

**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 Needs Network	10/16/18
c. Primary contact (Name)	
Areva Martin, Esq.	
d. Mailing address	
4401 Crenshaw Boulevard, Suite 215, Los Angeles, CA 90043	
e. Primary e-mail address	f. Primary phone number
areva@specialneedsnetwork.org	(323) 291-7100
g. Secondary contact email address	h. Secondary contact phone number
juancarlos@specialneedsnetwork.org	(323) 291-7100
i. Brief description of the organization/group (organization type, group mission, etc.).	
<p>The Special Needs Network (SNN) is a 501(c)(3) nonprofit community-based organization. SNN grew out of the struggles of our Founder Areva D. Martin, Esq. after her son Marty was diagnosed with autism at the age of two. After finding it difficult to access services for Marty, Ms. Martin became aware of the enormous challenges faced by families affected by developmental disabilities in underserved communities – in particular, South Los Angeles. To fill this void and serve as a link between disadvantaged communities and mainstream developmental disability organizations and governmental institutions, SNN was established in 2005. Our mission is to raise public awareness of developmental disabilities and to impact public policy, while providing education and resources to families, children and adults. SNN programs have reached more than 20,000 families to date, positioning SNN as a leading nonprofit organization in South Los Angeles working on issues related to developmental disabilities.</p>	

Section II. Proposal Summary

a. Project title	SNN's Military Parent Advocacy Mentor and Navigator Program (MPAMN)
b. Total amount requested	\$ 300,000
c. Projected number of individuals impacted	1,000
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)	Harbor Regional Center, Tri-Counties Regional Center, Regional Center of Orange County Target zip code(s) for Los Angeles County*: 90731

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<p>f. Did your organization receive funding for a project in FY 2017/18?</p>	<p><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></p> <p>Grant # (CBOs only): 17-C47</p>
<p>f1. What is the current status of your project?</p>	<p>In progress and moving along as expected</p>
<p>f2. How is this proposal different from your current project?</p>	<p>The fundamental difference between our current project, SNN's Parent Empowerment Program (PEP), and our proposed project is the target population. The purpose of PEP is to teach statewide advocates and nonprofit leaders about SNN's parent advocacy and civic engagement model, implementation, outcomes, and experience so it can be replicated in other communities, developing and empowering grassroots parent leaders around the state. MPAMN has a more specific direct service population - military families, many of whom are connected to the Los Angeles Air Force Base, with identified special needs conditions.</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 type="checkbox"/> Yes*** <input checked="" 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

**FY 2018/19 DISPARITY FUNDS PROGRAM
PROJECT INFORMATION**

1. Project title
SNN's Military Parent Advocacy Mentor and Navigator Program (MPAMN)
2. Select the target group(s) the project intends to serve and provide a description of each group. Check all that apply.
<input type="checkbox"/> Ethnicity: <input type="checkbox"/> Language(s): <input type="checkbox"/> Age group(s): <input type="checkbox"/> Socioeconomic: <input checked="" type="checkbox"/> Other: The families who will be served through MPAMN are diverse, representing various ethnicities, languages, age groups, and socioeconomic conditions. All, however, are military families which presents inherent challenges and disparities.
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 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 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 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 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>MPAMN's target population is families within the Department of Defense's (DOD) Exceptional Family Member Program (EFMP), which supports military families with identified special needs.</p> <p>They are proud military families, but above all else, they are parents who have dedicated their lives to efforts which will empower their children with special needs - navigating complex systems of care, working to access regional center services, and developing successful IEPs, to name just a few daily endeavors. SNN has 13 years of experience working with this population. Since our establishment in 2005, we have educated thousands of California parents and given them the tools to support their children. SNN is one of the state's leading developmental disability</p>

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PROJECT INFORMATION**

advocacy organizations and we have built a state-wide reputation for success working with under-represented and disenfranchised families.

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

EFMP families face a unique set of circumstances that challenge their access to necessary services and care. The DOD estimates that military children change schools six to nine times from the start of kindergarten to high school graduation. Most relocate to different communities, even different states, every one to four years. As a paper from The National Board for Certified Counselors notes, the differences in curricula and school requirements result in educational gaps for military children. These differences are particularly detrimental to children with special needs. For example, they may be denied access to specialized education due to slow school record exchange. Further, in new communities, families have no familiarity with state laws, available resources, disparities in regional center POS spending, and general navigation of the systems of care in the state. There is no support net or central point of contact, leaving many children underserved and vulnerable.

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

Over the two-year grant period, MPAMN will reach approximately 100 Air Force, Army, Navy, and Coast Guard families. They will undergo an intensive six-session, 18-hour training program designed to introduce them to California laws, resources, and systems of care and equip them with the tools necessary to become effective advocates for their children. The program will be provided by our certified trainers on location at Los Angeles Air Force Base, Naval Weapons Station Seal Beach, and Naval Base Ventura County.

Through MPAMN, parents will learn vital information, techniques, resources, advocacy, and strategies for improving the lives of autistic and developmentally disabled children. They will also learn how to identify other families in need and serve as mentors for those families. This is critical in the transient military community, where families often lack traditional support systems such as close-knit family, long-term friendships, and religious institutions. As trained parent advocates, they will receive ongoing training and support for effective community organizing and advocacy, ultimately striving for legislative change and policy shifts.

Each session includes three hours of lecture and classroom exercises, reading materials, breakfast, and child care. Sessions are as follows:

1. Identifying the Early Warning Signs of Developmental + Related Disorders and Understanding Assessment Results.
2. Regional Center Overview: Laws, Decision Making, Early Start, Individualized Family Service Plan, and the Lanterman Act.
3. Regional Center Purchase of Services (POS) Disparities
4. Individual Education Plans (IEP's)
5. When the IEP Process Fails: Mediation and Due Process
6. How to Identify Resources and Navigating Systems of Care

MPAMN is modeled after our signature Parent Advocacy Mentor program (PAM), one of the country's most sought after developmental disability awareness and advocacy training programs for both parents and professionals.

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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?

Los Angeles Air Force Base is considered an expedited base for military members with special needs family members. Therefore, once a family member has an identified developmental condition that requires a specialist, the family is reassigned as quickly as possible and resources/referrals are streamlined so that the family can receive support. Despite these services, there is currently no training available to teach families about California law, resources, and systems of care or how to effectively advocate on behalf of their children. MPAMN will fill this void.

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

SNN became aware of the significant need for MPAMN when we were approached by a Los Angeles Air Force Base employee and parent of a child with special needs. She had participated in SNN's In Pursuit of Equity Program (previously funded by DDS) and saw firsthand the wealth of resources and support we could bring to EFMP families. From there, SNN connected with a Los Angeles Air Force Base Community Readiness Specialist who detailed the significant struggles of special needs families living on that base and in surrounding military communities. Together, we designed MPAMN to respond to the unique needs of the EFMP community.

Project Title: SNN's Military Parent Advocacy Mentor and Navigator Program (MPAMN)									
		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
		<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: SNN's Military Parent Advocacy Mentor and Navigator Program (MPAMN)		
Measures of Outcomes	Type of Measure(s). Check all that apply.	Activity To Be Measured; Data Collection Method
	<input checked="" type="checkbox"/> Count	Number of participants enrolled in the training courses; and if they attend all scheduled classes; if they participate in the stated activities and if they mentor other parents in the region. These numbers will be measured and recorded through a series of questionnaires and interviews.
	<input type="checkbox"/> POS	
	<input checked="" type="checkbox"/> Pre/post survey/assessment	Educate and empower parents to effectively advocate for their children; educate and empower parents to serve as peer mentors for other parents. SNN will use a series of questionnaires and interviews to assess the progress of participants and to determine if the stated goals have been met. At the conclusion of the two-year period, SNN will conduct a summative evaluation to address outcomes. Our evaluation will assess to what extent the project achieved its goals and objectives.
	<input checked="" type="checkbox"/> Stakeholder feedback	Periodic satisfaction surveys will inform and guide the development, modification, and implementation of the project activities.
	<input type="checkbox"/> Materials	
	<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 Needs Network		
Project Title		
SNN's Military Parent Advocacy Mentor and Navigator Program		
Project Duration (start and end date)		
Start Date: January 1, 2019	End Date: June 30, 2020	Number of Months: 18

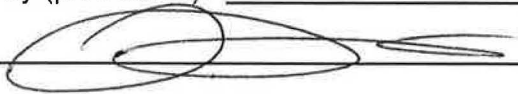
Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
Salary/Wages and Benefits			
Name: Title/Position: Lead Trainer <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$23250	\$11625	\$34875
Name: Title/Position: Lead Trainer <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$23250	\$11625	\$34875
Name: Title/Position: Assistant Trainer <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$19375	\$9687	\$29082
Name: Title/Position: Assistant Trainer <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$19375	\$9687	\$29062
Name: Title/Position: Outreach Specialist <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$21500	\$10750	\$32250
Name: Title/Position: Child Care Provider <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$6000	\$3000	\$9000
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	\$112750	\$56375	\$169125

Operating Expenses			
Supplies	\$5000	\$2500	\$7500
Contractual (evaluation)	\$5250	\$2625	\$7875
In-state travel	\$3000	\$1000	\$4000
Venue rental	\$5000	\$2500	\$7500
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Operating Expenses Total	\$18250	\$8625	\$26875

Administrative Expenses (Indirect costs, up to 15%)			
Accounting	\$750	\$375	\$1125
Legal	\$750	\$375	\$1125
Insurance	\$1000	\$500	\$1500
Indirect @ 12.9%	\$16834	\$8416	\$25250
	\$	\$	\$
	\$	\$	\$
Administrative Expenses Total	\$19334	\$9666	\$2900
Project Budget Total	\$150334	\$74666	\$22500

*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): Juan Carlos Garcia
 Signature:  Date: 12/3/19

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 Needs Network		
Project Title		
SNN's Military Parent Advocacy Mentor and Navigator Program		
Project Duration (start and end date)		
Start Date: January 1, 2019	End Date: June 30, 2020	Number of Months: 18

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Lead Trainer (0.5 FTE)	\$34,875 (Oversee training and development activities in conformity with the grant program, identify training needs, develop effective training programs and implement changes when needed, supervise the work of Assistant Trainers, and manage training budget)
Title/Position: Lead Trainer (0.5 FTE)	\$34,875 (Oversee training and development activities in conformity with the grant program, identify training needs, develop effective training programs and implement changes when needed, supervise the work of Assistant Trainers, and manage training budget)
Title/Position: 2 Assistant Trainers (.5 FTE)	\$58,125 (Responsible for training duties related to the delivery of training and organizational development programs, schedule training events, coordinate with instructors, obtain and distribute required instructional materials, and communicate schedules and details)
Title/Position: Outreach Specialist (.25 FTE)	\$32,250 (Research, develop, and implement outreach strategies to increase participation and general knowledge of the program offered under the grant)
Title/Position: Child Care Provider	\$9,000 (Plan and execute activities for children during training sessions)
Title/Position: [REDACTED]	[REDACTED]
Title/Position: [REDACTED]	[REDACTED]

Operating Expenses – Line Item	Description
Supplies	\$7,500 (Office supplies and materials)
Contractual (Evaluator)	\$7,875 (Develop program evaluation protocols, collect data, measure outcomes, and draft detailed evaluation reports)

In state travel	\$4,000 (Trainer, Assistant Trainer, Outreach Specialist, Child Care Provider travel to each site location)
Venue Rental	\$7,500 (On-base sites for training)

Administrative Expenses – Line Item	Description
Accounting	\$1,125
Legal	\$1,125
Insurance	\$1,500
Indirect @~12.5%	\$25,250
Project Budget Total	\$225,000

Proposer (applicant):

Authorized by (print name): _____

Signature: _____ Date: _____

Sub-grantee (subcontractor):**

Authorized by (print name): _____

Signature: _____ Date: _____

** As applicable.