpage, the following information is also available:

- A detailed list of public comments received during the Department's stakeholder meetings
- A PowerPoint presentation detailing statewide disparities, available in multiple languages
- A statewide overview of all proposed projects, including funding summaries and project descriptions
- Copies of each regional center's proposal

Purchase of Service Data, by Regional Center

Regional centers are required to gather data related to purchase of service authorization, utilization, and expenditures. Purchase of service data is analyzed by demographic characteristics such as language, race/ethnicity, living arrangements, diagnoses, and age. Regional centers then conduct a series of public meetings to discuss their findings, including strategies to address existing disparities. The Department publishes regional centers' most recent purchase of service reports here: <http://www.dds.ca.gov/RC/POSData.cfm>.

Regional centers are also required to publish their purchase of service data on their website, and can be accessed through the following links:

Regional Center	Purchase of Service Data - Webpage
Alta California Regional Center Website: www.altaregional.org	https://www.altaregional.org/post/pos-data-public-meetings
Central Valley Regional Center Website: www.cvrc.org	https://www.cvrc.org/transparency-access-to-info/pos-expenditure-data/
Eastern Los Angeles Regional Center Website: www.elarc.org	http://www.elarc.org/about-us/pos-data
Far Northern Regional Center Website: www.farnorthernrc.org	http://www.farnorthernrc.org/transparency-portal/
Frank D. Lanterman Regional Center Website: www.lanterman.org	http://lanterman.org/transparency_accountability/documents/category/reports
Golden Gate Regional Center Website: www.ggrc.org	http://www.ggrc.org/about-us/transparency-a-accountability
Harbor Regional Center Website: www.harborrc.org	http://www.harborrc.org/about/performance/pos
Inland Regional Center Website: www.inlandrc.org	https://www.inlandrc.org/accountability/
Kern Regional Center Website: www.kernrc.org	http://www.kernrc.org/transparency--accountability
North Bay Regional Center Website: www.nbrc.net	http://nbrc.net/about-us/transparencyaccountability/
North Los Angeles County Regional Center Website: www.nlacrc.org	http://www.nlacrc.org/index.aspx?page=150
Redwood Coast Regional Center Website: www.redwoodcoastrc.org	http://www.redwoodcoastrc.org/transparency/purchase-of-services-pos-expenditure-data
Regional Center of the East Bay Website: www.rceb.org	https://www.rceb.org/general-information/purchase-services-expenditure-data-diagnosis-ethnicity-language-residence-and

Regional Center	Purchase of Service Data - Webpage
Regional Center of Orange County Website: www.rcocdd.com	http://www.rcocdd.com/wp-content/uploads/pdf/financial/2015-2016CombinedPOSExpenditureReports.pdf
San Andreas Regional Center Website: http://www.sanandreasregional.org/	http://www.sanandreasregional.org/purchase-of-service-pos-data-analysis/
San Diego Regional Center Website: www.sdrcc.org	http://sdrcc.org/?page_id=2723
San Gabriel/Pomona Regional Center Website: www.sgprc.org	http://www.sgprc.org/governance/transparency-access-policy-to-public-information/purchase-of-service-variance-reports
South Central Los Angeles Regional Center Website: www.sclarc.org	https://sclarc.org/transparency-portal.php
Tri-Counties Regional Center Website: www.tri-counties.org	http://www.tri-counties.org/index.php/component/content/article/128-transparency/539-purchase-of-services-pos-reports-by-ethnicity-language-diagnosis
Valley Mountain Regional Center Website: www.vmrc.net	https://www.vmrc.net/public-disclosures/#
Westside Regional Center Website: www.westsiderc.org	http://www.westsiderc.org/who-we-are/governance/

Map of the Regional Center System in California



Regional Center Directory

Regional Center	Areas Served
Alta California Regional Center 2241 Harvard Street, Suite 100 Sacramento, CA 95815 Telephone: (916) 978-6400 Website: www.altaregional.org	Alpine, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba counties
Central Valley Regional Center 4615 North Marty Avenue Fresno, CA 93722-4186 Telephone: (559) 276-4300 Website: www.cvrc.org	Fresno, Kings, Madera, Mariposa, Merced, and Tulare counties
Eastern Los Angeles Regional Center 1000 South Fremont Alhambra, CA 91802-7916 Mailing Address: P.O. Box 7916 Alhambra, CA 91802-7916 Telephone: (626) 299-4700 Website: www.elarc.org	Eastern Los Angeles county including the communities of Alhambra and Whittier
Far Northern Regional Center 1900 Churn Creek Road, #319 Redding, CA 96002 Mailing Address: P. O. Box 492418 Redding, CA 96049-2418 Telephone: (530) 222-4791 Website: www.farnorthernrc.org	Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity counties
Frank D. Lanterman Regional Center 3303 Wilshire Boulevard, Suite 700 Los Angeles, CA 90010 Telephone: (213) 383-1300 Website: www.lanterman.org	Central Los Angeles county including Burbank, Glendale, and Pasadena
Golden Gate Regional Center 1355 Market Street, Suite 220 San Francisco, CA 94103 Telephone: (415) 546-9222 Website: www.ggrc.org	Marin, San Francisco, and San Mateo counties
Harbor Regional Center 21231 Hawthorne Boulevard Torrance, CA 90503 Telephone: (310) 540-1711 Website: www.harborrc.org	Southern Los Angeles county including Bellflower, Harbor, Long Beach, and Torrance
Inland Regional Center 1365 S. Waterman Ave. San Bernardino, CA 92408 Mailing Address: P. O. Box 19037 San Bernardino, CA 92423 Telephone: (909) 890-3000 Website: www.inlandrc.org	Riverside and San Bernardino counties

Regional Center	Areas Served
Kern Regional Center 3200 North Sillect Avenue Bakersfield, CA 93308 Telephone: (661) 327-8531 Website: www.kernrc.org	Inyo, Kern, and Mono counties
North Bay Regional Center 610 Airpark Road Napa, CA 94558 Telephone: (707) 256-1100 Website: www.nbrc.net	Napa, Solano, and Sonoma counties
North Los Angeles County Regional Center 9200 Oakdale Avenue, Suite 100 Chatsworth, CA 91311 Telephone: (818) 778-1900 Website: www.nlacrc.org	Northern Los Angeles county including San Fernando and Antelope Valleys
Redwood Coast Regional Center 525 2nd Street, Suite 300 Eureka, CA 95501 Telephone: (707) 445-0893 Website: www.redwoodcoastrc.org	Del Norte, Humboldt, Mendocino, and Lake counties
Regional Center of the East Bay 500 Davis Street, Suite 100 San Leandro, CA 94577 Telephone: (510) 618-6100 Website: www.rceb.org	Alameda and Contra Costa counties
Regional Center of Orange County 1525 North Tustin Avenue Santa Ana, CA 92705 Telephone: (714) 796-5100 Website: www.rcocdd.com	Orange county
San Andreas Regional Center 6203 San Ignacio Avenue San Jose, CA 95119 Telephone: (408) 374-9960 Website: http://www.sanandreasregional.org	Monterey, San Benito, Santa Clara, and Santa Cruz counties
San Diego Regional Center 4355 Ruffin Road, Suite 200 San Diego, CA 92123-1648 Telephone: (858) 576-2996 Website: www.sdrc.org	Imperial and San Diego counties
San Gabriel/Pomona Regional Center 75 Rancho Camino Drive Pomona, CA 91766 Telephone: (909) 620-7722 Website: www.sgprc.org	Eastern Los Angeles county including El Monte, Monrovia, Pomona, and Glendora

Regional Center	Areas Served
South Central Los Angeles Regional Center 2500 S. Western Avenue Los Angeles, CA 90018 Telephone: (213) 744-7000 Website: www.sclarc.org	Southern Los Angeles county including the communities of Compton and Gardena
Tri-Counties Regional Center 520 East Montecito Street Santa Barbara, CA 93103-3274 Telephone: (800) 322-6994 or (805) 962-7881 Website: www.tri-counties.org	San Luis Obispo, Santa Barbara, and Ventura counties
Valley Mountain Regional Center 702 North Aurora Street Stockton, CA 95202 Telephone: (209) 473-0951 Website: www.vmrc.net	Amador, Calaveras, San Joaquin, Stanislaus, and Tuolumne counties
Westside Regional Center 5901 Green Valley Circle, Suite 320 Culver City, CA 90230-6953 Telephone: (310) 258-4000 Website: www.westsiderc.org	Western Los Angeles county including the communities of Culver City, Inglewood, and Santa Monica

University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDD) Directory

University of Southern California UCEDD at the Children's Hospital Los Angeles
4650 Sunset Blvd., MS #53
Los Angeles, CA 90027-6062
Phone: (323) 361-2300
E-Mail: uscucedd@chla.usc.edu
Web: www.uscucedd.org

Center for Excellence in Developmental Disabilities at the UC Davis M.I.N.D. Institute
UC Davis Health System
2825 50th Street
Sacramento, CA 95817
Phone: (916) 703-0235
E-Mail: ddcenter@ucdmc.ucdavis.edu
Web: www.ucdmc.ucdavis.edu/ddcenter/

Tarjan Center
University of California, Los Angeles Semel Institute
300 UCLA Medical Plaza, Suite 67-467
Los Angeles, CA 90095-6967
Phone: (310) 825-0170
E-Mail: mforgacs@mednet.ucla.edu
Web: www.semel.ucla.edu/tarjan