

**FY 2018/19 DISPARITY FUNDS PROGRAM
PROPOSAL COVER PAGE**

Note: Complete this form for **each** proposed project. Please refer to the Proposal Submission Instructions for clarification for any of the following questions.

Section I. Grantee Information and Cover Sheet

Please check the box that describes your organization		
<input type="checkbox"/> Regional Center (RC)	<input checked="" type="checkbox"/> Community Based Organization (CBO), 501(c)(3)	<input type="checkbox"/> CBO, non-501(c)(3) <input type="checkbox"/> EIN or <input type="checkbox"/> No EIN

a. Name of organization/Group	b. Date
La Familia Counseling Service (La Familia)	10/10/2018
c. Primary contact (Name)	
Aaron Ortiz	
d. Mailing address	
24301 Southland Drive, Suite 300, Hayward, CA 94544	
e. Primary e-mail address	f. Primary phone number
AOrtiz@lafamiliacounseling.org	510-300-3101
g. Secondary contact email address	h. Secondary contact phone number
PLeonard@lafamiliacounseling.org	510-300-3527
i. Brief description of the organization/group (organization type, group mission, etc.).	
<p>Founded in 1975 as a grassroots community organizing movement to increase access to bilingual mental health services for Latino families, La Familia remains committed to social justice and advocacy for the Latino community and providing culturally and linguistically responsive services for Latino children, youth, adults, and families. La Familia currently employs over 140 staff and serves nearly 6,800 individuals and families per year throughout Alameda and Contra Costa counties. La Familia's continuum of care includes community outreach, mental health, substance use disorder, crisis, re-entry, and developmental disabilities services. Since 1977, under contract with the Regional Center of the East Bay, La Familia has provided case management services and advocacy to thousands of individuals diagnosed with developmental disabilities and their families. We are currently the only Latino community-based organization in the state of California under direct contract with the Regional Center. La Familia was the recipient of a 2017-2018 Disparity Funds Program grant and has served over 346 individuals and families through this project to date. Feedback from program participants and community stakeholders has found that our program is promoting equity and reducing POS disparities for Latino Regional Center clients.</p>	

Section II. Proposal Summary

a. Project title	La Familia Disparity Funds Program
b. Total amount requested	\$ 634,556.66
c. Projected number of individuals impacted	800 (400 annually)
d. Duration of project (months)	24 months Start date: 01/01/19 End date: 12/31/20

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e. RC(s) in the project catchment area(s)	Regional Center of the East Bay Target zip code(s) for Los Angeles County*:
f. Did your organization receive funding for a project in FY 2017/18?	<input checked="" type="checkbox"/> Yes** <input type="checkbox"/> No <i>**If yes, provide the grant number and answer questions "f1" and "f2." If no, skip to question "g."</i> Grant # (CBOs only): 17-C35
f1. What is the current status of your project?	Our first Quarterly Progress Report was submitted on time and approved by DDS on August 16th. The report showed that our program is on track to meet all objectives and deliverables proposed in the Project Measures Worksheet and, most importantly, increasing access to services and support for Latino regional center clients and their families. We have received positive feedback about our program from participants, Regional Center staff, and other key community stakeholders who recognize the significant impact this program is having in reducing POS disparities for eligible Latino Regional Center consumers and improving their care in the least restrictive setting possible.
f2. How is this proposal different from your current project?	<p>1. Program Name: Based on participant feedback, we are proposing to change the name of our current program from "Culturally and Linguistically Responsive Training and Peer Support Services for Latino Regional Center Consumers" to the "La Familia Disparity Funds Program," or "La Familia DFP." The new program name is short and easy for consumers and the broader community to remember, and it can be used to initiate a conversation about disparities within the Regional Center system and strategies being employed to promote equity.</p> <p>2. Staffing: We are proposing to increase the Program Supervisor/Lead Trainer from .20 FTE to full-time to expand the program, strengthen partnerships with community-based organizations, and improve client outcomes. The Program Supervisor/Lead Trainer would transition from being a part-time case manager with La Familia's Developmental Disabilities Department to full-time on the DFP project starting January 1, 2019. From our experience in managing the current program, the Program Supervisor/Lead Trainer has several key responsibilities that require a full-time position to support and sustain the program including: providing executive oversight for the program; training staff and parent leaders; facilitating orientation and training/workshops; and managing data collection, reporting, and continuous quality improvement efforts.</p> <p>3. Orientation Structure: In our 2017-2018 project, we expected 25 participants to attend orientation, but after facilitating workshops and collecting client feedback, we</p>

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	<p>have found that smaller orientation groups are more conducive to learning and relationship-building. For the proposed project, we will reduce the average number of orientation attendees from 25 to 15, but continue to meet our goal of reaching at least 400 individuals and families per year by increasing the number of training/workshops sessions and parent support groups.</p> <p>4. Incentives for Orientation: We are proposing to incentivize orientation attendance by randomly selecting five participants to receive a \$25 gift card at the end of each orientation. This strategy aims to connect more clients and their family members to our DFP project, the broader Regional Center system, and generic providers.</p>
g. Will you be working with one or more CBO(s)?	<input type="checkbox"/> Yes*** <input checked="" type="checkbox"/> No
h. Will the project require aggregate data from the RC(s)?	<input checked="" type="checkbox"/> Yes*** <input type="checkbox"/> No

*Zip code information for Los Angeles County can be found at:

<https://www.dds.ca.gov/RC/regionMap.cfm?view=laCounty>

***If yes, please provide letter(s) indicating that the CBO(s) and/or RC(s) have reviewed the proposal and are in support of collaboration.

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1. Project title
La Familia Disparity Funds Program
2. Select the target group(s) the project intends to serve and provide a description of each group. Check all that apply.
<input checked="" type="checkbox"/> Ethnicity: Current and prospective Latino Regional Center clients. <input checked="" type="checkbox"/> Language(s): Spanish-speaking clients and their families. <input checked="" type="checkbox"/> Age group(s): The project will be inclusive of all age groups from birth to older adult <input checked="" type="checkbox"/> Socioeconomic: The project will serve diverse socioeconomic backgrounds, with priority given to individuals and families living below the federal poverty level. <input checked="" type="checkbox"/> Other: Individuals who may be eligible for but not engaged in Regional Center services.
3. Which area(s) of focus does the project meet? Check all that apply.
<input checked="" type="checkbox"/> 1. Increase access to information about services available through the RC system and processes to receiving those services. <input checked="" type="checkbox"/> 2. Provide assistance during the intake process. <input checked="" type="checkbox"/> 3. Empower consumers to advocate for needed services. <input checked="" type="checkbox"/> 4. Increase access to services that meet the cultural and linguistic needs of consumers and their families. <input checked="" type="checkbox"/> 5. Other (explain): Increase the number of parent support groups for consumers and their families
4. Project Type. Check all that apply.
<input checked="" type="checkbox"/> Translation (equipment, translator services, translating brochures or materials, etc.) <input checked="" type="checkbox"/> Outreach (community events, website or social media design, materials, etc.) <input type="checkbox"/> Workforce capacity (staff training, incentives for bilingual employees, etc.) <input checked="" type="checkbox"/> Parent education (online or in person trainings, workshops, etc.) <input type="checkbox"/> Promotores (para professionals to help develop relationships and trust with the Regional Center) <input checked="" type="checkbox"/> Family/consumer support services (1:1 coaching, enhanced case management, service navigation, etc.) <input type="checkbox"/> Other:
5. What experience does the organization/group have working with the target population?
<p>La Familia has over 40 years of experience providing case management and advocacy services for Latino, Spanish-speaking Regional Center consumers residing in Alameda and Contra Costa counties. La Familia has successfully managed its 2017-2018 Disparity Funds Program since January 2018, reaching over 346 individuals and their families at the time of writing this application. Key staff for this project are hired and trained, so the infrastructure is in place to ensure a seamless continuation of services starting January 2019. From our experience, we have found that low service utilization among the target population is often the result of a lack of culturally and linguistically responsive providers; cultural norms that emphasize overcoming a disability through willpower; and denial of disability due to stigma and fear of discrimination. All these factors are compounded by</p>

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social disadvantages, such as poverty, health disparities, educational inequities, unemployment, and factors related to the immigration experience.

6. Explain how the target population(s) are underserved using POS data or other data as supporting evidence.

Data from the Regional Center of the East Bay (RCEB) shows that Latino Regional Center consumers continue to be underserved relative to their peers from other groups. During the 2016-2017 fiscal year, 27.3% of eligible Latino consumers, or 1,315 individuals, did not purchase services compared to 22.7% of Black/African American consumers and 20% of white consumers. Further, purchase of services (POS) expenditures data shows that Latino consumers are less likely to utilize regional center services than their peers. During the 2016-2017 fiscal year, Latino consumers had one of the lowest utilization rates among consumers at 79.7% compared to 85% for white consumers and 85.7% for Black/African American consumers. Utilization rates were also lower for Spanish-speaking consumers (83.9%) compared to those whose primary language was English (87.4%), indicating a need for services and support provided in Spanish, especially for monolingual Spanish-speaking families to help them understand their rights and how to navigate the system.

7. How will the project address the identified POS disparity?

The POS disparity we seek to address is low levels of service utilization among Latino and Spanish-speaking Regional Center clients, as well as Latino clients who are in the system but not purchasing services. We will also continue to expand upon our community outreach efforts to engage individuals with developmental disabilities and their families who may be eligible for services but are not aware of their rights and local resources or distrust public systems from past negative experiences.

La Familia's Disparity Funds Program (DFP) will serve a total of 120 clients (60 in Alameda and 60 in Contra Costa) and their families per year and in doing so reduce the POS disparity for this population in Alameda and Contra Costa County. We anticipate that this project will impact a total of 400 individuals per year (inclusive of clients and their family members). To achieve this goal, La Familia will provide Latino, Spanish-speaking clients with an orientation, training and workshops, and connection to a parent support group for ongoing peer support and resource sharing. The orientation, training, and workshops sessions will be facilitated in Spanish by our Lead Trainer, Sandra Coss. Parent support groups will be led by Parent Leaders from the target communities who speak Spanish and have lived experience successfully navigating the service system for a family member with a developmental disability. Through education and relationship building, we seek to increase clients' knowledge of how to navigate the system and reduce barriers that prevent them from requesting services and exercising their rights. These strategies are also intentionally designed to strengthen collaboration and trust between public systems and the Latino community.

Executive oversight will be provided by Aaron Ortiz, MPA, Chief Executive Officer, and Dr.Carolynn Langsdale, Psy.D., Chief Program Officer. Since 1997, Aaron has dedicated his career to helping children, youth, adults, and families by providing public health, education, workforce development, developmental disabilities, behavioral health services, family preservation, and culturally competent programs in the Bay Area. Aaron has

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become a leader in Alameda County by executing successful strategies for programs and economies in some of the most challenging communities in the East Bay. Aaron is the co-founder of the District Attorney's Justice Academy and founder of the Veterans Internship Program for Lawrence Livermore National Lab, both with state and national awards. He currently serves on the Board for Sutter Care at Home. Dr. Langsdale served as La Familia's Quality Improvement Director prior to her current position and has extensive experience in interpersonal trauma and violence, as well as training staff on evidence-based practices. Dr. Langsdale will supervise the Program Director for this project, Edda Banuelos. Fiscal oversight will be provided by La Familia's Controller, James Cann, who has 10 years of experience in fiscal oversight and resource development. Contract compliance and grant reporting will be overseeing by La Familia's Director of Strategy and Program Development, Patrick Leonard, MSW/MPP.

Project oversight will be provided by La Familia's Program Director, Edda Banuelos, and the Program Supervisor and Lead Trainer, Sandra Coss. Edda and Sandra have 26 years of combined experience in the developmental disabilities field and have provided training on developmental disabilities topics to Latino, Spanish-speaking consumers and families since 2009. Edda and Sandra are also on the Planning Committee for Congreso Familiar, a conference dedicated to promoting education and leadership skills within Spanish-speaking families who have children or family members with disabilities. Sandra will facilitate monthly orientations and the training/workshops sessions held during parent support groups. The Parent Leader Coordinator will supervise six Spanish-speaking Parent Leaders (3 in Alameda and 3 in Contra Costa) and help manage the logistics of parent support groups. The Family Support Specialist will conduct outreach to engage families that are hard to reach and engage in services and provide linkages to services. The Family Support Specialist will also coordinate the DFP Local Advisory Committee (see Question 9 below for more information about this committee).

Following are the proposed activities to be implemented through this project:

1. Regional Center Orientation. Since May 2018, La Familia has provided 10 orientations reaching 82 participants. A full 97% of participants have reported increased knowledge of the service system and high satisfaction with the orientation. The Program Supervisor/Leader Trainer will continue to identify eligible Latino clients for orientation from Parent Leaders and through outreach in collaboration with the RCEB and at schools and community centers. The Supervisor will assign these clients to the Family Resource Specialist who will reach out via phone to introduce themselves, schedule time for them to attend an orientation, and make reminder calls. Orientations are held monthly at the Alameda Public Health Department in San Leandro (Alameda County) and the Concord Residential Club in Concord (Contra Costa County). The orientation provides consumers and their families information on services available for children with developmental disabilities and the responsible parties (RCEB, School Districts, Medi-Cal, In Home Support Services, SSA, etc.), as well as La Familia's training/workshop schedule, and a list of the local parent support groups. During orientation, parents will have an opportunity to network with one another and meet with Parent Leaders to learn about support groups in their local community. With the goal of increasing attendance, five attendees will be randomly selected to receive a \$25 gift card at the end of each

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orientation. Following orientation, the Lead Trainer/Program Supervisor who has experience as a developmental disabilities case manager will be available to provide 1:1 consultation for parents if they have questions or need additional support.

2. Training and Workshops. Since May 2018, La Familia has provided 12 training and workshop sessions with a total of 140 attendees. Qualitative surveys show that over 93% of participants have reported high satisfaction with the presentation, increased knowledge of the topic, and feel more comfortable navigating the service system. Training topics during the 2017-2018 fiscal year have covered Individualized Program Plan (IPP), Self-Determination, Living Options, RCEB services, client's rights and fair hearing, and In Home Support Services. The Lead Trainer will continue to facilitate two monthly training or workshop sessions in each County (four total per month) covering these topics, with the addition of a training on social security benefits starting January 2019. La Familia has also budgeted for consultants to provide specialized training based on the needs of clients such as Individualized Education Program (IEP) plans, legal aid, immigration, etc. By receiving training and attending workshops in their native language, the underserved Latino consumers and their families will build trust with a local developmental disabilities provider, be more familiar with RCEB services and the broader system, and feel comfortable advocating for services and supports.

3. Parent Support Groups. La Familia recognized that there was a limited number of Latino-led parent support groups throughout Alameda and Contra Costa counties, and parents often had to travel long distances to find a support system. La Familia created 5 parent support groups during the 2017-2018 DFP grant project, and connected over 65% of all participants to a group. Parent support groups will continue to meet monthly in the following cities: San Leandro (Alameda), Hayward (Alameda), Livermore (Alameda), Brentwood (Contra Costa), and Richmond (Contra Costa). Based on participant feedback stating the need for additional parent support groups, we will create a group in Concord (Contra Costa) by March 2019 and others in the target region depending on demand. Parent support groups are managed by Parent Leaders who speak Spanish and have lived experience navigating the system. Parent Leaders receive a monthly stipend for their time and leadership managing these groups. The groups are designed to help families make connections, share helpful resources, and develop an ongoing natural support system that can be available as needed. In addition, throughout the year, Parent Leaders can request training or workshop sessions for their group from La Familia's Lead Trainer who will facilitate the training or seek out experienced content experts and trainers.

8. How is the proposed project unique or different from a current effort (e.g., strategies, activities, goal) in this catchment area? If the project is similar to a current effort, how will the proposed project expand on the current effort?

La Familia's DFP project is aligned with the Department of Developmental Services and Regional Center of the East Bay's (RCEB) goal of promoting equity across the service system and reducing purchase of service disparities for the Latino community and other consumer groups that are unserved or have lower utilization rates compared to their peers from other ethnic groups. The proposed project introduces a new and unique model to the RCEB catchment area and the strategies were developed by staff in La

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Familia's Developmental Disabilities Department who have extensive experience serving the target population, and with input from current DFP participants who identified barriers and gaps in the current system.

Prior to La Familia's 2017-2018 DFP project, Latino, Spanish-speaking RCEB consumers and their families did not receive a formal introduction describing the regional center service system and how to access services and generic resources in their community. In the current system, consumers communicate with regional center case managers and other providers to learn how to exercise their rights and access resources. For individuals and families who are new to the system or not engaged in services, this initial conversation with a case manager can be extremely helpful but also intimidating and can cause a feeling of overwhelm, making it difficult to process on their own. Others may choose to not engage with a case manager out of fear of stigma and discrimination or a belief that they can overcome the disability through collective willpower.

To reduce social isolation among clients and their families as they learn more about their diagnosis and the resources available to support them, we created an orientation through the 2017-2018 DFP project which brings together the Latino developmental disabilities community with La Familia staff and Parent Leaders who speak Spanish and have lived experience navigating the system. Since May 2018, La Familia has provided 10 orientations reaching 82 eligible Latino Regional Center clients and their family members who would have otherwise received this information from a case manager. In addition to providing valuable information about the service system, the orientation creates a safe space for individuals to meet peers; share their experiences and learn from one another; develop a natural support system; and begin building trust with service providers and the broader public system. Participants also have an opportunity to meet La Familia staff and Parent Leaders to learn about and sign up for parent support groups in their communities for ongoing support.

Latino-led parent support groups for caregivers of individuals with developmental disabilities are new to the catchment area and regional center system. Prior to La Familia's DFP project, Alameda and Contra Costa counties had very few support groups for Latino caregivers, and they often had to travel long distances outside of their communities to find this type of support. During the 2017-2018 fiscal year, La Familia has created and maintained 5 parent support groups throughout Alameda and Contra Costa counties. These support groups have helped parents develop a natural support system that promotes independence and growth, so that they are empowered to exercise their rights and advocate for services on their own. Surveys have found that participants enjoy meeting peers with similar experiences and are more likely to engage in services after attending the groups. DFP participants from Contra Costa County have expressed interest in creating a parent support group in Concord, which our Parent Leader Coordinator and assigned Parent Leader will develop through the proposed project.

As caregivers become more engaged with the system and participate in orientation and parent support groups, they continue to have questions about services that are available and how they can overcome barriers to accessing them. Parent support groups provide an opportunity for caregivers to receive training and workshops to address some of these questions as they arise. During parent support groups, Parent Leaders ask

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participants where they need the most support and communicate with the Lead Trainer to arrange a training or workshop topic that addresses that need. Training and workshops are held during parent support groups and are facilitated by La Familia's Lead Trainer and other content experts. During the 2017-2018 DFP project, training topics have covered Individualized Program Plan (IPP), Self-Determination, Living Options, RCEB services, client's rights and fair hearing, and In-Home Support Services. La Familia will continue to provide training and workshops covering these topics and is in the process of developing a presentation on social security benefits starting January 2019.

La Familia also recognized that outreach materials for our target population were often provided in English, which created a language barrier for the Latino community, especially monolingual Spanish-speaking families. Further, Regional Center case managers often have heavy caseloads and focus primarily on service coordination, with less attention on connecting clients to community events and other activities that promote relationship building. To address this need, La Familia DFP staff created flyers in Spanish to promote our parent support groups and community events where parents can socialize with other consumers and begin to develop a natural support system. Informational materials are provided to clients and their family members during orientation and parent support groups. Some of the events La Familia staff have promoted include Going to College with Disabilities, Congreso Familiar, events organized by RCEB (spring and fall Living Options workshop and tours, Self-Determination, etc.), and the Disneyland Community Involvement Program (CIP).

Overall, La Familia's project has been a welcomed addition to the region and RCEB staff have commented about the positive results of our model in connecting Latino, Spanish-speaking families to the regional center system. La Familia staff have also communicated with several CBOs that are serving other underserved consumer groups and want to replicate the strategies we have implemented through this project.

9. How did your organization collect input from the community and/or target population to design the project?

La Familia was founded as a grassroots community organizing movement and we remain committed to client and community voice and decision making in the development of our organizational policies and programs. Guided by this philosophy, La Familia has become a leader in developing peer-based program models, where former consumers who live in the community and have first-hand experience navigating social service systems are the one's providing direct services. La Familia directors also attend local events and participate in committees to learn about the individual, family, and community needs of their respective programs. For example, the Program Director and Program Supervisor/Lead Trainer for the proposed project are members of Congreso Familiar and the Regional Center of the East Bay Diversity and Equity Committee, which consists of consumers, advocates, and regional center staff who strategize about ways to promote equity and reduce POS disparities.

One of La Familia's key strategies to collect input from the community and target populations was the creation of a Local Advisory Committee (LAC) during the 2017-2018 DFP project. The LAC consists of 16 members including 1 client, 1 caregiver, 5 Parent Leaders, 5 La Familia staff, the RCEB Diversity and Equity Specialist, and three local

service providers. The LAC has met two times since May 2018 to provide input and evaluate project activities, outcomes, and growth areas. The Committee helps La Familia staff refine the orientation and training so that it aligns with the interests and needs of participants. The LAC also provides an opportunity for Parent Leaders to learn from one another about how to increase participation in their groups. For example, in one LAC meeting, a more senior Parent Leader helped a new Parent Leader develop flyers to advertise her group and a plan for conducting outreach such as targeting schools and community centers, and using social media.

La Familia also collects feedback from DFP participants by administering satisfaction surveys following orientation and training sessions, as well as conducting key informant interviews and focus groups throughout the year to learn about what participants find helpful and how the project could be improved. The Parent Leader Coordinator, Family Resource Specialist, and Parent Leaders document issues and concerns addressed during engagement with clients and bring that information back to La Familia's project team and the LAC. Our staff continue to work closely with RCEB and other local agencies and coalitions in the developmental disabilities field to identify client needs and how, through this project, La Familia can create a robust continuum of support for underserved Latino consumers. For the 2019-2020 grant period, La Familia will receive aggregate data from the RCEB so that we are able to more closely track outcomes for specific target populations and develop a more holistic, data-driven approach to this work (see RCEB's letter of support in the attachments).

To ensure continuous quality improvement, La Familia uses a Results-Based Accountability (RBA) framework that prioritizes client and caregiver input. RBA asks three questions to uncover the most critical performance measures: 1) How much did we do? 2) How well did we do it? 3) Is anyone better off? To answer these questions, we will evaluate this project using a mixed methods research design. Both qualitative and quantitative feedback will be utilized to provide regular feedback to the La Familia project team. Formative data will highlight milestones and process-oriented outcomes to guide course correction and will include interviews and focus groups with participants, as well as quarterly reports documenting and monitoring the implementation of activities and progress on performance measures. To answer "How much did we do?" we will document the total number of orientations, training/workshops, and parent support group meetings, as well as attendance. To answer "How well did we do it?" we will administer surveys to collect information about client's satisfaction with the training, as well as his/her knowledge of the service system and confidence advocating for their family member after each session. To see if "anyone is better off" we will track the number of project participants utilizing services and the type of services they receive, as well as annual RCEB POS expenditures data to see if disparities reduce among Latino consumers and for specific subpopulations. This data, along with feedback from our LAC and RCEB staff, will be used to support continuous quality improvement of the program.

La Familia will submit quarterly progress reports and a comprehensive evaluation report by March 1, 2020, that details the effectiveness of the project in meeting our stated objectives and performance indicators. See Attachment D - Project Measures Worksheet for more detailed information on the proposed activities and performance measures.

DISPARITY FUNDING PROPOSAL – SCHEDULE OF DEVELOPMENT/ACTIVITIES WORKSHEET

Completed worksheets shall be submitted with the funding proposal. 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: La Familia Disparity Funds Program									
		2018	2019					2020	
Activity	Staff	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
		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	1/1/20-3/30/20	7/1/19-9/30/19	10/1/19-12/31/19
Execute grant agreement with DDS	CEO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish aggregate data sharing with Regional Center	Program Director and Program Supervisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meet with La Familia DFP staff to provide information about grant award, goals/objectives, and any adaptations.	Program Director and Program Supervisor	<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"/>
Develop and refine curricula, training material, and event flyers (ongoing)	Program Supervisor/Lead Trainer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify new RCEB clients through the Regional Center Intake Unit and community outreach (monthly)	Program Supervisor/Lead Trainer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use social media to advertise program events and activities (orientation,	Family Support Specialist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Title: La Familia Disparity Funds Program									
		2018	2019				2020		
Activity	Staff	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	Q1 1/1/20-3/30/20	Q2 7/1/19-9/30/19	Q3 10/1/19-12/31/19
training/workshops, and parent support groups)									
Coordinate and facilitate orientation (2x monthly)	Program Supervisor/Lead Trainer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate and facilitate training and workshop sessions (4x monthly)	Program Supervisor/Lead Trainer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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

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Completed worksheets shall be submitted with the funding proposal. 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: La Familia Disparity Funds Program									
		2018	2019				2020		
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Activity	Staff	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	1/1/20-3/30/20	7/1/19-9/30/19	10/1/19-12/31/19
Recruit and hire a Parent Leader to manage a Parent Support Group in Concord	Program Supervisor/Lead Trainer	<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"/>
Parent support groups meet (monthly)	Parent Leaders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide support and manage logistics for parent support groups (ongoing)	Parent Leader Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train Parent Leaders (ongoing)	Program Supervisor/Lead Trainer and Parent Leader Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Advisory Committee meets (quarterly)	Family Support Specialist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct outreach to support clients and their families who are hard to reach and engage in activities	Family Support Specialist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Title: La Familia Disparity Funds Program									
		2018	2019				2020		
Activity	Staff	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
		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	1/1/20-3/30/20	7/1/19-9/30/19	10/1/19-12/31/19
Prepare and submit quarterly reports to DDS	Program Supervisor/Lead Trainer and Director of Strategy and Program Development	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare and submit annual report to DDS by March 2020 and 2021	Program Supervisor/Leader Trainer and Director of Strategy and Program Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 proposal. Check the types of qualitative and quantitative outcome measures you will use. For each type, describe the activity to be measured and the data collection method. 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: La Familia Disparity Funds Program		
Measures of Outcomes	Type of Measure(s). Check all that apply.	Activity To Be Measured; Data Collection Method
	<input checked="" type="checkbox"/> Count	<p>1. Total number of clients served measured by sign-in sheets. Goal: 120 clients per year (400 total inclusive of clients and their family members).</p> <p>2. The number of Regional Center orientations and number of participants measured by sign in sheets. Goal: 2 orientations per month (one per County) x 12 months x 15 attendees per orientation = 360 participants annually.</p> <p>3. The number of training and workshop sessions and number of participants measured by sign in sheets. Goal: 4 training or workshop sessions per month (two per County) x 15 attendees = 720 participants annually.</p> <p>4. The number of parent support groups created/maintained and number of participants measure by sign in sheets. Goal: At least 3 parent support groups will be created/maintained in each County (6 total).</p> <p>5. The number of engaged consumers who participate in a local parent support group measured by group membership lists.</p>

		Goal: At least 40% of all participants will regularly attend a local parent support group.
	☒ POS	<p>We will establish a data sharing agreement with the Regional Center of the East Bay and review POS data to determine if Latino clients and specific subpopulations are increasing service utilization and if the POS disparity is diminishing over time (see letters of support in the attachments).</p> <p>Goal: POS disparities for Latino and Spanish-speaking consumers will reduce annually.</p>
	☒ Pre/post survey/assessment	<p>A satisfaction survey will be administered following each orientation, training, and workshop session to assess participant knowledge of the topic and overall satisfaction with the content and presentation style. The survey will also provide feedback about areas for improvement and future topics participants' would like to explore.</p> <p>Goal: At least 90% of participants will report: 1) high satisfaction, 2) increased knowledge of the topic area; and 3) increased confidence to advocate for their child and navigate the service system.</p>
	☒ Stakeholder feedback	<p>We will conduct key informant interviews and focus groups to gather information for purposes of continuous quality improvement. The following questions will prompt the discussion: Has this program helped you to navigate the Regional Center system? What new services were you able to access after attending presentations? Do you feel more comfortable advocating for services?</p> <p>Goal: 100% of Parent Support Group participants will provide feedback around their success and how the project can be improved to better support the needs of regional center consumers.</p>

	<input checked="" type="checkbox"/> Materials	<p>We will distribute flyers and other informational materials to spread awareness of the program and increase engagement. We will also track the number and type of materials that are distributed to participants during orientation and training/workshop sessions.</p> <p>Goal: At least 50 flyers will be distributed in each county per month advertising orientations, training and workshops, and parent support groups.</p>
	<input type="checkbox"/> Other: PLEASE DESCRIBE:	

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. Full time equivalent (FTE) typically means 40 hours per week. For example, .5FTE means 20 hours per week.

Organization Name		
La Familia		
Project Title		
Disparity Funds Program		
Project Duration (start and end date)		
Start Date: 1/1/2019	End Date: 12/31/2019	Number of Months: 12

Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
Salary/Wages and Benefits			
Name: Edda Banuelos Title/Position: Program Director <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): .10	\$10000	\$	\$
Name: Sandra Coss Title/Position: Program Supervisor/Lead Trainer <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 1	\$65000	\$	\$
Name: Title/Position: Family Resource Specialist <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 1	\$42024	\$	\$
Name: Norma Gonzalez Title/Position: Parent Leader Coordinator <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 1	\$47390	\$	\$
Name: Title/Position: <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
Name: Title/Position: <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
Name: Benefits @ 30% Title/Position: <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$49324.00	\$	\$

Salary/Wages and Benefits Total	\$213738.00	\$	\$213738.00
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Operating Expenses			
Parent Leader Stipends	\$28800	\$	\$28800
Food and Beverages	\$5000	\$	\$5000
Communications	\$2500	\$	\$2500
Supplies	\$3600	\$	\$3600
Utilities	\$3000	\$	\$3000
Staff Mileage	\$10648		\$10648
Consultant fees	\$6000	\$	\$6000
Operating Expenses Total	\$ 59548.00	\$	\$59548.00

Administrative Expenses (Indirect costs, up to 15%)			
Personnel functions	\$40992	\$	\$40992.00
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Administrative Expenses Total	\$40992.00	\$	\$40992.00
Project Budget Total	\$314,278.00	\$	\$314,278.00

*As applicable. If the period for year 2 is less than 12 months, provide budget for the amount of months that services will be provided.

Proposer (applicant):

Authorized by (print name): Aaron Ortiz
 Signature: Aaron Ortiz Date: 1/14/19

Sub-grantee (subcontractor):**

Authorized by (print name): _____
 Signature: _____ Date: _____

**As applicable

PROJECT BUDGET NARRATIVE WORKSHEET

The items and descriptions in this worksheet must correspond to the items listed in the Budget Worksheet (Attachment E-1).

Organization Name
La Familia Counseling Service
Project Title
Disparity Funds Program
Project Duration (start and end date)
Start Date: 01/01/2019 End Date: 12/31/2019 Number of Months: 12

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Program Director	Based on experience, time allocated for the Project Director is .10 FTE or \$10,000 annually. This includes time spent maintaining executive oversight, accountability, and performance of the proposed project; and supervising the Program Supervisor/Lead Trainer.
Title/Position: Program Supervisor/Lead Trainer	The Supervisor/Lead Trainer allocated will manage curriculum development; train and oversee the Family Support Specialist and Parent Leader Coordinator; facilitate the Regional Center orientations and training/workshops sessions; collect and analyze data for quarterly and annual reports; and support continuous quality improvement efforts. Time allocated for the Program Supervisor/Lead Trainer is 1.0 FTE or \$65,000 annually.
Title/Position: Family Support Specialist	The Family Support Specialist will conduct outreach and intake to families that are hard to reach and engage in activities, identify and coordinate support services, and manage the schedule and agenda for Local Advisory Committee meetings. Time allocated for the Family Support Specialist is 1.0 FTE or \$42,024 annually.
Title/Position: Parent Leader Coordinator	The Parent Leader Coordinator will provide ongoing support for Parent Leaders; help the Program Supervisor/Lead Trainer with developing curricula for training and workshops, and help create and manage the logistics of parent support groups. Time allocated for the Parent Leader Coordinator is 1.0 FTE or \$47,390 annually.
Title/Position: Fringe Benefits	Fringe benefits are calculated at 30% of the requested salary dollars and include: FICA, Medicare, workers compensation, State Unemployment Insurance/State Disability Insurance. In addition, the fringe benefits also include medical health insurance, dental coverage and vision

	coverage. Total fringe benefits are budgeted at \$49,324.00 annually.
Title/Position:	
Title/Position:	

Operating Expenses – Line Item	Description
Parent Leader Stipends	Parent Leaders will receive a stipend for their time coordinating outreach efforts for parent support groups; facilitating monthly parent support groups; and participating on the Local Advisory Committee. Total cost is budgeted at 6 Parent Leaders x \$400 stipend per month x 12 months = \$28,800 annually.
Food and Beverages	Costs cover food and beverages budgeted at \$6.13/person x 17 people (15 participants + 2 staff/faculty) x 48 training and workshop sessions = \$5,000 annually.
Communications	Costs cover company cell phones and data plans for three staff. \$69.44 per phone/month x 12 months x 3.0 FTE staff = \$2,500 annually.
Supplies	Costs cover general office supplies to support the project including binders, copy paper, pens, sharpie markers, board and eraser, staples, hanging folders, label markers, shipping labels, postage stamps for flyers, and post-it notes. Based on experience, material costs are budgeted at \$3,600 annually.
Utilities	This is the Shared Cost of Utility Expenses, directly attributed to the grant project prorated based on the total cost. The monthly cost for this line item is estimated at \$250 per month or \$3,000 annually.
Mileage	Mileage expense is budgeted at \$0.545/mile x 19,538 miles = \$10,648 annually to cover costs of La Familia staff and Parent Leaders time spent traveling to/from each training event and meeting throughout Alameda and Contra Costa counties.
Consultant Fees	Costs cover fees to consult with content experts and pay for experienced trainers to facilitate training and workshops during parent support groups throughout the year budgeted at \$250/hr x 4 hours per event x 6 events = \$6,000 annually.

Administrative Expenses – Line Item	Description
Personnel functions	La Familia has an indirect cost of 15% charge to every grant/contract. This rate is used to determine

	fairly, within the boundaries of sound administrative principles, what proportion of indirect cost each program should bear. This cost includes administrative/accounting salaries and benefits, Executive salaries and benefits, and other indirect costs incurred for personnel functions on joint objectives. Total administrative expense is \$40,992.00

Proposer (applicant):Authorized by (print name): Aaron OrtizSignature:  Date: 11/14/19**Sub-grantee (subcontractor):****

Authorized by (print name): _____

Signature: _____ Date: _____

**As applicable.