

**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
Tri-County Respite Care	
c. Primary contact (Name)	
Joy Scott-Executive Director	
d. Mailing address	
1215 Plumas Street, Suite 1600, Yuba City, CA, 95991	
e. Primary e-mail address	f. Primary phone number
caregiverrelief@yahoo.com	530-755-3500
g. Secondary contact email address	h. Secondary contact phone number
i. Brief description of the organization/group (organization type, group mission, etc.).	
Tri-County Respite Care Service is a non-profit in-home respite agency governed by a Board of Directors. Our mission is to provide temporary family support by providing care taking services to families with developmentally disabled children and brain-impaired adults.	

Section II. Proposal Summary

a. Project title	Enhanced Respite Services to the Hmong and Punjabi Populations of Alta California Regional Center
b. Total amount requested	\$ 75766
c. Projected number of individuals impacted	300
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)	Colusa, Sutter, and Yuba counties Target zip code(s) for Los Angeles County*:
f. Did your organization receive funding for a project in FY 2017/18?	<input type="checkbox"/> Yes** <input checked="" type="checkbox"/> No **If yes, provide the grant number and answer questions "f1" and "f2." If no, skip to question "g." Grant # (CBOs only):
f1. What is the current status of your project?	None. The agency is a first time applicant
f2. How is this proposal different from your current project?	N/A

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

g. Will you be working with one or more CBO(s)?	<input checked="" type="checkbox"/> Yes*** <input type="checkbox"/> No
h. Will the project require aggregate data from the RC(s)?	<input checked="" type="checkbox"/> Yes*** <input type="checkbox"/> No

**Zip code information for Los Angeles County can be found at:*

<https://www.dds.ca.gov/RC/regionMap.cfm?view=laCounty>

****If yes, please provide letter(s) indicating that the CBO(s) and/or RC(s) have reviewed the proposal and are in support of collaboration.*

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

Attachment A-2

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

1. Project title
Enhanced Respite Services to the Hmong and Punjabi populations of Alta California Regional Center (ACRC) in the Colusa, Yuba, and Sutter Counties
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: Hmong and Punjabi <input checked="" type="checkbox"/> Language(s): Hmong, Hindi and Urdu languages <input checked="" type="checkbox"/> Age group(s): 3 and older <input checked="" type="checkbox"/> Socioeconomic: low socioeconomic status and immigrant families <input checked="" type="checkbox"/> Other: No POSs and underutilizers of respite services
3. Which area(s) of focus does the project meet? Check all that apply.
<input 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 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): Enhance the agency's capability to recruit and hire Hmong and Punjabi respite workers and sufficiently train and retain them as workers.
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 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 checked="" type="checkbox"/> Other: Collaborate with Alta California Regional Center on increasing culturally and linguistically responsive respite services
5. What experience does the organization/group have working with the target population?
Tri-County Respite Care is an In-Home Respite agency vendor of ACRC. Tri-County Respite Care currently serves ACRC's populations in the Colusa, Yuba, and Sutter counties
6. Explain how the target population(s) are underserved using POS data or other data as supporting evidence.
In ACRC's 2016-17 Purchase of Service (POS) data by language, the Hmong populations represented the highest number of client group without POS at 59.60%. Of the 151 Hmong clients listed, 90 of them do not have POSs. The Hindi and Urdu speaking clients without POS also accounted for 23.3% and 27.8% respectively making them the second largest ethnic group among the target populations that have no POSs. In the Colusa, Yuba, and Sutter areas, there are considerable number of Hmong and Punjabi clients that are served by ACRC. Tri-County

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

<p>Respite collaborates with the Punjabi community to try to recruit respite workers but this has always been met with the challenge of disinterest and distrust from the community. A robust recruitment and an incentivize process have always been necessary to entice respite workers to work with the developmental disabilities population.</p>
<p>7. How will the project address the identified POS disparity?</p>
<p>ACRC's data for 2016-17 fiscal year reflects a population where 77% of the clients live at home with their families. Tri-County Respite has adopted the motto "Respite allows families to re-focus & re-balance. It is a break that keeps the family from breaking." Respite also provides an opportunity for the client/sibling to interact and integrate into some community activities. Tri-County Respite Care serves approximately 1,500 clients of ACRC in the Colusa, Yuba, and Sutter areas. It has been Tri-County Respite Care's experience that the Hmong and Punjabi populations continue to be underrepresented in our respite care demographics. In ACRC trainings that Tri-County Respite Care staff have attended on Hispanic, Asian, Muslim, and Slavic groups, we learned that there is a common trait of distrust which could have stemmed from years of displacement, war, and oppression as well as stigma propagated by individual cultures. Incentivizing the respite program through referral fees have been a successful avenue for the agency to recruit workers. Expanding this activity to recruit from the Hmong and Punjabi communities will help mitigate the issue of distrust, increase the understanding of target families about respite, and allows for monolingual respite workers from the target communities to be hired and trained. ACRC's planned focus group discussions with representatives from the target groups will elicit information from the families as to their hopes and dreams and wishes for their child/siblings and their fears and apprehensions. ACRC plans to share the information with Tri-County Respite Care to provide the agency the opportunity to tailor a respite service that accommodates the needs of the target communities. Increased utilization of a service that supports families in their homes will reduce the existing disparities and increase the utilization of respite among these groups.</p>
<p>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?</p>
<p>Tri-County Respite Care has no projects funded under the previous grant years</p>
<p>9. How did your organization collect input from the community and/or target population to design the project?</p>
<p>Tri-County Respite Care was invited by ACRC for a collaborative discussion on how to address the focus area of increasing access to services that are culturally and linguistically responsive to the diverse ethnic minorities that ACRC serves. During the discussion, there were common issues of non-availability or lack of culturally and linguistically diverse workers, lack of understanding of cultures of many of the diverse groups served by Alta, and lack of access to the target populations, such as Hispanic, Slavic, Asians and Asian-Indian, and Muslim groups. Respite agencies struggle with the recruitment and retention of ethnically diverse workers, particularly the monolingual ones due to the lack of training materials in their language. Additionally, training a monolingual respite worker takes twice the amount of time and resources as training an English-speaking respite worker. Like the other respite agencies present during the discussion, Tri-County Respite Care struggles with balancing the duties and responsibilities of our Intake worker as translators are often needed to initiate a respite service for monolingual families. Most families from the Punjabi and Hmong communities prefer workers that are from the culture and speak their language. Tri-County Respite care also share with other respite agencies the problem of longer intakes among monolingual families due to the need for a</p>

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

translator, and staff having to translate for the families the agency's intake forms. The respite agencies that attended agreed that having a dedicated intake specialists for the target populations would not only increase utilization of the service, it will allow families to have a dedicated person that they can talk to when they have questions and concerns.

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: Enhanced Respite Services to the Hmong and Punjabi Populations of Alta California Regional Center (ACRC) in the Colusa, Yuba, and Sutter Counties.									
		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
Execution of contract between DDS and Tri-County Respite Care	Executive Director and DDS representative	☒	☒	☐	☐	☐	☐	☐	☐
Collaborative meetings to plan implementation of project	Tri-County Respite Care Executive Director and ACRC Project Coordinator	☐	☒	☒	☐	☐	☐	☐	☐
Meetings with ACRC to agree on uniform materials for translation	Tri-County Respite Care representative and ACRC Project Coordinator	☐	☐	☒	☒	☐	☐	☐	☐
Receipt of focus group discussion summaries from ACRC	Tri-County Respite Care representative and ACRC Project Coordinator	☐	☐	☐	☒	☒	☐	☐	☐
Release of funds by DDS to Tri County Respite Care	DDS representative and Tri-County Respite Care Executive Director	☐	☐	☐	☒	☒	☐	☐	☐
Reporting and data gathering (quarterly)	Tri-County Respite Care Project coordinator	☐	☐	☒	☒	☒	☒	☒	☒
Recruitment activities in collaboration with other respite agencies	Project Coordinator	☐	☐	☒	☒	☒	☒	☒	☒

Project Title: Enhanced Respite Services to the Hmong and Punjabi Populations of Alta California Regional Center (ACRC) in the Colusa, Yuba, and Sutter Counties.									
		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
Trainings of monolingual and bilingual respite workers	Project Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: Enhanced Respite Services to the Hmong and Punjabi populations of Alta California Regional Center (ACRC) in the Colusa, Yuba, and Sutter Counties.		
Measures of Outcomes	Type of Measure(s). Check all that apply.	Activity To Be Measured; Data Collection Method
	<input checked="" type="checkbox"/> Count	The number of monolingual and bilingual Hmong and Asian-Indian workers recruited will be tracked and monitored. The increase in the number of families accessing respite will also be tracked and monitored
	<input checked="" type="checkbox"/> POS	Increase in respite POS utilization among the target populations will be tracked
	<input checked="" type="checkbox"/> Pre/post survey/assessment	Tri-County Respite Care will collaborate with ACRC on creating pre and post survey assessments for hired workers after receipt of trainings
	<input checked="" type="checkbox"/> Stakeholder feedback	Results of focus group discussions will be summarized by ACRC and persistent themes and concepts will be provided to Tri-County Respite Care for us to implement services that are culturally and linguistically responsive to our target populations
	<input checked="" type="checkbox"/> Materials	Translated respite materials will be made available to existing and future respite utilizers
	<input type="checkbox"/> Other: PLEASE DESCRIBE:	

18-C29 Tri-County Respite Care

Attachment E-1

Salary/Wages and Benefits

Name	Title	Year 1 Annual Cost	Year 2 Annual Cost	Total Cost
Joy Scott	Executive Director	\$ 7,416.00	\$ 7,416.00	\$ 14,832.00
TBD	Project Coordinator	\$ 9,800.00	\$ 9,800.00	\$ 19,600.00
Gerry Pollyblank	Program Assistant	\$ 4,404.00	\$ 4,404.00	\$ 8,808.00
Sharon Ruiz-Torres	Receptionist	\$ 1,317.00	\$ 1,317.00	\$ 2,634.00
TBD	Respite Worker	\$ 2,496.00	\$ 2,496.00	\$ 4,992.00
TBD	Respite Worker	\$ 2,496.00	\$ 2,496.00	\$ 4,992.00
Salary/Wages and Benefits Subtotal				\$ 55,858.00

Operating Expenses

Laptop/Ipad	\$ 750.00	\$ -	\$ 750.00
Office Supplies	\$ 250.00	\$ 250.00	\$ 500.00
Mileage Reimbursement	\$ 580.00	\$ 580.00	\$ 1,160.00
Insurance	\$ 100.00	\$ 100.00	\$ 200.00
Operating Expenses Subtotal			\$ 2,610.00

Administrative Expenses

15% Admin Costs	\$ 9,024.00	\$ 8,274.00	\$ 17,298.00
Administrative Expenses Subtotal			\$ 17,298.00

A Total Project Budget	\$ 75,766.00
B Approved Project budget	\$ 75,766.00
C Difference (B-A)	\$ -

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		
Tri-County Respite Care		
Project Title		
Enhanced Respite Services to the Hmong and Punjabi Populations of Alta Regional Center (acre) IN THE Colusa, Yuba and Sutter areas		
Project Duration (start and end date)		
Start Date: 1/1/2019	End Date: 12/31/2020	Number of Months: 24

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Executive Director	Project outreach to clients, families and referral sources; supervision, staff training, program quality assurance and executive oversight.
Title/Position: Project Coordinator	Assist with the development of the project and is charged with the Implementation and direct service provision.
Title/Position: Program Assistant	Supports the Executive Director and Project Coordinator in the day-to-day operation of the enhanced respite services-clerical, invoicing, reporting
Title/Position: Receptionist	Receives inquiries regarding services, begins the intake process, coordinates client/family appointments, and assists the ED, PC and Program Assistant as assigned.
Title/Position: Respite Worker	Provide direct care and supervision to clients
Title/Position: Respite Worker	Provides direct care and supervision to clients
Title/Position:	

Operating Expenses - Line Item	Description
Laptop/pad	Computer used by Project Coordinator for the business. correspondence, and recordkeeping
Office Supplies	Basic office supplies associated with providing enhance respite services
Mileage Reimbursement	Reimbursement for staff mileage expenses associated with the provision of the respite services
Insurance	General liability insurance

Administrative Expenses - Line Item	Description
Office Space	Office space for Project Coordinator
Telephone office/cell	Communication
Utilities	Occupancy
Insurance	Director and Officers

Proposer (applicant):Authorized by (print name): Joy M. Scott,Signature: Joy M. Scott Date: 10-22-2018**Sub-grantee (subcontractor):****

Authorized by (print name): _ _ _ _ _

Signature: _ _ _ _ _ Date: _ _ _

**As applicable.