

**FY 2019/20 DISPARITY FUNDS PROGRAM
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 (New and Reapplications)

Please check the box that describes your organization		
<input type="checkbox"/> Regional Center (RC)	<input checked="" type="checkbox"/> Community Based Organization (CBO), 501(c)(3)	<input type="checkbox"/> CBO, non-501(c)(3) <input type="checkbox"/> EIN or <input type="checkbox"/> No EIN
a. Name of organization/Group		b. Date
Housing Choices Coalition for Persons with Developmental Disabilities, Inc. ("Housing Choices")		9/30/2019
c. Primary contact (Name)		
Janette E. Stokley, Executive Director		
d. Mailing address		
6203 San Ignacio Avenue, Suite 108, San Jose, CA 95119		
e. Primary e-mail address		f. Primary phone number
jan@housingchoices.org		408-713-2613
g. Secondary contact email address		h. Secondary contact phone number
christine@housingchoices.org		408-713-2614
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.		
<p>Housing Choices has a 22-year track record as a housing services vendor of San Andreas Regional Center in creating and supporting housing for people with developmental disabilities. Housing Choices is in the final quarter of a similar Navegador de Vivienda project in SARC's three other counties (Monterey, Santa Cruz, and San Benito) where outcomes included increases in the number of POS referrals for housing services from Spanish-speaking adults who are seeking to live independently. This proposal would enable Housing Choices to implement the NDV project into Santa Clara County, SARC's largest county by far, where Spanish-speakers make up a significant number of the adult population served by SARC.</p>		
j. If you check the CBO box, describe how your organization meets the definition of a CBO.		
<p>Housing Choices is a California nonprofit corporation exempt from tax under Section 501(c)(3). We are governed by an all-volunteer nine-member Board of Directors made up of consumers, parents, service providers, and business leaders with a commitment to our mission. Our financial statements are audited annually, and our 990 information return can be found on our website www.housingchoices.org.</p>		

**FY 2019/20 DISPARITY FUNDS PROGRAM
COVER PAGE**

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-C26	
b. Project Title: Navegador de Vivienda	
c1. Start Date: 3/19/18	c2. End Date: 12/31/19
d. Total Project Duration (in months): 22	

Fiscal Information

Fiscal Year (FY)	e. Awarded*	f. Expended
FY 2016/17	e1. \$	f1. \$
FY 2017/18	e2. \$ 149,184	f2. \$ 103,550
FY 2018/19	e3. \$	f3. \$
Total	e4. \$ 149,184 (e1 + e2 + e3)	f4. \$ 103,550 (f1 + f2 + f3)
g. Amount Remaining (e4 – f4): \$ 45,634		

**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	180
i. Actual number of individuals impacted by the project and why it is higher or lower than the proposed number.	237 through 6/30/2019 (financial data above is also through 6/30/2019). It is higher than the proposed number which was based on estimates of how many would attend workshops.
j. RC(s) in the project catchment area(s)	SARC
k. List the city(ies) your project has served:	Salinas, Watsonville, Hollister and other cities in the three counties
l. List the county(ies) your project has served:	Monterey, Santa Cruz, San Benito

**FY 2019/20 DISPARITY FUNDS PROGRAM
COVER PAGE**

m. If your project has served the City of Los Angeles, list the zip code(s) and/or community(ies) served*:	NA
n. Provide a detailed explanation of project activities to date. What has the project accomplished to date?	
<p>The Navegador de Vivienda (NDV) project 17-C26 (with project completion budgeted for Dec. 31, 2019) has completed a video, developed a contact list of 131 organizations in the three targeted counties with the ability to counsel Spanish-speaking families about opportunities to live outside the family, has developed and implemented a workshop to train staff of post-secondary programs, relevant CBOs and SARC on when and how to talk about options for living outside the family home, and has developed and implemented a workshop to train Spanish-speaking families and consumers on options to live outside the family home. If funded to expand the project to Santa Clara County, we will utilize the materials and lessons learned from the NDV project in Watsonville.</p>	
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.	
<p>The ultimate Outcome Measure of the NDV project in Watsonville was change in the number of POS authorizations for Spanish-speaking adult consumers seeking a POS for Housing Access services in order to live outside the family home from the project counties of Monterey, Santa Cruz and San Benito. The baseline for this measure was Calendar Year 2017, when 24 Spanish-speaking adult consumers seeking housing services to live outside the family home of a total of 84 Spanish-speaking adults were referred by SARC to Housing Choices for the three target counties. This measure increased to 28 of 86 in Calendar Year 2018 for the three counties (which was a partial year for the project which began March 2018). Between January 1, 2019 and June 30, 2019 (with six months remaining on the project), the number of Spanish-speaking adults with POS authorizations for housing navigation services in order to live outside the family home was 31, which is well-above the 2017 baseline year, especially when considering the six month period of the calendar year 2019 outcome data reported so far.</p> <p>Impact Measures include number of staff of relevant organizations educated about the project goals (91); the number of staff of relevant organizations trained (148 through June 30, 2019); number of consumers and family workshops (13 through 6/30/2019; and number of consumers and family members trained (89 through 6/30/2019), with measures showing increased confidence and knowledge about housing options outside the family home.</p> <p>Success stories include a number of stories of Spanish-speaking adults living in their own apartment, which were included in our quarterly reports, including Adalberto F. who in January 2019 moved to his own two-bedroom apartment with a live-in aide after living with his sister his entire adult life; Jose R. who moved to a one-bedroom apartment with ILS services at age 30, having previously lived in his parents' home; twins Adrian and Jessica C who recently got a 2 Bedroom voucher and share a two-bedroom apartment, much to the joy of their father who describes the pride in seeing the twins increase the independent living skills after moving out of the family home.</p>	
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.	
<p>The project objectives in addressing disparities are similar to the existing Navegador de Vivienda project serving three of the four San Andreas Regional Center counties. After consulting with Javier Zaldivar, Executive Director of San Andreas Regional Center, we</p>	

**FY 2019/20 DISPARITY FUNDS PROGRAM
COVER PAGE**

propose to expand the NDV project into Santa Clara County and create an NDV Project Manager position in our San Jose office specifically for community education and outreach to the Spanish-speaking community in Santa Clara County. This geographic focus was outside the scope of the original grant, which was staffed by our Watsonville office and focused on Monterey, Santa Cruz, and San Benito Counties.

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

If awarded FY 19/20 funds, we will hire an NDV Project Manager to work in our San Jose office beginning March 1, 2020, enabling Housing Choices to expand the NDV project model to Santa Clara County. The NDV Project Manager hired for our Watsonville office will transition to the role of Senior Housing Coordinator when the NDV project funding ends on Dec. 31, 2019, following up on increased POS authorizations resulting from the project and counseling Spanish-speaking families and consumers when they request POS authorizations for housing services. Our Watsonville office will maintain the many new community relationships with our greatly expanded list of collaborators who share the NDV project goal of helping Spanish-speaking families of SARC's adult Spanish-speaking consumers understand options for living outside the family home with ILS or SLS from SARC.

**FY 2019/20 DISPARITY FUNDS PROGRAM
COVER PAGE**

Section III. Proposal Summary (New and Reapplications)

a. Project title	Navegador de Vivienda--Santa Clara County
b. Total amount requested	\$ 102,376
c. Projected number of individuals impacted	160
d. Duration of project (months)	12 months Start date: 3/1/2020 End date: 2/28/2021
e. RC(s) in the project catchment area(s)	San Andreas Regional Center
f. List the city(ies) your project proposes to serve:	San Jose, Sunnyvale, Mountain View, Palo Alto, Morgan Hill, Gilroy, Saratoga, Cupertino, Santa Clara and all other incorporated cities in Santa Clara County
g. List the county(ies) your project proposes to serve:	Santa Clara County
h. If your project proposes to serve the City of Los Angeles, list the zip code(s) and/or community your project will serve*	NA
i. Will you be working with one or more CBO(s)?	<input type="checkbox"/> Yes*** <input checked="" type="checkbox"/> No
j. Will the project require aggregate data from the RC(s)?	<input type="checkbox"/> Yes*** <input checked="" type="checkbox"/> No

*Zip code information for Los Angeles County can be found at:

<https://www.dds.ca.gov/RC/regionMap.cfm?view=laCounty>

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

**FY 2019/20 DISPARITY FUNDS PROGRAM
COVER PAGE**

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).
<input type="checkbox"/> Translation (equipment, translator services, translating brochures or materials, etc.) <input checked="" type="checkbox"/> Outreach (community events, website or social media design, materials, etc.) <input type="checkbox"/> Workforce capacity (staff training, incentives for bilingual employees, etc.) <input type="checkbox"/> Parent education (online or in person trainings, workshops, etc.) <input type="checkbox"/> Promotora (Peers educating community members about access RC services) <input type="checkbox"/> Family/ consumer support services (1:1 coaching, enhanced case management, service navigation, etc.)	<input type="checkbox"/> Translation <input type="checkbox"/> Outreach <input type="checkbox"/> Workforce capacity <input checked="" type="checkbox"/> Parent education <input type="checkbox"/> Promotora <input type="checkbox"/> Family/ consumer support services	<input type="checkbox"/> Translation <input type="checkbox"/> Outreach <input type="checkbox"/> Workforce capacity <input type="checkbox"/> Parent education <input type="checkbox"/> Promotora <input checked="" type="checkbox"/> Family/ consumer support services
I. Target Population (Race/Ethnicity)		
Select all groups the project will serve	Proposed Number of Individuals Impacted by the Primary Project Type	
<input type="checkbox"/> African American		
<input type="checkbox"/> Cambodian		
<input type="checkbox"/> Chinese		
<input type="checkbox"/> Filipino		
<input checked="" type="checkbox"/> Hispanic	60 direct	
<input type="checkbox"/> Hmong		
<input type="checkbox"/> Indian		
<input type="checkbox"/> Japanese		
<input type="checkbox"/> Korean		
<input type="checkbox"/> Mien		
<input type="checkbox"/> Native American		
<input type="checkbox"/> Pacific Islander (list):		
<input type="checkbox"/> Vietnamese		
<input checked="" type="checkbox"/> Other (list):	100 staff	
m. Target Population: Language (select all groups the project will serve)		
<input type="checkbox"/> Cantonese <input type="checkbox"/> Hmong <input type="checkbox"/> Indian	<input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Mandarin	<input type="checkbox"/> Mien <input type="checkbox"/> Russian <input checked="" type="checkbox"/> Spanish <input type="checkbox"/> Tagalog <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other (list):
n. Target Population: Age Group (select all groups the project will serve)		
<input type="checkbox"/> Birth up to Three (Early Start)	<input checked="" type="checkbox"/> 16 to 21	
<input type="checkbox"/> Three to Five	<input checked="" type="checkbox"/> 22 and older	
<input type="checkbox"/> Three to 21	Other (list):	

**FY 2019/20 DISPARITY FUNDS PROGRAM
COVER PAGE**

Section IV. Proposal Certification

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

Authorized by (print name): _____

Organization:Housing Choices Coalition for Persons with Developmental Disabilities, Inc.

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.

**FY 2019/20 DISPARITY FUNDS PROGRAM
PROJECT INFORMATION**

Project title
Navegador de Vivienda--Santa Clara County
1. What experience does the organization/group have working with the target population?
Housing Choices has 22 years experience providing housing access and retention services to Hispanic and Spanish-speaking consumers with developmental disabilities and their families in collaboration with San Andreas Regional Center. More than 85% of our staff of 56 are bi-lingual and bi-cultural in Spanish because this is the fastest growing population in the SARC service area. We have implemented the Navegador de Vivienda project in SARC's Santa Cruz County, Monterey County, and San Benito County service area, and have met or exceeded all our project goals, resulting in an increase in the number of Spanish-speaking adults seeking to live independently as measured by increases in POS authorizations for housing services. We recently expanded the project to San Mateo County, which is in the GGRC service area and have learned valuable lessons about adapting to differences in how services are provided and how families can be reached in different target areas.
2 Explain how the target population(s) are underserved using RC POS data or other data as supporting evidence of the disparity.
<p>This project targets Spanish-speaking adult consumers with developmental disabilities who live in the family home. Hispanic consumers and parents who are bi-lingual in English and Spanish may also benefit from the project, but the primary target is Spanish-speaking adult consumers and their families.</p> <p>82% of SARC's Spanish-speaking adults age 22 and older still live in the family home, compared to 48% of SARC's English-speaking adults age 22 and older. 6% of SARC's Spanish-speaking adults age 22 and older utilize ILS and SLS services, compared to 20% of SARC's English-speaking adults age 22 and older. Similarly, 11% of SARC's Spanish-speaking adults age 22 and older live in Residential Care Facilities, compared to 30% of SARC's English-speaking adults.</p>
3. How will your project improve the lives of individuals who have developmental disabilities and/or their families?
<p>To some extent, cultural values about co-residency of adult children with parents help to explain the difference in adult living arrangements found in the SARC population. Yet the difference is also attributable to factors not rooted in cultural values, including lack of knowledge of the need for a long-term approach to affordable housing resources, language barriers, historic experiences of housing discrimination, lack of trust of non-familial caregivers, misunderstanding of the housing opportunities for people with disabilities and undocumented people, fear of being reported to immigration officials, and financial instability. These are all barriers that the SARC Service Coordinator and Housing Choices staff can assist consumers to address over time, but the challenge is much greater when the SARC referral for housing services is prompted by an immediate housing crisis, rather than by a longer-term plan for where the consumer will live.</p> <p>This project will improve the lives of Spanish-speaking consumers and their families by providing</p>

FY 2019/20 DISPARITY FUNDS PROGRAM PROJECT INFORMATION

information and support to increase their likelihood to engage in long-term planning for where the adult will live when the adult seeks greater independence from the family or when the family is no longer able to house and care for the adult. Because of long waiting lists for affordable housing in our region, it is more important than ever that Spanish-speaking families are counseled and supported to plan several years ahead for where the adult will live.

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

Cultural differences explain in part the lower incidence of Hispanic and Spanish-speaking adults living in their own affordable apartment with ILS and SLS and the lower pre capita spending on ILS and SLS for those who do make the transition from the family home. But there are other factors at work as well, the impact of which may be mitigated by the Navegador de Vivienda project.

First, Housing Choices knows that securing affordable housing with appropriate supportive services from the Regional Center requires a multi-year plan to support the housing search, to secure and monitor wait list status at appropriate rental properties, to identify and plan for appropriate ILS and SLS services and to prepare families and consumers for the transition to living outside the family home. This is a challenging undertaking in the best of circumstances but one made more difficult by the extremely limited supply of affordable housing in Santa Clara County and the fact that there is no single point of entry to secure affordable housing--it requires applying for wait lists at multiple, independent affordable housing properties, and maintaining wait list status for a period of several years. This is an obstacle for anyone, but especially for Spanish-speaking families because many housing materials are not available in Spanish.

Securing affordable housing can be supported by a Purchase of Service (POS) authorization for Housing Access services, but Spanish-speaking families may be less likely to know about the Regional Center's role in this process or the long-term nature of the housing planning process. Assumptions about the family's cultural preference for where the consumer will live may prevent important conversations from being started when they need to be started--which is several years before a move is needed or wanted. The NDV project will prepare staff of post-secondary programs and community-based organizations to introduce the conversation about where the consumer will live and to make the family aware of Regional Center-funded Housing Access services that can support the consumer and family in pursuing a goal of living outside the family home.

Secondly, because of disproportionately high rates of lower economic status, Hispanic families are themselves likely to be struggling with housing instability, making it more difficult for them to focus on a long-term plan for the consumer to live on their own. They may find it more challenging to begin the planning process, even when it is an identified goal. This is a barrier whose effect can be mitigated by referral to Housing Choices for Housing Access services.

Third, while all people with disabilities experience high rates of housing discrimination, the likelihood of housing discrimination is compounded for members of the Hispanic community by

**FY 2019/20 DISPARITY FUNDS PROGRAM
PROJECT INFORMATION**

language barriers and biases based on actual or perceived immigration status of family members. Again, this is a barrier that can be mitigated by the availability of Housing Access services.

The Navegador de Vivienda project will address the identified Access to Service disparity by increasing the number of Hispanic and Spanish-speaking adults in Santa Clara County whose families understand the need for and request a POS for Housing Access services in order to create a long-term plan for the adult Spanish-speaking consumer to live outside the family home with the support of ILS and SLS agencies. The ultimate measure of impact is whether there is an increase in the POS authorizations for Spanish-speaking consumers in Santa Clara County who seek housing services in order to live outside the family home.

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?

Santa Clara County is home to almost three-fourths of SARC's consumers, and adding this new catchment area is important to changing the needle on SARC's overall disparity measures. While strategies, activities and goals will be similar to the NDV project carried out in the Watsonville office for Santa Cruz, Monterey and San Benito Counties, the reality is that Santa Clara County has a very large and diverse population of post-secondary programs and CBOs who have no intersection with the outreach efforts in Watsonville. The primary expansion is to have the staff time (one FTE) based in San Jose in order to reach the much larger community of stakeholders in Santa Clara County.

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

We referred to data and feedback from the target population secured by SARC's community meetings on disparity. We also met with SARC's Executive Director to discuss lessons learned from the Watsonville NDV project, as well as lessons learned by SARC in ongoing dialogue with the community, and received his support to expand the NDV project to Santa Clara County. We also secured input from the SARC Disparity Stakeholders group convened by the State Council on Developmental Disabilities.

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.

We will be able to adapt many of the basic workshop and outreach materials developed in the original Watsonville NDV project-- but the identification of community partners and relationship building with key stakeholders will need to be specific to Santa Clara County. The NDV Project Manager from Watsonville will continue to work for Housing Choices as a Senior Housing Coordinator and will be available to consult with new staff hired in our San Jose office to carry out the NDV project in Santa Clara County. Many of the lessons we learned about collecting data to show project impacts in quarterly reporting to DDS will make for an easier start-up for the project.

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: Conduct community outreach and education designed to increase the number of SARC referrals for POS for Housing Access Services of adult consumers seeking to live independently in Santa Clara County by ethnicity (Hispanic) and language (Spanish).

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)
Create a calendar year 2019 baseline of relevant Housing Services referrals in Santa Clara County by ethnicity (Hispanic) and language (Spanish)	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21	Program Director	<input type="checkbox"/> Count <input checked="" type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable	Number of SARC referrals for POS for Housing Access Services of adult consumers seeking to live independently in Santa Clara County by ethnicity (Hispanic) and language (Spanish).	This is the baseline so we do not have a target. for calendar year 2019	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21
Collect calendar year 2020 number of relevant Housing Services	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020 <input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21	Program Director	<input type="checkbox"/> Count <input checked="" type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials	Number of SARC referrals for POS for Housing Access Services of adult consumers seeking to live independently in Santa Clara County by	110% increase over baseline.	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020 <input checked="" type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21

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)
referrals in Santa Clara County by ethnicity (Hispanic) and language (Spanish)			developed <input type="checkbox"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable	ethnicity (Hispanic) and language (Spanish).		
Adapt community outreach and workshop materials to be relevant to Santa Clara County	x 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21	NDV project manager	<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback x Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable	Whether project outreach and workshop materials have been revised, adapted and improved to be relevant to Santa Clara County.	Completion of project outreach and workshop materials	x 3/01/20 – 6/30/2020 <input type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input type="checkbox"/> 01/01/21 – 3/31/21
Develop community contact list of post-secondary programs, CBOs, and other	x 3/01/20 – 6/30/2020 x 07/01/20-9/30/2020 x 10/01/20 – 12/31/2020 x 01/01/21 – 3/31/21	Project Manager	x Count <input type="checkbox"/> POS x Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE	Number of post-secondary, CBO and other relevant organizations identified and contacted about the NDV project and number of	60 organizations identified and contacted. 12 organizational workshops held, training at least 100 staff members. 4 consumers/parents	x 3/01/20 – 6/30/2020 x 07/01/20-9/30/2020 x 10/01/20 – 12/31/2020 x 01/01/21 – 3/31/21

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			
<i>Activity</i>	<i>Quarter Activity Will Occur (check all that apply)</i>	<i>Responsible Party and additional information</i>	<i>Type of Measure</i>	<i>What Will Be Measured?</i>	<i>What is the Target for This Measure?</i>	<i>Quarter Data Will Be Reported (check all that apply)</i>
relevant organizations and provide workshops			DESCRIBE: <input type="checkbox"/> Not applicable	organizations, staff members, and parents/consumers trained.	workshops held, training at least 60. A majority of participants will report gains in confidence and knowledge based on pre-and post surveys.	

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)
	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable			<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22
	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable			<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22
	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback			<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021

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)
	<input type="checkbox"/> 01/01/22 – 3/31/22		<input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable			<input type="checkbox"/> 01/01/22 – 3/31/22
	<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22		<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable			<input type="checkbox"/> 04/01/21 – 06/30/21 <input type="checkbox"/> 07/01/21- 9/30/2021 <input type="checkbox"/> 10/01/21– 12/31/2021 <input type="checkbox"/> 01/01/22 – 3/31/22

**Disparity Funds Program
SERVICE BUDGET (ATTACHMENT D-1)**

Applicant Name and Address

Housing Choices, 6203 San Ignacio Avenue, San Jose, CA 95119

		Year 1 Annual Budget			Year 2 Annual Budget		
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: To Be Hired Title: NDV Project Manager						
	Benefits: Health, dental, vision, life, LTD, EAP	\$54,080.00	100%	\$54,080.00			\$0.00
2	Name: Denise Jauregui Title: Program Director	\$13,540.00	100%	\$13,540.00			\$0.00
3	Benefits:	\$80,000.00	0.05	\$4,000.00			\$0.00
4	Benefits:	\$20,000.00	0.05	\$1,000.00			\$0.00
5	Name:			\$0.00			\$0.00
6	Benefits:			\$0.00			\$0.00
7	Name: Title/Position:			\$0.00			\$0.00
8	Benefits:			\$0.00			\$0.00
9	Name:			\$0.00			\$0.00
10	Benefits:			\$0.00			\$0.00
11	Name:			\$0.00			\$0.00
12	Benefits:			\$0.00			\$0.00
13	Name:			\$0.00			\$0.00
14	Benefits:			\$0.00			\$0.00
15	Name:			\$0.00			\$0.00
	Benefits:			\$0.00			\$0.00
Personnel Subtotal				\$72,620.00			\$0.00
OPERATING EXPENSES							
16	Office rent for NDV project manager			\$6,000.00			
17	Printing NDV project materials			\$500.00			
18	Staff mileage for NDV events			\$1,500.00			
19	Food for workshops and meetings			\$1,200.00			
20	Phone/internet for NDV project manager			\$500.00			
21	Community meeting space (when charge)			\$500.00			
22	Project supplies			\$100.00			
23							
24							
Operating Subtotal				\$10,300.00			\$0.00
ADMINISTRATIVE/INDIRECT COSTS							
25	Pro rate share of third party accounting fee			\$1,500.00			
26	Pro rata share of third party auditing fee			\$1,500.00			
27	Pro Rate share of Office Manager and HR manager wages/b			\$3,706.00			
28	Equipment purchase--laptop and cell for NDV staff			\$2,000.00			
29	Pro rate share of computer tech support, licenses, maintainan			\$750.00			
30	Pro rate share of office/fax copier & property/liability insurance			\$10,000.00			
Administrative/Indirect Cost Subtotal				\$19,456.00			\$0.00
TOTAL (rounded to nearest dollar)				\$102,376.00			\$0.00

Project Total

\$102,376.00

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
Housing Choices
Project Title
Navegador de Vivienda--Santa Clara County
Project Duration (start and end date)
Start Date: 3/1/2020 End Date: 2/28/2019 Number of Months: 12

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: NDV Project Manager	The NDV Project Manager is responsible for overall implementation, including identifying and building relationships with community stakeholders who play a role in helping to achieve project goals; scheduling, preparing for, and implementing project workshops and events; tracking all required evaluation data, and preparing first drafts of project reports.
2	Benefits: YES	Employer paid health, dental, vision, life, LTD, EAP, plus 3% employer match to 401(k).
3	Title/Position: Program Director	The Program Director oversees and supervises the NDV Project Manager, ensures proper data collection, and finalizes project reporting.
4	Benefits: Yes	Employer paid health, dental, vision, life, LTD, EAP, plus 3% employer match to 401(k).
	Title/Position: [REDACTED]	[REDACTED]
	Benefits: [REDACTED]	[REDACTED]
	Title/Position: [REDACTED]	[REDACTED]
	Benefits: [REDACTED]	[REDACTED]
	Title/Position: [REDACTED]	[REDACTED]
	Benefits: [REDACTED]	[REDACTED]
	Title/Position: [REDACTED]	[REDACTED]
	Benefits: [REDACTED]	[REDACTED]
	Title/Position: [REDACTED]	[REDACTED]
	Benefits: [REDACTED]	[REDACTED]

Operating Expenses

Line Number	Line Item	Description
16	Office rent pro rata	Office rent for our San Jose office is allocated based on pro rata share of labor hours of staff located in that office
17	Printing NDV materials	Flyers, business card for Project Manager, workshop hand-outs, evaluation surveys
18	Staff mileage NDV travel	Actual miles to and from office to NDV events and meetings reimbursed at the then-approved rate/mile
19	Food for workshops/meetings	Snacks, sandwiches, water, coffee for light meals or snacks

PROJECT BUDGET NARRATIVE WORKSHEET

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

Line Number	Line Item	Description
		for NDV workshops and events
20	Phone/internet line for NDV staff	Monthly charge for cell phone line, internet use for NDV project manager times twelve
21	Community meeting space	Most NDV meeting space will be secured from community partners free of charge, but a line item is included for space with a charge
22	Project supplies	Pens, markers, poster sized Post-its for NDV workshops and meetings

Administrative/Indirect Costs

Line Number	Line Item	Description
25	Pro Rata Share of Third Party Accounting	Pro rata share of third party accounting fee used to prepare monthly financial statements, including NDV project income recognition and expense reporting
26	Pro Rata Share of Third Party Auditing Fee	Pro rata share of third party auditor responsible for audited financial statements and 990 reporting
27	Pro Rata Share of Office Manager/HR manager salaries/benefits	Pro rata share of administrative staff wages and benefits for essential support (office manager/HR manager).
28	Equipment--laptop and cell	Purchase of laptop and cell for new NDV project manager in the San Jose office--net new position requiring equipment
29	Pro Rata Share of Tech Support	Pro rata share of IT support fees, licenses, computer set up, maintenance and support
30	Pro rate share of office copier/fax rental and liability insurance	Pro rata share of copier/fax rental; pro rata share of office property, general liability, professional liability, and other required insurance coverage