



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 checked="" type="checkbox"/> EIN or <input type="checkbox"/> No EIN

a. Name of organization/Group		b. Date	
Exceptional Parents Unlimited, Inc. (EPU)			
c. Primary contact (Name)			
Lowell J. Ens, Chief Executive Director			
d. Mailing address			
4440 N. First Street, Fresno, CA 93726			
e. Primary e-mail address		f. Primary phone number	
lens@epuchildren.org		559-229-2000	
g. Secondary contact email address		h. Secondary contact phone number	
mpena@epuchildren.org		559-229-2000, ext 20	
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.			
EPU started in 1976 by a small group of parents, it has grown to a staff of more than 120 and has developed a wide range of programs and services in response to the expressed needs of the families in our community. Our mission is to strengthen and empower children and families facing extraordinary medical, developmental, and parenting challenges. In 2019, we were awarded a Disparity Grant to provide individual support, guidance, advocacy, and workshops to families needing help understanding and requesting Regional Center services in San Bernardino County. We are working in partnership with Inland Regional Center to identify families in need of help with no purchase of service (POS) or low usage of purchase of Service.			
j. If you check the CBO box, describe how your organization meets the definition of a CBO.			
EPU is a 501(c)(3) nonprofit community and parent based organization. Our board of directors primarily consist of parents of children with disabilities. EPU is an agency focused on the needs of children with all disabilities from 0-26 years of age and their families. We serve our rural and ethnically diverse region by actively networking with other parent organizations, enabling us to reach unserved and underserved families and to provide support, information, training and advocacy assistance to parents.			

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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 your 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: 18-C33	
b. Project Title: Navigating Systems with Families	
c1. Start Date: 03/01/2019	c2. End Date: 08/31/2020
d. Total Project Duration (in months): 18	

Fiscal Information

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

**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	325
i. Actual number of individuals impacted by the project and why it is higher or lower than the proposed number.	135 (project ends August 2020)
j. RC(s) in the project catchment area(s)	Inland Regional Center
k. List the city(ies) your project has served:	Fontana, Victorville, Ontario, and San Bernardino
l. List the county(ies) your project has served:	San Bernardino

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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?

In the first three months our focus was outreach to families and regional center service coordinators. We reached out to community organizations and existing parent groups for opportunities to present about our service. Additionally, we presented to each IRC unit in our catchment area. Creating awareness and trust in our program when connecting with regional service coordinators is critical to our success in serving families. We continue to seek out opportunities provided by IRC to speak with their Service Coordinators on the benefits of the project and how we can support them as they work with families. Families have also built trust in our services and have referred other families to their service coordinator for a referral to our program. Overall it has taken a bit longer than expected to build the consistency in referrals which is vital to our success with families. With the support of IRC and our outreach efforts we have seen an increase in referrals. In the last two months our referrals have gone from 5 to 50 and now families from Riverside are also asking for referrals to our program. Our workshops have also been adding to our expansion and engagement with families. With a goal of 9 workshops and 100 attendees, we are on target to complete this goal as we have facilitated 7 workshops with a total of 85 attendees in just 7 months. We expect to complete this project activity by January 2020. There has been a high need and request from families and Inland Regional Center for us to continue to provide workshops and individualized support throughout San Bernardino and Riverside County.

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.

We have been successful in helping 24 families initiate a request for an increase in Purchase of Service. Families receiving Individualized parent-to-parent support are also asked to fill out a Pre/Post survey. We utilize Pre/Post surveys to measure the change in response of the participants knowledge and understanding of IRC services and their ability to communicate effectively for needed services.

- 85% of participants who respond to workshop evaluations will rate the quality of the training by giving a rating of 4 or 5 on a 5-point Likert scale 98% of the families who responded to the pre and post survey showed an increase in understanding their child's Individual Program Plan and increased confidence to communicate with their Service Coordinator regarding the services needed for their child.

As shown in our quantitative data reports families attending our workshops have reported an increase in their capacity and confidence to communicate with regional center and other agencies about how to access services for their child.

Here are the survey results from our workshops:

99% of families who responded to our workshop surveys indicated that it helped them learn how to more effectively advocate. 95% of families who responded to our workshop indicated that the workshop enhanced their capacity to communicate with others about their child's (student's) needs. 100% of families who responded to the workshops surveys indicated that the information provided was useful. 99% of families who responded to the workshop survey indicated that the training was relevant and provided them information and resources on how to make decisions about their child's needs.

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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.

EPU currently provides families with individualized support to increase education and understanding on Individualized Program Plan (IPP), Purchase of Service (POS), how to access services, and other resources as needed or requested by the parent or client.

Our current disparity funding serving San Bernardino County is expected to impact 325 families. To date we have served 135 families through our workshops, individualized consultation and parent-to-parent support. We currently have two project objectives: Objective 1: Provide individualized consultation to 225 families over 18 months. Direct individualized consultation was provided to 34 unduplicated families. These families were provided support and guidance in their home which resulted in families requesting an increase in POS. We have received a total 63 referrals from Inland Regional Center. Objective 2: Provide 6 workshops/meetings (per year) to a minimum of 100 families. Since March 2019, EPU has provided 7 workshops reaching 85 participants. By January 2020 we will have 10 workshops completed which is earlier than the anticipated date of August 2020. We expect to reach our goal of 225 by the end of our current disparity funding, August 31, 2020.

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

If awarded, EPU would continue to expand the "Navigating Systems with Families" project into Riverside County. Based on the 2010 census, Riverside's population was 2,189,641, making it the fourth-most populous county in California and the 11th-most populous in the United States. Many barriers facing families in San Bernardino are similar to those that Riverside families are facing. Parents have expressed feelings of not knowing what to do or where to go; of the loneliness created by family members not knowing what to say; of medical personnel who shy away or give inappropriate information in their own discomfort. These feelings of isolation can be greatly magnified when this experience is coupled with the experience of living in a remote rural area, being part of a cultural or ethnic minority that is culturally and linguistically isolated, living in poverty, and/or having limited access to the specialized services parents know their child and family need. EPU has been serving many of these families in our current work. EPU is an agency that has focused on the needs of children with all disabilities from and their families. Our goal is to serve Riverside County by expanding on our current efforts and actively networking with other parent organizations in the region thus enabling the agency to reach unserved and underserved families and provide support, information, training, and advocacy assistance to parents.

The primary goal is to reduce the disparity within the Hispanic/Latino, Spanish-speaking and/or families of consumers with a primary diagnosis of Autism. Our current Program Supervisor, housed at IRC would oversee this project. We would hire 2 new Parent Partners who are parents or family members of a loved one living with a disability. We will focus on hiring Parent Partners who reside in West Riverside and Coachella Valley. Our Parent Partners will obtain appropriate information about the range of options, programs, services, and resources available to assist children with disabilities and their families. They will also be attending orientation on regional center services provided by IRC. In the first couple of months we will conduct outreach activities to inform families of the services available under this grant. We will also conduct pre/post surveys of all individualized consultations and support offered to families in accordance with the evaluation plan contained in the grant

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proposal. EPU is committed to providing multilingual individualized support and advocacy assistance to families living in Riverside and San Bernardino County.

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Section III. Proposal Summary (New and Reapplications)

a. Project title	Navigating Systems with Families
b. Total amount requested	\$ 120,955
c. Projected number of individuals impacted	70
d. Duration of project (months)	12 months Start date: 04/01/2020 End date: 03/31/2021
e. RC(s) in the project catchment area(s)	Inland Regional Center
f. List the city(ies) your project proposes to serve:	Based on Regional Center referrals
g. List the county(ies) your project proposes to serve:	Riverside 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*	
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 checked="" type="checkbox"/> Yes*** <input 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.

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k. Project Type Selection(s)		
Select your one primary project type	Select your one secondary project type (if applicable)	Select your one tertiary project type (if applicable)
<input type="checkbox"/> Translation (equipment, translator services, translating brochures or materials, etc.) <input 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 checked="" type="checkbox"/> Family/ consumer support services (1:1 coaching, enhanced case management, service navigation, etc.)	<input type="checkbox"/> Translation <input checked="" type="checkbox"/> Outreach <input type="checkbox"/> Workforce capacity <input 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 type="checkbox"/> 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	
<input type="checkbox"/> African American		
<input type="checkbox"/> Cambodian		
<input type="checkbox"/> Chinese		
<input type="checkbox"/> Filipino		
<input checked="" type="checkbox"/> Hispanic	70	
<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 type="checkbox"/> Other (list):		
m. Target Population: Language (select all groups the project will serve)		
<input type="checkbox"/> Cantonese <input type="checkbox"/> Japanese <input type="checkbox"/> Mien <input type="checkbox"/> Tagalog <input type="checkbox"/> Hmong <input type="checkbox"/> Korean <input type="checkbox"/> Russian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Indian <input type="checkbox"/> Mandarin <input type="checkbox"/> Spanish <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 type="checkbox"/> 16 to 21 <input type="checkbox"/> Three to Five <input type="checkbox"/> 22 and older <input checked="" type="checkbox"/> Three to 21 <input type="checkbox"/> Other (list):		

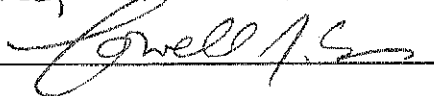
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Section IV. Proposal Certification

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

Authorized by (print name): Lowell J. Ens, CEO

Organization: Exceptional Parents Unlimited

Signature:  Date: 3/11/2020

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
Navigating Systems with Families
1. What experience does the organization/group have working with the target population?
<p>EPU has learned a great deal about the needs of families of children with disabilities and other special needs over our 44 years of service. We have learned about the depth of isolation of families, the needs of non-English speaking families, the challenges families experience in living and working in isolated rural areas, coming to a new country, living in extreme poverty, and the impact these factors have on children with disabilities and their families. We have worked closely with multiple regional centers on addressing and improving Purchase of Service disparities, and served families with children ages 0-26 across 13 counties.</p> <p>We are currently serving families in San Bernardino through our existing DDS Disparity funding that ends in August 2020 and our Parent Training and Information Center. Our Parent Training and Information (PTI) Center provides parents of children with disabilities birth to 26 years old with advocacy support, one to one consultations, education, and trainings on Part B of the Individuals with Disabilities Education Act. The PTI has been providing services to San Bernardino County for more than four years (over 30 years in California). Having an office located within the Inland Regional Center (IRC) has provided EPU with a strong working knowledge of regional center services and has supported various successful collaborations with IRC staff and families that are referred to our PTI and currently funded Disparity Project (18-C33). We have grown in our understanding of the challenges that many families are facing in San Bernardino County and we have been successful in working with families experiencing these challenges, continually refining our approaches as we expand our efforts on our current disparity work. Our Parent Partners located throughout San Bernardino County have built strong ties and trust in their local communities which has led to more family engagement in our workshops and individualized support offered in their home or community.</p>
2 Explain how the target population(s) are underserved using RC POS data or other data as supporting evidence of the disparity.
<p>The Inland Regional Center data from their fiscal year 2018/2019 Disparity Assurance Plan indicates that there is a continuous disparity of services for families who are Hispanic, have a primary diagnosis of Autism and/or monolingual spanish. (Data is not segregated by county)</p> <p>Hispanic total population - 15,321 (1) 26.4% NO POS (4,046 consumers)</p> <p>Autism total population - 10,128 (1) 32% NO POS (3,242 consumers)</p> <p>Monolingual Spanish total population – 7,398 (1) 24.2% NO POS (1,788 consumers)</p> <p>A blog on the IRC website, by Amelia Maldonado, dated April 2019, also highlighted these three categories as being a high priority.</p> <p>Comments from Stakeholder Meetings in 2019 also noted the following barriers to accessing regional center services: (1) transportation – no providers, (2) lack of knowledge around services, resources, and disability and (3) multi-generational fear of immigration/government – best to stay “under the radar.”</p>

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<p>3. How will your project improve the lives of individuals who have developmental disabilities and/or their families?</p>
<p>The desired outcome of EPU and this project is that parents of children with disabilities will be knowledgeable about their child's disability, effective as advocates, and full participants in the decision making processes relating to their children. We will provide disability specific and general information to assist parents in locating information about their children's disabilities and their educational and developmental needs. It is both the belief of EPU and the intent of this project that steps must be taken to remove barriers to assure equitable access to and participation in the services offered by regional center, in order to improve the lives of individuals with developmental disabilities and/or their families. The vast areas of Riverside County with minimal services and large percentages of minority populations coupled with having a child with a disability equates to many families living in unnecessary confusion and isolation. These factors also contribute to missed opportunities from families to receive the services they would benefit from. Our goal is to expand our existing and successful services that address these needs in Riverside County by hiring bilingual staff who are also parents or family members of a person with a disability who live in the identified underserved areas of Riverside. More families can be served and served more effectively by staff who live in the same communities as these families. Staff will be providing individualized support and resources to the families in their home or in agreed upon locations in their community, wherever they feel more comfortable.</p>
<p>4. How will this project assist to implement the RC recommendations and plan to promote equity and reduce disparities?</p>
<p>EPU's, Navigating Systems with Families project aligns with the Regional Center and DDS goal of promoting equity and reducing purchase of service disparities for persons with developmental disabilities. It also aligns with their goal of better outcomes for families who are Hispanic, have a primary diagnosis of Autism and/or monolingual spanish. We will continue to attend and present at IRC stakeholder meetings and help distribute information flyers about upcoming meetings and events, along with following IRC informational bulletins that update the status of these priorities. We have learned that supports to assist families in advocating for the special needs of their children are severely limited, especially in larger counties like Riverside. We have become increasingly aware of the lack of services in this region to assist families, and have grown in our understanding of the depth of these challenges. Through our current efforts to reduce disparities within various Hispanic communities, we have been successful in working with families to identify solutions to the barriers in accessing services—continually refining our approaches as we have learned from them what works and what doesn't. Yet these successes are accompanied by the recognition of the magnitude of the challenges that remain.</p>
<p>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?</p>

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Our approach is unique from other projects currently serving Riverside County, as we are proposing to provide individualized support to families in their homes. No other organization is currently offering this level of individualized services to families in Riverside County. Other programs offer disability-specific programming, workshops for agency partners, and/or regional conferences that require families to attend to receive information and connect with systems. We are proposing to expand our current "Navigating Systems with Families" project (in San Bernardino County) into Riverside County. With continued FY 2019/2020 funding, EPU can continue to enhance our capacity to provide individualized parent-to-parent support and guidance with the intent to increase POS and improve understanding of systems available to support their children and families in Riverside county. The primary goal is to reduce the disparity within the Hispanic/Latino, Spanish-speaking and/or families of consumers with a primary diagnosis of Autism. We will connect with families identified by Inland Regional Center (IRC) and through outreach activities in Riverside County. We will build on our current program by continuing/expanding our Project Goal: to provide families with individualized support to increase education and understanding of the Individualized Program Plan (IPP), Purchase of Service (POS), and how to access services and other resources as needed or requested by the parent or client. Our objective will be to provide individualized consultation to 190 families over 24 months. This project will provide 2 individualized consultations per family in their home and/or community. The First visit is to establish parent to parent support and to ensure the families understand the Individual Program Plan (IPP) and POS. Helping families to identify the barriers preventing them from accessing IRC services and taking steps to remove these barriers will assure equitable access and participation in services offered by IRC. Families will be provided with direct assistance to request services from IRC. The Second visit will be a follow-up conversation with the families on how they are feeling about the process and understanding of IRC services. Our goal is to help families become stronger self-advocates for their child and/or family member with a disability. Families will be provided information on workshops and resources in their communities, interconnecting them to other providers/partners that may be able to enhance the work done by our Parent Partners.

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

EPU currently works with parents whose children have disabilities, and experience challenges faced in supporting their children's growth, learning and development. In addition, many EPU staff themselves are parents of a child with disabilities, so their perspective was key in the development of this proposal. We have also had the opportunity to reach out to community organizations, existing parent groups for opportunities to present about our service and collected input on some of their barriers and advocacy challenges. We also presented to each IRC unit in our catchment area and took down their input and questions. Some changes to the program design were also proposed. Based on feedback from parents and staff, we redesigned our pre/post survey questions so that they are easier to understand and fill out. Through the individual parent surveys and notes from visits, the team has reviewed input from parents to improve the design of each visit and identify barriers to share with IRC to determine if there are possible solutions. Through our current work we have seen and experienced the need for families to feel connected, understood, aware, and confident in knowing what services are available or needed

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for their child. Many of the families we serve have expressed how challenging and intimidating it can be to ask for services. Helping these parents connect with parent-to-parent support and helping them build advocacy skills is critical to helping them overcome these challenges and fears of how to put their concerns into action when asking for more services from regional center or any other agency, and our program design will take this into consideration.

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 project is intended, in part, to build the necessary evidence of the importance of individualized services for underserved populations. It is our hope and intent that this project will exemplify the reasons for individualized support, provide valuable data and personalized input from families utilizing the services, to provide for systems and programmatic changes and improvements. Should this service be considered of value, it would be worthy of consideration to consider vendorization of this service to CBO partners or alternatively creation of additional internal procedures within the regional center system. The resulting outcomes will also help to inform the ROI of this upfront investment, and potentially lead to improved annual reviews of the regional center POS services.

Also, working with community partners will assist with engagement and increase awareness of services and resources available for families who have concerns about their child's development. The collaborative model of working with established community agencies in Riverside and San Bernardino County removes many geographical barriers to serving families in such a vast and sparsely populated county. It builds local capacities and contributes to increasing the knowledge and understanding of regional center services throughout the county. The model taps into the talents, resources, and expertise of the many individuals in the local communities served, and shares the responsibility and ownership of improving the overall system.

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: Reduce the disparity within the Hispanic/Latino, and/or Spanish-speaking families of consumeres with a primary diagnosis of Autism.

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)
Hire and train Staff	<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	Director and Program Manager will hire and train staff (Parent Partners)	<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 checked="" type="checkbox"/> Not applicable	This activity will not need a measure		<input 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
Referrals from IRC to Parent Partners	<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	Parent Partners will provide initial and follow-up in-home or community visit to a minimum of 70 families (12 months) If necessary or if	<input checked="" 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	Number of participants served at home and/or community (if necessary or if requested by participant count services provided by phone)	70 participants will be served at home and/or community (if necessary or requested by participant count services provided by phone) (unduplicated)	<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

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)
		requested by parent we may provide initial and follow-up by phone.				
Rate the Individualized Consultation	<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	Pre/Post surveys for participants participating in home visits and/or community visits with Parent Partner	<input type="checkbox"/> Count <input checked="" type="checkbox"/> POS <input checked="" 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	Percentage of participants who increased their knowledge and understanding of IRC services and their ability to communicate effectively for needed services.	.85% of participants who respond to Pre/Post surveys will have increased their knowledge and understanding of IRC Services and their ability to communicate effectively for needed 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
Increase in POS	<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	IRC will update EPU, Project Supervisor quarterly on the change of POS for the families served	<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:	Report the change in average of POS expenditure in Riverside County for the families served through the home/community visitation program.	80 % of the families served will report an increase of POS	<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

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)
		through home/ community visitation program	<input type="checkbox"/> Not applicable			

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

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

Applicant Name and Address

Exceptional Parents Unlimited
4440 North First Street
Fresno, CA 93726

Year 1 Annual Budget

Line No.	PERSONNEL-Salary and Benefits		Annual Salary	Annual FTE to Disparity Grant (Percentage)	Annual Cost to Disparity Grant
1	Name: Marlene Pena Title/Position: Program Director <input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position		\$73,180.00	5%	\$3,659.00
2	Benefits: FICA, W/C, SUI, Dental, Pension		\$13,030.00	5%	\$651.00
3	Name: Alejandra Rivera Title/Position: Project Supervisor <input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position		\$54,080.00	25%	\$13,520.00
4	Benefits: FICA, W/C, SUI, Dental, Pension		\$11,788.00	25%	\$2,947.00
5	Name: Nicole Stidham Title/Position: Data Management Coordinator <input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position		\$40,976.00	5%	\$2,049.00
6	Benefits: FICA, W/C, SUI, Dental, Pension		\$13,413.00	5%	\$671.00
7	Name: TBD Title/Position: Parent Partner <input type="checkbox"/> Existing Position <input checked="" type="checkbox"/> New Position		\$28,080.00	100%	\$28,080.00
8	Benefits:		\$7,818.00	100%	\$7,818.00
9	Name: TBD Title/Position: Parent Partner <input type="checkbox"/> Existing Position <input checked="" type="checkbox"/> New Position		\$28,080.00	100%	\$28,080.00
10	Benefits: FICA, W/C, SUI, Dental, Pension		\$7,818.00	100%	\$7,818.00
11	Name: Title/Position: <input type="checkbox"/> Existing Position <input type="checkbox"/> New Position				
12	Benefits:				
13	Name: Title/Position: <input type="checkbox"/> Existing Position <input type="checkbox"/> New Position				
14	Benefits:				
15	Name: Title/Position: <input type="checkbox"/> Existing Position <input type="checkbox"/> New Position				
	Benefits:				
Personnel Subtotal					\$95,293.00

OPERATING EXPENSES			
16	Mileage		\$4,450.00
17	Communications		\$1,800.00
18			
19	Purchased Services		\$600.00
20	Program Supplies - Instructional Items		\$1,085.00
21	Equipment		\$2,800.00
22			
23			
24			
	Operating Subtotal		\$10,735.00
ADMINISTRATIVE/INDIRECT COSTS			
25	Accounting Services, Payroll & Accounts Payable		\$5,673.00
26	Human Resources		\$2,985.00
27	Data System Administration		\$1,343.00
28	Chief Executive Officer		\$2,836.00
29	Clerical Support		\$2,090.00
30			
	Administrative/Indirect Cost Subtotal		\$14,927.00
	TOTAL (rounded to nearest dollar)		\$120,955.00

MAXIMUM AWARD

\$120,955.00

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
Exceptional Parents Unlimited
Project Title
Navigating Systems with Families
Project Duration (start and end date)
Start Date: 04/01/2020 End Date: 03/31/2021 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: Program Director	Duties: Maintaining executive oversight, accountability, and performance of the proposed project; and supervising the Program Supervisor/Lead Trainer. FTE Allocation: .05-DDS Disparity-Fresno, .05-DDS Disparity-Riverside, .05-DDS Disparity San Bernardino (4/1-8/31), .65 US Dept. of Education PTI, .10 CA Dept of Ed Early Start, .10 CA Dept of ED Family Empowerment Center
2	Benefits: Program Director	18 % for benefits to cover payroll taxes, workers comp., SUI, health & dental, and retirement
3	Title/Position: Project Supervisor	Duties: Manage curriculum development; train and oversee the Parent Partners; facilitate communication with the Regional Center; collect and analyze data for quarterly and annual reports; and support continuous quality improvement efforts. FTE Allocation: .25-DDS Disparity San Bernardino (4/1-8/31), .25-DDS Disparity-Riverside, .50 US Dept. of Education PTI.
4	Benefits: Project Supervisor	21.7% for benefits to cover payroll taxes, workers comp., health & dental, and retirement
5	Title/Position: Data Management Coordinator	Duties: Maintains project data collection; updates data collection instruments; summarizes and submits data collected from project to Project Supervisor. FTE Allocation: .05 for the following: DDS Fresno, DDS Central Valley, DDS Riverside, DDS San Bernardino (4/1-8/31), .25 CA Dept of Ed Early Start, .30 US Dept of Ed PTI, .25 CA Dept of Ed Family Empowerment Center
6	Benefits: Data Management Coordinator	32.7% for benefits to cover payroll taxes, workers comp., health & dental, and retirement
7	Title/Position: Parent Partner	Duties: Conduct Outreach activities and Family Cafes. Maintain accurate records of all contacts with families and professionals. FTE Allocations: .75 FTE at 100% to this project
8	Benefits: Parent Partner	26.8% for benefits to cover payroll taxes, workers comp. SUI, health & dental insurance
9	Title/Position: Parent Partner	Duties: Conduct Outreach activities and Family Cafes. Maintain accurate records of all contacts with families and professionals.

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 of Position Duties and FTE Allocation for Title/Position AND Description of Benefits
		FTE Allocations: .75 FTE at 100% to this project
10	Benefits: Parent Partner	26.8% for benefits to cover payroll taxes, workers comp. SU, health & dental insurance
11	Title/Position:	
12	Benefits:	
13	Title/Position:	
14	Benefits:	

Operating Expenses

Line Number	Line Item	Description
15	Mileage	Mileage Reimbursement at IRS rate of .575 for travel to client homes by Parent Partners. Mileage budgeted at 90 miles per home visit x 70 visits x rate of .575 per mile = \$3,622 plus 120 miles x .575 x 12 mos = \$828 (for Program Director). Total mileage = \$4,450
16	Communications	Initial cost of 2 cell phone purchases \$600 (\$300 each) Monthly cost of cell phones for 2 staff budgeted at \$50 per month x 12 months = \$1,200. Total cost = \$1,800
17		
18	Purchased Services	Network Administration budgeted at \$50/mon x 12 = \$600
19	Program Supplies - Instructional Items	Program Supplies-Instructional Items includes pens, paper, printed materials, printer cartridges, and office supplies budgeted at \$90.42 per month x 12 months = \$1,085 per year
20	Equipment	Two laptop computers for new Parent Partners budgeted at \$2,400 (\$1,200 each); Two printers budgeted at \$400 (\$200 each). Total year 1 budget = \$2,800

Administrative/Indirect Costs

Line Number	Line Item	Description
21	Accounting Services, Payroll & Accounts Payable	Preparing budgets, invoices, tracking grant revenues & expenses, accounts receivable, accounts payable, payroll and financial reports
22	Human Resources	Hiring, benefit administration, Implementing HR laws and practices, safety office
23	Data System Administration	Agency data system oversight & maintenance
24	Chief Executive Officer	Agency and program oversight
25	Clerical support	Clerical support for all administrative functions

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