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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 (New and Reapplications)

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
Family Resource Navigators (FRN)	March 3, 2020

c. Primary contact (Name)
Eileen Crumm

d. Mailing address
291 Estudillo Ave

e. Primary e-mail address	f. Primary phone number
eileenc@familyresourcenavigators.org	5105477322 x116

g. Secondary contact email address	h. Secondary contact phone number
kanakak@familyresourcenavigators.og	5105477322

i. Brief description of the organization/group (organization type, group mission, etc.). Include experience your organization has had managing a program similar to the proposal, and the outcomes of that program.
Family Resource Navigators (FRN) is an innovative CBO located in Alameda County, serving families of children with special needs for over 25 years (and the local ESFRC!). FRN provides peer support and training, leadership opportunities and one on one family navigation. We help families connect to and advocate for services. Our 25 years of peer2peer work was highlighted as a promising practice by both Alameda County and Oakland Starting Smart and Strong (2018). FRN is a multi-cultural/multi-lingual agency, providing support in 14 languages. FRN has similar projects with AC Help Me Grow (8 years), AC California Children's Services (6 years) and DDS Disparity (17-C20, 18-C31) with strong results and high parent satisfaction (surveys > 90%).

j. If you check the CBO box, describe how your organization meets the definition of a CBO.
FRN is a California nonprofit coorporation (501C3). FRN is a family2family agency (F2F) -- family staffed, family directed and family centered. Our staff come largely from our parent leadership programs, and are community advocates themselves (and include multiple winners of the Alameda County (AC) Developmental Disabilities Council Outstanding Advocacy Awards). FRN's moto is, "We are the families we serve." FRN is the only agency serving families of children with special needs in Alameda County that is run by families for families. This family perspective permeates every aspect of our work. FRN is also a multi-cultural, multi-lingual agency reflecting the diversity of the East Bay   .

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Section II. Grant Reapplication – Project Information (Reapplications Only)

If the organization is applying to continue a previously awarded project, complete this section in addition to all other required sections and attachments. Complete this section if your proposal will continue a previously awarded project without changes to the target population, geographic area, activities, or objectives; **OR,** if you proposal will expand a previously awarded project into other target populations, geographic areas, activities, or objectives. **After completion, continue to Section III.**

Summary Information

a. Grant Number: 17-C20	
b. Project Title: Multilingual Family to Family (F2F) Navigation	
c1. Start Date: 6/01/2018	**c2. End Date:** 05/31/2020
d. Total Project Duration (in months): 24	

Fiscal Information

Fiscal Year (FY)	e. Awarded*	f. Expended
FY 2016/17	**e1.** $	**f1.** $
FY 2017/18	**e2.** $	**f2.** $
FY 2018/19	**e3.** $ 200900	**f3.** $ 200900
Total	**e4.** $ 200900 (e1 + e2 + e3)	**f4.** $ 200900 (f1 + f2 + f3)
g. Amount Remaining (e4 – f4): $ 0		

If your project was a multiyear project that was fully funded during one FY, enter the total amount of funding in that corresponding FY. For example, if a 2-year project was fully funded in FY 2016/17, then the amount awarded should be included in e1. Projects that received funding in more than one FY, should enter the awarded amounts for each corresponding FY.

Project Information

h. Number of individuals originally proposed to be impacted	1245
i. Actual number of individuals impacted by the project and why it is higher or lower than the proposed number.	1556 Our project has 4 parts- outreach, family navigation, support/training groups and parent leadership training. FRN only measured parents and professionals directly impacted. Most of those impacted are through outreach (1286 parent/professionals instead of 1000,a 29% increas). Staff did not want to turn down offers to outreach to the target communities in Q4 and we exceeded the goal.

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	With family navigation, FRN exceeded the target by 21 families (191 instead of 170, 12% over) Staff serve the number of families that they can comfortably (about 40 per FTE). If FRN have the capacity, and family needs the service, then staff serve them. Please note those impacted by family navigation is actual higher, as FRN counts by family (which will have 2+ members each). The number served in support groups was 62 unique family members, only a 3% increase over the target. The number served in Family Leadership training was 17 and was 2 over target (13 completed the class).
j. RC(s) in the project catchment area(s)	RCEB (Regional Center of the East Bay)
k. List the city(ies) your project has served:	All Alameda and Contra Costa cities. Family Navigation clients were from Alameda, Berkeley, Brentwood, Castro Valley, Emeryville, El Cerrito, Fremont, Hayward, Livermore, Newark, Oakland, Pleasanton, Richmond, San Leandro, San Lorenzo, San Ramon and Walnut Creek.
l. List the county(ies) your project has served:	Alameda and Contra Costa
m. If your project has served the City of Los Angeles, list the zip code(s) and/or community(ies) served*:	
n. Provide a detailed explanation of project activities to date. What has the project accomplished to date?	

FRN's vision of addressing disparity in this project is 1) outreach to underserved groups to identify potential regional center clients, 2) support and education for family members through trainings and support groups, 3) one on one family navigation to connect to and advocate for regional center and generic services and 4) leadership trainings so diverse family members can work as system's advocates to improve services for their community. As of June 30, 2019, FRN has exceeded all of our goals in these areas.

OUTREACH: FRN staff faciltated/organized or attended 27 events in the community for outreach (our goal was 16 events). Staff distributed 1159 pieces of material and outreached to 1286 parents and professionals (our goal was 1000 parents and professionals). These events ranged from a Arabic family fun day, a Holi event, a Leadership Consortium at the Afghan coalition, a winter holiday party for Spanish speakers, a Dwali fair to a Special Needs Iftar. FRN had Arabic speaking staff stationed at the International clinic at UCSF Beniof Children's Hospital at least 2x a month for outreach and ASQ screening, and Persian speaking staff at Tibercio Vasquez clinic. FRN staff met with 164 Arabic/Farsi speaking family members, screened 28 children and referred 12 of those to RCEB Through outreach FRN identified 191 families that needed help connecting to or advocating for regional center services. These families were offered and accepted family navigation.

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ONE ON ONE FAMILY NAVIGATION: During the first year of the project, FRN staff provided one on one family navigation to 191 families who speak Spanish (70), Arabic (54), Farsi/Dari (28) and those from India/South Asia (39). Family navigation is a peer to peer service where a family is helped connecting to and advocating for RCEB and generic services by an experienced parent- their FRN family navigator. FRN staff educate families about regional center and available services, help connect them to services and mentor them in advocating. The family navigator usually starts this service by meeting family member at an outreach event, or being referred by a professional or community organization. If the family agrees, staff go to the family home and discuss available resources in the community and what family members see as their needs and goals. The Family Navigator (FN) then starts working on those goals with the families – which means helping the family get and fill out paperwork, gather support documents, write letters, attend meetings and set up conversations with regional center staff. In all cases, the FN provides information and in person support, mostly meeting with the family in the community and supporting them there. FRN staff have 'closed' cases with 104 families in year 1 of the project. This means that these families have connected to all available services for their child. FRN staff are continuing to work with the other 87 families in the second year of the grant (and will recruit 170 more!). Parents are surveyed via email or text as to the efficacy of working with the FN. This happens about 2 months into the relationship to provide feedback for continuous quality improvement. In cases where the parent's has low literacy (or we could not create electronic surveys in their native language), FRN hired native speakers to call the family and conduct the surveys. In all cases, parent are assured of the confidentiality of the survey.

SUPPORT AND TRAINING: FRN offered multiple support groups, playgroups and training series in the target languages. These were attended by 62 unique family members (the goal was 60). These groups included a monthly Spanish language support group in Livermore that chose trainings and topics for themselves, an informational group for South Asian families about what is available from RCEB, two 'Parenting A Child with Autism classes and a playgroup in Arabic (many parents attended multiple events). Where appropriate FRN staff conducted pre and post surveys around familiarity with RCEB and generic services as well as comfort levels with advocacy.

FAMILY LEADERSHIP: 17 Family members (of RCEB clients) were offered system advocacy training ('Project Leadership'), and with participants from earlier years, supported in finding opportunities to have their voice heard in county and regional organizations. 13 family members completed all 7 classes in the training series, and 4 completed at least 4. A Whats App group was established for project leadership graduates (in Spanish) and a regular group started meeting in year 2 of the grant. This was to enable graduates to share experiences, and hear about new leadership opportunities (which FRN staff compile for them). FRN staff regularly sent leadership opportunities to the group outside of the meetings, and assist graduates in applying for positions on stakeholder committees.

o. Provide a detailed explanation of project impacts and outcomes to date. Attach data as well as success stories to demonstrate project outcomes and impact.

With DDS support this year, FRN has been able to meet and exceed goals and outcomes in all areas. (Figures and success stories/testimonials are in separate attachments following this section.)

Goal 1: OUTREACH

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Target: Publicize RCEB and FRN services to 1000 parents and professionals

Actual: Successfully publicized to more than 1200 people

Target: Identify 170 families (across language groups) requiring family navigation to connect to services.

Actual: Successfully connected to 191 families needing family navigation.

Goal 2: FAMILY NAVIGATION

Target: Connect families to RCEB eligibility and generic community services

Actual: 77 children are new clients of RCEB, and 191 families received a total of 350 RCEB and generic services.

Notably, at of the end of the first year of this project, 77 children had become new clients of the RCEB – 33 in Early Start (0-2) and 44 for Status 2 (3 and above). An additional 25 children are still in process for being evaluated for Status 2 eligibility, and 8 for Early Start. Most of the newly eligible Early Start clients are Arabic (17) or Fasi/Dari speakers (15), and FRN efforts in outreach and family navigation have increased the number of children from these groups served by Early Start. See Figures 1 and 2 (attached) of new clients, all of whom report receiving services and thus an increase in RCEB POS.

In addition to the 77 newly eligible clients, Navigators assisted 22 families to get RCEB funded respite, 16 to become institutionally deemed for Medi-Cal, and 8 for RCEB funded childcare. FRN supported 10 intakes with translation in Arabic and Farsi/Dari (mostly in Early Start). FRN also directly assisted 17 families in the process of advocating for services from RCEB, attending meetings with families, talking to case managers/supervisors and helping to write emails/letters for families about RCEB services.

However, as our original funding proposal stated, while working with a family navigator helps underserved families get more equitable services for their child – this may not lead to increased RCEB POS although it does lead to increased services for the child and family. Family Navigators also help families access community and generic services, and if they are successful, then RCEB does not fund that service – even through the family receives it. And Family Navigators were very successful in help families access services from CBOs, Medi-Cal/private insurance and school districts. For example, Family Navigators helped families access 78 services through Medi-Cal/Insurance notably assisting 41 families to get ABA for their child from MediCal or insurance, see Figure 3.

FRN also helped many families access services from their school districts, which is payor of first resort for families that need developmental or educational services for children ages 3-21. Navigators helped 29 or these children get their first IEP and assisted 27 families for advocating for additional services or a different placement. A small number of families were also connected with agencies that could give them legal support for conservatorship (1), immigration (3) and family law (5).

Finally, a substantial number of families were connected to financial supports and basic needs (see Figure 4).

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In terms of overall impact in service access in year 1, FRN staff successfully connected 191 families to approximately 350 services they did not have before – some funded by RCEB and some by community and generic resources. Please keep in mind this only lists services and supports that FRN was successful in connecting families to, referrals were made to over 750 resources during the year. In addition, please note only 104 of these cases are completed, that is connected to all they need, FRN continues to work with the other 87 families and the aggregate numbers will likely increase.

The second aspect of impact is what did families think about navigation services through surveys (See Figure 5) FRN has had really strong results. Notably over 91% of respondents agreed that FRN staff helped connect children to services and increase the parent's confidence in advocacy. 93% would recommend FRN to a friend or neighbor and 94% felt that FRN increased their knowledge of service systems. Clearly, FRN has had a large and measurable impact on the families served – increasing knowledge, boosting confidence in advocating and helping to connect children to new and increased services.

3. SUPPORT/TRAINING GROUPS:

Target: Serve a minimum of 60 families in groups, increase their knowledge about RCEB services and their confidence in advocating for their child.

Actual: 62 families participated in support groups, 100% indicated that their knowledge and confidence increased as a result.

Surveys indicate that families felt that both their knowledge of the regional center system and their confidence in advocating substantially increased from their participation in the groups. Some of the comments from the participants and data are attached. (figure 6)

4. FAMILY LEADERSHIP TRAINING

Target: 15 Parents will receive leadership training

Actual: 17 families participated in our leadership training course, with 13 completing the course in full; Class offered in Spanish.

Target: Parents placed on community stakeholder groups to advocate for systemic change

Actual: 4 parents placed on important Alameda County leadership committees, including the RCEB Board of Directors. Others are currently looking for projects/placements.

 FRN has placed Spanish speaking Project Leadership graduates on the Family Advisory Committee for Alameda Alliance for Health, a First Five Committee to write a parent driven request for proposals, theAlameda County Child Care Council and the Alameda County Office of Education preschool inclusion program. This program has had great success in training a strong group of new parents and placing graduates on significant committees in the area.

Thanks to DDS's generous support and partnership, this project has even broader and more substantial impact than we thought it could. Together, we're moving the needle for traditionally underserved communities who struggle with language and cultural barriers. This

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work is crucial to reducing disparities in our communities and the work is just beginning. Along with great success in broad outreach leading to a large pool of clients, successfully getting children connected to RCEB and community services, as well as creating community and natural supports for families, we were also able to train a cohort to become change agents in our area. (Charts of services and success stories are attached to this document).

p. What are the projects objectives in addressing disparities and what remains to be addressed/completed? Explain why these objectives have not been completed during the current grant period.

 FRN's objectives in our proposal were 1) to identify potentially eligible clients and navigate them into RCEB services for isolated groups showing below expected population percentages 2) Increase POS for Farsi/Dari, Arabic, Hindi and Spanish speaking populations by educating families about services- connecting more families to services, increasing use of existing POS, and getting authorization for increased or new services from RCEB or generic community resources.3) Increase underserved family participation in RCEB and community stakeholder groups to advocate for systemic changes to services for their communities.

GOAL 1: Identify new potential new clients for RCEB in the target groups. FRN identified 122 potential clients, 48 In Early Start and 74 for Status 2. For Early Start, 33 have become eligible, 8 are still in progress and 7 did not qualify. For Status 2, 74 were referred and 44 are now eligible, 25 are in progress and 4 did not qualify for Status 2. FRN met this goal. Our efforts definitely impacted the community, and this effect is clearest in the Arabic speaking population because of its small size. For Arabic speakers, RCEB clients in Early Start went from 36 (1%) in 16-17 (the first year we did this project under a subcontract from RCEB) to 60 (1.6%) in 17-18. For children 3 to 21, the amount of Arabic speakers served by RCEB increased from 42 (.5%) in 15-16 to 66 (.7%) in 17-18. FRN helped move RCEB closer to the percentage of the population that is Arabic speaking in our county. (Arabic speaking population is about 1.1% of Alameda County (California Pan-Ethnic Health Network, 2012).

GOAL 2: Increase POS for Fari/Dari, Arabic, Hindi (South Asian) and Spanish clients. FRN increased the services accessed by every client – every client reports that they received/accessed at least one additional service from RCEB or generic services as a result of family navigation. However, as many of these services were generic,and many funded by Medi-Cal, so it does not mean that RCEB POS increased for these families. In some cases it may have actually decreased, if for example FRN helped an Early Start family become eligible for MediCal and then connected a family for ABA. Clearly for the 51 families with newly eligible children from these language groups, there was an increase in POS. By increasing access to both generic and RCEB services, FRN is promoting equity for these communities.

GOAL 3: Increase underserved family participation in RCEB and community stakeholder groups to advocate for systemic changes to services for their communities. FRN provided training for 17 family members to be parent leaders and system advocates. We provided support to this group and earlier graduates to be system leaders. This year 4 graduates found positions in important decision making groups, including the RCEB Board of Directors.

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This is just a start of system's advocacy, and it will need many more parents advocating and working as stakeholders to change systems.

FRN's project focuses on disparity for underserved communities through outreach to the community, one on one assistance in accessing services and leadership training for system advocates to change systems. For the groups served (Latinix, Arabic, Farsi/Dari and South Asia/Indian), many clients are newcomers who know little about the US and California service systems. FRN met outreach goals in connecting with and educating many people about what is available in a safe space. Staff outreached to over 1000 people and created relationships with community organizations. As a result, FRN exceeded its goals for family navigation. FRN recruited additional clients for RCEB and helped existing clients connect to additional services. But there are always more newcomers or monolingual residents that don't know about the services available or the way to access them. Accessing RCEB and other services is challenging and confusing, especially for anyone that is monolingual or an English language learner. Moreover, most of the target cultures hold high levels of stigma around disability and are less likely to seek help without encouragement and support. Our work shifted the curve for those we served (and quite dramatically), but there are still many, many more families that need this service. Only through providing ongoing and cultural competent support to families will we level the playing field around disparity as only that ameliorates the high level of challenges families face. Therefore, we are hoping to see DDS continue its generous financial commitment to this work.

q. If awarded, how will your current project transition into the 2019/20 proposed project?

FRN anticipates that the transition would be seamless. FRN has built bridges with these communities and can continue to so-sponsor events with ethnic agencies to spread the word to families and generate potential clients. FRN would continue its collaborations with UCSF Children's Hospital Oakland and LaClinica de la Raza to identify potential clients and navigate them to RCEB. FRN's staff are experienced and well trained, and will be able to be even more effective in connecting families to services to create greater equity. In short, FRN would be overjoyed to continue this important work and is well poised to do so.

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Section III. Proposal Summary (New and Reapplications)

a. Project title	Multilingual Peer to Peer Family Navigation
b. Total amount requested	$ 446,855
c. Projected number of individuals impacted	1485
d. Duration of project (months)	24 months Start date: 06/01/2020 End date: 05/30/2022
e. RC(s) in the project catchment area(s)	RCEB
f. List the city(ies) your project proposes to serve:	All Alameda and Contra Costa Cities (RCEB Catchment Area)
g. List the county(ies) your project proposes to serve:	Alameda and Contra Costa
h. If your project proposes to serve the City of Los Angeles, list the zip code(s) and/or community your project will serve*	
i. Will you be working with one or more CBO(s)?	☐ Yes*** ☒ No
j. 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 and data sharing.*

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k. Project Type Selection(s)		
Select your <u>one primary</u> project type.	**Select your <u>one secondary</u> project type (if applicable).**	**Select your <u>one tertiary</u> project type (if applicable).**
☐ **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.) ☐ **Promotora** (Peers educating community members about access RC services) ☒ **Family/ consumer support services** (1:1 coaching, enhanced case management, service navigation, etc.)	☐ **Translation** ☒ **Outreach** ☐ **Workforce capacity** ☐ **Parent education** ☐ **Promotora** ☐ **Family/ consumer support services**	☐ **Translation** ☐ **Outreach** ☐ **Workforce capacity** ☒ **Parent education** ☐ **Promotora** ☐ **Family/ consumer support services**
l. Target Population (Race/Ethnicity)		
Select all groups the project will serve	**Proposed Number of Individuals Impacted by the Primary Project Type**	
☐ African American		
☐ Cambodian		
☐ Chinese		
☐ Filipino		
☒ Hispanic	70	
☐ Hmong		
☒ Indian	35	
☐ Japanese		
☐ Korean		
☐ Mien		
☐ Native American		
☐ Pacific Islander (list):		
☐ Vietnamese		
☒ Other (list): Arabic, Dari/Farsi	50,35	

m. Target Population: Language (select all groups the project will serve)

☐ Cantonese	☐ Japanese	☐ Mien	☐ Tagalog
☐ Hmong	☐ Korean	☐ Russian	☐ Vietnamese
☒ Indian	☐ Mandarin	☒ Spanish	☒ Other (list): Arabic, Farsi/Dari

n. Target Population: Age Group (select all groups the project will serve)

☒ Birth up to Three (Early Start)	☒ 16 to 21
☒ Three to Five	☐ 22 and older
☒ Three to 21	☐ Other (list):

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Section IV. Proposal Certification

Proposer's (applicant) Certification: I certify that the information attached is true and correct.

Authorized by (print name): _____

Organization:

Signature: _____**Date:** _____

Collaborative Proposals Only**

Sub-grantee (subcontractor) Certification: I certify that the information attached is true and correct.

Subcontractor 1:
Authorized by (print name): _____

Organization:

Signature: _____**Date:** _____

Subcontractor 2:
Authorized by (print name): _____

Organization:

Signature: _____**Date:** _____

Subcontractor 3:
Authorized by (print name): _____

Organization:

Signature: _____**Date:** _____

Subcontractor 4:
Authorized by (print name): _____

Organization:

Signature: _____**Date:** _____

**As applicable. If more subcontractors are needed, complete additional copies of this section.

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Project title
Multilingual Family to Family (F2F) Navigation

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

FRN is a family to family agency. All staff members are parents of children with disabilities and delays. As such, staff bring extensive life experience to our work with families. FRN offers comprehensive ongoing training to staff to supplement their personal experience. Over our 25 years of operation, FRN staff have worked with thousands of families like ourselves (about 2000 last year) from a wide variety of cultures. Staff are great at navigating families because they navigate those same systems for their own families.

 FRN is a multilingual and multicultural agency.   FRN is deeply rooted in local communities, as our staff are members of (and usually leaders within) these communities. For families, this distinquishes FRN, we 'get it' and understand the parent perspective as we all live it. Parents trust FRN staff as we are members of the same tribe.

Our project targets 4 populations in the RCEB catchment area-- Spanish speakers, Arabic speakers, Farsi/Dari speakers and Indian/South Asians (Hindi, Tamil, Bengali and Urdu). FRN has served Spanish speakers for over 20 years, Arabic and Farsi/Dari for the last 5 and South Asian over the last 3 years.   FRN has built robust ties to all of these target communities, which have grown stronger over the last year.   Building ties in the community is a long term and time consuming process, but families trust FRN because we are parents ourselves and have been doing transformative peer to peer work for the last 25 years.

 In this year's DDS Disparity grant (which this proposal requests a continuation of), FRN offered education and fun events for families (many co-sponsored by ethnic organizations) that drew substantial audiences from all target communities (3 had more than 100 people attending). During the last year, FRN partnered on outreach with MCC Special Needs Ifthar, the Livermore Hindu Community Center, The Yemeni Arabic Pure Hand Association and the Afghan Coalition. FRN Spanish speaking staff are founding members of the local Congreso Familiar Conference, which serves over 800 family members each year. FRN conducted outreach at the Congreso conference and served on the organizing committee.

 FRN staff, as members of the targeted communities themselves, have deep roots in the linguistic and ethnic communities that are the focus of this proposal. And FRN has expanded on that bridge over the years, and is now a trusted partner uniquely poised to help parents get the services they need for their children and the support they need for themselves .

2 Explain how the target population(s) are underserved using RC POS data or other data as supporting evidence of the disparity.

All groups targeted are underserved for children under 21 compared to their expected population numbers (see Appendix Attachment B for data charts and methodology).

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The groups targeted in the project face some of the same difficulties. Many families are relatively new to the United States and don't really understand the way systems here work. In addition, many are monolingual or English language learners, and that increases the difficulty in accessing services. This is particularly true for RCEB intake for eligibility as the family has to provide someone who can translate at intake (Note that this is not true for Spanish speakers, RCEB has bilingual intake staff). Almost all parents need help filling out forms and gathering documents needed to access services.

Finally, there are additional challenges that cause parents in these groups to resist seeking or accepting services. For those from South Asia or who speak Arabic, Farsi or Dari, there is a tremendous stigma attached to having a child with a delay or disability. When we do outreach, parents from South Asia are often unwilling to sign in or talk then. Rather they take a card and call in private, so that their friends do not know. The same stigma and shame holds for Arabic speaking families. FRN served two families sharing a home, and both Arabic speaking parents told the family navigator not to share that she was helping them with the other parent. For Farsi-Dari speakers, the stigma is also severe. We had one dad tell us that he refused to believe that his daughter had autism for 6 years until her behavior got so bad he had no choice. For Spanish speakers, staff meet resistance to access services because families fear that it will expose their immigration status, or otherwise reduce their ability to stay in the US. All of the targeted groups are similar in facing substantial barriers to accepting services for disability and delay-- the complexity of navigating services, lack of English fluency, denial from stigma and fear of a negative impact on immigration status.

As mentioned above, all targeted groups are underserved for children under 21. In order to look at this question, FRN obtained census data and population percentage information in the RCEB catchment area from each group. FRN create an expected percentage of clients figure based on this information (Appendix B contains these charts and demographic source information). All these groups' RCEB percentage served are below expected, which we think speaks to the challenges families face in accessing sevices for their children.

For Arabic speakers, Early Start percentages in 2017-2018 are above the expected value. FRN is proud of this figure, as this high level is a reflection of our concentrated efforts in this area in our 2018-2019 DDS Disparity grant. However, for RCEB clients 3-21 Arabic speakers make up only .7 of those served but are expected to be .9%. The 3-21 group also shows only 47% of services authorized as compared to their English speaking counterparts and a lower use level of those authorizations (81% to 86%). FRN proposes to focus its outreach efforts on 3-21 in this area, but proposes to serve children 0-21 from Arabic speaking families because many of these families are monolingual, and are less likely to apply to Early Start without assistance.

For Persian (Farsi/Dari) speakers, the Early Start population is .9% -- about one half of the expected 1.8%. For the 3-21 group, RCEB is only serving .4 of Persian speakers, less than 1/4 of the expected number. The authorized service level in Early Start is quite high, double that of English speakers. However, that plummets to only 64% for the 3-21, with 83% use compared to

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86% for Englisg speakers. FRN proposes to serve 0-21 with a focus on increasing the number eligibile and increased access to RCEB and generic services.

South Asia,as a region, represents many languages and cultures, not just Hindi and Urdu. However, these are the languages that are picked out in the RCEB data. Together, they make up a very large group in Alameda County, almost 5% of the population, and the expected percentage across the RCEB catchment area is about 3.3%. For this group, like for Farsi/Dari, the percentage served in Early Start is about 1/2 of the expected. For the 3-21, it is about 1/4 of the expected. A weighted average of authorized POS for the two groups is above English for 0 to 2, but drops to 76% for 3-21. POS use levels are low, hovering around the 55% mark. FRN proposes to serve families from South Asian -- and FRN has language capacity in Hindi, Tamil, Urdu and Bengali.

These three targeted groups are smaller, which is appropriate for working on increasing the percentage served as a measureable goal. The last group targeted is the largest in the RCEB catchment area, Spanish speakers. Both Alameda and Contra Costa have very active programs in Help Me Grow that are connecting Spanish speaking families to Early Start (In Alameda County, FRN provides the family navigators for the Help Me Grow work). Both FRN and Care Parent Network, the two Early Start Family Resource Centers (ESFRCs) in the RCEB catchment area, have Spanish speakers working with this demographic.   The expected percentage of Spanish speakers served in Early Start matches the actual number in Early Start, around 27%. But ESFRC services end at 3. Help Me Grow services end at 5. We hold that the impact of the loss of navigation services is clear in the data. When ESFRC and HMG services go away, the percentage of RCEB eligible drops down to 20% for the older children- 7 points below expected. In addition, the authorized POS for 3-21 is only 59% of English speakers. Over the last two years, using DDS Disparity funds, FRN has partnered with First Five, UCSF Beniof Children's Hospital and La Cinica de la Raza to help connect Spanish speaking families of children 3-21 to needed services from RCEB and community sources.   We propose to continue to serve Spanish speaking families with children 3-21 in this program -- as HMG and the ESFRCs are doing a great job with Early Start.

In summary, FRN argues that these groups are underserved because actual number served by RCEB do not match the expected percentage. Furthermore, many show a much lower POS and POS use than their English speaking counterparts.

3. How will your project improve the lives of individuals who have developmental disabilities and/or their families?

FRN staff are all parents themselves, most have RCEB eligible children. FRN's staff are passionate about getting families connected to the services their child needs and providing education, empowerment and support to the families. As parents ourselves, we know that these things improves lives for people with developmental disabilities and their families.   FRN's success in achieving these goals in 18-19 can be seen in these sample survey responses.

"This a wonderful services that helps families like me, i didn't know what to do or where to start."

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"I wish parents knew more about your services &how there is help even according to ethnicity or languages spoken. You guys are awesome."
"The person that helped me has a lot of experience and always had an answer for my questions."
"She makes me feel strong and always has an answer for my questions."
"me sentí muy apoyada con mi familia me siento muy agradecida por ayudarme a encontrar los servicios y beneficios para las necesidades de mi hija." (I felt very supported with my family, I feel very grateful for helping me to find the services and benefits that my daughter needs)

Specifically, FRN believes that our services will improve the lives of people with developmental disabilities and their families in the following ways.

1. FRN's improves the RCEB eligible child's life through more equitable access to RCEB and generic services. First, we help more people become eligible. In our current project, FRN's outreach has helped find many children in the community that were potentially eligible. Through our family navigation 77 have become eligible and 33 are in process. Second, FRN connects children and families to services they did not have -- staff have helped 191 families access 350 generic and RCEB funded services in the first year of our current grant. FRN helped families have equitablity access to services. Getting needed services improves life for the child and family.

2. FRN helps the family access services that provide greater financial stability and basic needs to the family as a whole. In 2017-2018, 24 families received SSI and 30 IHSS. 24 were connected to the food bank, housing or transportation. For many families, these programs are essential supports necessary to them being able to care for their children at home (particularly In Home Heath Supportive Services, IHSS). FRN believes that our services improve lives by reducing financial stressors through access to generic supports as well as basic needs assistance when needed by a family.

3. Parents often feel isolated, overwhelmed, confused and powerless when faced with the complexity of services systems. FRN family navigation staff, as peer parents, show parents that they can make a difference in their child's life. FRN training and support groups will help families feel a sense of community and to build natural supports. FRN's family education and fun events help family members to not feel so alone and isolated. FRN's leadership trainings help family members feel empowered to change systems and leaders can make the service systems more responsive to diverse communities. FRN improves the lives or people with disabilities and their families by strengthening the family through empowerment and community.

FRN believes that continuing our project will help RCEB eligible children from diverse communities have equitable access to services and families to have the support, encouragement and community they need.

4. How will this project assist to implement the RC recommendations and plan to promote equity and reduce disparities?

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This project meets many needs laid out in the RCEB "Measures Related to Reducing Disparities and Improving Equity of Purchase of Service Expensitures - 2019 (Draft)". First, RCEB calls out Farsi, Arabic and Spanish speaking communities as those that need Consumer/family promotora projects (like the outreach and family navigation proposed here). RCEB also names outreach activities for families who have a primary language other than English as an important activity for reducing disparity, which is a big part of this project.   RCEB's plan states that education events are an important component of this plan. FRN proposes six such activities, which will include information and family fun, across language groups in the proposed project. FRN's proposal is well aligned with priorities and activities called out in the draft RCEB plan.

5. How is the proposed project unique or different from a current disparity grant funded effort (e.g., strategies, activities, goals) in the proposed catchment area? If the project is similar to a current disparity grant funded effort, how will the proposed project expand on the current effort?

  1. FRN's proposal is absolutely unique in its emphasis on an integrated program of outreach, one on one family navigation, training/support and family leadership. This project addresses a larger range of issues than most by helping find clients in underserved communities, connecting new and current clients to a broader range of services (both generic and RCEB funded), educating and supporting families to connect to and advocate for services for their children and mentoring family leaders to be system advocates to change systems. FRN has been doing this work since 2016, first under a contract with RCEB and currently under a DDS Disparity contract (17-C20). FRN also has generous funding from DDS to work with Black/African American communities using this model (18-C31).

2. FRN's program is unique in its focus on Arabic, Farsi/Dari and broad South Asian communities, which are all growing populations in Alameda and Contra County.

3. FRN is unique in Alameda County, in having this project being parent directed and parent staffed. CARE parent network in Contra Costa County is also a parent to parent agency, and they are also working on outreach, training and support in some of the same language groups (Hindi and Spanish). Please note that the RCEB catchment area is very large, over 2.8 million people -- and therefore the outreach and training activities are complementary and not competitive. FRN and CARE have a close relationship and support and share each other's outreach and training efforts.

However, FRN's work adds the service of family navigation expanding on what CARE is doing in their contract. Family navigation is a one on one service where a family is directly assisted and coached in connecting to and advocating for services for their child. Through our long association with family navigation for Help Me Grow in Alameda County, it is clear that for some families (particularly monolingual newcomers) training and support is not enough to get them connected. FRN's family navigation has been extremely successful in our current DDS grant (17-C20), connecting 191 families to at least one additional service and helping 77 children become eligible for RCEB services. FRN expands on what CARE is doing by adding an additional, and we believe essential, service to family to family support.

 FRN also adds a Parent Leadership component, giving family members an opportunity to train to become leaders and assisting them in finding positions in the communities. FRN is also unique in

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this component, and we believe that any long term change in systems and services will come as a result of this kind of advocacy. 4. La Familia also holds a Disparity grant in Alameda County which focuses on peer education and support groups for Latinix families. These services are important to families, and FRN has advertised them to our clients. Some of FRN trained parent leaders are actually working with the program at La Familia. FRN's groups and trainings a bit different in that they are not only delivered by peers, but topics are choosen by and trainings created by peer parents. Our current proposal increases the opportunities for peer created and peer lead trainings in the RCEB catchment area. In addition, FRN offers family navigation services for families where training and support are not enough, and parent leadership for families to work on other system's change efforts in the RCEB catchment area.
6. How did your organization collect input from the community and/or target population to design the project?
FRN has the advantage of having parents from our staff, board members and volunteers from all the targeted groups. Their personal experience, and intimate knowledge of the experiences of the families, strongly shaped our program design. This experiential knowledge was very important in our program, but not the only input into our design.   This project proposes to continue work on a project we have been doing since June 2017. Over the last year plus, we have collected over 130 surveys from family members -- always asking how we can do better. We have incorporated their suggestions into our work -- one example is emphasizing confidentiality up front with families and assuring them we will honor their privacy. FRN has always had a strict confidentiality policy, but stressing this early on with families has made a big impact for some of our communities (i.e. Arabic speaking and South Asian). In creating this particular proposal, staff met with and presented the plan to partner agencies (such as Afghan coalition, First Five, La Clinica de la Raza), South Asian family leaders, held a focus group for Spanish speaking families, received input from the RCEB diversity officer and met with the RCEB director. The feedback has been very positive. FRN incorporated suggestions emphasizing greater outreach for the South Asian and Farsi/Dari speaking communities and incorporating more trained volunteers into the work. Suggestions from the Spanish speaking focus group included adding staff and capacity and targeting Leadership trainings by age (which will be incorporated through greater use of parents vounteers and having more targeted leadership training by age).
7. Describe how your organization will leverage and build upon strategies, collaborations, and lessons learned to continue to address the identified disparities after completion of the project.
This question is a difficult one to answer. Many of the strategies, collaborations and lessons learned can be carried forward. FRN's unwavering commitment to serving the diverse families of our area will be unchanged. FRN will continue to recruit staff with diverse backgrounds. FRN will continue to use outreach strategies and materials that worked with families in our work with Early Start, Help Me Grow and CCS.   For example, we know that for Middle Eastern families from more traditional cultures – even though the mom is the one who usually knows more about

the child, the father has to be in on the decision making (even when he is resistant to do so) or nothing will move forward. FRN staff have also learned that general events (around ethnic or religious holidays), or health events, are good places to do outreach for new RCEB clients when there is cultural stigma around disability. Family members are more likely to attend these events than anything that mentions disability. FRN has collaborated with many ethnic organizations to attend and do outreach at these events. These are strategies, lessons and collaborations that will carry forward with our future work. Some of these collaborations may present ways to fund further work, and we will work with our partners to explore funding sources to continue FRN's work with these diverse communities – but continuing this project as it is without funding would be not be possible.

FRN proposes to expand its use of parent volunteers to do more of this work. These volunteers can continue to work within their communities and neighborhoods after the grant.   Giving back is empowering for families, to be helping others like themselves. FRN plans to incorporate more trained parent volunteers in working with the community – running support groups, helping design/organize community events and facilitating playgroups.   Some groups may continue after the program ends.

However, while some of the work FRN does can continue through volunteer labor, much of what we do takes resources – in time, knowledge and funding. Family Navigation, in particular, cannot be sustained by a volunteer corps because of the expertise and supervision required to do this work. One family told us the story of a volunteer at a local hospital who encouraged them to apply for SSI for their child. At the time, the child had a little over two thousand dollars in their bank account. This was enough to have the child found ineligible, even though otherwise he would have qualified. Some of the systems that FRN helps families navigate are unforgiving. It is possible, even easy, for well-meaning but inadequately trained and unsupervised volunteers to do harm. So volunteers cannot completely substitute for trained and supervised peer staff as a means of continuing this work.

FRN expects to make a strong positive impact for the families we work for in this grant, and carry lessons forward - but the kind of intensive work FRN staff do with families and the level of expertise, knowledge and supervision needed – require that this work be done by paid peer staff. There is a recognition of this need this at the state level for special education, in the establishment of Family Empowerment Centers. These centers, funded by the California Department of Education, provide family support, education, training and navigation around special education across California. As passionate believers in the importance of ongoing, consistent and well-trained family to family support, FRN hopes that DDS will consider extending its financial commitment to establishing a similar type of family support across California for families navigating regional center services. The attached family testimonial, an unsolicited email, expresses why continuing family to family support is so special and so important.

DISPARITY FUNDING PROPOSAL – SCHEDULE OF ACTIVITIES AND MEASURES
Completed worksheets shall be submitted with the funding proposal. List all activities, the responsible party, and which quarter each activity will occur; include how the activity will be measured, the quarter data for each measure will be reported; and any additional information. More than one copy of each worksheet may be submitted if additional space is required or you may add rows to this table. *Please see Attachment C-1 for a sample.*

> **Year 1 Goal:** Increase equitable access to service for families that speak Arabic, Farsi/Dari, Spanish or who are from South Asia (India or Pakistan).

PROJECT ACTIVITIES			PROJECT MEASURES			
Activity	*Quarter Activity Will Occur (check all that apply)*	*Responsible Party and additional information*	*Type of Measure*	*What Will Be Measured?*	*What is the Target for This Measure?*	*Quarter Data Will Be Reported (check all that apply)*
Outreach to ethnic organizations and community events	☐ 3/01/20 – 6/30/2020 ☒ 07/01/20- 9/30/2020 ☒ 10/01/20 – 12/31/2020 ☒ 01/01/21 – 3/31/21	Program Manager and project staff	☒ Count ☐ POS ☐ Pre/post survey/assessment ☐ Stakeholder feedback ☐ Materials developed ☐ Other: PLEASE DESCRIBE: ☐ Not applicable	Count of events/organizations attended. Count of parents/professionals reached Count of materials distributed	Minimum of 16 Events/organizations outreached to. 1000 parents and professionals reached across events. 1000 pieces of material distributed	☐ 3/01/20 – 6/30/2020 ☒ 07/01/20- 9/30/2020 ☒ 10/01/20 – 12/31/2020 ☒ 01/01/21 – 3/31/21
Family Education and Fun Events	☐ 3/01/20 – 6/30/2020 ☒ 07/01/20- 9/30/2020 ☒ 10/01/20 – 12/31/2020 ☒ 01/01/21 – 3/31/21	Program Manager and project staff	☒ Count ☐ POS ☐ Pre/post survey/assessment ☐ Stakeholder feedback ☐ Materials developed ☐ Other: PLEASE DESCRIBE: ☐ Not applicable	Count of family members attending Count of Events	180 family members attending 4 events (minimim average of 45 per event). Minimum of 4 Events	☐ 3/01/20 – 6/30/2020 ☒ 07/01/20- 9/30/2020 ☒ 10/01/20 – 12/31/2020 ☒ 01/01/21 – 3/31/21
Outreach to families	☒ 3/01/20 – 6/30/2020	Program Manager	☒ Count ☐ POS	Count of clinics attended	Minimum of 40 clinics attended	☒ 3/01/20 – 6/30/2020

DISPARITY FUNDING PROPOSAL – SCHEDULE OF ACTIVITIES AND MEASURES

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PROJECT ACTIVITIES			PROJECT MEASURES			
Activity	*Quarter Activity Will Occur (check all that apply)*	*Responsible Party and additional information*	*Type of Measure*	*What Will Be Measured?*	*What is the Target for This Measure?*	*Quarter Data Will Be Reported (check all that apply)*
at medical clinics	☒ 07/01/20-9/30/2020 ☒ 10/01/20 – 12/31/2020 ☒ 01/01/21 – 3/31/21	and project staff	☐ Pre/post survey/assessment ☐ Stakeholder feedback ☐ Materials developed ☐ Other: PLEASE DESCRIBE: ☐ Not applicable	Count of number of Families Reached	Minimum of 50 Parents/Professionals contacted at clinics	☒ 07/01/20-9/30/2020 ☒ 10/01/20 – 12/31/2020 ☒ 01/01/21 – 3/31/21
Family Navigation Services	☒ 3/01/20 – 6/30/2020 ☒ 07/01/20-9/30/2020 ☒ 10/01/20 – 12/31/2020 ☒ 01/01/21 – 3/31/21	Program Manager and Staff, ED for survey design and data analysis	☒ Count ☐ POS ☒ Pre/post survey/assessment ☐ Stakeholder feedback ☐ Materials developed ☒ Other: PLEASE DESCRIBE: Family Report of POS changes and generic services received ☐ Not applicable	Count of Families Served in Family Navigation Count of children (by ethnic group) referred to RCEB for eligibility Count of RCEB and generic services received Family Report of POS and generic services received after working with family navigator.	180 Family Members served across groups Minimum of 25% (45) of Family Navigation Cases include new referrals to RCEB Target below 80% of children/families receive one new or increased RCEB or generic service	☐ 3/01/20 – 6/30/2020 ☒ 07/01/20-9/30/2020 ☒ 10/01/20 – 12/31/2020 ☒ 01/01/21 – 3/31/21

DISPARITY FUNDING PROPOSAL – SCHEDULE OF ACTIVITIES AND MEASURES
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PROJECT ACTIVITIES			PROJECT MEASURES			
Activity	*Quarter Activity Will Occur (check all that apply)*	*Responsible Party and additional information*	*Type of Measure*	*What Will Be Measured?*	*What is the Target for This Measure?*	*Quarter Data Will Be Reported (check all that apply)*
				Family survey	80% of families answering survey report increased knowledge of systems, increase confidence in advocacy and would recomend FRN services to a family or friend.	

DISPARITY FUNDING PROPOSAL – SCHEDULE OF ACTIVITIES AND MEASURES
Completed worksheets shall be submitted with the funding proposal. List all activities, the responsible party, and which quarter each activity will occur; include how the activity will be measured, the quarter data for each measure will be reported; and any additional information. More than one copy of each worksheet may be submitted if additional space is required or you may add rows to this table. *Please see Attachment C-1 for a sample.*

Year 2 Goal (if different from Year 1 Goal):

PROJECT ACTIVITIES			PROJECT MEASURES			
Activity	*Quarter Activity Will Occur (check all that apply)*	*Responsible Party and additional information*	*Type of Measure*	*What Will Be Measured?*	*What is the Target for This Measure?*	*Quarter Data Will Be Reported (check all that apply)*
Outreach to ethnic organizations and community events.	☒ 04/01/21 – 06/30/21 ☒ 07/01/21-9/30/2021 ☒ 10/01/21– 12/31/2021 ☒ 01/01/22 – 3/31/22	Program Manager and project staff	☒ Count ☐ POS ☐ Pre/post survey/assessment ☐ Stakeholder feedback ☐ Materials developed ☐ Other: PLEASE DESCRIBE: ☐ Not applicable	Count of events/organizations attended. Count of parents/professionals reached Count of materials distributed	Minimum of 16 outreach 1000 parents and professionals reached across events. 1000 pieces of material distributed	☒ 04/01/21 – 06/30/21 ☒ 07/01/21-9/30/2021 ☒ 10/01/21– 12/31/2021 ☒ 01/01/22 – 3/31/22
Family Education and Fun Events	☒ 04/01/21 – 06/30/21 ☒ 07/01/21-9/30/2021 ☒ 10/01/21– 12/31/2021 ☒ 01/01/22 – 3/31/22	FRN Program Manager and project staff	☒ Count ☐ POS ☐ Pre/post survey/assessment ☐ Stakeholder feedback ☐ Materials developed ☐ Other: PLEASE DESCRIBE: ☐ Not applicable	Count of family members attending Count of Events	180 family members attending 4 events (minimim average of 45 per event). Minimum of 4 Events	☒ 04/01/21 – 06/30/21 ☒ 07/01/21-9/30/2021 ☒ 10/01/21– 12/31/2021 ☒ 01/01/22 – 3/31/22
Outreach to families at medical clinics	☒ 04/01/21 – 06/30/21 ☒ 07/01/21-9/30/2021	Program Manager and project staff	☒ Count ☐ POS ☐ Pre/post survey/assessment	Count of clinics attended	Minimum of 40 clinics attended	☒ 04/01/21 – 06/30/21 ☒ 07/01/21-9/30/2021

DISPARITY FUNDING PROPOSAL – SCHEDULE OF ACTIVITIES AND MEASURES

Completed worksheets shall be submitted with the funding proposal. List all activities, the responsible party, and which quarter each activity will occur; include how the activity will be measured, the quarter data for each measure will be reported; and any additional information. More than one copy of each worksheet may be submitted if additional space is required or you may add rows to this table. *Please see Attachment C-1 for a sample.*

PROJECT ACTIVITIES			PROJECT MEASURES			
Activity	*Quarter Activity Will Occur (check all that apply)*	*Responsible Party and additional information*	*Type of Measure*	*What Will Be Measured?*	*What is the Target for This Measure?*	*Quarter Data Will Be Reported (check all that apply)*
	☒ 10/01/21– 12/31/2021 ☒ 01/01/22 – 3/31/22		☐ Stakeholder feedback ☐ Materials developed ☐ Other: PLEASE DESCRIBE: ☐ Not applicable	Count of number of Families Reached	Minimum of 50 Parents/Professionals contacted at clinics	☒ 10/01/21– 12/31/2021 ☒ 01/01/22 – 3/31/22
Family Navigation Services	☒ 04/01/21 – 06/30/21 ☒ 07/01/21- 9/30/2021 ☒ 10/01/21– 12/31/2021 ☒ 01/01/22 – 3/31/22	FRN Program Manager and Project Staff, ED for survey design and data analysis	☒ Count ☐ POS ☒ Pre/post survey/assessment ☐ Stakeholder feedback ☐ Materials developed ☒ Other: PLEASE DESCRIBE: Family report of POS changes and generic services received. ☐ Not applicable	Count of Families Served in Family Navigation Count of children (by ethnic group) referred to RCEB for eligibility Count of RCEB and generic services received Family Report of POS and generic services received after working with family navigator. Family survey	180 Family Members served across groups Minimum of 25% (45) of Family Navigation Cases include new referrals to RCEB Target below 80% of children/families receive one new or increased RCEB or generic service 80% of families answering survey	☒ 04/01/21 – 06/30/21 ☒ 07/01/21- 9/30/2021 ☒ 10/01/21– 12/31/2021 ☒ 01/01/22 – 3/31/22

DISPARITY FUNDING PROPOSAL – SCHEDULE OF ACTIVITIES AND MEASURES
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PROJECT ACTIVITIES			PROJECT MEASURES			
Activity	*Quarter Activity Will Occur (check all that apply)*	*Responsible Party and additional information*	*Type of Measure*	*What Will Be Measured?*	*What is the Target for This Measure?*	*Quarter Data Will Be Reported (check all that apply)*
					report increased knowledge of systems, increase confidence in advocacy and would recomend FRN services to a family or friend.	

Disparity Funds Program
SERVICE BUDGET (ATTACHMENT D-1)

Applicant Name and Address			Year 1 Annual Budget			Year 2 Annual Budget		
Family Resource Navigators 291 Estudillo Ave San Leandro, Ca								
Line No.	PERSONNEL-Salary and Benefits		Annual Salary	Annual FTE to Disparity Grant (Percentage)	Annual Cost to Disparity Grant	Annual Salary	Annual FTE to Disparity Grant (Percentage)	Annual Cost to Disparity Grant
1	Name: Eileen Crumm Title/Position:Executive Director	☐ Existing Position ☐ New Position	$90,565.00	10%	$9,056.50	$93,282.55	10%	$9,328.26
2	Benefits:		$35,320.00	10%	$3,532.00	$36,380.19	10%	$3,638.02
3	Name: TBA Title/Position: Program Manager	☐ Existing Position ☐ New Position	$58,682.00	40%	$23,472.80	$60,442.46	40%	$24,176.98
4	Benefits:		$22,510.80	40%	$9,004.32	$23,186.13	40%	$9,274.45
5	Name: Yaneth Maldonado Title/Position:Senior Spanish Speaking Staff	☐ Existing Position ☐ New Position	$49,500.00	80%	$39,600.00	$50,985.00	80%	$40,788.00
6	Benefits:		$19,322.00	80%	$15,457.60	$19,884.00	80%	$15,907.20
7	Name: Beheschta Barati Title/Position:Dari/Farsi Family Navigator	☐ Existing Position ☐ New Position	$35,670.00	54%	$19,261.80	$36,740.00	54%	$19,839.60
8	Benefits:		$13,991.00	54%	$7,555.14	$14,328.34	54%	$7,737.30
9	Name: Chandana Chowdhury Title/Position:Hindi/Urdu speaking Family Navigator	☐ Existing Position ☐ New Position	$34,632.00	54%	$18,701.28	$35,670.00	54%	$19,261.80
10	Benefits:		$13,506.00	54%	$7,293.24	$13,911.00	54%	$7,511.94
11	Name:TBA Title/Position:Arabic Speaking Family Navigator	☐ Existing Position ☐ New Position	$34,632.00	54%	$18,701.28	$35,670.00	54%	$19,261.80
12	Benefits:		$13,506.00	54%	$7,293.24	$13,911.00	54%	$7,511.94
13	Name: Title/Position:	☐ Existing Position ☐ New Position						
14	Benefits:							
15	Name: Title/Position:	☐ Existing Position ☐ New Position						
	Benefits:							
	Personnel Subtotal				$178,929.20			$184,237.29
	OPERATING EXPENSES							
16	Family Fun educational				$12,000.00			$12,000.00
17	Internet, Cell and Phones				$2,400.00			$2,472.00
18	Office Supplies				$3,000.00			$3,030.00
19	Local staff travel				$2,000.00			$2,060.00
20								
21								
22								
23								
24								
	Operating Subtotal				$19,400.00			$19,562.00
	ADMINISTRATIVE/INDIRECT COSTS							
25	Financial Costs				$9,282.22			$9,564.29
26	Administration (Insurance, Share of Payroll)				$4,000.00			$4,300.00
27	Facility Costs				$8,660.00			$8,920.00
28								
29								
30								
	Administrative/Indirect Cost Subtotal				$21,942.22			$22,784.29
	TOTAL (rounded to nearest dollar)				**$220,271.42**			**$226,583.58**

Project Total $446,855.00

PROJECT BUDGET NARRATIVE WORKSHEET
The items and descriptions in this worksheet must correspond to the items listed in the Budget Worksheet (Attachment D-1).

Organization Name
Family Resource Navigators
Project Title
Multilingual Family to Family (F2F) Navigation
Project Duration (start and end date)
Start Date: 06/01/2020 **End Date:** 05/31/2022 **Number of Months:** 24

Salary/Wages and Benefits

Line Number	Line Item	Description of Position Duties and FTE Allocation for Title/Position AND Description of Benefits
1	Title/Position: Executive Director	FRN ED serves as liasion to DDS staff and assists in bugeting, billing and reporting. FRN's director has advanced certification in quantitative analysis and oversees survey design and data analysis of the budget. This is a .1 FTE or 3.7 hours of a 37 hour work week.
2	Benefits: 39%	FRN benefits are calculated across all salaries at 39%. This includes FICA, disability insurance, workers compensation insurance as well as funds the 125 cafeteria plan that FRN offers to all staff benefits.
3	Title/Position: Program Manager	FRN's program manager provides supervision to staff and coordnaton of staff activities. This position is a working manager and provides direct oversight of 4 staff positions -- providing training and supervision as well as insuring the quality of data collection. This is a .4 FTE or 14.8 hours of FRN's workweek.
4	Benefits: 39%	see above
5	Title/Position: Senior Spanish speaking staff	Senior Spanish speaking staff provides outreach and famly navigation to Spanish speaking families. This is a .81 FTE position or 30 hours of FRN's 37 hour work week.
6	Benefits: 39%	see above
7	Title/Position: Farsi/Dari family navigator	Farsi/Dari speaking staff provides outreach and famly navigation to Farsi/Dari speaking families. This is a .54 FTE position or 20 hours of FRN's 37 hour work week.
8	Benefits: 39%	see above
9	Title/Position: Hindi/Urdu family navigator	Hindi/Urdu speaking staff provides outreach and famly navigation to Hindi/Urdu speaking families. This is a .54 FTE position or 20 hours of FRN's 37 hour work week.
10	Benefits: 39%	see above
11	Title/Position: Arabic speaking family navigator	Arabic speaking staff provides outreach and family navigator to Arabic speaking families. This is a .54 FTE position or 20 hours of FRN's work week.
12	Benefits: 39%	see above
	Title/Position:	
	Benefits:	

PROJECT BUDGET NARRATIVE WORKSHEET
The items and descriptions in this worksheet must correspond to the items listed in the Budget Worksheet (Attachment D-1).

Operating Expenses

Line Number	Line Item	Description
16	Group and family activities	This line funds food/group leader stipends for support groups, training series and playgroups. It also funds food, rental, childcare (where appropriate) and educational and cultural presentations for family fun and education events.
17	Internet, Cell and Landline	Share of costs of cell phones, phone system and internet access.
18	Office Operations	Share of cost of office supplies, copying, printing and postage.
19	Travel	Local staff travel for family navigation to travel for home visits and family meetings.
20	Support Group and Training Series	Funds for support groups include stipends for parent facilitators, food for attending families, childcare for attending families and materials for families.

Administrative/Indirect Costs

Line Number	Line Item	Description
25	Financial Costs	Share of costs for FRN finance director, bookkeeping and finance services
26	Administrative Costs	Share of costs for payroll and benefits administration and liability insurance
27	Facility Costs	Share of costs for facility use and utilities