

**FY 2019/20 DISPARITY FUNDS PROGRAM  
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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		
<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

<b>a. Name of organization/Group</b>	<b>b. Date</b>
Napa Valley Child Advocacy Network DBA ParentsCAN	9/30/19
<b>c. Primary contact (Name)</b>	
Marlena Garcia	
<b>d. Mailing address</b>	
1909 Jefferson St. Napa, CA 94559	
<b>e. Primary e-mail address</b>	<b>f. Primary phone number</b>
marlenag@parentscan.org	707-253-7444 x102
<b>g. Secondary contact email address</b>	<b>h. Secondary contact phone number</b>
<b>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.</b>	
Napa Valley Child Advocacy Network Inc, DBA ParentsCAN, established in 2005, is a 501c3 public benefit organization created to meet the unique needs of parents and caregivers of children ages 0 to 25 with special needs and disabilities. The vision is to create a community where every individual is accepted and valued. Our mission is to partner with and guide parents when challenges arise in their children's education, health, behavior or development so that their children can reach their full potential including children with intellectual disabilities who are eligible for Regional Center services. All our programs work with underserved families to access services for their children.	
<b>j. If you check the CBO box, describe how your organization meets the definition of a CBO.</b>	
We exist only to provide benefit to our community. Through our programs we work to achieve our vision "to create a community where every individual is accepted and valued." We provide our programs free of charge to our clients to ensure that everyone gets the help they need regardless of their situation in life.	

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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**

<b>a. Grant Number:</b> 18-C16	
<b>b. Project Title:</b> Napa County Promotoras: Parent Education & Leadership Project	
<b>c1. Start Date:</b> 03/01/2020	<b>c2. End Date:</b> 02/28/2021
<b>d. Total Project Duration (in months):</b> 12	

**Fiscal Information**

<b>Fiscal Year (FY)</b>	<b>e. Awarded*</b>	<b>f. Expended</b>
<b>FY 2016/17</b>	<b>e1. \$ 0</b>	<b>f1. \$ 0</b>
<b>FY 2017/18</b>	<b>e2. \$ 70,920</b>	<b>f2. \$ 70,920</b>
<b>FY 2018/19</b>	<b>e3. \$ 74,127</b>	<b>f3. \$ 25,339</b>
<b>Total</b>	<b>e4. \$ 145,047 (e1 + e2 + e3)</b>	<b>f4. \$ 96,259 (f1 + f2 + f3)</b>
<b>g. Amount Remaining (e4 – f4): \$ 48,788</b>		

*\*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**

<b>h. Number of individuals originally proposed to be impacted</b>	100
<b>i. Actual number of individuals impacted by the project and why it is higher or lower than the proposed number.</b>	To date the Promotoras program has served 143 unduplicated families. This number is higher than projected as we have been able to work through our exsisting community partnerships including the schools, medical practitioners and other community based organization to help identify families that can benefit from our Promotora services.
<b>j. RC(s) in the project catchment area(s)</b>	North Bay Regional Center

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<b>k. List the city(ies) your project has served:</b>	American Canyon, Napa, Yountville, St. Helena, Calistoga
<b>l. List the county(ies) your project has served:</b>	Napa
<b>m. If your project has served the City of Los Angeles, list the zip code(s) and/or community(ies) served*:</b>	N/A
<b>n. Provide a detailed explanation of project activities to date. What has the project accomplished to date?</b>	
<p>In our first grant cycle FY 17-18 (grant #17-C39) ParentsCAN recruited and trained two part-time Promotoras to assist underserved Regional Center Hispanic families to understand and access services available to them through the Regional Center. ParentsCAN worked in collaboration with the Regional Center to develop protocols to identify families. ParentsCAN worked diligently with the NBRC Disparity Coordinator to make continual improvements to the project, including creative ways to reach families that would benefit from the Promotoras Program. We hosted a community town hall meeting for Spanish speaking families to review Disparity data in collaboration with NBRC. 25 Latino parents attended. The venue gave parents an opportunity to hear directly from NBRC about the disparity issues and also ask questions and make comments about access to services for their children. The program was able to reach 115 Regional Center families, providing clients with over 357 service contacts exceeding target goal of serving 50 families.</p> <p>Our second grant cycle FY18/19 (grant # 18-C16), enhanced our Promotoras individual work with families by creating and providing parent education and assistance as follows:</p> <ol style="list-style-type: none"> <li>1. "New Family Orientation" workshops delivered in Spanish for families newly eligible for NBRC services. Orientations are held in collaboration with NBRC, at the ParentsCAN Resource Center, which is centrally located and easy to access. The goal of these orientations is to increase parental knowledge of regional center and community services available.</li> <li>2. Provide parent education workshop on "Understanding the IPP", delivered in Spanish to NBRC eligible families with the goal of these workshops is to increase parents' advocacy skills in accessing needed regional center services for their child.</li> <li>3. Assist in Child Find and help Spanish speaking parents with initial contact with North Bay Regional Center and provide support through eligibility process with the goal of decreasing barriers in making initial contact with Regional Center.</li> </ol> <p>To date we have provided 19 initial contacts for eligibility and provided 4 parent IPP workshops with 39 unduplicated parents attending. We are still working with NBRC on providing orientations to parents.</p> <p>Overall, ParentsCAN has reached 143 unduplicated families since the start of the Napa County Promotoras program in 2018.</p>	
<b>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.</b>	
Based on POS data received by NBRC, as of 11/8/17, NBRC had 74 children ages 3-21 in Napa County that identified as Hispanic and were authorized respite services but were not utilizing services. As of 6/30/19 this same report shows only 22 open POS for respite that	

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were authorized but not used. This shows an decrease in unused authorized respite services by Hispanic families of 70%.  
The Promotoras program has shown to be effective in reducing under utilization of respite services by Hispanic families.

**Story:**

Typically, when families come to ParentsCAN for support, they present a problem and we help them resolve that issue. Often, while working with them, we discover that they need more help than what was initially disclosed. One of the parents that we worked with in the Promotora Program, initially called to request a list of local physical therapists. However, we quickly realized that her son was a NBRC client and enrolled her in the Promotora program. Through our developed procedures, we found out that this family was not receiving any NBRC services and would greatly benefit from respite care. The parent explained that she had been offered it before but she didn't know how to find a provider that her family could trust or how to pay for the service. She didn't know that this was a service that NBRC offered and her family might qualify for. The mother was incredibly excited to hear that our program existed and that we could help her with reinstating her respite. We helped her make the request to her case coordinator for an addendum to her child's IPP. We helped her complete the paperwork required for the respite agency and soon after she was scheduling their first, much-needed respite provider to come to her home. We are continuing to follow-up with the family. Her family now knows a little more about how to access services and request additional services for the child. We are hopeful that with our assistance, this family will access additional programs that will enable them to thrive.

**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.**

Gaining the trust of a community takes time, the majority of families we have reached have been through self referrals or current ParentsCAN client families. This was a more successful outreach than our original referral based design that depended on NBRC for the identification of families.

We have found that many of our Latino families have cultural barriers to utilizing services such as respite. Is it not customary to have a "stranger" care for your child, particularly for a child with special needs. Our Promotoras spend additional time explaining the benefits of respite and how to best utilize the support to meet the needs of their family. This has helped several families who were not using respite services. We continue to find other language and cultural barriers in families requesting and utilizing services for their child.

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

Our proposed project will build upon the previously funded activities towards better engagement of Latino families within the system. The previous two grants have allowed us to build a partnership and open lines of communication with NBRC, develop protocols and tools to help assist families on an individual level. This new project will allow us to expand our work and delve deeper in engaging parents in systems change and understanding how the system works. Building upon the trust and relationship we have with the community we hope to be able to reduce overall disparities by engaging Latino families.

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**Section III. Proposal Summary (New and Reapplications)**

<b>a. Project title</b>	Napa County Promontoras: Parent Education and Leadership Project
<b>b. Total amount requested</b>	\$ 79,445.50
<b>c. Projected number of individuals impacted</b>	100
<b>d. Duration of project (months)</b>	12 months Start date: 03/01/2019 End date: 02/01/2021
<b>e. RC(s) in the project catchment area(s)</b>	North Bay Regional Center
<b>f. List the city(ies) your project proposes to serve:</b>	American Canyon, Napa, Yountville, St. Helena, Calistoga
<b>g. List the county(ies) your project proposes to serve:</b>	Napa
<b>h. If your project proposes to serve the City of Los Angeles, list the zip code(s) and/or community your project will serve*</b>	N/A
<b>i. Will you be working with one or more CBO(s)?</b>	<input type="checkbox"/> Yes*** <input checked="" type="checkbox"/> No
<b>j. Will the project require aggregate data from the RC(s)?</b>	<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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<b>k. Project Type Selection(s)</b>		
<b>Select your <u>one primary</u> project type.</b>	<b>Select your <u>one secondary</u> project type (if applicable).</b>	<b>Select your <u>one tertiary</u> project type (if applicable).</b>
<input type="checkbox"/> <b>Translation</b> (equipment, translator services, translating brochures or materials, etc.) <input type="checkbox"/> <b>Outreach</b> (community events, website or social media design, materials, etc.) <input type="checkbox"/> <b>Workforce capacity</b> (staff training, incentives for bilingual employees, etc.) <input type="checkbox"/> <b>Parent education</b> (online or in person trainings, workshops, etc.) <input checked="" type="checkbox"/> <b>Promotora</b> (Peers educating community members about access RC services) <input type="checkbox"/> <b>Family/ consumer support services</b> (1:1 coaching, enhanced case management, service navigation, etc.)	<input type="checkbox"/> <b>Translation</b> <input type="checkbox"/> <b>Outreach</b> <input type="checkbox"/> <b>Workforce capacity</b> <input checked="" type="checkbox"/> <b>Parent education</b> <input type="checkbox"/> <b>Promotora</b> <input type="checkbox"/> <b>Family/ consumer support services</b>	<input type="checkbox"/> <b>Translation</b> <input type="checkbox"/> <b>Outreach</b> <input type="checkbox"/> <b>Workforce capacity</b> <input type="checkbox"/> <b>Parent education</b> <input type="checkbox"/> <b>Promotora</b> <input checked="" type="checkbox"/> <b>Family/ consumer support services</b>
<b>l. Target Population (Race/Ethnicity)</b>		
<b>Select all groups the project will serve</b>	<b>Proposed Number of Individuals Impacted by the Primary Project Type</b>	
<input type="checkbox"/> African American		
<input type="checkbox"/> Cambodian		
<input type="checkbox"/> Chinese		
<input type="checkbox"/> Filipino		
<input checked="" type="checkbox"/> Hispanic	100	
<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):		
<b>m. Target Population: Language (select all groups the project will serve)</b>		
<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):
<b>n. Target Population: Age Group (select all groups the project will serve)</b>		
<input type="checkbox"/> Birth up to Three (Early Start) <input checked="" type="checkbox"/> Three to Five <input checked="" type="checkbox"/> Three to 21	<input checked="" type="checkbox"/> 16 to 21 <input type="checkbox"/> 22 and older <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): Martena Garcia

Organization: Napa Valley Child Advocacy Network, Inc. DBA ParentsCAN

Signature: [Signature] Date: 9/30/19

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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<b>Project title</b>
Napa County Promotoras: Parent Education and Leadership Project
<b>1. What experience does the organization/group have working with the target population?</b>
<p>ParentsCAN has over 14 years of experience in Napa County, serving significantly isolated populations including families with additional barriers to services and who are low income, Hispanic, immigrant and live in rural areas of the county. Half of the staff of ParentsCAN, including the Executive Director, are themselves bi-lingual and bi-cultural Hispanic/Spanish speakers who are also parents of children with special needs, many of their children are also Regional Center clients.</p> <p>In FY18-19, families who make up the significantly isolated populations of low income, limited English proficiency, culturally diverse, and families who live in rural locations comprise over 80% of families served by ParentsCAN. Of these families, 64% reported household income at or below \$40,000, 53% of families receiving ParentsCAN services during this period received services in Spanish, and 26% of families lived in rural areas of Napa County. All of our services are bi-lingual and free of charge.</p> <p>ParentsCAN facilitates 3 monthly Spanish support groups for parents of children and youth with developmental disabilities. Monthly support groups include a group for parents of children with Autism, parents of children and youth with Down Syndrome and a Transition aged group for parents of youth ages 16-25 with intellectual disabilities.</p> <p>ParentsCAN is also the local Family Resource Center, contracted to provide support to families of infants and toddlers ages 0-3 who are eligible for Early Start which include children with developmental delays.</p> <p>ParentsCAN has successfully been selected for 2 Disparity fund grants in FY17/18 and FY19/20; through these grants we have strengthened our partnership with North Bay Regional Center and have worked in collaboration with the Office of Clients Right and State Council on Developmental Disabilities to reach Hispanic parents in our community to better understand the Regional Center system.</p>
<b>2 Explain how the target population(s) are underserved using RC POS data or other data as supporting evidence of the disparity.</b>
<p>DDS Client Master File data shows there are 9,617 Status 2 clients under the Lanterman Act - people who have a developmental and/or intellectual disability in the counties of Napa, Solano, and Sonoma. In North Bay Regional Center's (NBRC) catchment area, 24% self-identify as Hispanic. The top two "threshold" languages used by DDS clients are English (81.7%) and Spanish (16.4%).</p> <p>This data also shows that for FY16-17, there were 47.6% Caucasian/White consumers and 24% Hispanic consumers. Per capita expenditures were \$21,557 for Caucasian/ White consumers and</p>

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\$7,956 for Hispanic consumers, a disparity of \$13,601. It also showed that per capita expenditures for Hispanic consumers who spoke English rose to \$13,274 still reflecting a disparity of \$8,283 per family.

In Napa County, Hispanic families experience at least one of the following barriers to accessing information and support; being low-income, limited English proficiency, immigrant status and cultural barriers.

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

ParentsCAN implements proven practices from the following two models: 1) the Family Resource Center-Family Support model and 2) Parent-to-Parent Programs for Families of Children with Special Needs. As a specialized family resource center ParentsCAN implements effective family support practices that have been demonstrated to create positive outcomes for families. Family support programs are a proven and effective prevention strategy for addressing the many challenges families face by building on the strengths of families to empower parents to care for their children. Effective programs are characterized by providing core and comprehensive services, including peer support, resource and referrals services and case management.

The Principles of Family Support Practice as outlined by the Family Resource Coalition of America are the framework for service delivery. The peer support component employed in the Parent-to-Parent (P2P) model is an emerging practice that has been researched by the Beach Center on Disabilities at the University of Kansas to be an effective strategy for families of children with a wide range of disabilities. P2P programs enable parents to achieve the following outcomes: 1) make cognitive adaptations to disability in the family, 2) make progress when dealing with specific problems, and 3) become more effective at coping with the demands of parenting a child with a disability while maintaining a desirable family life. The study further recognizes that P2P support "...offers a unique form of assistance that is not typically met by the formal service system." ii

As a central access point for families, ParentsCAN offers programming that comprehensively addresses many of the barriers families of children with disabilities face and includes Screening for Developmental and Social Emotional Delays, Access to Healthcare and Mental Health services, Referrals to Basic Needs such as Food, Shelter, Childcare and Transportation, in addition to services to address the specific needs of children with developmental and intellectual disabilities.

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

The 2016 Proposal to Department of Developmental Disabilities for Funding to Reduce Disparities in the Purchase of Services submitted by North Bay Regional Center cites as a goal to

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conduct outreach within the Hispanic community to ensure that families know about and are able to access and advocate for regional center services.

The proposal further cited the following barriers for families within the North Bay Regional Center catchment area:

Families feel they don't get information about available services

Families feel Service Coordinators are not culturally sensitive

Cultural and language barriers need to be addressed

Utilization of services is the lowest among Hispanic families (78%) compared to white families (83%) with families of color in the 3-22 age group having a 55-60% utilization rate. One of NBRC's strategies is to provide outreach and information on how eligibility is established, how to access services, and the rights and responsibilities of the clients, as well as the Regional Center.

The Napa County Promotoras program directly aligns with these goals, by working collaboratively with NBRC to reach parents and ensure that Hispanic families in Napa County are knowledgeable about services available and are able to request and utilize services to meet their child and family needs.

**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?**

In collaboration with North Bay Regional Center, ParentsCAN received FY2017-18 Disparity Funding to create policy and procedures for a Promotora program to meet the needs of Hispanic/Spanish speaking families in Napa County.

ParentsCAN now employs two part-time Promotoras who are Hispanic and speak Spanish, and are trained in the Promotora (or community health worker) model and have personal experience navigating Regional Center services. ParentsCAN Promotoras received extensive training from NBRC regarding: the overall goal of the project, roles between Promotora and Service Coordinators, and an overview to Regional Center services available to families of children with developmental disabilities. ParentsCAN was also able to develop a referral process to identify families who will benefit from Promotora services and tools to capture parent's knowledge and use of services, including a Family Need Assessment, pre/post survey and family care plans.

With continued FY2018-19 Disparity Funds, the Promontoras deepened their understanding of family needs and barriers. Responding to this new knowledge, ParentsCAN and North Bay Regional Center created a parent education workshop on "Understanding the IPP" designed to increase parents' advocacy skills in accessing needed regional center services for their child. In addition ParentsCAN began to assist Spanish speaking parents with their initial contact with North Bay Regional Center to provide support through eligibility process.

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With FY19-20 funding ParentsCAN proposes to build on the knowledge acquired by both the organizations and the clients to launch a Parent Leadership Training and Mentoring Program. This program will recruit NBRC parents who have been served as part of this grant funding to be trained to advocate for system change.

Trained Parent Leaders will engage with the systems that serve (or should be serving) them to provide their input directly to those systems without the need for intermediaries like ParentsCAN.

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

The Promotora project is built upon parent input from the families we serve as well as from public forums hosted in collaboration with North Bay Regional Center. This project is designed to be responsive to the needs of parents of children with disabilities and who are significantly isolated from available sources of information and support. The design also incorporates best practices in working with Hispanic/Latino families and feedback from our extensive network of professional partners. We know from our 14 years of experience that significantly isolated parents will engage in services when they are offered in the manner, language and places they feel most comfortable.

**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.**

ParentsCAN has deepened its knowledge of both the Regional Center and its clients. Working together we have created procedures to help clients understand and access NBRC services for the benefit of their families. With the successful introduction of a Parent Leadership program, Hispanic clients of NBRC should be better equipped to have their voice heard in system design and delivery. With ample input from these families disparities should be addressed in a timely manner.

**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:** 85% of Hispanic parents served will report increased knowledge of NBRC services and increased ability to advocate and utilize services to meet the needs of their child/family.

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)
Execute Grant Agreement with DDS	<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	PCAN Executive Director and DDS This is an activity that has no measure.	<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	N/A	N/A	<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
Provide Promotora Services to referred families. Develop Care Plans and gather Pre/Post	<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 – 03/31/21	NBRC Case Coordinator will identify and refer families to program. Promotoras will work on scheduling and providing training	<input checked="" 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 checked="" type="checkbox"/> Not applicable	# of families receiving services Pre/Post Survey information	50 unduplicated families 10% increase in POS usage for respite 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
PROJECT ACTIVITIES			PROJECT MEASURES			

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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.*

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)
Present 6 IPP workshops Gather post test data and sign in sheets at each workshop	<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 Services Coordinator and Promotoras will work on scheduling and providing training	<input checked="" type="checkbox"/> Count <input 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	# of parents attending workshops Post workshop Surveys	40 unduplicated parents will attend a workshop 85% of parents will report that workshop increased their knowledge of NBRC services and increased their ability to advocate for their child/family needs	<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
Assist 10 new Spanish speaking parents with initial referral to Regional Center	<input checked="" type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" type="checkbox"/> 07/01/20-9/30/2020 <input type="checkbox"/> 10/01/20 – 12/31/2020 <input checked="" type="checkbox"/> 01/01/21 – 3/31/21	Promotoras will identify families and assist with initial referral to NBRC	<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	# of children referred for RC eligibility	10 new children will be identified and referred for eligibility	<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
<b>PROJECT ACTIVITIES</b>			<b>PROJECT MEASURES</b>			

**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.*

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 staff	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input checked="" 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	Project Director will recruit and hire a part time Parent Leadership Trainer/Mentor. This is an activity that has no measure.	<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	N/A	N/A	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input 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
Adapt and translate Parent Leadership Training (slides, handouts and other resources)	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input 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	Project Director and Parent Leadership Trainer will work with NBRC and adapt a proven Leadership Training Curriculum by adding an eighth session on the NBRC environment	<input type="checkbox"/> Count <input type="checkbox"/> POS <input type="checkbox"/> Pre/post survey/assessment <input type="checkbox"/> Stakeholder feedback <input checked="" type="checkbox"/> Materials developed <input type="checkbox"/> Other: PLEASE DESCRIBE: <input type="checkbox"/> Not applicable	Training materials developed	Parent Leadership training will be developed	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input 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
<b>PROJECT ACTIVITIES</b>			<b>PROJECT MEASURES</b>			

**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.*

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)
Enroll Parents in Training from NBRC clients served in prior years	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input 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	Project coordinator will work with trainer to recruit families served who are ready to be trained advocates.	<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 in training	8-12 unduplicated parents will attend.	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input 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
Provide 8 session Parent Leadership Training	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input 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	Parent Leadership Trainer	<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	Training Provided	One training of eight sessions will be provided	<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 checked="" type="checkbox"/> 01/01/21 – 3/31/21
<b>PROJECT ACTIVITIES</b>			<b>PROJECT MEASURES</b>			



**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.*

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)
Training attendance	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input 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	Trainer will gather sign in sheets at each workshop session.	<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 who attended training	80% of those enrolled will complete the training	<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 checked="" type="checkbox"/> 01/01/21 – 3/31/21
Evaluate the Training	<input type="checkbox"/> 3/01/20 – 6/30/2020 <input 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	Trainer will administer a pre/post test for each participant.	<input type="checkbox"/> Count <input 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	Participants increase in knowledge	80% of those attending will report that the training helped them understand what advocacy means and ways to advocate.	<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 checked="" type="checkbox"/> 01/01/21 – 3/31/21
<b>PROJECT ACTIVITIES</b>			<b>PROJECT MEASURES</b>			

**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.*

<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>
Analyze data and make needed course corrections to project	<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	PCAN Executive Director and NBRC Executive Director will review progress at least quarterly This activity has no measure.	<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	N/A	N/A	<input 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
Prepare and submit reports to DDS	<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	ParentsCAN Executive Director will oversee preparation of required reports to DDS This activity has no measure.	<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	N/A	N/A	<input 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 Funds Program  
SERVICE BUDGET (ATTACHMENT D-1)  
Applicant Name and Address**

Napa Valley Child Advocacy Network, Inc. DBA ParentsCAN  
1909 Jefferson Street, Napa, CA 94559

		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: Marlena Garcia Title/Position: Executive Director <input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$75,000.00	6%	\$4,500.00			
2	Benefits: 25%	\$18,750.00	6%	\$1,125.00			
3	Name: Shelley Lopez Title/Position: Parent Services Coordinator <input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$39,520.00	10%	\$3,952.00			
4	Benefits: 25%	\$9,880.00	10%	\$988.00			
5	Name: Hilda Gutierrez Title/Position: Promotora <input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$36,152.00	50%	\$18,076.00			
6	Benefits: 25%	\$9,038.00	50%	\$4,519.00			
7	Name: Maria Calderon Title/Position: Promotora <input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> New Position	\$28,707.00	40%	\$11,482.80			
8	Benefits: 25%	\$7,176.75	40%	\$2,870.70			
9	Name: Parent Leadership Trainer Title/Position: <input type="checkbox"/> Existing Position <input checked="" type="checkbox"/> New Position	\$52,000.00	25%	\$13,000.00			
10	Benefits: 25%	\$13,000.00	25%	\$3,250.00			
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:						
<b>Personnel Subtotal</b>				\$63,763.50			
<b>OPERATING EXPENSES</b>							
16	Parent Education Materials			\$3,000.00			
17	Mileage-Local Travel			\$660.00			
18	Phone/Cell Phone			\$800.00			
19	Office Supplies			\$600.00			
20							
21							
22							
23							
24							
<b>Operating Subtotal</b>				\$5,060.00			
<b>ADMINISTRATIVE/INDIRECT COSTS</b>							
25	Accounting			\$1,500.00			
26	Communications			\$1,250.00			
27	Rent/Utility			\$6,000.00			
28	Data Collection			\$1,872.00			
29							
30							
<b>Administrative/Indirect Cost Subtotal</b>				\$10,622.00			
<b>TOTAL (rounded to nearest dollar)</b>				\$79,445.50			

**Project Total**

**\$79,445.50**

**PROJECT BUDGET NARRATIVE WORKSHEET**

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

<b>Organization Name</b>		
Napa Valley Child Advocacy Network, Inc. DBA ParentsCAN		
<b>Project Title</b>		
Napa County Promotoras: Parent Education & Leadership Project		
<b>Project Duration (start and end date)</b>		
<b>Start Date:</b> 03/01/2020	<b>End Date:</b> 02/28/2021	<b>Number of Months:</b> 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: Executive Director	Oversight of the project, manage the budget, lead collaboration efforts with NBRC and ensure that project goals are met, coordinate services with North Bay Regional Center
2	Benefits: 25%	FICA, Unemployment Benefits, Workers Compensation and Health and Welfare Benefits
3	Title/Position: Parent Services Coordinator	Provide support to Promotoras, ensure data is collected, assign families to Promotoras, print workshop/orientation materials
4	Benefits: 25%	FICA, Unemployment Benefits, Workers Compensation and Health and Welfare Benefits
5	Title/Position: Promontora	Provide direct services to families including referrals, care plan development, and conduct workshops/orientations
6	Benefits: 25%	FICA, Unemployment Benefits, Workers Compensation and Health and Welfare Benefits
7	Title/Position: Promontora	Provide direct services to families including referrals, care plan development, and conduct workshops/orientations
8	Benefits: 25%	FICA, Unemployment Benefits, Workers Compensation and Health and Welfare Benefits
9	Title/Position: Parent Leadership Mentor	Provide leadership classes, communicate opportunities for engagement and provide direct mentoring and coaching to parents
10	Benefits: 25%	FICA, Unemployment Benefits, Workers Compensation and Health and Welfare Benefits
	Title/Position:	
	Benefits:	
	Title/Position:	
	Benefits:	

**Operating Expenses**

Line Number	Line Item	Description
16	Parent Educational Materials	Instructional Materials, Handouts, sign in sheets, Outreach materials including flyers. Childcare for workshops
17	Mileage -Local Travel	.58/per mile for local in county travel to provide in-home visits to families

**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
18	Phone/Cell Phone	Communication services for Promotoras to connect with families
19	Office Supplies	Paper, pens, binders, and other office materials

**Administrative/Indirect Costs**

Line Number	Line Item	Description
25	Accounting	Payroll, billing, purchasing
26	Communications	Flyer development, Distribution of information to general public
27	Rent/Utility	Facilities costs (meeting and training space) and utilities (electricity, garbage, water)
28	Data Collection	Administrative time to collect, file and retrieve relevant data