

**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
<b>a. Name of organization/Group</b>		<b>b. Date</b>
Public Health Foundation Enterprise, Inc./Eastern Los Angeles Family Resource Center		October 11, 2018
<b>c. Primary contact (Name)</b>		
Lily Paramaunt		
<b>d. Mailing address</b>		
13300 Crossroads Parkway N, Suite 450, Industry, CA 91746		
<b>e. Primary e-mail address</b>		<b>f. Primary phone number</b>
lparamaunt@helunahealth.org		1-562-222-7866
<b>g. Secondary contact email address</b>		<b>h. Secondary contact phone number</b>
ybaptiste@elafrc.net		626-300-9171
<b>i. Brief description of the organization/group (organization type, group mission, etc.).</b>		
<p>Heluna Health is a licensed California 501c3 non-profit organization that has provided fiscal sponsorship services since August, 1968. For the past 45 years, PHFE dba Heluna Health has provided high quality fiscal intermediary services, having not defaulted in its performance on a single contract or grant. Heluna Health currently manages over 1,200 employees and 220 active contracts and grants with a combined value totaling more than \$105,000,000. The Eastern Los Angeles Family Resource Center is funded in part by Part C and has operated under the auspices of our fiscal agent, Heluna Health for 20 years. ELAFRC has served as the lead agency for work done among the 10 Family Resource Centers who comprise Region 7 of the Family Resource Centers Network of CA. The Executive Director is the statewide chair of the network of 47 family resource centers. The mission of the FRCNCA is to support families of children with disabilities, special healthcare needs, and those at risk by ensuring the continuance, expansion, promotion and quality of family-centered, parent-directed, family resource centers. In our work with families or as partners with other organizations, we utilize a peer-parent partner approach to community engagement.</p>		

**Section II. Proposal Summary**

<b>a. Project title</b>	<i>Grass-Roots Organizations Working Network (GROWN): Supporting community-based infrastructure serving children and youth with developmental disabilities in Los Angeles County</i>
<b>b. Total amount requested</b>	<b>\$ 151,701</b>

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<b>c. Projected number of individuals impacted</b>	30-150 families in small events or 90-450 in large events, depending on choices made by mentees TBD
<b>d. Duration of project (months)</b>	12 months Start date: <b>03/01/2019</b> End date: 12/31/2019
<b>e. RC(s) in the project catchment area(s)</b>	Target zip code(s) for Los Angeles County*: <b>East Los Angeles Regional Center</b> 90022, 90023, 90032, 90033, 90041, 90042, 90050, 90063, 90091, 90101, 90102, 90602, 90603, 90602, 90603, 90604, 90605, 90606, 90607, 90608, 90609, 90610, 90633, 90637, 90638, 90639, 90640, 90660, 90661, 90662, 90 665, 90670, 90671, 90130, 90131, 91108, 91118, 91131, 91175, 91185, 91187, 91191, 91754, 91755, 91756, 91770, 91771, 91772, 91775, 91776, 91778, 91801, 91802, 91803, 91804, 91841, 91896
<b>f. Did your organization receive funding for a project in FY 2017/18?</b>	<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-C26
<b>f1. What is the current status of your project?</b>	The PCT training for parent organizations has been scheduled and consultant engaged. Materials are being translated and training materials finalized. Partners are developing their outreach plans.
<b>f2. How is this proposal different from your current project?</b>	Our current project involves direct service to parents through training on Person Centered Practice 1 page profiles. Similar to this project, our current project uses partnerships with other CBO as the method of disseminating information to families.
<b>g. Will you be working with one or more CBO(s)?</b>	<input type="checkbox"/> X Yes***    x No
<b>h. Will the project require aggregate data from the RC(s)?</b>	<input type="checkbox"/> Yes***    X 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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<b>1. Project title</b>
<i>Grass-Roots Organizations Working Network (GROWN): Supporting community-based infrastructure serving children and youth with developmental disabilities in Los Angeles County</i>
<b>2. Select the target group(s) the project intends to serve and provide a description of each group. Check all that apply.</b>
<input type="checkbox"/> Ethnicity: Predominantly African American and Hispanic <input checked="" type="checkbox"/> Language(s): English, with some support to parent leaders who need translation <input checked="" type="checkbox"/> Age group(s): Birth - 21 <input checked="" type="checkbox"/> Socioeconomic: Low - income <input type="checkbox"/> Other:
<b>3. Which area(s) of focus does the project meet? Check all that apply.</b>
<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 checked="" type="checkbox"/> 5. Other (explain): Create additional community-based infrastructure and networking resources to support grassroots parent-led organizations that provide services for children, youth or adults with developmental disabilities and their families.
<b>4. Project Type. Check all that apply.</b>
<input type="checkbox"/> Translation (equipment, translator services, translating brochures or , 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 checked="" type="checkbox"/> Family/consumer support services (1:1 coaching, enhanced case management, service navigation, etc.) <input checked="" type="checkbox"/> Other: Support for grassroots parent-led organizations that provide parent education, system change and other services in hard-to-reach communities
<b>5. What experience does the organization/group have working with the target population?</b>
The mission of Family Resource Centers is to be a trusted resource for the community of individuals with disabilities and their families to develop problem-solving skills in order to take advantage of existing opportunities while also addressing life challenges. Eastern Los Angeles Family Resource Center (ELAFRC) has extensive

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experience working with low income minority families and communities of color in Los Angeles County. We have the commitment and experience to reduce disparities in Purchase of Services (POS) and Services Utilization through extensive parent support and training programs. ELAFRC has worked with grassroots parent-led organizations in the past, this pilot project brings together a partnership between academia, grassroots organizations, and developmental disabilities system partners together to implement a community-based infrastructure that is

- 1) relationship and 'social capital' - based;
- 2) informational and knowledge, training and mentorship - based, and
- 3) practical resource-based.

While ELAFRC has extensive experience in each of these areas with individuals and families, this project is an opportunity to amplify the impact of the FRCs collective expertise at the community-based infrastructure level as mentors. The scope of this project seeks to make infrastructure change and to mechanize in some ways support for replication.

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

Current DDS data indicates that racial and ethnic minorities continue to experience disparities in Purchase of Services (POS), services utilization, and No Purchase of Services rates across Los Angeles County. According to the DDS's analysis of its POS data reported in a public presentation entitled, 'Purchase of Services (POS) Disparity Data', Per-Capita authorized services and expenditures are higher for Whites than all other ethnic groups. In the 2016/2017 Fiscal Year report, POS data reported by the Eastern Los Angeles Regional Center also shows disparities in POS: \$29,714 Per-Capita Expenditures for African Americans, \$11,712 for Hispanics, and \$33,996 for Whites. While the disparities in POS are outcomes of a range of factors, they potentially leave hundreds of minority children and youth with developmental disabilities and their families without the needed services and supports that ultimately improve their quality of life and enhance developmental outcomes.

Additionally, the consequences of the California's 2009-2010 budget deficit that led to cuts in after-school, social-recreational and complementary / alternative therapy services left a lasting negative impact on the opportunities for community participation and socialization with peers for many Regional Centers' consumers, which hinders optimal developmental outcomes. Communities of color who don't use residential services utilized play and socialization activities as natural respite opportunities for them and to reduce their child's isolation in the community. Many parent-led efforts have developed out of this crisis for families. Finding ways to increase inclusive opportunities for play and socialization in the natural environment is one way to address these unresolved issues that may be affecting the understanding of supportive POS needs for the individual. For example, ELARC is learning through their disparity reduction efforts that families need other generic services that are difficult and complex to obtain. They

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are finding ways through new partnerships to help families understand what kind of services are needed and to support them to get the services.

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

To fill the gaps in services, some parents have formed community-based, grassroots organizations that operate from within their hard-to-reach, historically underserved, and socio-economically disadvantaged communities. However, these organizations often lack the infrastructure to sustain their work. They are also isolated in their work and therefore don't benefit from the existing system infrastructure. This process is similar to the parents and individuals who don't utilize the resources of the developmental disabilities system. Understanding that resources exist that may not be connected to the system will support the systemwide efforts at reducing disparities by increasing the entities reaching out to parents/individuals in hard to reach places. These entities meet people where they are in need.

This innovative pilot project addresses this problem by helping to build sustainable infrastructure by creating resource and knowledge networks, through increasing technical, informational, and administrative knowledge and skills of the organization's leaders with the goal of making their work more sustainable in underserved, resource-poor and hard-to-reach communities. The Eastern Los Angeles Family Resource Center (FRC) will serve as an informational and infrastructure resource for parent-led grassroots organizations.

Through outreach to disability system partners, application and interviews, ELAFRC will identify and nominate 3 parent-led, community based organizations to be supported through this project. The term organization is used loosely as we expect that these may not be 501c3 organizations but may include those who are not an organized legal entity. Initial project meetings will develop recruitment criteria and a plan. ELAFRC will make the decision on the 3 groups in concert with the local regional center and the project team. The 3 parent-led, community based, grassroots organizations will be provided with three kinds of activities: 1) once-a-month mentorship meetings with the FRCs personnel to be coached on the local resources, potential new strategies and activities; 2) once-every 2 month group training sessions on topics identified and listed in section 8 under "Training & Networking" to brainstorm and reflect on challenges and needs, and effort is to coalesce the formation of a grass-roots organizations' network aimed to support each other as a learning community. The transcripts will undergo content analysis so that main themes are extracted and used for planning specific training sessions; 3) Quarterly each of the 3 grassroots mentees will plan, execute and evaluate an event or workshop in their community around their specific efforts or ethnic groups. These events or trainings must be intended to improve access by families or individuals to needed services or increase their understanding of regional center/community-based services. The organizations must reach at least 10 families if the effort is small, such as a workshop. Large events must reach at least 50 families/individuals. Large events include outreach in parks or health fairs. This will result in increased knowledge of the disabilities service system in the RC catchment areas served by this grant. 3 events per quarter reaching from 30-150 families or 90-450 duplicated families by project end.

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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?**

This project is unique from current efforts and is anticipated to create sustainable infrastructure for grass-roots community-based organizations to continue to provide needed supports in hard to reach communities. It has the potential to generate additional Los Angeles County - wide infrastructure to address the varied and complex needs of children and youth with developmental disabilities and their families, strengthening the cohesion between FRCs, Regional Centers, and the grass-roots organizations. Many efforts over the years have sought to broaden support to organizations outside the DD system to reach more families. However, there has been no support to these organizations in relationship to their capacity (skills and knowledge) to operate within the DD system and no sustainability for their organizational development to ensure their continued impact on the system.

Supporting the community participation, socialization, peer interaction and inclusion, physical activity, recreation and leisure, and the development of functional skills for individuals with disabilities are anticipated to be positively impacted by this project. In addition, family and other community members who are closer to the footpath of those in need will have an opportunity to be credible, well informed resources to their cultural/linguistic community.

Three types of project activities are planned to meet the goals of this pilot program, which is to build additional infrastructure to support parent-led grass-roots organizations serving hard to reach children, youth or adults with developmental disabilities:

1) **Mentorship**: ELAFRC will meet with parent-leader(s) of the grass-roots organizations monthly, either all organizations' leaders together or separately. The mentorship relationship will be focused on practical advice such as local resources, outreach, networking, and developing relationships (9 meetings during the project year).

2) **Outreach/Workshop Activity**: Each mentee organization will plan, execute and evaluate an event or workshop in their community around their specific disparity effort or racial/ethnic groups. These events or trainings must be intended to improve access by families or individuals to needed services or increase their understanding of regional center/community-based services. This will result in increased knowledge of the disabilities service system in the RC catchment areas served by this grant.

3) **Training and networking**: There will be group training meetings (GROWN learning community) for the parent leaders every 2 months. The learning community meetings will include infrastructure training, peer reflection/discussion, and sharing of resources.

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The list of possible training topics is divided into two main categories:

**Peer mentorship:**

- Overview of CA DD system
- Overview of CA Special Education
- Parent Engagement
- Supporting families with concerns about their child's developmental
- Overview of diagnosis and intervention
- Telling Your Story
- Parent Support Standards
- Parent Engagement
- Principles of Family Support
- Signs a person may need more help
- Family Centered Care
- Strengthening Families Approach/5 Protective Factors
- 

**Organization management:**

- Establishing a Web Presence
- Organizing community events and training
- Positive and Productive Meetings
- Nonprofit incorporation and development
- Nonprofit life cycle
- Conflict Resolution
- Using social media for marketing/messaging
- Using Web Based tools to connect with others
- Accounting for non-accountants
- Basic computer skills
- Working well with others
- Finding quality information and resources

The decision regarding training topics will be made based on the organizations that are engaged and their existing skills/knowledge and interviews to determine the best

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

The design of the project is based upon the FRCs experiences with parent-led, grass-roots organizations that have reached out to them for help. We are frequently mentors to parents who, because of their lived-experience, want to make a difference in the system. This proposed project was designed to mitigate challenges while supporting parent-leaders to carry out their organizations' activities. The lack of financial investment in the system at the grassroots level has created access issues for hard to reach populations. Parents and others are not provided financial support for the infrastructure development of their grass-roots efforts in the same way a vendored program can build on their infrastructure. This project is an attempt to increase parent support organizations to be built not only by passion but by good understanding of organizational development.

**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.*

<b>Project Title:</b> <i>Grass-Roots Organizations Working Network (GROWN): Supporting community-based infrastructure serving children and youth with developmental disabilities in Los Angeles County</i>									
<b>MAJOR PROJECT ACTIVITIES</b>									
		<b>2018</b>	<b>2019</b>				<b>2020</b>		
<b>Activity</b>	<b>Staff</b>	<b>Q4</b> 10/1/18-12/31/18	<b>Q1</b> 1/1-3/31/19	<b>Q2</b> 4/1-6/30/19	<b>Q3</b> 7/1-9/30/19	<b>Q4</b> 10/1-12/31/19	<b>Q1</b> 1/1-3/30/20	<b>Q2</b> 7/1-9/30/20	<b>Q3</b> 10/1-12/31/20
CREATING THE NETWORK: Identifying, nominating, inviting, and securing participation of two grass-roots organizations per FRC	Yvette Baptiste Linda Landry Martha Ornelas ELARC Liasion	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRAINING AND NETWORKING: monthly training and networking meetings for the grass-roots organizations	Yvette Baptiste Linda Landry Martha Ornelas Administrative Specialist	<input type="checkbox"/>			X	X	X	X	



SELF ASSESSMENT: group meetings for the grass-roots organizations to assess needed competencies using existing FRCNCA and other best practice tools	Yvette Baptiste Linda Landry Program Manager Mentees	<input type="checkbox"/>	x	x	x				
FINAL REPORT: Final review of the project from participants and partners, information for replication of approach	Yvette Baptiste Linda Landry FRCNLAC FRCs Martha Ornelas ELARC Liasion	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		x	x
LESSONS LEARNED: Profile feedback on the program and assessment of the project impact on each grass-roots organizations	Yvette Baptiste Martha Ornelas Mentees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	x

*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*

MAJOR ADMINISTRATIVE ACTIVITIES									
<b>Project Title:</b> <i>Grass-Roots Organizations Working Network (GROWN): Supporting community-based infrastructure serving children and youth with developmental disabilities in Los Angeles County</i>									
		2018	2019				2020		
Activity	Staff	Q4 10/1/18- 12/31/ 18	Q1 1/1- 3/31/ 19	Q2 4/1- 6/30/ 19	Q3 7/1- 9/30/ 19	Q4 10/1- 12/31/ 19	Q1 1/1- 3/30/ 20	Q2 7/1- 9/30/ 20	Q3 10/1- 12/31/ 20
Execute grant agreement with DDS; Prepare and submit quarterly reports to DDS	Yvette Baptiste Lily Paramaunt	<input type="checkbox"/>	X	X	X	X	X	X	X
Identify parent-led grass-roots organizations operating in ELARC catchment area	FRCNLAC members Martha Ornelas ELARC Liasion Parent Organizations Yvette Baptiste Linda Landry	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify the types and scope of the grass-roots organizations in the catchment areas	FRCNLAC members Martha Ornelas ELARC Liasion Parent Organizations Yvette Baptiste	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Attachment C

Collect best practice documents for mentees self assessment	Martha Ornelas Yvette Baptiste Linda Landry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	x	x				
Collect data from self assessment by mentees	Martha Ornelas Yvette Baptiste			x	x				
Evaluate self-assessments data	Linda Landry Martha Ornelas Yvette Baptiste				x				
Develop training plan based on self-assessment data	Martha Ornelas Linda Landry				x				
Communicate with / update the Regional Center on the project progress by email	Yvette Baptiste Martha Ornelas	<input type="checkbox"/>		x		x		x	x
Develop LESSONS LEARNED materials	Yvette Baptiste Linda Landry Martha Ornelas Mentees	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	x

**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.*

<b>Project Title:</b> <i>Grass-Roots Organizations Working Network (GROWN): Supporting community-based infrastructure serving children and youth with developmental disabilities in Los Angeles County</i>		
<b>Measures of Outcomes</b>	<b>Type of Measure(s). Check all that apply.</b>	<b>Activity To Be Measured; Data Collection Method</b>
	X Count	Number of Attendees at events, workshops
	<input type="checkbox"/> POS	
	X Pre/post survey/assessment	Pre / post surveys will be administered to identify and compare the existing and unmet needs of the parent-led, grass-roots organization at the start and the conclusion of the project. These surveys will be tailored to the unique services that these organizations are providing to children and youth with DD
	X Stakeholder feedback	Focus group meetings will be audio-recorded and transcribed, then analyzed for common themes using NVivo software
	X Materials	We will be developing and testing the manualization of the project that will be commented on by the parent-led support group leaders and the FRC collaborators
	X Other: PLEASE DESCRIBE: Community Impact Surveys	Satisfaction surveys for parent/community participants at workshops or events 3 month followup random sub-sample of participants regarding actionable differences in interactions with regional center system

**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.

<b>Organization Name</b>		
Public Health Foundation Enterprises, Inc./East Los Angeles Family Resource Library		
<b>Project Title</b>		
Grass-Roots Organizations Working Network (GROWN): Supporting community-based infrastructure serving children and youth with developmental disabilities in Los Angeles County		
<b>Project Duration (start and end date)</b>		
Start Date: 1-1-19	End Date: 12-31-19	Number of Months: 12

Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
<b>Salary/Wages and Benefits</b>			
Name: Yvette Baptiste Title/Position: Executive Director <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE): .30	\$33255	\$0	\$33255
Name: Martha Ornelas Title/Position: Administrative Specialist <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE): .75	\$34182	\$0	\$34182
Name: TBD Title/Position: Administrative Specialist <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE): 1.00	\$27716	\$0	\$27715
Name: <input type="text"/> Title/Position: <input type="text"/> <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE): <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Name: <input type="text"/> Title/Position: <input type="text"/> <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE): <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Name: <input type="text"/> Title/Position: <input type="text"/> <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE): <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Name: <input type="text"/> Title/Position: <input type="text"/> <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE): <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<b>Salary/Wages and Benefits Total</b>	<b>\$95153</b>	<b>\$0</b>	<b>\$95153</b>

<b>Operating Expenses</b>			
Consultant – Linda Landry	\$6000	\$0	\$6000
Consultant – Trainer	\$3000	\$0	\$3000
Consultant – Parent Leader	\$6000	\$0	\$6000
Office Supplies	\$4000	\$0	\$4000
Equipment	\$700	\$0	\$700
Food & Beverage	\$4000	\$0	\$4000
Travel/Parking	\$2960	\$0	\$2960
Meeting Space	\$2000	\$0	\$2000
Meeting/Outreach Supplies	\$4000	\$0	\$4000
Communications	\$6400	\$0	\$6400
Subcontract – South Central LA FRC	\$0	\$0	\$0
Subcontract – UCEDD USC CHLA	\$0	\$0	\$0
<b>Operating Expenses Total</b>	<b>\$39096</b>	<b>\$0</b>	<b>\$39096</b>

<b>Administrative Expenses (Indirect costs, up to 15)</b>			
Indirect Rate 13%	\$17452	\$0	\$17452
<b>Administrative Expenses Total</b>	<b>\$17452</b>	<b>\$0</b>	<b>\$17452</b>
<b>Project Budget Total</b>	<b>\$151701</b>	<b>\$0</b>	<b>\$151701</b>

\*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):

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Sub-grantee (subcontractor):\*\***

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**PROJECT BUDGET NARRATIVE WORKSHEET**

The items and descriptions in this worksheet must correspond to the items listed in the Budget Worksheet (Attachment E-1).

<b>Organization Name</b>		
Public Health Foundation Enterprises, Inc./Eastern Los Angeles Family Resource Center		
<b>Project Title</b>		
Grass-Roots Organizations Working Network (GROWN): Supporting community-based infrastructure serving children and youth with developmental disabilities in Los Angeles County		
<b>Project Duration (start and end date)</b>		
<b>Start Date:</b> 1-1-19	<b>End Date:</b> 12/31/2019	<b>Number of Months:</b> 12

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Executive Director	See attachment
Title/Position: Administrative Specialist	
Title/Position: Administrative Specialist	
Title/Position:	
Title/Position:	
Title/Position:	
Title/Position:	

Operating Expenses – Line Item	Description
Consultant - Linda Landry	See Attachment
Consultant - Trainer	
Consultant - Parent Leader	
Office Supplies	
Equipment	
Food & Beverage	
Travel/Parking	

Administrative Expenses – Line Item	Description
-------------------------------------	-------------

Indirect Rate 13%	ttht
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Proposer (applicant):**

Authorized by (print name): Peter Dale

Signature:  Date: 1/22/19

**Sub-grantee (subcontractor):\*\***

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

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

\*\*As applicable.



**Description of Duties - Personnel**

**Executive Director:** The Executive Director is responsible for the day to day operations of the project, community relations, trainings and supervising staff. Director is also responsible for managing the grant deliverables, ensuring the project is on track for spending and adhering to the Scope of Work and producing the interim and final reports as needed. The position will support logistics for trainings, workshops and marketing efforts.

Total Cost: \$33,255

**Administrative Specialist:** Under general supervision of the Executive Director Administrative Specialist performs a variety of administrative and clerical support to the center. This position will initiate and coordinate the clerical functions required in effective implementation of administration of administrative policies of the project. This position will support the project coordinator in training, meetings and other logistical planning. This position is also responsible for administrative support with the project fiscal agent as it relates to consultants, grassroots mentees and other contract requirements.

Total Cost: \$34,182

**Administrative Specialist:** Under general supervision of the Executive Director Administrative Specialist performs a variety of administrative and clerical support to the center. This position will initiate and coordinate the clerical functions required in effective implementation of administration of administrative policies of the project. This position will support the project coordinator in training, meetings and other logistical planning. This position is also responsible for administrative support with the project fiscal agent as it relates to consultants, grassroots mentees and other contract requirements.

Total Cost: \$27,715

**Description - Operating Expenses**

**Consultant – Linda Landry:**

Total Cost: \$6,000

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- Face to Face meetings with ELAFRC ED regarding collaboration among LA County FRC for EBP PEI
- Participation in Advisory committee for grant
- Assistance in the development of and implementation of training for parents and service providers as needed
- Support & Mentor parent participants in Advisory group & project family support specialists

**Consultant – Trainer:**

Total Cost: \$3,000

Additional trainers are needed for the project when Family Resource Center skills and knowledge are not sufficient. This includes various training topics that are listed in the proposal. This line item represents a flat fee of \$500 for six trainers throughout the year.

**Consultant – Parent Leader:**

Total Cost: \$6,000

This line item is intended to support the needs of the 6 project leaders, including a \$500 monthly stipend to offset the cost of participation in trainings, focus groups and workshop attendance. In addition, the leaders will be planning events in their local area and the costs associated with those events for outreach materials, equipment, and supplies. Each parent mentee will have access to funds based on a specific plan developed to support the costs.

**Office Supplies**

Total Cost: \$4,000

- Copy Paper/Ink & Toner: cost is calculated at \$33.33 / month for 24 months = \$1,600.
- Office Basics: (which include pens, envelopes, post-its, clips, staplers, tape, file folder, binder, etc.) cost are calculate at \$200 for 12 months = \$2,400.

**Equipment:**

Total Cost: \$700

- Purchase a projector for the Project Coordinator

**Food & Beverage:**

Total Cost: \$4,000

- Food and Beverages will be provided during trainings.

**Travel/Parking:** This cost will cover transportation costs for families attending trainings, workshops, and support groups. Cost will also cover mileage and other travel costs as needed for staff to attend meetings, trainings, and staff development.

Total Cost: \$1,000

**Meeting Space:**

Total Cost: \$1,000

This cost is associated with room rentals for events and workshops to be held to train the grassroots organizations

**Meeting/Outreach Supplies:**

Total Cost: \$4,000

This cost is associated with meeting supplies for trainings and workshops

**Communications:**

Total Cost: \$6,400

This is cost related to phone, internet, go to meeting or zoom accounts

**Description – Administrative Expenses**

**Indirect Rate:** Public Health Foundation Enterprises, Inc. administrative costs include headquarters infrastructure costs, communications, facility/lease, depreciation, equipment expenses, in-kind services, professional fees, office expenses and rent, calculated using a 13.00% federally approved indirect rate.

Total Cost: \$ 17,452

**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
<b>a. Name of organization/Group</b>		<b>b. Date</b>
Public Health Foundation Enterprise, Inc./Eastern Los Angeles Family Resource Center		October 11, 2018
<b>c. Primary contact (Name)</b>		
Lily Paramaunt		
<b>d. Mailing address</b>		
13300 Crossroads Parkway N, Suite 450, Industry, CA 91746		
<b>e. Primary e-mail address</b>		<b>f. Primary phone number</b>
lparamaunt@helunahealth.org		1-562-222-7866
<b>g. Secondary contact email address</b>		<b>h. Secondary contact phone number</b>
ybaptiste@elafrc.net		626-300-9171
<b>i. Brief description of the organization/group (organization type, group mission, etc.).</b>		
<p>Heluna Health is a licensed California 501c3 non-profit organization that has provided fiscal sponsorship services since August, 1968. For the past 45 years, PHFE dba Heluna Health has provided high quality fiscal intermediary services, having not defaulted in its performance on a single contract or grant. Heluna Health currently manages over 1,200 employees and 220 active contracts and grants with a combined value totaling more than \$105,000,000. The Eastern Los Angeles Family Resource Center is funded in part by Part C and has operated under the auspices of our fiscal agent, Heluna Health for 20 years. ELAFRC has served as the lead agency for work done among the 10 Family Resource Centers who comprise Region 7 of the Family Resource Centers Network of CA. The Executive Director is the statewide chair of the network of 47 family resource centers. The mission of the FRCNCA is to support families of children with disabilities, special healthcare needs, and those at risk by ensuring the continuance, expansion, promotion and quality of family-centered, parent-directed, family resource centers. In our work with families or as partners with other organizations, we utilize a peer-parent partner approach to community engagement.</p>		

**Section II. Proposal Summary**

<b>a. Project title</b>	<i>Grass-Roots Organizations Working Network (GROWN): Supporting community-based infrastructure serving children and youth with developmental disabilities in Los Angeles County</i>
<b>b. Total amount requested</b>	<b>\$ 151,701</b>

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

<b>c. Projected number of individuals impacted</b>	30-150 families in small events or 90-450 in large events, depending on choices made by mentees TBD
<b>d. Duration of project (months)</b>	12 months Start date: <b>03/01/2019</b> End date: <b>12/31/2019</b>
<b>e. RC(s) in the project catchment area(s)</b>	Target zip code(s) for Los Angeles County*: <b>East Los Angeles Regional Center</b> 90022, 90023, 90032, 90033, 90041, 90042, 90050, 90063, 90091, 90101, 90102, 90602, 90603, 90602, 90603, 90604, 90605, 90606, 90607, 90608, 90609, 90610, 90633, 90637, 90638, 90639, 90640, 90660, 90661, 90662, 90 665, 90670, 90671, 90130, 90131, 91108, 91118, 91131, 91175, 91185, 91187, 91191, 91754, 91755, 91756, 91770, 91771, 91772, 91775, 91776, 91778, 91801, 91802, 91803, 91804, 91841, 91896
<b>f. Did your organization receive funding for a project in FY 2017/18?</b>	<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-C26
<b>f1. What is the current status of your project?</b>	The PCT training for parent organizations has been scheduled and consultant engaged. Materials are being translated and training materials finalized. Partners are developing their outreach plans.
<b>f2. How is this proposal different from your current project?</b>	Our current project involves direct service to parents through training on Person Centered Practice 1 page profiles. Similar to this project, our current project uses partnerships with other CBO as the method of disseminating information to families.
<b>g. Will you be working with one or more CBO(s)?</b>	<input type="checkbox"/> X Yes***    x No
<b>h. Will the project require aggregate data from the RC(s)?</b>	<input type="checkbox"/> Yes***    X 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  
PROJECT INFORMATION**

<b>1. Project title</b>
<i>Grass-Roots Organizations Working Network (GROWN): Supporting community-based infrastructure serving children and youth with developmental disabilities in Los Angeles County</i>
<b>2. Select the target group(s) the project intends to serve and provide a description of each group. Check all that apply.</b>
<input type="checkbox"/> Ethnicity: Predominantly African American and Hispanic <input checked="" type="checkbox"/> Language(s): English, with some support to parent leaders who need translation <input checked="" type="checkbox"/> Age group(s): Birth - 21 <input checked="" type="checkbox"/> Socioeconomic: Low - income <input type="checkbox"/> Other:
<b>3. Which area(s) of focus does the project meet? Check all that apply.</b>
<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 checked="" type="checkbox"/> 5. Other (explain): Create additional community-based infrastructure and networking resources to support grassroots parent-led organizations that provide services for children, youth or adults with developmental disabilities and their families.
<b>4. Project Type. Check all that apply.</b>
<input type="checkbox"/> Translation (equipment, translator services, translating brochures or , 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 checked="" type="checkbox"/> Family/consumer support services (1:1 coaching, enhanced case management, service navigation, etc.) <input checked="" type="checkbox"/> Other: Support for grassroots parent-led organizations that provide parent education, system change and other services in hard-to-reach communities
<b>5. What experience does the organization/group have working with the target population?</b>
The mission of Family Resource Centers is to be a trusted resource for the community of individuals with disabilities and their families to develop problem-solving skills in order to take advantage of existing opportunities while also addressing life challenges. Eastern Los Angeles Family Resource Center (ELAFRC) has extensive

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

experience working with low income minority families and communities of color in Los Angeles County. We have the commitment and experience to reduce disparities in Purchase of Services (POS) and Services Utilization through extensive parent support and training programs. ELAFRC has worked with grassroots parent-led organizations in the past, this pilot project brings together a partnership between academia, grassroots organizations, and developmental disabilities system partners together to implement a community-based infrastructure that is

- 1) relationship and 'social capital' - based;
- 2) informational and knowledge, training and mentorship - based, and
- 3) practical resource-based.

While ELAFRC has extensive experience in each of these areas with individuals and families, this project is an opportunity to amplify the impact of the FRCs collective expertise at the community-based infrastructure level as mentors. The scope of this project seeks to make infrastructure change and to mechanize in some ways support for replication.

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

Current DDS data indicates that racial and ethnic minorities continue to experience disparities in Purchase of Services (POS), services utilization, and No Purchase of Services rates across Los Angeles County. According to the DDS's analysis of its POS data reported in a public presentation entitled, 'Purchase of Services (POS) Disparity Data', Per-Capita authorized services and expenditures are higher for Whites than all other ethnic groups. In the 2016/2017 Fiscal Year report, POS data reported by the Eastern Los Angeles Regional Center also shows disparities in POS: \$29,714 Per-Capita Expenditures for African Americans, \$11,712 for Hispanics, and \$33,996 for Whites. While the disparities in POS are outcomes of a range of factors, they potentially leave hundreds of minority children and youth with developmental disabilities and their families without the needed services and supports that ultimately improve their quality of life and enhance developmental outcomes.

Additionally, the consequences of the California's 2009-2010 budget deficit that led to cuts in after-school, social-recreational and complementary / alternative therapy services left a lasting negative impact on the opportunities for community participation and socialization with peers for many Regional Centers' consumers, which hinders optimal developmental outcomes. Communities of color who don't use residential services utilized play and socialization activities as natural respite opportunities for them and to reduce their child's isolation in the community. Many parent-led efforts have developed out of this crisis for families. Finding ways to increase inclusive opportunities for play and socialization in the natural environment is one way to address these unresolved issues that may be affecting the understanding of supportive POS needs for the individual. For example, ELARC is learning through their disparity reduction efforts that families need other generic services that are difficult and complex to obtain. They

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are finding ways through new partnerships to help families understand what kind of services are needed and to support them to get the services.

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

To fill the gaps in services, some parents have formed community-based, grassroots organizations that operate from within their hard-to-reach, historically underserved, and socio-economically disadvantaged communities. However, these organizations often lack the infrastructure to sustain their work. They are also isolated in their work and therefore don't benefit from the existing system infrastructure. This process is similar to the parents and individuals who don't utilize the resources of the developmental disabilities system. Understanding that resources exist that may not be connected to the system will support the systemwide efforts at reducing disparities by increasing the entities reaching out to parents/individuals in hard to reach places. These entities meet people where they are in need.

This innovative pilot project addresses this problem by helping to build sustainable infrastructure by creating resource and knowledge networks, through increasing technical, informational, and administrative knowledge and skills of the organization's leaders with the goal of making their work more sustainable in underserved, resource-poor and hard-to-reach communities. The Eastern Los Angeles Family Resource Center (FRC) will serve as an informational and infrastructure resource for parent-led grassroots organizations.

Through outreach to disability system partners, application and interviews, ELAFRC will identify and nominate 3 parent-led, community based organizations to be supported through this project. The term organization is used loosely as we expect that these may not be 501c3 organizations but may include those who are not an organized legal entity. Initial project meetings will develop recruitment criteria and a plan. ELAFRC will make the decision on the 3 groups in concert with the local regional center and the project team. The 3 parent-led, community based, grassroots organizations will be provided with three kinds of activities: 1) once-a-month mentorship meetings with the FRCs personnel to be coached on the local resources, potential new strategies and activities; 2) once-every 2 month group training sessions on topics identified and listed in section 8 under "Training & Networking" to brainstorm and reflect on challenges and needs, and effort is to coalesce the formation of a grass-roots organizations' network aimed to support each other as a learning community. The transcripts will undergo content analysis so that main themes are extracted and used for planning specific training sessions; 3) Quarterly each of the 3 grassroots mentees will plan, execute and evaluate an event or workshop in their community around their specific efforts or ethnic groups. These events or trainings must be intended to improve access by families or individuals to needed services or increase their understanding of regional center/community-based services. The organizations must reach at least 10 families if the effort is small, such as a workshop. Large events must reach at least 50 families/individuals. Large events include outreach in parks or health fairs. This will result in increased knowledge of the disabilities service system in the RC catchment areas served by this grant. 3 events per quarter reaching from 30-150 families or 90-450 duplicated families by project end.



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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?**

This project is unique from current efforts and is anticipated to create sustainable infrastructure for grass-roots community-based organizations to continue to provide needed supports in hard to reach communities. It has the potential to generate additional Los Angeles County - wide infrastructure to address the varied and complex needs of children and youth with developmental disabilities and their families, strengthening the cohesion between FRCs, Regional Centers, and the grass-roots organizations. Many efforts over the years have sought to broaden support to organizations outside the DD system to reach more families. However, there has been no support to these organizations in relationship to their capacity (skills and knowledge) to operate within the DD system and no sustainability for their organizational development to ensure their continued impact on the system.

Supporting the community participation, socialization, peer interaction and inclusion, physical activity, recreation and leisure, and the development of functional skills for individuals with disabilities are anticipated to be positively impacted by this project. In addition, family and other community members who are closer to the footpath of those in need will have an opportunity to be credible, well informed resources to their cultural/linguistic community.

Three types of project activities are planned to meet the goals of this pilot program, which is to build additional infrastructure to support parent-led grass-roots organizations serving hard to reach children, youth or adults with developmental disabilities:

1) **Mentorship**: ELAFRC will meet with parent-leader(s) of the grass-roots organizations monthly, either all organizations' leaders together or separately. The mentorship relationship will be focused on practical advice such as local resources, outreach, networking, and developing relationships (9 meetings during the project year).

2) **Outreach/Workshop Activity**: Each mentee organization will plan, execute and evaluate an event or workshop in their community around their specific disparity effort or racial/ethnic groups. These events or trainings must be intended to improve access by families or individuals to needed services or increase their understanding of regional center/community-based services. This will result in increased knowledge of the disabilities service system in the RC catchment areas served by this grant.

3) **Training and networking**: There will be group training meetings (GROWN learning community) for the parent leaders every 2 months. The learning community meetings will include infrastructure training, peer reflection/discussion, and sharing of resources.

**FY 2018/19 DISPARITY FUNDS PROGRAM  
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The list of possible training topics is divided into two main categories:

**Peer mentorship:**

- Overview of CA DD system
- Overview of CA Special Education
- Parent Engagement
- Supporting families with concerns about their child's developmental
- Overview of diagnosis and intervention
- Telling Your Story
- Parent Support Standards
- Parent Engagement
- Principles of Family Support
- Signs a person may need more help
- Family Centered Care
- Strengthening Families Approach/5 Protective Factors
- 

**Organization management:**

- Establishing a Web Presence
- Organizing community events and training
- Positive and Productive Meetings
- Nonprofit incorporation and development
- Nonprofit life cycle
- Conflict Resolution
- Using social media for marketing/messaging
- Using Web Based tools to connect with others
- Accounting for non-accountants
- Basic computer skills
- Working well with others
- Finding quality information and resources

The decision regarding training topics will be made based on the organizations that are engaged and their existing skills/knowledge and interviews to determine the best

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

The design of the project is based upon the FRCs experiences with parent-led, grass-roots organizations that have reached out to them for help. We are frequently mentors to parents who, because of their lived-experience, want to make a difference in the system. This proposed project was designed to mitigate challenges while supporting parent-leaders to carry out their organizations' activities. The lack of financial investment in the system at the grassroots level has created access issues for hard to reach populations. Parents and others are not provided financial support for the infrastructure development of their grass-roots efforts in the same way a vendored program can build on their infrastructure. This project is an attempt to increase parent support organizations to be built not only by passion but by good understanding of organizational development.

**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.*

<b>Project Title:</b> <i>Grass-Roots Organizations Working Network (GROWN): Supporting community-based infrastructure serving children and youth with developmental disabilities in Los Angeles County</i>									
<b>MAJOR PROJECT ACTIVITIES</b>									
		<b>2018</b>	<b>2019</b>				<b>2020</b>		
<b>Activity</b>	<b>Staff</b>	<b>Q4</b> 10/1/18-12/31/18	<b>Q1</b> 1/1-3/31/19	<b>Q2</b> 4/1-6/30/19	<b>Q3</b> 7/1-9/30/19	<b>Q4</b> 10/1-12/31/19	<b>Q1</b> 1/1-3/30/20	<b>Q2</b> 7/1-9/30/20	<b>Q3</b> 10/1-12/31/20
CREATING THE NETWORK: Identifying, nominating, inviting, and securing participation of two grass-roots organizations per FRC	Yvette Baptiste Linda Landry Martha Ornelas ELARC Liasion	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRAINING AND NETWORKING: monthly training and networking meetings for the grass-roots organizations	Yvette Baptiste Linda Landry Martha Ornelas Administrative Specialist	<input type="checkbox"/>			X	X	X	X	

SELF ASSESSMENT: group meetings for the grass-roots organizations to assess needed competencies using existing FRCNCA and other best practice tools	Yvette Baptiste Linda Landry Program Manager Mentees	<input type="checkbox"/>	x	x	x				
FINAL REPORT: Final review of the project from participants and partners, information for replication of approach	Yvette Baptiste Linda Landry FRCNLAC FRCs Martha Ornelas ELARC Liasion	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		x	x
LESSONS LEARNED: Profile feedback on the program and assessment of the project impact on each grass-roots organizations	Yvette Baptiste Martha Ornelas Mentees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	x

*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*

MAJOR ADMINISTRATIVE ACTIVITIES									
<b>Project Title:</b> <i>Grass-Roots Organizations Working Network (GROWN): Supporting community-based infrastructure serving children and youth with developmental disabilities in Los Angeles County</i>									
		2018	2019				2020		
Activity	Staff	Q4 10/1/18- 12/31/ 18	Q1 1/1- 3/31/ 19	Q2 4/1- 6/30/ 19	Q3 7/1- 9/30/ 19	Q4 10/1- 12/31/ 19	Q1 1/1- 3/30/ 20	Q2 7/1- 9/30/ 20	Q3 10/1- 12/31/ 20
Execute grant agreement with DDS; Prepare and submit quarterly reports to DDS	Yvette Baptiste Lily Paramaunt	<input type="checkbox"/>	X	X	X	X	X	X	X
Identify parent-led grass-roots organizations operating in ELARC catchment area	FRCNLAC members Martha Ornelas ELARC Liasion Parent Organizations Yvette Baptiste Linda Landry	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify the types and scope of the grass-roots organizations in the catchment areas	FRCNLAC members Martha Ornelas ELARC Liasion Parent Organizations Yvette Baptiste	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Attachment C

Collect best practice documents for mentees self assessment	Martha Ornelas Yvette Baptiste Linda Landry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	x	x				
Collect data from self assessment by mentees	Martha Ornelas Yvette Baptiste			x	x				
Evaluate self-assessments data	Linda Landry Martha Ornelas Yvette Baptiste				x				
Develop training plan based on self-assessment data	Martha Ornelas Linda Landry				x				
Communicate with / update the Regional Center on the project progress by email	Yvette Baptiste Martha Ornelas	<input type="checkbox"/>		x		x		x	x
Develop LESSONS LEARNED materials	Yvette Baptiste Linda Landry Martha Ornelas Mentees	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x	x

**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.*

<b>Project Title:</b> <i>Grass-Roots Organizations Working Network (GROWN): Supporting community-based infrastructure serving children and youth with developmental disabilities in Los Angeles County</i>		
<b>Measures of Outcomes</b>	<b>Type of Measure(s). Check all that apply.</b>	<b>Activity To Be Measured; Data Collection Method</b>
	X Count	Number of Attendees at events, workshops
	<input type="checkbox"/> POS	
	X Pre/post survey/assessment	Pre / post surveys will be administered to identify and compare the existing and unmet needs of the parent-led, grass-roots organization at the start and the conclusion of the project. These surveys will be tailored to the unique services that these organizations are providing to children and youth with DD
	X Stakeholder feedback	Focus group meetings will be audio-recorded and transcribed, then analyzed for common themes using NVivo software
	X Materials	We will be developing and testing the manualization of the project that will be commented on by the parent-led support group leaders and the FRC collaborators
	X Other: PLEASE DESCRIBE: Community Impact Surveys	Satisfaction surveys for parent/community participants at workshops or events 3 month followup random sub-sample of participants regarding actionable differences in interactions with regional center system

**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.

<b>Organization Name</b>		
Public Health Foundation Enterprises, Inc./East Los Angeles Family Resource Library		
<b>Project Title</b>		
Grass-Roots Organizations Working Network (GROWN): Supporting community-based infrastructure serving children and youth with developmental disabilities in Los Angeles County		
<b>Project Duration (start and end date)</b>		
Start Date: 1-1-19	End Date: 12-31-19	Number of Months: 12

Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
<b>Salary/Wages and Benefits</b>			
Name: Yvette Baptiste Title/Position: Executive Director <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE): .30	\$33255	\$0	\$33255
Name: Martha Ornelas Title/Position: Administrative Specialist <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE): .75	\$34182	\$0	\$34182
Name: TBD Title/Position: Administrative Specialist <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE): 1.00	\$27716	\$0	\$27715
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):	\$	\$	\$
Name: Title/Position: <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
<b>Salary/Wages and Benefits Total</b>	<b>\$95153</b>	<b>\$0</b>	<b>\$95153</b>



<b>Operating Expenses</b>			
Consultant – Linda Landry	\$6000	\$0	\$6000
Consultant – Trainer	\$3000	\$0	\$3000
Consultant – Parent Leader	\$6000	\$0	\$6000
Office Supplies	\$4000	\$0	\$4000
Equipment	\$700	\$0	\$700
Food & Beverage	\$4000	\$0	\$4000
Travel/Parking	\$2960	\$0	\$2960
Meeting Space	\$2000	\$0	\$2000
Meeting/Outreach Supplies	\$4000	\$0	\$4000
Communications	\$6400	\$0	\$6400
Subcontract – South Central LA FRC	\$0	\$0	\$0
Subcontract – UCEDD USC CHLA	\$0	\$0	\$0
<b>Operating Expenses Total</b>	<b>\$39096</b>	<b>\$0</b>	<b>\$39096</b>

<b>Administrative Expenses (Indirect costs, up to 15)</b>			
Indirect Rate 13%	\$17452	\$0	\$17452
<b>Administrative Expenses Total</b>	<b>\$17452</b>	<b>\$0</b>	<b>\$17452</b>
<b>Project Budget Total</b>	<b>\$151701</b>	<b>\$0</b>	<b>\$151701</b>

\*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):

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Sub-grantee (subcontractor):\*\***

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PROJECT BUDGET NARRATIVE WORKSHEET**

The items and descriptions in this worksheet must correspond to the items listed in the Budget Worksheet (Attachment E-1).

<b>Organization Name</b>		
Public Health Foundation Enterprises, Inc./Eastern Los Angeles Family Resource Center		
<b>Project Title</b>		
Grass-Roots Organizations Working Network (GROWN): Supporting community-based infrastructure serving children and youth with developmental disabilities in Los Angeles County		
<b>Project Duration (start and end date)</b>		
Start Date: 1-1-19	End Date: 12/31/2019	Number of Months: 12

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Executive Director	See attachment
Title/Position: Administrative Specialist	
Title/Position: Administrative Specialist	
Title/Position:	
Title/Position:	
Title/Position:	
Title/Position:	

Operating Expenses – Line Item	Description
Consultant - Linda Landry	See Attachment
Consultant - Trainer	
Consultant - Parent Leader	
Office Supplies	
Equipment	
Food & Beverage	
Travel/Parking	

Administrative Expenses – Line Item	Description
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Indirect Rate 13%	ttht
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Proposer (applicant):**Authorized by (print name): Peter DaleSignature:  Date: 1/22/19**Sub-grantee (subcontractor):\*\***

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

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

\*\*As applicable.

**Description of Duties - Personnel**

**Executive Director:** The Executive Director is responsible for the day to day operations of the project, community relations, trainings and supervising staff. Director is also responsible for managing the grant deliverables, ensuring the project is on track for spending and adhering to the Scope of Work and producing the interim and final reports as needed. The position will support logistics for trainings, workshops and marketing efforts.

Total Cost: \$33,255

**Administrative Specialist:** Under general supervision of the Executive Director Administrative Specialist performs a variety of administrative and clerical support to the center. This position will initiate and coordinate the clerical functions required in effective implementation of administration of administrative policies of the project. This position will support the project coordinator in training, meetings and other logistical planning. This position is also responsible for administrative support with the project fiscal agent as it relates to consultants, grassroots mentees and other contract requirements.

Total Cost: \$34,182

**Administrative Specialist:** Under general supervision of the Executive Director Administrative Specialist performs a variety of administrative and clerical support to the center. This position will initiate and coordinate the clerical functions required in effective implementation of administration of administrative policies of the project. This position will support the project coordinator in training, meetings and other logistical planning. This position is also responsible for administrative support with the project fiscal agent as it relates to consultants, grassroots mentees and other contract requirements.

Total Cost: \$27,715

**Description - Operating Expenses**

**Consultant – Linda Landry:**

Total Cost: \$6,000

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- Face to Face meetings with ELAFRC ED regarding collaboration among LA County FRC for EBP PEI
- Participation in Advisory committee for grant
- Assistance in the development of and implementation of training for parents and service providers as needed
- Support & Mentor parent participants in Advisory group & project family support specialists

**Consultant – Trainer:**

Total Cost: \$3,000

Additional trainers are needed for the project when Family Resource Center skills and knowledge are not sufficient. This includes various training topics that are listed in the proposal. This line item represents a flat fee of \$500 for six trainers throughout the year.

**Consultant – Parent Leader:**

Total Cost: \$6,000

This line item is intended to support the needs of the 6 project leaders, including a \$500 monthly stipend to offset the cost of participation in trainings, focus groups and workshop attendance. In addition, the leaders will be planning events in their local area and the costs associated with those events for outreach materials, equipment, and supplies. Each parent mentee will have access to funds based on a specific plan developed to support the costs.

**Office Supplies**

Total Cost: \$4,000

- Copy Paper/Ink & Toner: cost is calculated at \$33.33 / month for 24 months = \$1,600.
- Office Basics: (which include pens, envelopes, post-its, clips, staplers, tape, file folder, binder, etc.) cost are calculate at \$200 for 12 months = \$2,400.

**Equipment:**

Total Cost: \$700

- Purchase a projector for the Project Coordinator

**Food & Beverage:**

Total Cost: \$4,000

- Food and Beverages will be provided during trainings.

**Travel/Parking:** This cost will cover transportation costs for families attending trainings, workshops, and support groups. Cost will also cover mileage and other travel costs as needed for staff to attend meetings, trainings, and staff development.

Total Cost: \$1,000

**Meeting Space:**

Total Cost: \$1,000

This cost is associated with room rentals for events and workshops to be held to train the grassroots organizations

**Meeting/Outreach Supplies:**

Total Cost: \$4,000

This cost is associated with meeting supplies for trainings and workshops

**Communications:**

Total Cost: \$6,400

This is cost related to phone, internet, go to meeting or zoom accounts

**Description – Administrative Expenses**

**Indirect Rate:** Public Health Foundation Enterprises, Inc. administrative costs include headquarters infrastructure costs, communications, facility/lease, depreciation, equipment expenses, in-kind services, professional fees, office expenses and rent, calculated using a 13.00% federally approved indirect rate.

Total Cost: \$ 17,452