

**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>
Family Respite Services	10/16/2018
<b>c. Primary contact (Name)</b>	
Shannon Kemp	
<b>d. Mailing address</b>	
4350 Auburn Blvd., Sacramento, CA, 95841	
<b>e. Primary e-mail address</b>	<b>f. Primary phone number</b>
Skemp@ucpsacto.org	916-779-6263
<b>g. Secondary contact email address</b>	<b>h. Secondary contact phone number</b>
Eciampa@ucpsacto.org	916-283-8305
<b>i. Brief description of the organization/group (organization type, group mission, etc.).</b>	
<p>UCP of Sacramento and Northern California is a leading provider of comprehensive services to children and adults with all developmental disabilities and their families. UCP works with 5,730 people a month in our eight-county area, empowering children and adults who - without support - would be isolated from their community. The mission of UCP of Sacramento and Northern California is to provide programs and services that improve the independence, productivity, and quality of life of people with developmental disabilities and their families.</p> <p>UCP of Sacramento was established by families in 1955. UCP has operated Regional Center Programs for over 40 years. UCP's Family Respite Services currently provides services to over 1,800 clients with a wide range of disabilities including Autism, Intellectual Disability, Cerebral Palsy, Epilepsy and many others.</p>	

**Section II. Proposal Summary**

<b>a. Project title</b>	Enhanced Respite Services to the Underrepresented Ethnic Populations of Alta California Regional Center
<b>b. Total amount requested</b>	\$ 100,863
<b>c. Projected number of individuals impacted</b>	100
<b>d. Duration of project (months)</b>	24 months    Start date: 1/1/19    End date: 12/31/20
<b>e. RC(s) in the project catchment area(s)</b>	ACRC catchment area Target zip code(s) for Los Angeles County*:

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

<b>f. Did your organization receive funding for a project in FY 2017/18?</b>	<input type="checkbox"/> Yes** <input checked="" 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):
<b>f1. What is the current status of your project?</b>	None. The agency is a first time applicant
<b>f2. How is this proposal different from your current project?</b>	N/A
<b>g. Will you be working with one or more CBO(s)?</b>	<input type="checkbox"/> Yes*** <input checked="" type="checkbox"/> No
<b>h. Will the project require aggregate data from the RC(s)?</b>	<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**

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

<b>1. Project title</b>
Enhanced Respite Services to the Underrepresented Ethnic Populations of Alta California Regional Center
<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 checked="" type="checkbox"/> Ethnicity: Hispanic, Asian, and other Ethnicity or Race / Multi-Cultural (i.e. Slavic, Middle Eastern, etc.) <input checked="" type="checkbox"/> Language(s): Spanish, Japanese, Vietnamese, Korean, Hmong, Russian, Ukrainian, Arabic, Farsi, Hindi, Urdu, and other corresponding languages <input checked="" type="checkbox"/> Age group(s): 3 and older <input checked="" type="checkbox"/> Socioeconomic: All socioeconomic status and immigrant families <input checked="" type="checkbox"/> Other: No POS's and underutilizers of respite services
<b>3. Which area(s) of focus does the project meet? Check all that apply.</b>
<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, hire, train and retain Slavic, Middle Eastern groups, Asian-Indian and Hispanic respite workers.
<b>4. Project Type. Check all that apply.</b>
<input checked="" type="checkbox"/> Translation (equipment, translator services, translating brochures or materials, etc.) <input checked="" type="checkbox"/> Outreach (community events, website or social media design, materials, etc.) <input checked="" type="checkbox"/> Workforce capacity (staff training, incentives for bilingual employees, etc.) <input checked="" type="checkbox"/> Parent education (online or in person trainings, workshops, etc.) <input 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
<b>5. What experience does the organization/group have working with the target population?</b>
<p>Family Respite Services is an In-Home Respite agency vendor of ACRC. Family Respite Services currently serves many clients of ACRC from different ethnic groups. ACRC's data for 2016-17 fiscal year reflects a population where 77% of the clients live at home with their families. Respite is a service that allows a break for the family member caring for the child. This is a common service available to most families regardless of the client's ethnicity, location, or socio-economic status. UCP's Family Respite Services provides services to over 1,800 clients and our data for the 2017-2018 fiscal year reflects a total of almost 250,000 POS hours used. UCP of Sacramento and Northern California is an active member of client advocacy and provider</p>

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

<p>communities. UCP'S Chief Operating Officer is a member of ACRC'S Provider Advisory Committee (PAC). UCP's Respite Manager, Shannon, has been working with UCP for 27 years and has been a Respite Manager for 18 years.</p>
<p><b>6. Explain how the target population(s) are underserved using POS data or other data as supporting evidence.</b></p>
<p>The target population for this grant are non-white ethnicities who are under-represented in ACRC's POS data, with specific emphasis on the Russian/Slavic, Middle Eastern, Asian, and Hispanic populations. In 2016-17 ACRC POS data by language, the Russian and Other Uralic-Slavic language speaking clients appeared as one of the ethnicities that do not utilize ACRC services. 11.9% of Russians have no POS's, and 15.8% of Other Uralic-Slavic languages are without POS's. The Hindi and Urdu speaking populations also appeared at 23.30% and 27.8% respectively as not having any purchased services. ACRC's agency has had an influx of Dari, Pashto, Farsi, Hindi and Urdu speaking client referrals and the agency has struggled to staff the cases. Many of these families prefer workers from the same ethnic and linguistic backgrounds. Family Respite data reflects that 89.8% speak English, 9% speak Spanish, and 1.2% speak other languages (i.e. Russian, Korean, Arabic, Vietnamese, Farsi, Filipino, etc).</p>
<p><b>7. How will the project address the identified POS disparity?</b></p>
<p>UCP's Family Respite Services will ensure that respite workers from the target Ethnic populations are recruited and trained by implementing the following steps; 1) A Family Respite Services Representative will participate in ACRC focus groups and provide child care. ACRC's planned focus group discussions with representatives from the target groups will elicit information from the families as to their hopes, dreams and wishes for their child/siblings and their fears and apprehensions. 2) Family Respite Services will expand recruitment activities to hire respite workers from the targeted ethnicities and linguistic backgrounds. These positions will be incentivized through family and staff referral incentives and a hiring bonus for new employees. These incentives within the target communities will allow for robust recruitment from the target population communities. 3) Family Respite Services will identify and train 3 respite workers who speak UCP's targeted languages to serve a dual role as a cultural liaison and help conduct intakes for clients, provide family support, participate in outreach events, and assist in staff recruitment activities. UCP presumes that Respite workers and intake specialists that are bicultural and bilingual know how to approach the families and observe norms and practices that are important to the families. 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 as opposed to their Caucasian and African-American counterparts. 5) Family Respite Services will engage with a translation service which will include translations for client handbooks, employee training, and translation of existing Respite documents.</p>
<p><b>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?</b></p>
<p>Family Respite Services has no projects funded under the previous grant years</p>
<p><b>9. How did your organization collect input from the community and/or target population to design the project?</b></p>
<p>Family Respite Services is one of the invitees of 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</p>

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

target populations, such as Hispanic, Slavic, Asians, Asian-Indians, 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, Family Respite Services struggles with balancing the duties and responsibilities of our intake workers as referrals of Slavic, Punjabi and Middle Eastern families often necessitate the hiring of a translator. Family Respite Services also learned that the problem of longer intakes among monolingual families is universal among respite agencies. Intake for the diverse ethnic populations requires longer time due to the need for a third person to translate the intake forms to the individual families and explain the rules of respite utilization. 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.*

<b>Project Title:</b> Enhanced Respite Services to the Underrepresented Ethnic Populations of Alta California Regional Center									
		<b>2018</b>	<b>2019</b>				<b>2020</b>		
<b>Activity</b>	<b>Staff</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>
		<b>10/1/18-12/31/18</b>	<b>1/1/19-3/31/19</b>	<b>4/1/19-6/30/19</b>	<b>7/1/19-9/30/19</b>	<b>10/1/19-12/31/19</b>	<b>1/1/20-3/30/20</b>	<b>7/1/19-9/30/19</b>	<b>10/1/19-12/31/19</b>
Execution of contract between DDS and Family Respite Services	CEO and DDS representative	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborative meetings to plan implementation of project	Family Respite Services representatives and ACRC Project Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meetings with ACRC to agree on uniform materials for translation	Family Respite Services representatives and ACRC Project Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receipt of focus group discussion summaries from ACRC	Family Respite Services representatives and ACRC Project Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Release of funds by DDS to Family Respite Services	DDS representative and Family Respite Services representatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>Project Title:</b> Enhanced Respite Services to the Underrepresented Ethnic Populations of Alta California Regional Center									
		<b>2018</b>	<b>2019</b>				<b>2020</b>		
<b>Activity</b>	<b>Staff</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>
		<b>10/1/18- 12/31/18</b>	<b>1/1/19- 3/31/19</b>	<b>4/1/19- 6/30/19</b>	<b>7/1/19- 9/30/19</b>	<b>10/1/19- 12/31/19</b>	<b>1/1/20- 3/30/20</b>	<b>7/1/19- 9/30/19</b>	<b>10/1/19- 12/31/19</b>
Reporting and data gathering (quarterly)	Project Coordinator - Family Respite Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recruitment activities	Family Respite Services Recruiter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Translation of Documents	Project Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



**DISPARITY FUNDING PROPOSAL – 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> Enhanced Respite Services to the Underrepresented Ethnic Populations of Alta California Regional Center		
<b>Measures of Outcomes</b>	<b>Type of Measure(s). Check all that apply.</b>	<b>Activity To Be Measured; Data Collection Method</b>
	<input checked="" type="checkbox"/> Count	The number of culturally and linguistically diverse 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 will be tracked
	<input checked="" type="checkbox"/> Pre/post survey/assessment	Family Respite Services 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 Family Respite Services for us to implement services that are culturally and linguistically responsive to our target populations
	<input checked="" type="checkbox"/> Materials	Translated materials will be made available to existing and future respite utilizers
	<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.

<b>Organization Name</b>		
Family Respite Services - UCP of Sacramento and Northern California		
<b>Project Title</b>		
Enhanced Respite Services to the Underrepresented Ethnic Populations of Alta California Regional Center		
<b>Project Duration (start and end date)</b>		
<b>Start Date:</b> 1/1/19	<b>End Date:</b> 12/31/20	<b>Number of Months:</b> 24


Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
<b>Salary/Wages and Benefits</b>			
Name: Eric Ciampa Title/Position: Chief Operating Officer <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$3744	\$3744	\$7488
Name: Shannon Kemp Title/Position: Respite Manager <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$5850	\$5850	\$11700
Name: Rosica Gomes Title/Position: Respite Supervisor <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$5616	\$5616	\$11232
Name: TBD Title/Position: Respite Cultural Liaison <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$2714	\$5429	\$8143
Name: TBD Title/Position: Respite Cultural Liaison <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$2714	\$5429	\$8143
Name: TBD Title/Position: Respite Cultural Liaison <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$2714	\$5429	\$8143
Name: Veronica Granville Title/Position: Recruiter <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$5429	\$5429	\$10858
<b>Salary/Wages and Benefits Total</b>	\$28782	\$36925	\$65707

<b>Operating Expenses</b>			
New Hire Bonus for Targeted ethnic/languages	\$3750	\$3750	\$7500
Family gift cards for new worker referrals	\$0	\$0	\$0
Worker Referral Bonus	\$0	\$0	\$0
Outreach supplies & activities	\$1250	\$1250	\$2500
Translation of family materials (4 languages)	\$4000	\$4000	\$8000
	\$	\$	\$
	\$	\$	\$
<b>Operating Expenses Total</b>	<b>\$9000</b>	<b>\$9000</b>	<b>\$18000</b>

<b>Administrative Expenses (Indirect costs, up to 15%)</b>			
15% admin costs	\$5967	\$7189	\$13156
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Administrative Expenses Total</b>	<b>\$5967</b>	<b>\$7189</b>	<b>\$13156</b>
<b>Project Budget Total</b>	<b>\$43749</b>	<b>\$53114</b>	<b>\$96863</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): Eric Ciampa, COO  
 Signature:  Date: 1/10/19

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

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

\*\*As applicable

**PROJECT BUDGET NARRATIVE WORKSHEET**

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

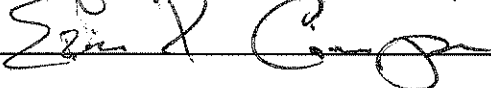
<b>Organization Name</b>		
Family Respite Services - UCP of Sacramento and Northern California		
<b>Project Title</b>		
Enhanced Respite Services to the Underrepresented Ethnic Populations of Alta California Regional Center		
<b>Project Duration (start and end date)</b>		
<b>Start Date:</b> 1/1/19	<b>End Date:</b> 12/31/20	<b>Number of Months:</b> 24

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Respite Manager	Senior manager for Respite Program. Provides all management and oversight functions for Respite Operations. Serves as a Director under Title 17. Reports directly to UCP's Chief Operating Officer. Budget assumes Respite Manager will spend 3 hours per week (or 7.5% of total hours worked) supporting grant related activities.
Title/Position: Chief Operating Officer	UCP's most-senior operations staff, overseeing all of UCP's programs, services, and operations activities (including Respite, Transportation, day programs etc.) and reports to UCP's CEO and Board of Directors. COO has worked collaboratively with ACRC in developing outreach activities and is likely to remain involved in the execution of this grant. Budget assumes COO will spend 1 hour a week (or 2.5% of total hours worked) on grant related activities.
Title/Position: Respite Supervisor	Reports to the Respite Manager and oversees hiring activities, monitors the daily appointments and activities of Respite workers, monitors for quality assurance. Budget assumes the Respite Supervisor will spend 5 hours a week (or 12.5% of total hours worked) on grant related activities.
Title/Position: Respite Cultural Liaison	This is a new position created to support recruitment of new respite workers from targeted ethnicities and/or languages. UCP intends to recruit and hire three respite workers as cultural liaisons. Ideally these will be existing respite staff who we promote to Full-time status. In addition to working as a Respite Worker 15-25 hours a week, UCP will add 6 hours a week to support existing administration staff with family and staff recruitment activities, new client intakes, and family support.
Title/Position: Recruiter	UCP's Human Resources Recruiter will assist in creating job postings, reviewing applications, administer appropriate assessments, and make

	recommendations for hire. Budget assumes Recruiter will spend 6 hours per week (or 15% of total hours worked) on grant related activities.
Title/Position:	
Title/Position:	

Operating Expenses – Line Item	Description
New Worker Referral incentive	UCP believes our new and existing workers from the communities are likely know individuals from the communities UCP is trying to recruit from. Our goal is to provide \$100 incentives for workers who provide a referral who is hired and works for UCP for 90 days.
Advertising and Outreach	Printed materials, flyers, event supplies, registration fees, advertisements, job posting fees, etc.
Translation of materials	UCP intends to translate our existing family intake materials (family handbook, policies, emergency contact forms, etc.) into 4 target languages. These languages will be selected during the grant period based on the communities UCP successfully engages with during the outreach period. Translation costs are based on an estimate of \$0.10 per word.

Administrative Expenses – Line Item	Description
Administration Expenses (15%)	Other indirect costs associated with grant activities and staff functions including payroll/finance staff support, HR staff support, Training support, allocation of rent, utilities, janitorial, maintenance, and other costs not otherwise itemized in this grant allocation. Also includes unexpected costs and time not otherwise allocated in this grant.


**Proposer (applicant):**Authorized by (print name): Eric Ciampa, COOSignature:  Date: 1/10/19**Sub-grantee (subcontractor):\*\***

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

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

\*\*As applicable.