

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
Friends of Children with Special Needs (FCSN)	September 18, 2018
c. Primary contact (Name)	
Anna Wang, Vice President of Enrichment Programs and Community Relations Sylvia Yeh, Executive Business Director	
d. Mailing address	
2300 Peralta Blvd., Fremont, CA 94536	
e. Primary e-mail address	f. Primary phone number
annawang@fcsn1996.org	510-739-6900
g. Secondary contact email address	h. Secondary contact phone number
sylviayeh@fcsn1996.org	510-468-9797
i. Brief description of the organization/group (organization type, group mission, etc.).	
<p>FCSN is a non-profit organization founded by 10 Asian Immigrant families in 1996. These families originally came together as a way to help and support each other through the struggles and experiences of raising a special needs child. Now, FCSN serves over 1000 special needs families with over 300 of them attending one or more of our many vendorized programs. FCSN also provides a long list of enrichment and support programs to provide opportunities and community integration for our special needs children and adults. Our mission statement is to help individuals with special needs and their families find love, hope, respect and support through community involvement.</p> <p>FCSN greatly emphasizes family involvement, families helping families, through their various programs and events. 85% of the FCSN families are Asians while 95% of their staff are bilingual. FCSN supports the following languages: Mandarin, Cantonese, Korean, Vietnamese, Tagalog, Japanese and Malay.</p>	

Section II. Proposal Summary

a. Project title	Asian Mentorship: Empowerment, Education and Access to Services
b. Total amount requested	\$ 562,000
c. Projected number of individuals impacted	1,000
d. Duration of project (months)	12 months Start date: 4/1/19 End date: 3/31/20
e. RC(s) in the project catchment area(s)	Regional Center of the East Bay & San Andreas Regional Center

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	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-C21
f1. What is the current status of your project?	<p>FCSN's 2018 funding application prioritized staff recruitment and retainment to maintain our program's quality. Of the \$491,000 grant FCSN received, \$350,000 enabled FCSN to hire and retain well-qualified, bilingual employees with a heart for serving special needs individuals in a competitive market. The 2018 grant enabled FCSN to improve its retention rate by an estimate of 42%. The rest of the \$141,000 is used to create, launch, and expand outreach to Asian families with monthly socials, events, community resources networking, and family gatherings/seminars. FCSN has already made contact with more than 500 Asian people, and we are continuing with our outreach efforts throughout the rest of the year. A survey in the 3rd quarter will provide more data on outreach efficacy.</p>
f2. How is this proposal different from your current project?	<p>Last year's proposal included mentors whose primary role is to educate families, but this proposal will increase mentor's duty to advocate for families through RC's intake processes and IPPs. As a result of DDS 2018 funding, FCSN identified a need beyond education and empowerment to connect families to RC. 30% of families in FCSN's outreach reported being ill-equipped to navigate questioning and document production once entering RC's process, creating discouragement to persist. They needed assistance through the initial call intake, case status follow-up, and attendance at meeting. Based on this finding, FCSN will fill this need by hiring a part-time bilingual mentor to advocate and support families through the entire intake process. Families will also gain greater access to information through videos of seminars in Chinese posted to YouTube. These 20-minute videos will contain essential RC information and will be designed to engage families and motivate them to seek RC services.</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 type="checkbox"/> Yes*** <input checked="" 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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1. Project title
Asian Mentorship: Empowerment, Education and Access to Services
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: Chinese, Vietnamese, Filipino, Korean, Japanese, Malaysian <input checked="" type="checkbox"/> Language(s): Mandarin, Chinese, Vietnamese, Tagalog, Korean, Japanese, Malay <input checked="" type="checkbox"/> Age group(s): All <input checked="" 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 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): Bilingual Staff Retention and Program Expansion
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 checked="" 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 checked="" type="checkbox"/> Other: Bilingual Staff Retention and Program Expansion
5. What experience does the organization/group have working with the target population?
<p>1) Past/Current Experience. FCSN has more than 20 years experience working with Asian populations. Founded by 10 Asian families, FCSN has grown to serve more than 1000 families annually with over 40 programs; 85% of these families are Asian, while 95% of FCSN staff is bilingual in languages that include: Mandarin, Cantonese, Vietnamese, Tagalog, Korean, Japanese and Malay.</p> <p>2) Asian Disparity Reduction Project. Through the Asian Disparity Reduction project established in 2016 to reduce disparities in RC services for eligible clients, FCSN executed community outreach events that include information about Early Start programs, resource tables, simultaneous translation services and other amenities for the Asian special needs population. Large-scale events like Summer Fun Festival and Family Day have attracted between 200 to 500 Asian people per event. Mentorship was provided for Asian families to educate them on RC</p>

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services.
6. Explain how the target population(s) are underserved using POS data or other data as supporting evidence.
<p>Asians represent 18 percent of the population of Alameda and Santa Clara Counties but only receive 10 percent of the authorized services from SARC and RCEB. This is a sharp contrast to the white population that represents 30 percent of Alameda and Santa Clara Counties' population yet receive 46 percent of the authorized services from SARC and RCEB. Cultural shame and a belief in self-reliance hinder Asians from openly seeking help for their loved ones with special needs. Families need mentoring to help them learn their rights and to obtain appropriate services. FCSN can be the connecting bridge for Asian families to support them in their development of trust of the regional center for service access.</p> <p>Due to closures of several local service-providing agencies, FCSN has been receiving and continues to receive an unprecedented number of referrals for services to fill in that gap. FCSN must maintain its bilingual staff to provide quality service for these and existing clients.</p>
7. How will the project address the identified POS disparity?
<p>1) Asian Family Empowerment and Education to Improve RC Service Access.</p> <p>1a) Seminar Videos in Chinese: FCSN will create five 20-minute YouTube videos of seminars to increase access to information for Asian families. These videos will contain pertinent information regarding generic and regional center services with the goal of generating interest in regional center care services. These videos will be an effective tool to acclimate new families who are unfamiliar to the process and unable or unwilling to come out to the seminars.</p> <p>1b) Outreach Events: FCSN will continue to host events such as the Family Resource Fun Fair, Chinese New Year and Mid-Autumn Festivals for the Asian special needs community. We invite other community partners, such as the regional center, to host booths, widening the outreach, and offering families access to different resources.</p> <p>We will also continue to hold Coffee and Tea Socials and Family Gatherings to provide additional training and education on regional center services and processes. In 2018, we discovered that further training is needed, not just for families who are potentially interested in intake, but for new and pre-existing clients.</p> <p>1c) Bilingual Family Gatherings: These are offered twice-monthly in Alameda and Santa Clara counties to inform Asian families of special needs services. The seminars are offered in English and multiple Asian languages through simultaneous translation. Topics this upcoming year will focus on generic as well as regional center services that are available for special needs families. FCSN sees the need to educate families on generic services so that they understand that the regional center is the payer of last resort.</p> <p>1d) Children's Programs during Family Gatherings. Parents have the option of signing their children up for activities during the 90-minute Family Gatherings. Skills-based classes for special needs individuals and their siblings are offered to engage participants and to give parents the opportunity to receive education undistracted. Classes include: arts & craft, dancing, music, games, and social skills. This robust children's program serves as a support and has increased parent attendance at trainings.</p>

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1e) Support Groups. Support groups aim to educate families on regional center processes and services and allow families to share their experience with the regional center with each other. This reduces cultural stigma, as well as a fear of the unknown, and a lack of trust in the regional center and its authorities. FCSN provides networking opportunities for families so that they can become allies and a source of encouragement for each other.

2) Increase Referrals of Potential Asian Clients for Regional Center Intake

2a) Early Start and Potential Regional Center Client Outreach. FCSN will continue its Children's Milestone Coffee and Tea Social in Alameda and Santa Clara Counties. These socials provide outreach events for parents with children who are not currently accessing regional center services. The socials are held in several languages and provide information on available services, pathways to access those services, and long-term ameliorative effects of Early Start Intervention (for children ages 0-3).

2b) Recruitment. Coffee Social participants are recruited through contact with diagnostic centers, hospitals, treatment centers as well as predominantly Asian childcare centers; social media; and flyers at strategic public locations. Facilities include: Kaiser, Palo Alto Medical Center, Valley Medical Center, Oakland Children's Hospital, Sutter Health, Lucille Packard, UCSF Diagnostic Center, Children's Health Council, Asian Health Services and Asian American for Community Involvement.

3) Empower Existing Regional Center Clients to Request for Services.

FCSN will hire a part-time bilingual mentor for Asian families who are experiencing barriers to making contact with the regional center, and in particular during IFSP and IPP decision making process. This mentor will be well-versed in regional center services and processes and will identify and understand the cultural and linguistic sensitivities that are making it difficult for Asian-American families during the intake process or request for additional services. Despite receiving education on their rights to services, Asian families express confusion and fear of the intake process, and as a result, are unable to make initial contact. Some families are unable to advocate for themselves when they receive pushback from regional center authorities because of cultural and language barriers while making request for needed services. The mentor will help to reduce disparities that are a result of an inability to communicate with regional center authorities and service providers. A maximum of 12 hours of mentorship will be provided for each targeted family on a case-by-case basis.

3a) Mentorship for non-Regional Center families. The area of focus for mentorship will be for non-Regional Center families who need guidance through the entire intake process.

3b) Mentorship for existing Regional Center families. The area of focus for mentorship will be for Regional Center families who are seeking additional needed services.

4) Bilingual Staff Retention to meet the cultural, ethnic and linguistic needs of consumers and their families

For 2019, FCSN must maintain the \$1/hour employee salary increase that was funded from the 2017/18 grant to avoid a pay cut for its employees. At the same time, due to rising costs of living

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in the SF Bay Area, FCSN aims to increase wages \$.50/hour to halt a projected 28% turnover in 2018 and reduce it to 14% in 2019. 95% of FCSN's staff are bilingual and deliver culturally, linguistically and ethnically sensitive care to more than 400 clients but are not being compensated with a competitive wage. Bilingual employees are a premium resource in any organization, yet in the care service industry, they are consistently being asked to work for a salary considered below the poverty line. This is not a feasible standard of living for employees who live in high cost living areas like the SF Bay Area. As a result, many leave the organization for better wages. Staff retention improves service delivery and quality and is especially critical for service for programs like Person Centered Planning, HCBS, Integrated Employment and other vendorized services that require culturally-sensitive and bilingual staff. Loss of FCSN's bilingual staff will preclude any hope of reducing disparity through expanding programs, let alone maintaining its current quality of service for its clients.

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?

8a) Gather Asian Client Satisfaction Post Assessment Surveys.

After the past year of outreach and mentorship, we are ready to gather new information from Asian families. We are designing a new survey to better understand how Regional Center can meet their needs. During each outreach event held last year, FCSN has assessed client satisfaction through surveys that detail needs, level of awareness of resource knowledge, rights and benefits awareness, and the request process.

Recent FCSN surveys will seek to provide an understanding of how many additional services its clients have received from the regional center as a result of outreach efforts. We are requesting Asian American families to detail reasons why POS services are not being attained or utilized. Another goal of these new surveys is to gather data points about why families are denied intake from the regional center even after receiving education on services and pathways. Our 2018/2019 strategy will build a mentorship program using the baseline information we have gathered. The disparity data did not change, but numbers only demonstrate half the story. FCSN has learned that its services cannot end at the regional center door where our clients are being met with barriers outside our usual areas of oversight. We have learned that mentorship for Asian clients with special needs must extend all the way through the intake process where we can request due diligence from eligibility determining authorities.

Our end goal is to build a strong and positive Asian special needs community that has a good understanding of regional center and generic services and meets the needs of their special needs individual and families. By helping Asian families gain access to Regional Center services and have a positive experience, FCSN will empower Asian families to access needed services and, based on these efforts, a momentum can build through word-of-mouth to help reduce disparity and Asians will eventually serve as mentors to one another.

8b) Provide Bilingual Mentorship for Asian Families who Need Assistance Through the Intake Process.

FCSN will provide 12 hours of mentorship service to eligible families. As aforementioned, in addition to continuing our outreach efforts through events, seminars, socials, and community resource network, FCSN will launch a mentorship program for Asian families who have

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encountered barriers during intake as well as obtaining new services. Because many Asian families feel overwhelmed or intimidated by regional center's intake process, they are not pursuing initial contact. Therefore, FCSN is committed to help families through the intake process starting with the initial call to the regional center, all the way through to attending intake meetings and IPP meetings.

8c) Seminar Videos in Chinese: To provide Asian families with greater access to information, FCSN will create videos of seminars in Chinese to be posted to YouTube. These videos will be about 20 minutes long, containing pertinent information regarding generic and RC services, to help generate enough interest for the families to seek out regional center for services and use FCSN support if needed. This method will reach families who are afraid and hesitant to attend the seminars to obtain introductory information in the safety of their homes.

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

For each event, social and seminar that FCSN hosts, we use an iPad for guest sign-in. The sign-in will provide us with data and input on the following:

- Number of attendees at events, seminars/gatherings, and monthly socials.
- How many attendees are from RCEB, SARC or other regional centers. How many are non-regional center clients.
- The number of attendees speaking a certain language.
- The number of attendees in each ethnicity within the Asian community.

Then every 6 months or after each events, we will conduct a follow-up survey to get data and input on the following:

- Has our events, seminars or socials helped families gain more knowledge about RC and its services.
- Number of non-RC families who have sought intake. How many were rejected and how many were accepted.
- Why families do not pursue intake and how FCSN can help them reach out to the RC.
- # of existing RC families who sought additional services & what type of services.
- Clients' satisfaction rating with the RC.
- How the RCs can help their clients better.
- Families satisfaction rating with FCSN's outreach events.

We will conduct exit surveys with each bilingual staff who are leaving FCSN to:

- Determine whether the role of salary is the reason for their departure.
- Compare the rate of staff turnover from 2018 to 2019.

We will record number of media announcements and number of community groups & people reached.

For each mentorship family, we will conduct survey to determine the effectiveness of the mentorship

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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: Asian Mentorship: Empowerment, Education and Access to Services									
		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.	Director/Program Manager	<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"/>
Hire PTE Advocate.	Director/Program 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"/>
Determine dates and times for the coffee/tea socials	Director/Program Manager	<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"/>
Update and distribute flyers for socials and seminars.	Program Manager/Program Assistant	<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"/>
Post seminars and socials on social media and FCSN website & weekly announcement.	Director/Program Manager	<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"/>
Update sign-in sheets for events, seminars, and socials.	Program Assistant	<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"/>
Identify topics and plan logistics for the seminars.	Director/Program Manager	<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"/>
Conduct 28 seminars.	Director/Program Manager	<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"/>

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

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Project Title: Asian Mentorship: Empowerment, Education and Access to Services									
		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
Host 24 coffee/tea socials.	Program Manager	<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"/>
Determine date, location and time for Annual Family Day	Director/Program Manager	<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"/>
Create and distribute flyer for Annual Family Day	Director/Program 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"/>
Post Annual Family Day event on social media and FCSN website & weekly announcement.	Program Manager/Program Assistant	<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"/>
Plan and host Annual Family Day	Director/Program Manager/Program Assistant	<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"/>
Gather data from sign-in sheets in Q2 to determine number of attendees and their feedback regarding RC services.	Program 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"/>
Prepare and submit quarterly report to	Director/Program 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"/>

Project Title: Asian Mentorship: Empowerment, Education and Access to Services									
		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
DDS.									
Determine dates, times and location for the Summer Fun Festival	Director/Program 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"/>

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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
Create and distribute flyers for the Summer Fun Festival	Program Manager/Program Assistant	<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"/>
Post Summer Fun Festival event on social media and FCSN website & weekly announcement.	Director/Program 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"/>
Plan and host Summer Fun Festival	Director/Program Manager/Program Assistant	<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"/>
Determine dates, times and location for the Moon (Mid-Autumn) Festival Celebration	Director/Program 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"/>
Post Moon (Mid-Autumn) Festival event on social media and FCSN website & weekly announcement.	Director/Program 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"/>
Plan and host Moon (Mid-Autumn) Festival Celebration	Director/Program Manager/Program Assistant	<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"/>

Project Title: Asian Mentorship: Empowerment, Education and Access to Services									
		2018	2019				2020		
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Gather data from sign-in sheets in Q3 to determine number of attendees and their feedback regarding RC services.	Program 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"/>
Prepare and submit quarterly report to DDS.	Director/Program 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
Gather data from sign-in sheets in Q3 to determine number of attendees and their feedback regarding RC services.	Program 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"/>
Prepare and submit quarterly report to DDS.	Director/Program 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"/>
Determine date, time, and location for Chinese New Year Celebration	Director/Program 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"/>
Create and distribute flyers for Chinese New Year Celebration Event	Program Manager/Program Assistant	<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"/>
Post CNY Celebration event on social media and FCSN website & weekly announcement.	Director/Program Manager/Program Assistant	<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"/>
Plan and host 2 Chinese New Year Celebration Events (one for East Bay and	Director/Program Manager/Program Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Project Title: Asian Mentorship: Empowerment, Education and Access to Services									
		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
one for South Bay)									
Determine date, time and location for Special Needs Talent Showcase	Director/Program 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"/>
Update and distribute flyers for Special Needs Talent Showcase.	Program Manager/Program Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

DISPARITY FUNDING PROPOSAL – 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: Asian Mentorship: Empowerment, Education and Access to Services									
		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
Post Special Needs Talent Showcase on social media and FCSN website & weekly announcement.	Program Manager/Program Assistant	<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"/>
Plan and host Special Needs Talent Showcase.	Director/Program Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gather data from sign-in sheets in Q1 2020 to determine number of attendees and their feedback regarding RC services.	Program 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"/>
Prepare and submit quarterly report to DDS.	Director/Program 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"/>
Conduct follow-up survey with families to determine the effectiveness of our outreach and mentorship effort and to see who has	Program 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"/>

Project Title: Asian Mentorship: Empowerment, Education and Access to Services									
		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
reached out to their RCs for intake or more services.									
Staff Salary Increase	Administration Office	<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"/>
		<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: Asian Mentorship: Empowerment, Education and Access to Services		
Measures of Outcomes	Type of Measure(s). Check all that apply.	Activity To Be Measured; Data Collection Method
	<input checked="" type="checkbox"/> Count	<p>Have each family sign-in at each of our events, socials, and seminars/gatherings to obtain the number of attendees at the event. For the sign-in, we also get data on the following:</p> <ul style="list-style-type: none"> - Number of attendees at events, seminars/gatherings, and monthly socials. - How many attendees are from RCEB, SARC or other regional centers. How many are non-regional center clients. - The number of attendees speaking a certain language. - The number of attendees in each ethnicity within the Asian community.
	<input checked="" type="checkbox"/> POS	How many clients are utilizing their approved POS.
	<input checked="" type="checkbox"/> Pre/post survey/assessment	<p>Conduct follow-up surveys every 6 months or after each event to gather data on the following:</p> <ul style="list-style-type: none"> - Has our events, seminars or socials helped families gain more knowledge about RC and its services. - # of non-RC families who have sought intake. How many were rejected and how many were accepted. - Why families do not pursue intake and how FCSN can help them reach out to the RC. - # of existing RC families who sought additional services & what type of services.

		<ul style="list-style-type: none"> - Clients' satisfaction rating with the RC. - How the RCs can help their clients better. - Families satisfaction rating with FCSN's events. <p>Conduct exit surveys with bilingual staff who are leaving FCSN to:</p> <ul style="list-style-type: none"> - Determine whether the role of salary is the reason for their departure. - Compare the rate of staff turnover from 2018 to 2019. <p>Record # of media announcements and # of community groups & people reached.</p> <p>Conduct survey with mentorship families to determine:</p> <ul style="list-style-type: none"> - # of mentorship families - effectiveness of the mentorship
	<input type="checkbox"/> Stakeholder feedback	
	<input type="checkbox"/> Materials	
	<input type="checkbox"/> Other: PLEASE DESCRIBE:	

Organization Friends of Children with Special Needs
Project Title Asian Mentorship: Empowerment, Education, and Access to Services
Total Requested \$494,960.00
DDS Proposed Allocation \$377,338.74

Item #	Description	Category	Total Budget, 1/9/19	Adjusted	Comments
1	Bilingual Stipend	Salary/Wages/Benefits	\$300,000.00	\$198,000.00	Maintain \$1/hour
2	South Bay - Outreach Manager	Salary/Wages/Benefits	\$30,000.00	\$30,000.00	
3	East Bay - Outreach Manager	Salary/Wages/Benefits	\$30,000.00	\$30,000.00	
4	Mentor	Salary/Wages/Benefits	\$30,000.00	\$30,000.00	
5	Facility Rental	Operating	\$2,500.00	\$2,500.00	
6	Food	Operating	\$28,800.00	\$28,800.00	
7	Printing Expenses	Operating	\$2,500.00	\$2,500.00	
8	Promotional Video	Operating	\$1,500.00	\$1,500.00	
9	Supplies	Operating	\$3,600.00	\$3,600.00	
10	Transportation	Operating	\$1,500.00	\$1,500.00	
11	Admin Salary, Professional Expenses	Administrative	\$54,876.00	\$41,871.00	13%
12	Utilities, Phone, Internet	Administrative	\$6,456.00	\$4,926.00	2%
13	Maintenance, Insurance	Administrative	\$3,228.00	\$2,141.74	1%
Total			\$494,960.00	\$377,338.74	

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		
Freidns of Children with Special Needs		
Project Title		
Asian Mentorship: Empowerment, Education and Access to Services		
Project Duration (start and end date)		
Start Date: 4/1/2019	End Date: 3/30/2020	Number of Months: 12

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Bilingual Staff who interface with clients and families. Description: These are the caregivers, teachers, family support staff, outreach coordinators and managers, administrators, program coordinator and managers, job coaches, bus drivers.	
Title/Position: South Bay Outreach Outreach Manager - Description: Plan, coordinate and host events, monthly socials, and family seminars/gatherings. Talk to families about regional center and its services. Create and distribute flyers. Create surveys and gather data	
Title/Position: East Bay Outreach Manager - Description: Plan, coordinate and host events, monthly socials, and family seminars/gatherings. Talk to families about regional center and its services. Create and distribute flyers. Create surveys and gather data.	
Title/Position: Mentor - Description: Help and support Asian families to improve access to regional center services. which includes intake and IPP meetings.	
Title/Position:	
Title/Position:	
Title/Position:	

Operating Expenses – Line Item	Description
Facility Rental: Rental of venue for events	
Food: Lunch or Dinner provided to the families at our events, seminars/gatherings and monthly socials.	
Printing Expenses - Printing brochures that explains the DDS project as well as flyers for our events, seminars, and monthly socials.	

Promotional Video - These are the Chinese seminar videos that will be put up on YouTube so that Asian families will have easier access to information.	
Supplies: Paper, Ink, Decorations for the events, etc.	
Transportation: Mileage for traveling	

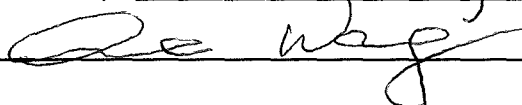
Administrative Expenses – Line Item	Description
Admin Salary, Professional Expense	
Utilities, Phone, Internet	
Maintenance, Insurance	

Proposer (applicant):

Authorized by (print name):

Anna Wang

Signature:



Date:

10/16/18

Sub-grantee (subcontractor):**

Authorized by (print name):

Signature:

Date:

**As applicable.