

**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
Napa Valley Child Advocacy Network, Inc. DBA ParentsCAN	10/12/18
c. Primary contact (Name)	
Marlena Garcia	
d. Mailing address	
1909 Jefferson Street	
e. Primary e-mail address	f. Primary phone number
marlenag@parentscan.org	707-253-7444
g. Secondary contact email address	h. Secondary contact phone number
i. Brief description of the organization/group (organization type, group mission, etc.).	
Napa Valley Child Advocacy Network, Inc. DBA ParentsCAN, established in 2005, is a 501c3 organization created to meet the unique needs of parents and caregivers of children ages 0-25 with special needs. The vision is to create a community where every individual is accepted and valued. Our mission is to partner with and guide parents when challenges arise in their child's education, health, behavior or development, so that their children can reach their full potential including children with intellectual disabilities who are eligible for Regional Center services.	

Section II. Proposal Summary

a. Project title	Napa County Promotora & Parent Education Project
b. Total amount requested	\$ 151,705
c. Projected number of individuals impacted	214
d. Duration of project (months)	24 months Start date: 1/1/19 End date: 12/31/20
e. RC(s) in the project catchment area(s)	North Bay Regional Center 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 **If yes, provide the grant number and answer questions "f1" and "f2." If no, skip to question "g." Grant # (CBOs only): 17-C39
f1. What is the current status of your project?	The current project is in progress, to date we have served 29 individual families of the total goal of 50 families

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	through Promotora services.
f2. How is this proposal different from your current project?	This proposal will continue to provide culturally and linguistically appropriate services to assist families with access and information to services. This request will enhance current Promotora services with parent education through orientations for newly eligible families, assistance making initial contact to Regional Center and training on the Individualized Program Plan-IPP to Napa County Hispanic families.
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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Attachment A-2

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PROJECT INFORMATION**

1. Project title
Napa County Promotoras & Parent Education Project
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: Hispanic <input checked="" type="checkbox"/> Language(s): Spanish <input checked="" type="checkbox"/> Age group(s): 0-22 <input checked="" type="checkbox"/> Socioeconomic: Low income Families making less than \$40,000 per year <input checked="" type="checkbox"/> Other: Families with no open Purchase of Services or under utilization of services. High Risk families who may have additional home stressors, transportation issues, and/or multiple children eligible for 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 type="checkbox"/> 4. Increase access to services that meet the cultural and linguistic needs of consumers and their families. <input type="checkbox"/> 5. Other (explain):
4. Project Type. Check all that apply.
<input type="checkbox"/> Translation (equipment, translator services, translating brochures or materials, etc.) <input 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 checked="" 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>ParentsCAN has over 13 years of experience in Napa County, serving significantly isolated populations including families with additional barriers to services and who are low income, Hispanic, immigrant and live in rural areas of the county. Half of the staff of ParentsCAN, including the Executive Director, are themselves bi-lingual and bi-cultural Hispanic/Spanish speakers who are also parents of children with special needs, many of their children are also Regional Center clients.</p> <p>In FY17-18, families who make up the significantly isolated populations of low income, limited English proficiency, culturally diverse, and families who live in rural locations comprise over 80% of families served by ParentsCAN. Of these families, 64% reported household income at or below \$40,000, 53% of families receiving ParentsCAN services during this period received</p>

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services in Spanish, and 26% of families lived in rural areas of Napa County. All of our services are bi-lingual and free of charge.

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

DDS Client Master File data shows there are 9,617 Status 2 clients under the Lanterman Act - people who have a developmental and/or intellectual disability in the counties of Napa, Solano, and Sonoma. In North Bay Regional Center's (NBRC) catchment area, 24% self-identify as Hispanic. The top two "threshold" languages used by DDS clients are English (81.7%) and Spanish (16.4%).

This data also shows that for FY16-17, there were 47.6% Caucasian/White consumers and 24% Hispanic consumers. Per capita expenditures were \$21,557 for Caucasian/ White consumers and \$7,956 for Hispanic consumers, a disparity of \$13,601. It also showed that per capita expenditures for Hispanic consumers who spoke English rose to \$13,274 still reflecting a disparity of \$8,283 per family.

In Napa County, Hispanic families experience at least one of the following barriers to accessing information and support; being low-income, limited English proficiency, immigrant status and cultural barriers.

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

The Promotora & Parent Education Project will allow ParentsCAN to further focus resources on those underserved Hispanic/Spanish speaking families, to ensure more Hispanic families know how to access and utilize Regional Center services for their children.

Nearly 75% of the Hispanic families in Napa County are of Mexican descent. Mexican families tend to rely on other family members, often denying the need for outside help. Mexicans also share a cultural norm that they should not question authority figures, including social service workers. Our Promotoras are community leaders, well respected individuals who are recognized in our community as being trustworthy. They are able to build trusting relationships with families by providing their shared experience of having a child with special needs and understanding their language and culture. This helps build a bridge between Regional Center and families.

ParentsCAN as a resource center led and staffed by individuals who mirror the population we serve, and are a trusted source of information for parents in our community. In FY17-18, because of the services they received at ParentsCAN, parents reported that they had a better understanding of their child's disability, improved understanding of how to overcome barriers, improved skills for advocating for their child and improved communication with professionals.

Our Resource Center services and Promotoras have the capacity and experience to address access disparity as well as utilization of services disparity.

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?

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In collaboration with North Bay Regional Center, ParentsCAN received FY2017-18 Disparity Funding to create policy and procedures for a Promotora program to meet the needs of Hispanic/Spanish speaking families in Napa County. ParentsCAN now employs two part-time Promotoras who are Hispanic and speak Spanish, and are trained in the Promotora (or community health worker) model and have personal experience navigating Regional Center services. ParentsCAN Promotoras received extensive training from NBRC regarding: the overall goal of the project, roles between Promotora and Service Coordinators, and an overview to Regional Center services available to families of children with developmental disabilities. ParentsCAN was also able to develop a referral process to identify families who will benefit from Promotora services and tools to capture parent's knowledge and use of services, including a Family Need Assessment, pre/post survey and family care plans.

Promotoras work with families one-on-one to prioritize needs and assist families in accessing services and supports. Promotora services are provided through phone contacts, in-office appointments and home visits. Promotoras work with families to develop a care plan that determines family needs, services received/needed (including services from regional center), parent education and information needs, referrals and follow up assistance as well as other specific training and support the family requests. Families receive intense weekly coaching and mentoring from a Promotora for an initial 3 month period. After 3 months, families are then re-evaluated to determine if services are needed for another 3 months or longer.

The criteria for families who will receive these services include: families who are Hispanic/Spanish speaking, have no open Purchase of Service (POS) or an unutilized authorized POS, and/or families who are high-risk including families with additional home stressors, transportation issues, and multiple children eligible for services. Services will help families to: (1) identify barriers to services, (2) prioritize needs, (3) connect and access available resources including community resources and (4) build advocacy skills.

With continued FY2018-19 Disparity Funds, ParentsCAN will provide ongoing culturally and linguistically responsive Promotora services to continue to reach Hispanic/Spanish speaking families in Napa County. In addition, ParentsCAN and North Bay Regional Center will add the following components to the project:

1. Develop a "New Family Orientation" workshop to be delivered in Spanish for families newly eligible for NBRC services. This workshop will be presented at least 6 times during grant period, in collaboration with North Bay Regional Center. Orientations will be held at the ParentsCAN Resource Center, which is centrally located and easy to access. Orientation will increase parental knowledge of regional center and community services available.
2. Create a parent education workshop on "Understanding the IPP", to be delivered in Spanish to NBRC eligible families, to be presented at least 12 times during grant period. Workshop will increase parents' advocacy skills in accessing needed regional center services for their child.
3. Assist Spanish speaking parents with initial contact with North Bay Regional Center and provide support through eligibility process. Parents will report decrease in barriers in making initial contact with Regional Center.

The Promotoras & Education Project will increase access to information about services available

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through the regional center system, provide assistance during the intake process and empower parents to advocate for needed services.

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

The Promotora project is built upon parent input from the families we serve as well as from public forums hosted in collaboration with North Bay Regional Center. This project is designed to be responsive to the needs of parents of children with disabilities and who are significantly isolated from available sources of information and support. The design also incorporates best practices in working with Hispanic/Latino families and feedback from our extensive network of professional partners. We know from our 13 years of experience that significantly isolated parents will engage in services when they are offered in the manner, language and places they feel most comfortable.

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: Napa County Promotora & Parent Education Project											
		2018	2019					2020			
Activity	Staff	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
		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	4/1/19-6/30/19	7/1/19-9/30/19	10/1/19-12/31/19	
Execute Grant Agreement with DDS	Director	<input checked="" 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"/>	
Identify baselines of number of Hispanic/Spanish speaking families in Napa County	Director/NBRC Staff	<input checked="" 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"/>	
Provide Promotora services to referred families. Develop Care Plans and gather Pre/Post data on service usage from each family.	Promotoras	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Develop and Translate Orientation (slides, handouts, and other resources)	Project Director/NBRC Staff	<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"/>	<input type="checkbox"/>	
Develop and Translate IPP Workshop. (slides, handouts, and other resources)	Project Director/NBRC Staff	<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"/>	<input type="checkbox"/>	

Project Title: Napa County Promotora & Parent Education Project										
		2018	2019				2020			
Activity	Staff	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		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	4/1/19-6/30/19	7/1/19-9/30/19	10/1/19-12/31/19
Present Orientations (6 presentations) Gather post- test data and sign-in sheets at each orientation	Director/Project Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Present IPP workshops (12 presentations) Gather post-test data and sign-in sheets at each workshop	Director/Project Director	<input type="checkbox"/>	<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"/>
Assist new Spanish Speaking parents with initial referral to Regional Center	Promotoras	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyze data and make needed course corrections to project	Director/NBRC	<input checked="" type="checkbox"/>	<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"/>
Prepare and submit reports to DDS	Director/Project Director	<input type="checkbox"/>	<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"/>
		<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 – 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: Napa County Promotoras & Parent Education Project		
Measures of Outcomes	Type of Measure(s). Check all that apply.	Activity To Be Measured; Data Collection Method
	<input checked="" type="checkbox"/> Count	Promotora Services: 50 unduplicated families will receive Promotora services, as documented in our Client Data Management System. Workshops: 4 New Family Orientations and 6 IPP workshops. 5 parents attend each workshop (for a total of 40 participants). Sign-in sheets will be collected at each workshop. Initial Referrals: 20 families per year will receive assistance with initial eligibility, as documented in our Client Data Management System.
	<input type="checkbox"/> POS	
	<input checked="" type="checkbox"/> Pre/post survey/assessment	Promotoras: Conduct Pre/Post service POS usage surveys, Family Needs Assessments. Measure of change in responses from surveys. Workshops: Collect post workshop evaluations to measure change in participant learning. Initial Referrals: Follow-up survey to families to measure connection with RC.
	<input checked="" type="checkbox"/> Stakeholder feedback	Conduct yearly focus groups to gather feedback from parents to measure effectiveness of services provided to families in addressing disparity gaps.
	<input type="checkbox"/> Materials	

	<input type="checkbox"/> Other: PLEASE DESCRIBE:	
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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		
Napa Valley Child Advocacy Network, Inc. DBA ParentsCAN		
Project Title		
Napa County Promotoras & Parent Education Project		
Project Duration (start and end date)		
Start Date: 1/1/19	End Date: 12/31/19	Number of Months: 12

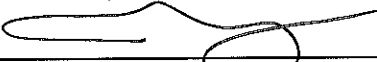
Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
Salary/Wages and Benefits			
Name: Marlena Garcia Title/Position: Executive Director <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 0.05	\$4738	\$	\$4738
Name: Belinda Ruiz Title/Position: Project Director <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): .10	\$6500	\$	\$6500
Name: Hilda Gutierrez/Maria Calderon Title/Position: Promotora <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 1.0	\$6500	\$	\$6500
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: 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):	\$	\$	\$
Salary/Wages and Benefits Total	\$59984	\$0	\$59984

Operating Expenses			
Parent Education Materials	\$2400	\$0	\$2400
	\$0	\$0	\$0
Mileage-Local Travel	\$1225	\$0	\$1225
Phone/Cell Phone	\$850	\$0	\$850
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Operating Expenses Total	\$4475	\$0	\$4475

Administrative Expenses (Indirect costs, up to 15%)			
Accounting	\$2000	\$0	\$2000
Communications	\$1250	\$0	\$1250
Rent/Utilities	\$6000	\$0	\$6000
Office Supplies	\$418	\$0	\$418
	\$	\$	\$
	\$	\$	\$
Administrative Expenses Total	\$9668	\$0	\$9668
Project Budget Total	\$74127	\$0	\$74127

*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): Marlena Garcia
 Signature:  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		
Napa Valley Child Advocacy Network, Inc. DBA ParentsCAN		
Project Title		
Napa County Promotoras & Parent Education Project		
Project Duration (start and end date)		
Start Date: 1/1/19	End Date: 12/31/19	Number of Months: 12

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Executive Director	Oversight of the project, manage the budget and ensure that project goals are met
Title/Position: Project Director	Supervise Promotoras, ensure data is collected, assign families to Promotoras, develop workshop/orientation materials, coordinate services with North Bay Regional Center
Title/Position: Promotoras	Provide direct services to families including referrals, care plan development, and conduct workshops/orientations
Title/Position:	
Title/Position:	
Title/Position:	
Title/Position:	

Operating Expenses – Line Item	Description
Training/Workshop Materials	Paper for Handouts, sign in sheets, flyers, childcare for workshops
Phone/Cell Phone	Communication services for Promotoras to connect with families
Mileage-Local Travel	.54/per mile for local in county travel to provide in-home visits to families

Administrative Expenses – Line Item	Description
Accounting	Payroll, billing, purchasing
Marketing	Flyer development, distribution of information to general public
Rent and Utilities	Facilities costs (meeting and training space) and utilities (electricity, garbage, water)
General Office Supplies	Paper, pens, binders, and other office materials

Proposer (applicant):Authorized by (print name): Marlena GarciaSignature:  Date: 1/14/19**Sub-grantee (subcontractor):****

Authorized by (print name): _____

Signature: _____ Date: _____

**As applicable.