

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

Note: Complete this form for **each** proposed project. Please refer to the ProposalSubmission 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
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a. Name of organization/Group	b. Date
Housing Choices Coalition for Persons with Developmental Disabilities, Inc. ("Housing Choices")	1/8/2019
c. Primary contact (Name)	
Janette E. Stokley, Executive Director	
d. Mailing address	
6203 San Ignacio Avenue, Suite 108, San Jose, CA 95119	
e. Primary-mail address	f. Primary phone number
jan@housingchoices.org	408-713-2613
g. Secondary contact email address	h. Secondary contact phone number
christine@housingchoices.org	408-713-2614
i. Brief description of the organization/group (organization type, group mission, etc.).	
Housing Choices is a tax-exempt nonprofit corporation founded in 1997 to enhance the lives of people with developmental disabilities by creating quality, affordable housing opportunities. The organization provides housing access and retention services to individuals referred by the Regional Center. We also create inclusive housing by securing set-aside commitments in typical community rental housing for people with developmental disabilities. We serve consumers in San Mateo, Santa Clara, San Benito, Santa Cruz, and Monterey Counties.	

Section II. Proposal Summary

a. Project title	Navegador de Vivienda--San Mateo County
b. Total amount requested	\$ 90,246
c. Projected number of individuals impacted	90
d. Duration of project (months)	12 months Start date: 3/1/19 End date: 2/28/20
e. RC(s) in the project catchment area(s)	Golden Gate Regional Center Target zip code(s) for Los Angeles County*:
f. Did your organization receive funding for a project in FY 2017/18?	<input checked="" type="checkbox"/> Yes** <input type="checkbox"/> No **If yes, provide the grant number and answer questions "f1" and "f2." If no, skip to question "g."
f1. What is the current status of your project?	Grant # (CBOs only): 17-C27 We are implementing the project as planned, and have had only one delay in production of a Spanish-language

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	video
f2. How is this proposal different from your current project?	The current project focuses on Spanish-speaking consumers in Santa Cruz, Monterey and San Benito counties, while the current project focuses on San Mateo County, where there are completely different outreach strategies for a different set of post-secondary and community-serving organizations.
g. Will you be working with one or more CBO(s)?	<input type="checkbox"/> Yes***x <input checked="" type="checkbox"/> No
h. Will the project require aggregate data from the RC(s)?	<input type="checkbox"/> Yes***x <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.*

Project Title: Navegador de Vivienda--San Mateo County									
Activity	Staff	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
training to incorporate San Mateo County resources									
Adapt Spanish-language FAQs about Housing and Living Independently to incorporate San Mateo County resources	Project Manager	<input type="checkbox"/>	x	<input type="checkbox"/>					
Finalize pre-and post-workshop survey questions that assess knowledge and confidence about housing and planning for living outside the family home.	Project Manager	<input type="checkbox"/>	x	<input type="checkbox"/>					
Schedule and implement housing workshops for staff of post-secondary programs with significant Hispanic and Spanish speaking enrollment	Project Manager	<input type="checkbox"/>	<input type="checkbox"/>	x	x	x	x		
Schedule and implement Spanish-language housing and independent living	Project Manager	<input type="checkbox"/>	<input type="checkbox"/>	x	x	x	x		<input type="checkbox"/>

Project Title: Navegador de Vivienda--San Mateo County									
Activity	Staff	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
workshops for students of post-secondary programs with significant Hispanic and Spanish-language enrollment									
Schedule and implement Spanish-language parent workshops for post-secondary programs with significant Hispanic/Spanish-speaking enrollment with family support/family resource organizations that target Spanish-speaking families	Project Manager	<input type="checkbox"/>	<input type="checkbox"/>	x	x	x	x		<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: Navegador de Vivienda--San Mateo County Page 2 (Note, this is a 12 month project from 3.1.2019 to 2.28.2020)									
Activity	Staff	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
Compile calendar year 2019 number of Housing Access referrals (Hispanic/White, Spanish-speaking/English speaking) for comparison with 2018 baseline	Program Director	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>				
Schedule and implement workshops for staff of family resource centers, adult day programs, tailored day programs, integrated community living, family respite programs, and other Regional Center funded organizations serving Hispanic and Spanish-speaking adult consumers.	Project Manager	<input type="checkbox"/>	<input type="checkbox"/>	x	x	x			

Project Title: Navegador de Vivienda--San Mateo County Page 2 (Note, this is a 12 month project from 3.1.2019 to 2.28.2020)									
Activity	Staff	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
Provide training on the NDV project to GGRC San Mateo County Social Workers and secure feedback on implementation strategies	Project Manager	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
Provide training on the NDV project to staff of housing, family resource and independent living organizations serving Hispanic and Spanish-speaking families in San Mateo County who are not vendedored by the Regional Center (county-funded community resource centers, Independent Living Center, HIP Housing, Peninsula Interfaith Action, One San Mateo, Faith in Action, and others TBD)	Project Manager	<input type="checkbox"/>	<input type="checkbox"/>	x	x	x			<input type="checkbox"/>
Collaborate with at least three Regional	Project Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	x			<input type="checkbox"/>

Project Title: Navegador de Vivienda--San Mateo County Page 2 (Note, this is a 12 month project from 3.1.2019 to 2.28.2020)									
		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
Center-funded organizations to host Spanish-language workshops on housing and independent living for Hispanic and Spanish-speaking parents of adults with developmental disabilities									
		<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: Navegador de Vivienda--San Mateo County		
Measures of Outcomes	Type of Measure(s). Check all that apply.	Activity To Be Measured; Data Collection Method
	x Count	Implement 16 workshops/trainings for consumers, families and post-secondary and community organization staff; 30 post-secondary staff and community organization staff trained; 20 Hispanic and Spanish-speaking consumers trained; 40 Hispanic and Spanish-speaking parents trained. Data collection method--sign-in sheets for all events.
	x POS	POS authorizations for Housing Services to Hispanic and Spanish-speaking adults compared to baseline calendar year 2018. Data collection method--count of POS authorizations for individual Housing Services issued by GGRC for San Mateo County consumers who are Hispanic/white and Spanish-speaking/English speaking
	x Pre/post survey/assessment	Increase in knowledge of housing and ILS/SLS opportunities for adults with developmental disabilities in San Mateo County by all participants; post-secondary and community organization staff's increased confidence in counseling Spanish-speaking consumers and families about living outside the family home; consumer's and family members' increased likelihood to make a long-term plan for consumer living on their own. Data collection method--pre-and post-workshop participant self-assessments.

	<input checked="" type="checkbox"/> Stakeholder feedback	Meetings with Golden Gate Regional Center Social Worker staff for feedback on implementation strategies near the start and middle of the project. Data Collection method: Meeting record and sign-in sheets.
	<input checked="" type="checkbox"/> Materials	Spanish-language Housing and Independent Living workshop curricula and materials adapted for San Mateo County resources; Spanish language FAQs about housing and living on your own adapted for San Mateo County resources.
	<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		
Housing Choices Coalition for Persons with Developmental Disabilities, Inc.		
Project Title		
Navegador de Vivienda--San Mateo County		
Project Duration (start and end date)		
Start Date: 3/1/2019	End Date: 2/28/2020	Number of Months: 12

Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
Salary/Wages and Benefits			
Name: TBD Title/Position: Project Manager--NDV San Mateo <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position xFull Time Equivalent (FTE): 1	\$64993	\$	\$64993
Name: Dennise Jauregui Title/Position: Program Director xExisting Position or <input type="checkbox"/> New Position xFull Time Equivalent (FTE): 0	\$4677	\$	\$4677
Name: Title/Position: xExisting Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
Name: Title/Position: xExisting Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
Name: Title/Position: <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
Name: Title/Position: <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
Name: Title/Position: <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
Salary/Wages and Benefits Total	\$69670	\$	\$69670

Operating Expenses			
Office rent for NDV project manager (new)	\$6000	\$	\$6000
Printing of NDV project materials	\$500	\$	\$500
Staff mileage to project workshops and meetings	\$1500	\$	\$1500
Food for workshops, training and events	\$1420	\$	\$1420
Phone/internet line for NDV project manager	\$500	\$	\$500
Community meeting rental space	\$500	\$	\$500
Project supplies	\$200	\$	\$200
Operating Expenses Total	\$10620	\$	\$10620

Administrative Expenses (Indirect costs, up to 15%)			
Pro rata share of third party accounting fee	\$1500	\$	\$1500
Pro rata share of third party auditor fee	\$1500	\$	\$1500
Pro rata share of Office/HR Manager wages/benefits	\$3706	\$	\$3706
Equipment purchase (Laptop/cell phone/projector) for NDV Project Manager	\$2000	\$	\$2000
Pro rata share of Computer tech support, licenses, maintenance fees, etc.	\$750	\$	\$750
Pro rata share of office fax copier and property and liability insurance	\$500	\$	\$500
Administrative Expenses Total	\$9956	\$	\$9956
Project Budget Total	\$90246	\$	\$90246

*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):

Janet E Stanley

Signature:

Janet E Stanley

Date:

4/9/2018

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		
Housing Choices Coalition for Persons with Developmental Disabilities, Inc.		
Project Title		
Navegador de Vivienda--San Mateo County		
Project Duration (start and end date)		
Start Date: 3/1/2019	End Date: 2/28/2020	Number of Months: 12

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: NDV Project Manager--San Mateo County (1 FTE)	Prepares project materials; plans and implements outreach activities to post-secondary and community-based organizations in San Mateo County; plans and implements workshops for staff of post-secondary and community-based organizations, for consumers and for parents; refers consumers and families seeking Housing Access services to Program Director to request a POS; implements project data-collection procedures
Title/Position: Program Director (.05 FTE)	Supervises the NDV Project Manager; reviews materials and plans; responsible for all aspects of project evaluation and reporting
Title/Position:	

Operating Expenses – Line Item	Description
Office rent for NDV Project Manager	This is a new position for which we do not currently have space, so implementation would require an increase in office space and office rent.
Printing of NDV project materials	Printing of project flyers, training materials, hand-outs at three cents/page
Staff mileage for NDV workshops and activities	Mileage from office to and from event location at currently allowable mileage rate; parking; tolls
Food for workshops, trainings and events	Water, sandwiches, snacks at average cost of \$10/person
Phone/internet line for NDV Project Manager	Estimated monthly pro-rated charge \$42
Community meeting rental space	Only incurred when no free space is

	available(estimated 5 times) at \$100/event
Project supplies	Purchase of recurring project supplies such as markers, flip charts, paper, pens, name tags.

Administrative Expenses – Line Item	Description
Pro rata share of third party accounting fee	Fee to third party accounting firm (FASS), allocated to the project based on pro rata share of project labor hours to total labor hours
Pro rata share of third party auditor fee	Fee to Housing Choices' auditor, allocated to the project based on pro rata share of project labor hours to total labor hours
Pro rata share of Office/HR Manager wages/benefits	The cost (wages and benefits) of Housing Choices internal Office/HR Manager position will be allocated to the project based on pro rata share of project labor hours to total labor hours
Purchase of equipment (laptop, cell phone, projector) for NDV Project Manager	This is a new position and will require purchase of a laptop, cell phone, and projector (for trainings)
Pro rata share of computer tech support, software licenses, maintenance fees etc.	Fee to third party computer tech support, organizational software licenses and maintenance fees allocated to the project based on pro rata share of project labor hours to total labor hours.
Pro rata share of office fax copier and property liability insurance	Prorata share of office equipment, including fax and copier and party and liability insurance maintained by the organization and allocated to the project based on pro rata share of project labor hours to total labor hours

Proposer (applicant):

Authorized by (print name): Janette E Stokley
 Signature: Janette E Stokley Date: Jan 9, 2019

Sub-grantee (subcontractor):**

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

**As applicable.