

**FY 2018/19 DISPARITY FUNDS PROGRAM
APPLICANT CHECKLIST**

CBOs:

1. 2018 Disparity Funding Proposal, Proposal Cover Page (Attachment A)
2. 2018 Disparity Funding Proposal, Project Information (Attachment B)
3. Schedule of Development/Activities Worksheet (Attachment C)
4. Project Measures Worksheet (Attachment D)
5. Budget Worksheet (Attachment E)
6. Letter(s) of support (data sharing, collaboration/shared projects), as applicable
7. Optional: Supporting documentation about the organization (e.g., verification of the organization's employer identification number (EIN) status, business registration, board minutes, or any other relevant documents).
8. UCs and CSUs: A completed Model Agreement

Regional centers (New Proposal Requests):

1. 2018 Disparity Funding Proposal, Proposal Cover Page (Attachment A)
2. 2018 Disparity Funding Proposal, Project Information (Attachment B)
3. Schedule of Development/Activities Worksheet (Attachment C)
4. Project Measures Worksheet (Attachment D)
5. Budget Worksheet (Attachment E)
6. Letter(s) of support (data sharing, collaboration/shared projects), as applicable

Regional Centers (Continuation Requests):

1. Budget Worksheet (Attachment E)
2. Request for Funding to Continue an Approved Project (Attachment F)

**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	
Frank D. Lanterman Regional Center	10/16/2018	
c. Primary contact (Name)		
Rose Chacana, Director, Koch Young Resource Center		
d. Mailing address		
3303 Wilshire Blvd Suite 700, Los Angeles, CA 90010		
e. Primary e-mail address	f. Primary phone number	
rchacana@lanterman.org	213-252-4980	
g. Secondary contact email address	h. Secondary contact phone number	
Melinda Sullivan	213-252-4900	
i. Brief description of the organization/group (organization type, group mission, etc.).		
Private, non-profit corporation that operates under contract with the state of California.		

Section II. Proposal Summary

a. Project title	Multi-Media Outreach Project
b. Total amount requested	\$ 47000
c. Projected number of individuals impacted	4300
d. Duration of project (months)	18 months Start date: 01/01/19 End date: 06/30/20
e. RC(s) in the project catchment area(s)	FDLRC 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 <i>**If yes, provide the grant number and answer questions "f1" and "f2." If no, skip to question "g."</i>
f1. What is the current status of your project?	Grant # (CBOs only): Still in progress
f2. How is this proposal different from your current project?	This project will focus on outreach through parent education, web/video, social media and print media.
g. Will you be working with one or more CBO(s)?	<input type="checkbox"/> Yes*** <input checked="" type="checkbox"/> No

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

**h. Will the project require
aggregate data from the RC(s)?**

Yes*** 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**

1. Project title
Multi-Media Outreach Project
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, Korean, Chinese, non-White <input checked="" type="checkbox"/> Language(s): Spanish, Korean and English <input checked="" type="checkbox"/> Age group(s): 3-21 yrs <input checked="" type="checkbox"/> Socioeconomic: low- income <input type="checkbox"/> Other:
3. Which area(s) of focus does the project meet? Check all that apply.
<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 type="checkbox"/> 5. Other (explain):
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 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 type="checkbox"/> Other:
5. What experience does the organization/group have working with the target population?
<p>Lanterman Regional Center was one of the first centers to implement the Regional Center Automated Phone System. The automated system proved to be a very successful mechanism for notifying families of trainings and meetings. It became evident that families were successfully receiving the information sent via text because attendance to these trainings and meetings increased significantly. The success of the text messages within the Spanish and Korean communities was attributed to the wide use and access to smart phones. However, text messages do not lend themselves to other communication needs such as news, events and general information. As a result, Lanterman is looking to expand communication methods via multiple media platforms that can be easily accessed and are compatible with mobile devices. The target population would be parents of school age clients between the ages of 3-21 yrs old.</p>

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

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

Lanterman is currently serving approximately 10,400+ clients. Of these, 49% fall between the ages of 3-21 yrs. This age group has the lowest expenditures (Asian- avg \$6,989- Korean- avg \$11,933; Hispanic- avg \$4,289; and White- Avg- \$6,966. Hispanics being the lowest.

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

Currently, Lanterman is utilizing the Regional Center Automated Notification system, periodic email blast, Facebook and the LRC website to share information with families. However, families are not optimizing the use of these media strategies and missing out on valuable information that could increase their knowledge of available services and utilization of those services. In response, Lanterman will create (12) videos that will explain Purchase of Service standards and will be posted on the LRC website. Secondly, six (6) parent education classes will be conducted throughout the year to teach parents how to better utilize their mobile technology including but not limited to: email, internet searches, Facebook, etc. Lastly, Lanterman will translate and print selected Transition to Adulthood materials to be distributed at trainings, resource packets and posted online. Through these media strategies, Lanterman will better meet the cultural and linguistic needs of our community. This variety of media strategies will be used to increase outreach, improve utilization of information and improve connection with the diverse community we serve.

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?

In contrast to Lanterman's other disparity projects, the multi-media outreach project will focus on building capacity within our outreach efforts and will provide additional opportunities for our clients and families to be better informed and connected to regional center services. The following media strategies will be utilized: production of 12 informational videos in four languages (English, Spanish, Korean and Chinese); conduct 6 parent education classes throughout the year to teach parents how to better utilize their mobile devices to access information; print 3 new brochures regarding the transition to adulthood process in Spanish, Korean and English each.

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

Project need is based on parent feedback from parent support group participants, peer support partners and committee members.

Project Title: Multi-Media Outreach Project									
		2018	2019				2020		
Activity	Staff	Q4 10/1/18- 12/31/18	Q1 1/1/19- 3/31/19	Q2 4/1/19- 6/30/19	Q3 7/1/19- 9/30/19	Q4 10/1/19- 12/31/19	Q1 1/1/20- 3/30/20	Q2 7/1/19- 9/30/19	Q3 10/1/19- 12/31/19
Transition to Adulthood printed materials	printer								

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: Multi-Media Outreach Project		
Measures of Outcomes	Type of Measure(s). Check all that apply.	Activity To Be Measured; Data Collection Method
	<input checked="" type="checkbox"/> Count	Number of video views, number of class participants
	<input type="checkbox"/> POS	
	<input checked="" type="checkbox"/> Pre/post survey/assessment	Pre/Post survey used in technology classes
	<input type="checkbox"/> Stakeholder feedback	
	<input type="checkbox"/> Materials	
	<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		
Frank D. Lanterman Reginal Center		
Project Title		
Multi-Media Outreach Project		
Project Duration (start and end date)		
Start Date: 01/2019	End Date: 06/30/2020	Number of Months: 18

Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
Salary/Wages and Benefits			
Name: TBD Title/Position: Project Coordinator <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE): 0	\$20000	\$	\$20000
Name: Title/Position: <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 0	\$	\$	\$
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):	\$	\$	\$
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	\$20000	\$	\$20000

Operating Expenses			
(P1) Media Consultant	\$5000	\$	\$5000
(P1) Video Production: script writing, recording, editing, and posting 12 videos in 4 languages: English Spanish, Korean, Chinese	\$25000	\$	\$25000
(P2) Class instructor (6 classes in a year)	\$3000	\$	\$3000
(P3) Translation and printing of Transition to Adulthood brochures	\$7700	\$	\$7700
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Operating Expenses Total	\$40700	\$	\$40700

Administrative Expenses (Indirect costs, up to 15%)			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Administrative Expenses Total	\$	\$	\$
Project Budget Total	\$67000	\$	\$60700

*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): Melinda Sullivan

Signature: Melinda Sullivan Date: 10-12-18

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		
Frank D. Lanterman Regional Center		
Project Title		
Multi- Media Outreach Project		
Project Duration (start and end date)		
Start Date: 01/2019	End Date: 06/30/2020	Number of Months: 18 months

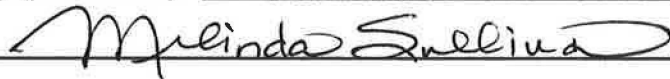
Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Project Coordinator	Oversee project: video production and posting; technology class curriculum development, implementation and facilitation; production of print materials
Title/Position: [REDACTED]	[REDACTED]
Title/Position: [REDACTED]	[REDACTED]
Title/Position: [REDACTED]	[REDACTED]
Title/Position: [REDACTED]	[REDACTED]
Title/Position: [REDACTED]	[REDACTED]
Title/Position: [REDACTED]	[REDACTED]

Operating Expenses – Line Item	Description
(P1) Media Consultant	Develop media Strategy and instruction
(P2) Video(s) production	Produce upto 12 videos in 4 languages (English, Spanish, Korean, Chinese) on the Lanterman Service Standards and access of services
(P3) Class Instructor	Conduct 6 technology classes throughout the year
(P4) Translation and printing of Transition to Adulthood brochures	Translation of 3 Transition to Adulthood materials (English, Spanish, Korean)
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Administrative Expenses – Line Item	Description
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Proposer (applicant):

Authorized by (print name): Melinda Sullivan

Signature:  Date: 10-12-18

Sub-grantee (subcontractor):**

Authorized by (print name): _____

Signature: _____ Date: _____

**As applicable.