

**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
Special Kids Connect (formerly Special Kids Crusade)	10/16/18
c. Primary contact (Name)	
Lori Luzader	
d. Mailing address	
1900 Garden Road, Suite 230, Monterey, CA 93940	
e. Primary e-mail address	f. Primary phone number
lori@specialkidsconnect.org	(831) 372-2730 x105
g. Secondary contact email address	h. Secondary contact phone number
laura@specialkidsconnect.org	(831) 372-2730 x102
i. Brief description of the organization/group (organization type, group mission, etc.).	
Special Kids Connect is a 501(c)(3) organization whose mission is to develop resources, raise awareness and provide support to children with disabilities and their families in Monterey County. Special Kids Connect is Monterey County's Early Start Family Resource Center and is contracted with DDS as a CBO to reduce the disparity of regional center services for the Spanish-speaking population of all ages in South Monterey County.	

Section II. Proposal Summary

a. Project title	Increasing Service Equity for Monterey County's Hispanic Population through Education, Empowerment, and Self-Advocacy
b. Total amount requested	\$ 189494
c. Projected number of individuals impacted	500
d. Duration of project (months)	18 months Start date: 1/1/19 End date: 6/30/20
e. RC(s) in the project catchment area(s)	San Andreas 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 <i>**If yes, provide the grant number and answer questions "f1" and "f2." If no, skip to question "g."</i> Grant # (CBOs only): 17-C46
f1. What is the current status of your project?	SKC's current project is restrictee to South Monterey County's native-Spanish speaking population, a subset of the demographic we hope to support in this project. The

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	<p>outreach activities for our current project will conclude 6/30/19. (The subsequent quarter's work (2019 Q3) will be to analyze the project's data.)</p> <p>Our progress, to date, includes:</p> <p>(1) Securing and staffing two South Monterey County satellite office locations, which are open one evening/wk and on Saturdays.</p> <p>(2) Learning that many families do not know they are authorized for services.</p> <p>(3) Discovering that the dearth of services/vendors/resources in South Monterey County is more drastic than we thought. Service coordinators say they are unable to write POSs for services, such as Adult Day Programs, because they aren't an option for South County consumers.</p> <p>(4) Establishing a collaborative (and appreciative!) relationship with the regional center's service coordinators. Our work has been well received.</p>
<p>f2. How is this proposal different from your current project?</p>	<p>The most significant difference in this proposal is its intention to address service disparity for two additional Monterey County populations not covered under the current contract: the geographic region of Monterey County north of South County (including Monterey County's largest city, Salinas, which is 75% Hispanic and accounts for over 1/3 of the county's population) and all Hispanics, both English and native-Spanish speakers.</p>
<p>g. Will you be working with one or more CBO(s)?</p>	<p><input type="checkbox"/> Yes*** <input checked="" type="checkbox"/> No</p>
<p>h. Will the project require aggregate data from the RC(s)?</p>	<p><input checked="" type="checkbox"/> Yes*** <input type="checkbox"/> No</p>

*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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1. Project title
Increasing Service Equity for Monterey County's Hispanic Population through Education, Empowerment and Self-Advocacy
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 & English (within the Hispanic ethnicity) <input type="checkbox"/> Age group(s): All <input type="checkbox"/> Socioeconomic: All <input type="checkbox"/> Other:
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 checked="" type="checkbox"/> 5. Other (explain): Report on consumers' families self-reported causes for low utilization rates.
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 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>Special Kids Connect has experience with the target population in the following ways:</p> <p>(1) SKC received POS disparity grant funding through a contract with the San Andreas Regional Center (6/30/17 - 6/30/18) and subsequent funding from DDS (through 10/19) to reduce the POS disparity of services for Spanish-speaking communities.</p> <p>(2) SKC has been supporting families with children who have developmental disabilities since 2007. It is also designated as Monterey County's Early Start Family Resource Center.</p> <p>(3) SKC's native Spanish-speaking staff members have supported the growth, development and advancement of 5 Spanish-speaking support groups for parents of children with Special Needs in Monterey County.</p>

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(4) SKC leads the Child Development & Behavior Consortium, a Monterey County collaborative whose mission is to see that all Monterey County children, ages 0 to 8, have access to developmental screenings.

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

The dollar value of both authorized services and expenditures for the Hispanic and Spanish-speaking populations in the SARC catchment area are less than HALF of the same values for the White, English-speaking populations. Per capita expenditures and per capita authorized services for Hispanic families are 39% and 42%, respectively, of the expenditures and authorizations for White families. Per capita expenditures and per capita authorized services for the Spanish-speaking population are 43% and 45%, respectively, of the English-speaking population.

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

The project will address both access disparity and utilization disparity for the Hispanic population of Monterey County, inclusive of both English and native Spanish speakers within this demographic.

From the work conducted under its current contract with DDS, SKC has identified the following contributing factors to the Spanish-speaking population's lack of authorizations and utilization in Monterey County's southern-most zip codes:

1. Cultural issues, including:
 - a. Preference for familial support over agency or professional support.
 - b. Stigma surrounding developmental disabilities
 - c. Passive approach to service acquisition
2. Immigration status and deportation fears
3. Language barriers
4. Lack of knowledge about services, including how and from where they are sourced
5. Geographic isolation, resulting in
 - d. Dearth of services
 - e. Transportation challenges to service locations and to the regional center's nearest office

Of these identified South Monterey County factors, "geographic Isolation" is the only factor most likely to be specific to South Monterey County. The remaining factors (cultural issues, immigration and deportation fears, language barriers and lack of knowledge about systems of service delivery) are applicable to much of the Hispanic population within all of Monterey County.

This project seeks to expand upon SKC's work with the Spanish-speaking population of South Monterey County by extending its outreach to both the English and Spanish-speaking Hispanic population in all of Monterey County through 6/30/20. In the timeframe of this granting period, SKC seeks to (a) educate families regarding the service landscape and how the regional center fits into that landscape, (b) increase families' access to information about regional center services, and (c) empower consumers' families to advocate for desired services. It will do so by providing educational workshops, conducting family-friendly outreach events throughout Monterey County, maintaining a South County satellite office location, providing one-to-one outreach, developing and distributing a Spanish/English county-wide directory of services for special needs families, and collaborating with service coordinators to support families during and immediately following intake.

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These goals align with the target population as follows:

- **Educational Workshops:** In our work with Hispanic families who have individuals with developmental disabilities and the agencies/schools/professionals who work with them, we have identified the following workshop topics that families have expressed an interest in learning more about: "Understanding the IEP Process," "Part C to Part B Early Start to Preschool Transition," "Autism 101," "Immigration Issues & Getting Help for My Family Member," "Navigating Systems of Support for Individuals with Developmental Disabilities," "Handling Challenging Behaviors," "Is My Child Developing Normally?," "Respite 101: What is Respite and How Does it Work?," "Transition to Adulthood," and, "What Services Can I Get from the Regional Center?" Regional center service coordinators have assured us that they will strongly recommend these to their families, especially those new to the regional center and/or who are transitioning from Early Start to Lanterman services.
- **Family Outreach Events:** Family outreach events have been successful ways of engaging with the Hispanic community. For families who feel ashamed or otherwise affected by a cultural stigma regarding having a child with a disability, these events bring them out of isolation and create opportunities for meaningful parent-to-parent connections and support. In addition, these events generate a tremendous amount of goodwill for both SKC and SARC. (Note: Families with children of all ages – including adults -- attend these events.)
- **Satellite Office in South Monterey County:** Having a reliable presence in South Monterey County has been well-received by families, other agencies, and by service coordinators. We have experimented with evening office hours in Soledad and Saturday afternoon office hours in Greenfield. Of the two, the Greenfield day/time and location has hit a "sweet spot" for Hispanic families. Saturday hours are workable with most families' schedules and the City of Greenfield is centrally located within South Monterey County such that most families are able to find a way to travel to this location on the weekend. We would like to keep this operational through at least 6/30/20.
- **One-to-one outreach to families who have POSs with low utilization rates in the prior fiscal year:** Families' self-reported reasons for low utilization rates have been beneficial to our understanding of why services are not being used. It allows our Outreach Advocates the opportunity to answer questions and suggest options for making use of open POSs.
- **Special Needs Resource Directory (Spanish/English):** Our South County version, developed under our current disparity contract, has been well-received. Many families do not have computers or internet access. Providing them with a print directory puts information about resources in their hands...and in their language!
- **Service Coordinator Support:** Through its current disparity work, the effectiveness of SKC's outreach efforts has increased with semi-annual presentations to San Andreas Regional Center service coordinators and regional managers.

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?

This project differs from current disparity-targeted approaches in place by SKC as follows:

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- Geography: SKC's current grant is restricted to the geographic region of South Monterey County. This proposed project will cover all of Monterey County, most notably, the City of Salinas, which represents one-third of the county's population and is over 75% Hispanic.
- Ethnicity: SKC's current disparity grant is focused on native Spanish-speakers. This project will address the disparity of the entire Hispanic population, both English and native Spanish speakers.
- Extension of South Monterey County weekend hours: Under SKC's current schedule of activities, the staffing of our weekend South County satellite location will end 6/30/19. This project would allow SKC to continue to have a weekend South County presence through 6/30/20.
- Clarifying and addressing barriers to services when geography is not an issue: SKC's focus, with its current project, is South Monterey County, where there is a dearth of vendors, transportation challenges, and a large migrant workforce. This project seeks to identify and address factors that are affecting service disparity when these factors are not in play.
- Emphasis on Social Media: A significant amount of research indicates that the Hispanic/Latino population utilizes social media at higher rates than non-Hispanic whites or any other ethnic group. The Hispanic population is also more likely to turn to social media for their news and for health information. (Source: <https://www.pm360online.com/hispanics-love-social-media-especially-video/> and the references in this article support its conclusions.) We have found that, for much of our work, social media is instrumental in reaching the Hispanic demographic – especially in households without a computer and/or internet access. This project will place a heavier emphasis on communicating with the Hispanic population through Facebook and Instagram.

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

In addition to families who are "walk-ins" to one of our four office locations, Special Kids Connect incorporated input for this project from a number of sources, including:

- One-to-one mentoring and coaching of Hispanic families through our normal resource center activities as well as through the disparity work conducted, to date ~ SKC has developed a tracking system for following up with families to insure their needs are being addressed.
- SKC outreach events and other community resource fair opportunities ~ At each SKC-hosted outreach event, SKC has solicited and recorded input from current and potential SARC families on the types of support, information and resources they want/need.
- Monterey County SELPA and Monterey County Office of Education ~ We regularly request input from MCOE and SELPA, and they make referrals to our agency. SKC also provides Spanish translation for SELPA's program specialists when they are meeting with families. This has given SKC tremendous insight into the challenges faced by this population.
- Spanish-speaking parent support groups ~ SKC regularly attends 4 parent-led Spanish-speaking parent support groups and hosts one of its own.
- Membership in Monterey County health care-related collaboratives and input from agencies such as Head Start, Monterey County Behavioral Health, Foster Child agencies, health clinics, and more.
- Immigration Task Force ~ One of our Outreach Advocates is actively involved as a volunteer with the United Farm Workers (UFW) union, helping immigrant families obtain citizenship. Many of these families have a member with a developmental disability and their questions/concerns are captured.
- SARC Service Coordinators in the Early Start, Child and Adult Units ~ SARC staff members continue to share their experiences with SKC, including ways they feel the Hispanic

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community is currently being underserved. (They also help us understand what is working well for these families.)

- King City Unified School District ~ SKC is currently collaborating with the Special Education Director in a major South Monterey County city. We meet with her regularly and she has been our "ear" for the struggles and concerns of Hispanic families in her district.
- Natividad Hospital's head of Developmental-Behavioral Pediatrics, Dr. Mary Coleman, MD, MPH. ~ Natividad Hospital, located in Salinas, serves a population that is largely Hispanic. Dr. Coleman regularly meets with SKC and discusses challenges faced by the Hispanic families for whom she provides care.

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.*

[illegible]

Project Title: Increasing Service Equity for Monterey County's Hispanic Population through Education, Empowerment, and Self-Advocacy									
		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
Prepare and submit quarterly report to DDS	Director / Community Outreach Manager	<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"/>
Establish social media marketing strategy for F19-20	Director / Community Outreach Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

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		2018	2019				2020		
		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
Establish a workshop / event calendar for 2019 Q3. Secure locations.	Director / Community Outreach Manager	<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"/>
Secure location for South County Satellite office for Saturdays in F19-20	Director / Community Outreach Manager	<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"/>
Begin 1:1 outreach to families who have zero dollars spent against POSs. Record responses regarding reasons for underutilization. Goal: Address 50 unused POSs/qtr.	Community Outreach Manager / Outreach Advocates	<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"/>
Meet 1 on 1 with families, outreach to families via parent support groups and community events	Community Outreach Manager / Outreach Advocates	<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"/>
Prepare and submit quarterly report to DDS	Director / Community Outreach Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		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
Present findings to RC staff	Director / Community Outreach Manager / Outreach Advocates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Host and/or sponsor 1 to 3 workshops/events	Director / Community Outreach Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish a workshop / event calendar for 2019 Q4. Secure locations.	Director / Community Outreach Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		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
Continue 1:1 outreach to families who have zero dollars spent against POSs. Record responses regarding reasons for underutilization. Goal: Address 50 unused POSs/qtr.	Community Outreach Manager / Outreach Advocates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meet 1 on 1 with families, outreach to families via parent support groups and community events	Community Outreach Manager / Outreach Advocates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare and submit quarterly report to DDS	Director / Community Outreach Manager	<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"/>
Host and/or sponsor 1 to 3 workshops/events	Director / Community Outreach Manager	<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"/>
Establish a workshop / event calendar for 2020 Q1. Secure locations.	Director / Community Outreach Manager	<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"/>

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		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
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Prepare and submit quarterly report to DDS	Director / Community Outreach Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		2018	2019				2020		
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
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Host and/or sponsor 1 to 2 workshops/events	Director / Community Outreach Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish a workshop / event calendar for 2020 Q2. Secure locations.	Director / Community Outreach Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continue 1:1 outreach to families who have zero dollars spent against POSs. Record responses regarding reasons for underutilization. Goal: Address 50 unused POSs/qtr.	Community Outreach Manager / Outreach Advocates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meet 1 on 1 with families, outreach to families via parent support groups and community events	Community Outreach Manager / Outreach Advocates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare and submit quarterly report to DDS	Director / Community Outreach Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Meet 1 on 1 with families, outreach to families via parent support groups and community events	Community Outreach Manager / Outreach Advocates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

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: Increasing Service Equity for Monterey County's Hispanic Population through Education, Empowerment, and Self-Advocacy									
		2018	2019				2020		
		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
Present findings to RC staff	Director / Community Outreach Manager / Outreach Advocates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare and submit quarterly report to DDS	Director / Community Outreach Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prepare and submit quarterly report to DDS	Director / Community Outreach Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<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"/>	<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: Increasing Service Equity for Monterey County's Hispanic Population through Education, Empowerment, and Self-Advocacy		
Measures of Outcomes	Type of Measure(s). Check all that apply.	Activity To Be Measured; Data Collection Method
	<input checked="" type="checkbox"/> Count	<p>Conduct a minimum of 9 workshops / outreach events. Capture status of attendees with regard to their regional center status (consumer vs. non-consumer) and what questions/concerns they have regarding services and support.</p> <p>Attend an average of 18 community events/parent support group meetings, resource fairs, and/or educational conferences over the course of the 18 month contract. Record the number of SARC and non-SARC individuals reached through each event.</p>
	<input checked="" type="checkbox"/> POS	Address at least 250 underutilized POSs in this target demographic by making contact with consumers' families. Record responses from families regarding why services are going unused. (If the regional center's contact info for a consumer is outdated, make note of this, as well.)
	<input checked="" type="checkbox"/> Pre/post survey/assessment	Develop and conduct surveys for families after each workshop to (a) determine the workshop's ability to meet their needs and (b) obtain input for future workshop ideas.
	<input type="checkbox"/> Stakeholder feedback	
<input checked="" type="checkbox"/> Materials	Develop a county-wide dual-language (English / Spanish) Special Needs Resource Directory for	

		parents/families/professionals. Distribute to agencies who serve individuals and/or families of individuals with special needs.
	<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
Special Kids Connect
Project Title
Increasing Service Equity for Monterey County's Hispanic Population through Education, Empowerment, and Self-Advocacy
Project Duration (start and end date)
Start Date: 1/1/19 End Date: 6/30/20 Number of Months: 18

Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
Salary/Wages and Benefits			
Name: Lori Luzader Title/Position: Director <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 0.350	\$17500	\$17500	\$35000
Name: Jose Francisco Hernandez Rivera Title/Position: Community Outreach Manager <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 0.90	\$18700	\$19900	\$38600
Name: Laura Camberos Title/Position: Outreach Advocate <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 0.70	\$12140	\$12900	\$25040
Name: Maria Echavarria Title/Position: Outreach Advocate (0.20 FTE) <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 0.20	\$3000	\$3180	\$6180
Name: N/A Title/Position: Outreach Advocate <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): .750	\$26900	\$13450	\$40350
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	\$78240	\$66930	\$145170

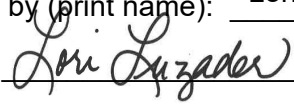
Operating Expenses			
Transportation / Travel	\$2500	\$2500	\$5000
Outreach & Advertising / Resource Directory Costs	\$1500	\$750	\$2250
Telephone/Internet/Laptop for new Outreach Advocate (one time cost)	\$1500	\$900	\$2400
Facility costs (including liability insurance coverage)	\$500	\$500	\$1000
Food & Beverage for training/workshop attendees	\$500	\$500	\$1000
Workshop / Outreach Event Supplies	\$1000	\$1000	\$2000
Subcontractor costs	\$1500	\$750	\$2250
Operating Expenses Total	\$9000	\$6900	\$15900

Administrative Expenses (Indirect costs, up to 15%)			
Personnel	\$6830	\$6830	\$13660
Facility costs for admin purposes	\$4200	\$3600	\$7800
Utilities	\$850	\$850	\$1700
General Office Supplies	\$2632	\$2632	\$5264
	\$	\$	\$
	\$	\$	\$
Administrative Expenses Total	\$14512	\$13912	\$28424
Project Budget Total	\$101752	\$87742	\$189494

*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): Lori Luzader

Signature:  Date: 1/10/19

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
Special Kids Connect
Project Title
Increasing Service Equity for Monterey County's Hispanic Population through Education, Empowerment, and Self-Advocacy
Project Duration (start and end date)
Start Date: 1/1/19 End Date: 6/30/20 Number of Months: 18

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Director	Overall management for this contract. Develops MOUs, contracts and negotiates rates for satellite office space, workshop and event locations and workshop speakers. Works with regional center to obtain data. Develops and facilitates parent workshops. Works with school districts and agencies to insure referrals are made. Develops social media campaigns and updates SKC's website with information regarding upcoming events pertaining to this contract.
Title/Position: Community Outreach Manager	Supervises Outreach Advocates and ensures satellite office locations are reliably staffed. Designs and creates the resource directory. Develops surveys for event and workshop attendees and manages the collection of data and consumer responses from each event. Translates materials for families and provides translation for marketing promotions. Identifies community events for SKC participation.
Title/Position: Outreach Advocate	Contacts families, meets 1:1, as needed. Attends workshops/outreach events. Staffs satellite office(s). Attends parent-led support groups and educational conferences. Staffs SKC presence at community resource fairs. Supports the development of, and updates for, the special needs resource directory.
Title/Position:	
Title/Position:	
Title/Position:	
Title/Position:	

Operating Expenses – Line Item	Description
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Transportation / Travel	Mileage for family meetings, workshop attendee transportation
Outreach & Advertising	Resource guide materials, sponsored promotions on social media, printing costs for workshop flyers
Telephone / Internet / Laptop for new Outreach Advocate (one time cost)	Charges for Outreach Advocate phone needs, hotspot fees in locations without wi-fi. Includes Yr 1 laptop purchase for new Outreach Advocate.
Facility Costs (including liability insurance required for workshop / event locations)	Rent / fees associated with workshop locations, general liability costs associated with certificates of liability requirements
Food & Beverage for Training / Workshops	Costs for attendee food
Workshop / Outreach event expenses	Child care costs, handouts / books for attendees, supplies for outreach event activities,
Subcontractor Costs	Speaker fees, indigenous translation costs

Administrative Expenses – Line Item	Description
Personnel	Bookkeeper, Administrative support
Facility costs for admin purposes	Rent & insurance allocation for this project
Utilities supporting admin functions	General utility costs allocated to this project
General Office Supplies	Paper, folders, copier supplies

Proposer (applicant):Authorized by (print name): Lori LuzaderSignature: *Lori Luzader* Date: 3/4/19**Sub-grantee (subcontractor):****

Authorized by (print name): _____

Signature: _____ Date: _____

**As applicable.