

**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 checked="" type="checkbox"/> Regional Center (RC)	<input type="checkbox"/> Community Based Organization (CBO), 501(c)(3)	<input type="checkbox"/> CBO, non-501(c)(3) <input type="checkbox"/> EIN or <input type="checkbox"/> No EIN

a. Name of organization/Group	b. Date
Alta California Regional Center	10/16/2018
c. Primary contact (Name)	
Lori Banales	
d. Mailing address	
2241 Harvard Street, Suite 100, Sacramento, CA, 95815	
e. Primary e-mail address	f. Primary phone number
Lbanales@altaregional.org	916-978-6424
g. Secondary contact email address	h. Secondary contact phone number
hthomas@altaregional.org	916-978-6621
i. Brief description of the organization/group (organization type, group mission, etc.).	
Alta California Regional Center (ACRC) is one of the 21 non-profit corporations that contract with the State Department of Developmental Services (DDS) to coordinate and provide services to individuals with developmental disabilities and their families. ACRC creates partnerships to support all eligible individuals, including children at risk and their families in choosing services and supports through lifelong planning as a means to achieve healthy and productive lives in their own communities. ACRC envisions a community where individuals with developmental disabilities are valued members, and are treated with dignity and respect. This includes the target populations: Hispanic-Latin (x) and Slavic; Hmong and East Indian (Asian-Indian).	

Section II. Proposal Summary

a. Project title	Enhanced Respite Services to the Culturally and Linguistically Diverse Target Populations
b. Total amount requested	\$ 25124
c. Projected number of individuals impacted	1000
d. Duration of project (months)	24 months Start date: 1/1/19 End date: 12/31/20
e. RC(s) in the project catchment area(s)	Ten-county catchment area Target zip code(s) for Los Angeles County*:
f. Did your organization receive funding for a project in FY 2017/18?	<input checked="" type="checkbox"/> Yes** <input type="checkbox"/> No **If yes, provide the grant number and answer questions "f1" and "f2." If no, skip to question "g." Grant # (CBOs only):

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<p>f1. What is the current status of your project?</p>	<p>The service navigator program and orientation/information sessions are in operation. The service navigator program was successfully launched in July of 2018 and presently has an enrollment total of 19 individuals (10 for African-American and 9 for Hispanic-Latin(x) populations). The program continues to recruit families that need the navigation service. The orientation/information sessions for ACRC families and the general public are also in enforcement. An outreach to the Middle Eastern families were conducted in May of 2018; A combined outreach to the Hmong, Hispanic, and Pacific Islanders were conducted in June of 2018 and an outreach to the Mexican-American populations was completed on October 9th. Information sessions are continuously conducted to Hmong and Hispanic-Latin(x) families served by ACRC. Partnerships with organizations like Warmline and Family Soup in Yuba, Sutter, and Colusa are ongoing.</p>
<p>f2. How is this proposal different from your current project?</p>	<p>This proposal specifically addresses the number 4 area of focus which is "increase access to services that meet the cultural and linguistic needs of consumers and their families." This proposal will solicit from the families their wishes for their child/sibling, their fears, apprehension, and how the regional center and its vendors can support them in accessing respite service that is available to them. This proposal supports the recruitment of respite workers from the communities of the target populations and assists the respite agencies in their efforts to hire culturally and linguistically diverse workers. This proposal aids families in increase access to respite services by translating general informational materials on the different types and options for respite services such employer of records; agency respite, family respite through the Financial Management Services, and others.</p>
<p>g. Will you be working with one or more CBO(s)?</p>	<p><input checked="" type="checkbox"/> Yes*** <input type="checkbox"/> No</p>
<p>h. Will the project require aggregate data from the RC(s)?</p>	<p><input checked="" type="checkbox"/> Yes*** <input type="checkbox"/> No</p>

*Zip code information for Los Angeles County can be found at:
<https://www.dds.ca.gov/RC/regionMap.cfm?view=laCounty>

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

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Attachment A-2

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

1. Project title
Enhanced Respite Services to the Culturally and Linguistically Diverse Target Populations
2. Select the target group(s) the project intends to serve and provide a description of each group. Check all that apply.
<input checked="" type="checkbox"/> Ethnicity: Hispanic-Latin (x); Slavic, Hmong, Asian-Indian <input checked="" type="checkbox"/> Language(s): Spanish, Hmong, Russian & other Uralic-Slavic languages; Hindi and Urdu <input checked="" type="checkbox"/> Age group(s): 3 and older <input checked="" type="checkbox"/> Socioeconomic: low socioeconomic status and immigrant families <input checked="" type="checkbox"/> Other: No POSs and underutilizers of respite services
3. Which area(s) of focus does the project meet? Check all that apply.
<input type="checkbox"/> 1. Increase access to information about services available through the RC system and processes to receiving those services. <input type="checkbox"/> 2. Provide assistance during the intake process. <input type="checkbox"/> 3. Empower consumers to advocate for needed services. <input checked="" type="checkbox"/> 4. Increase access to services that meet the cultural and linguistic needs of consumers and their families. <input checked="" type="checkbox"/> 5. Other (explain): Assist the service providers' capabilities to recruit and retain culturally and linguistically diverse workers and establish relationships with families to mitigate cultural and linguistic barriers.
4. Project Type. Check all that apply.
<input checked="" type="checkbox"/> Translation (equipment, translator services, translating brochures or materials, etc.) <input checked="" type="checkbox"/> Outreach (community events, website or social media design, materials, etc.) <input type="checkbox"/> Workforce capacity (staff training, incentives for bilingual employees, etc.) <input type="checkbox"/> Parent education (online or in person trainings, workshops, etc.) <input type="checkbox"/> Promotores (para professionals to help develop relationships and trust with the Regional Center) <input type="checkbox"/> Family/consumer support services (1:1 coaching, enhanced case management, service navigation, etc.) <input checked="" type="checkbox"/> Other: Focus groups with families for their input on how respite service can meet their needs
5. What experience does the organization/group have working with the target population?
ACRC provides service coordination to the target populations. The target populations are existing clients of ACRC and working relationships have been established.
6. Explain how the target population(s) are underserved using POS data or other data as supporting evidence.
In 2016-17 ACRC POS data by language, 197 Spanish-speaking clients are without POSs, representing 11.7% of the total Hispanic populations. 90 of the 151 Hmong have no POSs, comprising 59.6%. 19 or 11.9% of Russians have no POSs, and 15.8% of Other Uralic-Slavic languages are without POSs. Of the Asian-Indian populations, 7 out of 30 Hindi-speaking clients have no POSs, and 5 of the 18 Urdu speaking clients have no POSs. This is 11.9% and 15.8% respectively of the total Hindi and Urdu-speaking populations. Additionally, these groups reflect

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as underutilizers of services as shown by their per capita expenditures as against per capita authorized services. For example, the Spanish-speaking clients utilized 65.4% of their per capita authorized service. The Russian clients utilized 71.7% of their per capita authorized services, and other Uralic-Slavic languages utilized 57.6% of their authorized service. Northern India is at 64.3% and Urdu speaking clients is at 74.7%.Data attached

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

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. It provides an opportunity for the client/sibling to interact and integrate into some community activities. Many of the research and data collected indicate the tendency of Asian, Slavic, Muslim, and Hispanic communities to "take care of their own." ACRC trainings on Hispanic, Asian, Muslim, and Slavic groups also pointed to common traits of distrust which could have stemmed from years of displacement, war, and oppression as well as stigma propagated by their cultures. Conducting an interactive dialogue with the families through focus group discussions at locations where families feel safe and free to express themselves will facilitate a greater understanding of their needs. The focus group discussions with representatives from the target groups will elicit information from the families as to their hopes and dreams and wishes for their child/siblings and their fears and apprehensions. This opens a dialogue between ACRC staff, service providers, and families and will provide an opportunity for a respite service that is responsive to the needs of the target communities. The availability of translated materials in the target populations' languages will further assist in understanding the different options available to them. Increased utilization of a service that supports families in their homes will reduce the existing disparities among these groups as opposed to their Caucasian and African-American counterparts.

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 different from existing projects that ACRC is currently funded under grant years 16-17 and 17-18 as previous projects focused on information dissemination, assisting families navigate services available through ACRC, and training staff and vendors. This project focuses on enhancing an existing service to make it culturally and linguistically responsive to the target populations identified in this proposal. This project will make respite service more accessible to families through interactive conversations, and providing them with translated informational materials in their respective languages. The project will boost recruitment and employment of workers from the target communities through identification of families needs through the focus group discussions. The results of the discussions and the availability of translated general informational materials on respite services will support respite agencies in their workforce capacity endeavors and provide an opportunity for a dialogue between respite agencies and the families from the target communities.

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

ACRC's focus group discussions with service coordinators and vendors resulted in common theme of lack of follow-through, lack of trust, a "culture within a culture." This refers to cultures where mothers are primary caretakers of a son/daughter with developmental disabilities, yet she relies on the final decision-making of her husband or father of the child who is uninvolved and does not know the details of the client's care. Involving the families and encouraging their participation in a dialogue with ACRC will allow for trust to be gained and understanding of how respite can be beneficial to them. ACRC trainings have also illuminated the family hierarchy

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dynamics, patriarchal and patrilineal cultures which hinder service provision due to a father's denial of a child's disability. SCs and vendors expressed that families cancel services, and some refused to utilize respite. SCs have also expressed the difficulty of convincing families to accept any service because they don't see anyone that "looks like them, or speak like them." In an attempt to come up with a good proposal to address the lack of culturally and linguistically diverse workers, ACRC met with respite vendors on September 17 to learn about the challenges they face in respite provision to the diverse communities and come up with ideas on how ACRC can best support them through the grant. This proposal stems from the focus group discussions held in 2017, trainings conducted from 2017 and ongoing, as well as brainstorming with the respite vendors. The ideas presented in this proposal are a confluence of all ideas presented through collaborative discussions.

DISPARITY FUNDING PROPOSAL – SCHEDULE OF DEVELOPMENT/ACTIVITIES WORKSHEET

Completed worksheets shall be submitted with the funding proposal. List all key staff and activities, and identify the quarter that each activity will occur. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment C-1 for a sample worksheet.*

Project Title: Enhanced Respite Services to the Hispanic and Slavic Populations of Alta California Regional Center									
		2018	2019				2020		
Activity	Staff	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
		10/1/18-12/31/18	1/1/19-3/31/19	4/1/19-6/30/19	7/1/19-9/30/19	10/1/19-12/31/19	1/1/20-3/30/20	7/1/19-9/30/19	10/1/19-12/31/19
Execution of contract between DDS and ACRC	Executive Director 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	ACRC Director and Project Coordinator and Respite agencies	<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	ACRC Project Coordinator and Respite agencies	<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"/>
Solicitation of potential participants to the focus group discussions	Project Coordinator and ACRC Service Coordinators	<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"/>
First round of focus group discussions	ACRC Project Coordinator, CSS staff, families, respite agency representatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translation of general informational materials on respite	ACRC Project Coordinator and CSS staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second round of focus group discussions	ACRC Project Coordinator, CSS staff, families, respite agency representatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Project Title: Enhanced Respite Services to the Hispanic and Slavic Populations of Alta California Regional Center									
		2018	2019				2020		
Activity	Staff	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
		10/1/18-12/31/18	1/1/19-3/31/19	4/1/19-6/30/19	7/1/19-9/30/19	10/1/19-12/31/19	1/1/20-3/30/20	7/1/19-9/30/19	10/1/19-12/31/19
Quarterly, Annual, and Final reporting to DDS	Director and Project Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

DISPARITY FUNDING PROPOSAL – PROJECT MEASURES WORKSHEET

Completed worksheets shall be submitted with the funding proposal. Check the types of qualitative and quantitative outcome measures you will use. For each type, describe the activity to be measured and the data collection method. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment D-1 for a sample worksheet.*

Project Title: Enhanced Respite Services to the Culturally and Linguistically Diverse Target Populations		
Measures of Outcomes	Type of Measure(s). Check all that apply.	Activity To Be Measured; Data Collection Method
	<input checked="" type="checkbox"/> Count	The number of participants to the focus group discussions will be recorded
	<input checked="" type="checkbox"/> POS	Increase in respite utilization will be tracked and compared from previous years against the years that the proposal is in implementation
	<input type="checkbox"/> Pre/post survey/assessment	
	<input checked="" type="checkbox"/> Stakeholder feedback	Results of focus group discussions will be summarized and persistent themes and concepts will be provided to respite agencies to incorporate in their agency practices. This will also be part of ACRC's reporting to DDS
	<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.

Organization Name		
Alta California Regional Center		
Project Title		
Enhanced Respite Services to the Culturally and Linguistically Diverse Target Populations		
Project Duration (start and end date)		
Start Date: 1/1/19	End Date: 12/31/20	Number of Months: 24

Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
Salary/Wages and Benefits			
Name: Hmong SCs Title/Position: Interpreter during focus groups <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$255	\$	\$255
Name: Spanish-speaking staff Title/Position: Interpreter during focus groups <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$255	\$	\$255
Name: Slavic Interpreter (Russian or Ukrainian) Title/Position: Vendor <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$225	\$225
Name: Punjabi/Hindi/Urdu interpreters Title/Position: vendor <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$225	\$225
Name: Title/Position: <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
Name: Title/Position: <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
Name: Title/Position: <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
Salary/Wages and Benefits Total	\$510	\$450	\$960

Operating Expenses			
Focus Group discussions	\$4000	\$4000	\$8000
Translation of respite materials in 4 languages	\$10000	\$	\$10000
Food	\$900	\$900	\$1800
Day and respite care for children of participants	\$540	\$540	\$1080
Transportation for participants	\$500	\$500	\$1000
	\$	\$	\$
	\$	\$	\$
Operating Expenses Total	\$16450	\$6390	\$22840

Administrative Expenses (Indirect costs, up to 15%)			
10% admin costs	\$	\$	\$2284
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Administrative Expenses Total	\$	\$	\$2316
Project Budget Total	\$	\$	\$25124

*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:

Lori Banales

Lori Banales

Date:

10/16/18

Sub-grantee (subcontractor):**

Authorized by (print name):

Signature:

Date:

**As applicable

PROJECT BUDGET NARRATIVE WORKSHEET

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

Organization Name		
Alta California Regional Center		
Project Title		
Enhanced Respite Services to the Culturally and Linguistically Diverse Target Populations		
Project Duration (start and end date)		
Start Date: 1/1/19	End Date: 12/31/20	Number of Months: 24

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Hmong Service Coordinator as an interpreter during the Hmong focus group discussion paid overtime at his hourly rate (\$34 x 1.5 x 5 hours)	
Title/Position: Spanish speaking SC as an interpreter during the Hispanic-Latin (x) focus group discussion paid at an overtime at her hourly rate (\$34 x 1.5 x 5 hours)	
Title/Position: Russian or Ukrainian speaking interpreter from a vendor paid at an hourly rate for 5 hours (\$45/hr x 5 hours)	
Title/Position: Hindi/Urdu/Punjabi speaking interpreter from a vendor paid at an hourly rate at 5 hours maximum (\$45/hr x 5 hours)	
Title/Position:	
Title/Position:	
Title/Position:	

Operating Expenses – Line Item	Description
Participants fee @ \$100 x 80 participants total - 40 participants per year	
\$2500 per language translation x 4 languages	
\$15/person X 30 participants per focus group for food	
\$30/hr for 3 staff at 1:4 ratio = \$90 x 3 hours/FG x 4 focus groups for child and respite care	
\$250 for transportation per focus group X 4 focus groups	

Administrative Expenses – Line Item	Description

Proposer (applicant):

Authorized by (print name):

Lori Banales

Signature:

Lori Banales

Date:

10/16/18

Sub-grantee (subcontractor):**

Authorized by (print name):

Signature:

Date:

**As applicable.