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		
☒ Regional Center (RC)	☐ Community Based Organization (CBO), 501(c)(3)	☐ CBO, non-501(c)(3) ☐ EIN or ☐ No EIN

a. Name of organization/Group	b. Date
San Gabriel/Pomona Regional Center (SG/PRC)	October 11, 2018

c. Primary contact (Name)
Carol Tomblin, Director of Compliance and Outreach

d. Mailing address
75 Rancho Camino Drive, Pomona, CA 91766

e. Primary e-mail address	f. Primary phone number
ctomblin@sgprc.org	(909) 868-7521

g. Secondary contact email address	h. Secondary contact phone number
abyun@sgprc.org	(909) 868-7673

i. Brief description of the organization/group (organization type, group mission, etc.).
The mission of the San Gabriel/Pomona Regional Center is to work in partnership with individuals with developmental disabilities, their families and the community to promote choice, empowerment, independence and full integration into community life. The Regional Center represents the community in supporting and advancing the intent and entitlement of the Lanterman Developmental Disabilities Services Act through services such as assessment, advocacy, service coordination, education, training, communication, resource development and prevention services.

Section II. Proposal Summary

a. Project title	Webinar development and hosting for parent training
b. Total amount requested	$ 16,500
c. Projected number of individuals impacted	hundreds
d. Duration of project (months)	24 months Start date: 1/15/19 End date: 12/31/20
e. RC(s) in the project catchment area(s)	SG/PRC Target zip code(s) for Los Angeles County*: entire service area
f. Did your organization receive funding for a project in FY 2017/18?	☒ Yes** ☐ No **If yes, provide the grant number and answer questions "f1" and "f2." If no, skip to question "g."

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PROPOSAL COVER PAGE

	Grant # (CBOs only):
f1. What is the current status of your project?	Current projects are active and achieving their intended outcomes, as reported to DDS
f2. How is this proposal different from your current project?	This project is unique from other SG/PRC projects and is based on parent request
g. Will you be working with one or more CBO(s)?	☐ Yes*** ☒ No
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.

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PROJECT INFORMATION

1. Project title
Webinar development and hosting for parent training

2. Select the target group(s) the project intends to serve and provide a description of each group. Check all that apply.

- ☒ Ethnicity:
- ☐ Language(s):
- ☒ Age group(s):
- ☒ Socioeconomic:
- ☐ Other:

3. Which area(s) of focus does the project meet? Check all that apply.

- ☒ 1. Increase access to information about services available through the RC system and processes to receiving those services.

- ☐ 2. Provide assistance during the intake process.

- ☒ 3. Empower consumers to advocate for needed services.

- ☐ 4. Increase access to services that meet the cultural and linguistic needs of consumers and their families.

- ☐ 5. Other (explain):

4. Project Type. Check all that apply.

- ☐ Translation (equipment, translator services, translating brochures or materials, etc.)
- ☒ Outreach (community events, website or social media design, materials, etc.)
- ☐ Workforce capacity (staff training, incentives for bilingual employees, etc.)
- ☒ Parent education (online or in person trainings, workshops, etc.)
- ☐ Promotores (para professionals to help develop relationships and trust with the Regional Center)
- ☐ Family/consumer support services (1:1 coaching, enhanced case management, service navigation, etc.)
- ☐ Other:

5. What experience does the organization/group have working with the target population?

The SG/PRC has extensive experience providing services and supports to people with developmental disabiltiies and their families. We provide multiple training opportunities for parents and other family members by participating in support group meetings and through SG/PRC sponsored programs and events. SG/PRC has gained a lot of valuable information from the individuals and families served by having multiple community meetings each year to discuss the Annual POS Expenditure Data, aka disparity data.

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

SG/PRC has experience providing face-to-face information sessions with families to help them better understand the regional center system and how SG/PRC can help. We try to accommodate the families by conducting trainings in various locations in the service area as well as holding trainings on the weekends as well as during the day. However, there are many

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

families who have expressed an interest in learning this information, but they cannot come in person -- either because of transportation issues, work schedule, difficulty obtaining child supervision. Families that are in need of information may not be able to obtain that vital information and are disadvantaged by those factors. Families have specifically requested for SG/PRC to develop webinars or similar computer-based ways for families to access "Navigating the Regional Center System" workshops and information provided by our Critical Issues Forum. In particular, there were several requests for the "Accessing Medi-Cal benefits"

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

This project will address the disparity caused by a lack of access to information because of a family's inability to attend trainings in person. In talking to families, we have been told that almost everyone has a smart phone, even if they have meager means and no other form of technology. If information can be formatted to be effectively communicated over a smart phone, then we will be able to reach a lot more people than if we only provided vital information face-to-face. Often, it is the family most in need of support is the family that is unable to obtain the information they need to get that support.

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?

The purpose of this project is two-fold: (1) provide information from the in-person Critical Issues Forum for those who cannot come in person -- which is a new effort; and (2) provide the information from the Navigating the Regional Center System (NRCS) workshops to those who could not come in person or missed one or two workshops and wants to complete the workshop series. This part is an expansion of an existing project. Families, including SG/PRC Board Members, have requested that the information made available in person at these two types of trainings be made available to those who cannot come in person. Some families who have participated in NRCS have requested that this information be made more available to others by being also available in a webinar format.

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

This project request is the direct result of multiple families, including Board Members, requesting that the information available in person through the Critical Issues Forum series and the NRCS workshops be made available online, preferably through a webinar format.

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: Webinar development and hosting for parent training

Activity	Staff	2018 Q4 10/1/18-12/31/18	2019 Q1 1/1/19-3/31/19	2019 Q2 4/1/19-6/30/19	2019 Q3 7/1/19-9/30/19	2019 Q4 10/1/19-12/31/19	2020 Q1 1/1/20-3/30/20	2020 Q2 7/1/19-9/30/19	2020 Q3 10/1/19-12/31/19
Secure contract for production company to perform tasks-including defining scope of work	SG/PRC Director of Compliance	⊠	⊠	☐	☐	☐	☐	☐	☐
Film workshops and presentations*	Production management company	☐	⊠	⊠	⊠	⊠	⊠	☐	☐
Edit product*	Production management company	☐	☐	⊠	⊠	⊠	⊠	☐	☐
Review and approve final product	SG/PRC staff	☐	☐	☐	⊠	⊠	⊠	⊠	☐
Post webinars to SG/PRC parent portal	SG/PRC LMS Administrator	☐	☐	☐	⊠	⊠	⊠	⊠	☐
Promote webinars to SG/PRC families	SG/PRC webmaster, other staff	☐	☐	☐	⊠	⊠	⊠	⊠	☐
*NOTE: Critical Issues Forums are held quarterly so the filming and editing will happen on a flow basis. The NRCS workshops occur over a five-week period and multiple series may be filmed		☐	☐	☐	☐	☐	☐	☐	☐

Project Title: Webinar development and hosting for parent training									
		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
for inclusion in the webinar									
Track "traffic" on the parent portal for viewing and participating in the various webinars		☐	☐	☐	☐	☐	☒	☒	☒

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: Webinar development and hosting for parent training		
Measures of Outcomes	**Type of Measure(s). Check all that apply.**	**Activity To Be Measured; Data Collection Method**
	☒ Count	The SG/PRC LMS (Learning Module System) tracks the number of parents who have access a particular learning module -- and each webinar will be set up as a separate learning module in the LMS. At in-person Critical Issues Forums and NRCS workshops, will advertise that these will be available as webinars in the near future and to count the number of parents who have already participated in existing webinars.
	☐ POS	
	☐ Pre/post survey/assessment	
	☒ Stakeholder feedback	Through the multiple annual community meetings, as a part of the regular Client Services and other Board meetings, and in response to a survey set to families through our e-link system (e-mail blasts) and Regional Center Automated Phone System (RCAPS), advertise and collect feedback on the availability and utilization of the webinars. The RCAPS includes a polling option so that families can give specific feedback about their awareness of and utilization of the parent portal and specific learning options.
	☐ Materials	

☐ 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
San Gabriel/Pomona Regional Center (SG/PRC)

Project Title
Webinar development and posting for parent training

Project Duration (start and end date)
Start Date: 1/1/2019   End Date: 12/31/2020   Number of Months: 24

Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
Salary/Wages and Benefits			
Name: Title/Position: ☐ Existing Position or ☐ New Position ☐ Full Time Equivalent (FTE):	$	$	$
Name: Title/Position: ☐ Existing Position or ☐ New Position ☐ Full Time Equivalent (FTE):	$	$	$
Name: Title/Position: ☐ Existing Position or ☐ New Position ☐ Full Time Equivalent (FTE):	$	$	$
Name: Title/Position: ☐ Existing Position or ☐ New Position ☐ Full Time Equivalent (FTE):	$	$	$
Name: Title/Position: ☐ Existing Position or ☐ New Position ☐ Full Time Equivalent (FTE):	$	$	$
Name: Title/Position: ☐ Existing Position or ☐ New Position ☐ Full Time Equivalent (FTE):	$	$	$
Name: Title/Position: ☐ Existing Position or ☐ New Position ☐ Full Time Equivalent (FTE):	$	$	$
Salary/Wages and Benefits Total	$	$	$

Operating Expenses			
Filming and editing four (4) Critical Issues Forums - $1500 per Forum	$3000	$3000	$6000
Equipment rental and music license for four (4) Forums	$640	$640	$1280
Filming and editing five (5) Navigating the Regional Center System (NRCS) workshops - $1500 per workshop	$6000	$1500	$7500
Equipment rental (camera and lenses, etc., audio recording, LED light kit) and music license.	$1280	$320	$1600
	$	$	$
	$	$	$
	$	$	$
Operating Expenses Total	$10920	$5460	$16380

Administrative Expenses (Indirect costs, up to 15%)			
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
Administrative Expenses Total	$	$	$
Project Budget Total	$10920	$5460	$16380

*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): _Carol L. Tomblin, Director of Compliance, SG/PRC_

Signature: _Carol L. Tomblin_ Date: _10/15/18_

Sub-grantee (subcontractor):**

Authorized by (print name): _N/A_

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
San Gabriel/Pomona Regional Center (SG/PRC)

Project Title
Webinar development and hosting for parent training

Project Duration (start and end date)
Start Date: 1/1/2019   End Date: 12/31/2020   Number of Months: 24

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position:	
Title/Position:	
Title/Position:	
Title/Position:	
Title/Position:	
Title/Position:	
Title/Position:	

Operating Expenses – Line Item	Description
Filming and editing four (4) Critical Issues Forums	filming, editing, basic color grading, prepatory meeting and mileage.Filming each forum is 3 hours; editing takes 8 hours per forum, color grading takes 2 hours per forum
Equipment rental and music license for Critical Issues Forums for one year	camera, lenses, accessories,, audio recording equipment, basic LED lighting kit, music license
Filming and editing five (5) Navigating the Regional Center System workshops.	filming, editing, basic color grading, prepatory meeting and mileage.Filming each workshop is 3 hours; editing takes 8 hours per workshop, color grading takes 2 hours per workshop
Equipment rental and music license for Navigating the Regional Center System workshops - five workshops per series for complete overview	camera, lenses, accessories,, audio recording equipment, basic LED lighting kit, music license

Administrative Expenses – Line Item	Description

Proposer (applicant):

Authorized by (print name): _Carol L. Tomblin, Director of Compliance, SG/PRC_

Signature: _Carol L. Tomblin_ Date: _10/15/18_

Sub-grantee (subcontractor):**

Authorized by (print name): _____

Signature: _____ Date: _____

**As applicable.