

# Application Report



**Applicant Organization:** Care Parent Network  
**Project Name:** Connecting Traditions and Services  
**Application ID:** App-22-540  
**Funding Announcement:** FY 22-23 Service Access and Equity Grant  
**Awarded Amount:** \$92,885

**Project Summary:** Care Parent Network proposes a two-year engagement and outreach project, Connecting Traditions and Services, for Spanish-speaking families of children, teens, and young adults with special needs and disabilities in Contra Costa county through 3 in-person cultural celebration events each year, held in West, Far East & Central areas of the county. Families will be able to join together to celebrate and have an opportunity to connect with community partners in 15-minute 1:1 consultations to get their questions answered and begin to build relationships of trust with community partner representatives.

**Authorized Certifying Official:** Carol McCrary    cmccrary@vistability.org    925-370-1818  
**Project Director/Manager:** Hannah Michaelsen    hmichaelsen@careparentnetwork.org    925-313-0999  
**Project Manager/Coordinator:** Angela Gattis    agattis@careparentnetwork.org    925-313-0999  
**Compliance/Fiscal Officer:** Jane Harris    jharris@vistability.org    925-370-1818

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**Section Name:** Applicant Eligibility

**Sub Section Name:** Applicant Information

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**1. Applicant Question:** Project Title

What is the Project Title?

**Applicant Response:**

Connecting Traditions and Services

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**2. Applicant Question:** Awarded Amount

What is the total amount awarded for the project?

**Applicant Response:**

\$92,885

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**3. Applicant Question:** Organization Type

Choose the response that best describes your organization.

**Applicant Response:**

Community Based Organization (CBO), 501(c)(3)

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**4. Applicant Question:** Description of Organization/Group

Provide a brief description of the organization or group. Explain what experience your organization has managing a project similar to the proposal and state the outcomes of that project. You may upload your brochure or add a website link.

**Applicant Response:**

Care Parent Network is a Family Resource Center serving Contra Costa County families of individuals with developmental disabilities since 1992, and is a member of the Family Resource Centers Network of California. Care joined Contra Costa ARC in 1994. Contra Costa ARC, now VistAbility, has served individuals with developmental disabilities since 1965 and annually serves over 1000 individuals in its programs. Care's mission is to provide parent-to-parent support and to help parents/caregivers access necessary developmental, educational and related services for their children with special needs. The core of our service model is family empowerment via peer-to-peer, non judgmental support that is respectful of each family's individual choices and culture.

Care Parent Network has successfully managed three individual DDS SAE grant projects. We have subcontracted with Family Resource Navigators on two additional successful SAE projects, and on the Community Navigator Program.

**Attachment:**

[Care Brochure \(3\).pdf](#) - PDF FILE

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**5. Applicant Question:** Applicant in Good Standing

Is the applicant in good standing with the California Secretary of State, California Franchise Tax Board, and California Department of Tax and Fee Administration? Please upload confirmation letter(s) or proof of good standing.

**Applicant Response:**

Yes

**Attachment:**

[FTB LetterPdf.pdf](#) - PDF FILE

[Certificate of Status Vistability 2022.pdf](#) - PDF FILE

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**6. Applicant Question:** Subcontractors in Good Standing

Are the applicant's subcontractors in good standing with the California Secretary of State, California Franchise Tax Board, and California Department of Tax and Fee Administration?

**Applicant Response:**

Not Applicable

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**Section Name:** Grant Reapplication Information

**Sub Section Name:** Grant Reapplications Only

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**1. Applicant Question:** Previous Award(s)

Did your organization receive DDS grant funding in fiscal year 2020-21 or 2021-22? If yes, go to question 2 to complete each column. If no, skip this category and go to category 3.

**Applicant Response:**

Yes

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**2. Applicant Question:** Previous Grant Award(s)

Since fiscal year 2020, complete a row for each DDS Service Access and Equity grant your organization was awarded funding.

**Applicant Response:**

Year Awarded	Project Title	Grant Number	Award Amount
2021-22	Adult Transition Support & Outreach for Families	21-C14	\$85,000

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**3. Applicant Question:** Previous Grant Outcomes

Provide a brief grant summary of your project outcomes for fiscal year 2020-21 and/or 2021-22.

**Applicant Response:**

Not Applicable

**Applicant Comment:**

Not Applicable

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**4. Applicant Question:** Project Transition

If awarded, how will your current project(s) transition into the 2022-23 proposed project? Does your proposed project expand or continue your current project, if so how? What activities, measures, or target groups are being added? Provide a summary of the differences and reasons why you are proposing the change.

**Applicant Response:**

Not Applicable

**Applicant Comment:**

Not Applicable

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**Section Name:** General Application

**Sub Section Name:** Proposal Summary

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**1. Applicant Question:** Project Type

Choose the project type that best describes your activities from the list below:

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**Applicant Response:**

Engagement and Outreach

**Applicant Comment:**

Care Parent Network proposes an engagement and outreach project for Spanish-speaking families in Contra Costa County. We propose 3 in-person cultural celebrations each year: Mother's Day, El Dia de los Niños, and El Dia de los Muertos. Each event will be held in a different part of Contra Costa County: West, Central and Far East. These are the areas of the county where the largest percentage of Latino families live. In addition to a craft or activity for each celebration, there will be resource tables from Care Parent Network and community partners including, but not limited to, Regional Center of the East Bay, the local First 5 Center, and the County Office of Education. At the resource tables, families will be able to sign up for 15 minute clinics for 1:1 consultations, to get their questions answered and begin to build relationships with community partner representatives.

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**2. Applicant Question:** Duration of project

Choose the duration of your project.

**Applicant Response:**

24 months

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**3. Applicant Question:** Regional Centers

Choose the Regional Center(s) that your project will serve. Check all that apply. If you are proposing a statewide project, select the All Regional Centers/Statewide option.

**Applicant Response:**

- Regional Center of the East Bay
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**4. Applicant Question:** Counties Served

List the county or counties your project proposes to serve. Check all that apply. If you are proposing a statewide project, the select All Counties / Statewide option.

**Applicant Response:**

- Contra Costa County
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**5. Applicant Question:** Community Based Organizations

Will you be working with one or more Community Based Organizations? If so, provide the name of the organization and how you will be working together.

**Applicant Response:**

Not Applicable

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**Applicant Comment:**

Not Applicable

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**6. Applicant Question:** Multiple Organizations

Does your project include partnership with one or more organizations either as a co-applicant or subcontractor? If "yes", please upload a letter of support from each organization, that includes an explanation of their role in the partnership.

**Applicant Response:**

No

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**7. Applicant Question:** Strategies and Sustainability

How will your project continue its work after the grant funding has concluded?

**Applicant Response:**

The relationships of trust that will be built and strengthened during our proposed cultural events, Care Parent Network's work on the Community Navigator Program and as a Family Empowerment Center will enable the work to continue with families after the grant period. Our goal is for families to feel connected to a community of support and then through the one-to-one parent coaching available in the Community Navigator Program get connected to needed services in the community, including Regional Center of the East Bay. And in our capacity as a Family Empowerment Center, we will continue to support the family throughout their child's school career and navigating the IEP process.

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**Sub Section Name:** Target Population

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**1. Applicant Question:** Ethnicity Groups Served

Select the ethnicity group(s) the project will serve. For "Indian", "Pacific Islander", "Slavic" or "Other" use comment section to list specific groups.

**Applicant Response:**

- Hispanic

**Applicant Comment:**

Our project will serve Spanish-speaking parents and their families.

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**2. Applicant Question:** Ethnicity Group(s), Language(s) and Number of Individuals Served

For each ethnicity group, provide the number of individuals your project intends to serve and the related language(s).

**Applicant Response:**

Ethnicity Group(s)	Individuals Served	Language(s)
Hispanic/Latinx	480	Spanish

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### **3. Applicant Question:** Age Group(s) Served

Select all Age Groups the project will serve.

#### **Applicant Response:**

- Three to 21
- 16 to 21
- 22 and older
- Three to Five
- Birth up to Three (Early Start)

#### **Applicant Comment:**

Our proposed project will serve Spanish-speaking families of children with special needs and disabilities regardless of the age of the child. With the cultural celebration events and the variety of community partners staffing resource tables, we feel our events will be of interest to all Spanish-speaking families in Contra Costa County.

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**Section Name:** Project Application

**Sub Section Name:** Project Application

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### **1. Applicant Question:** Project Summary and Organizational Experience

Provide a clear and concise project summary that includes a defined target population, catchment area, and project design. Specifically describe what your project will accomplish and how it will benefit the community served. In your answer, include what experience your organization has working with the target population and how your organization will work with the local RC(s).

## Applicant Response:

Care Parent Network's Connecting Traditions and Services project will serve Spanish-speaking families of children and youth with disabilities and special needs in Contra Costa County. We propose hosting 3 in-person cultural celebration events each year: Mother's Day, El Dia de los Niños, and El Dia de los Muertos. Each event will be held in a different part of Contra Costa County: West, Central and Far East. These are the areas of the county where the largest percentage of Latino families live. In addition to a crafts and activities for each celebration, there will be resource tables from Care Parent Network and community partners including, but not limited to, Regional Center of the East Bay, the local Contra Costa First 5 Center, and the Contra Costa County Office of Education. At the resource tables, families will be able to sign up for 20-minute clinics for 1:1 consultation to get their questions answered about their child's development and begin to build relationships with community partner representatives.

Since its founding in 1992, support groups for parents have been a core service provided by Care Parent Network. In FY 2021-22, over 1,700 people participated in one of our support groups. Over 86% of support group participants attend a Spanish-speaking group. Care staff members regularly facilitate 7 Spanish-speaking groups each month, including a fathers' group and a group for families of young children with autism. We do not see a lot of turnover in our Spanish support group attendees. In one of our groups, moms have been meeting together for over 15 years. Their children are now adults, but they have found community and constant support meeting together over the years. In FY 2021-22, over 45% of our new referrals were for Latinx families. Care Parent Network has a staff of 10. Five Family Support Specialists are bilingual in Spanish and all are parents of children with special needs. Care Parent Network regularly provides individual and group support, as well as training workshops in Spanish, making sure all materials are translated, and where possible, the speaker is presenting in Spanish, rather than having it interpreted live.

In previous SAE grant projects, Care has held a Dia de los Muertos event for the last three years. Families look forward to this cultural celebration. One of our Spanish-speaking support groups met in person last May for a Mother's Day celebration. In our experience with these events, families love to come to these cultural celebrations. Our staff has noticed some families are reluctant to come to an event advertised as a parent training workshop, but they will come to a cultural celebration with resource tables.

Care Parent Network has a close relationship with RCEB. The Diversity and Cultural Specialist is well-known among Spanish-speaking families and is a regular presenter at support groups and workshops. We work closely with RCEB to help families apply for and navigate services.

## Attachment:

[Connect'g Traditions and Services.pdf](#) - PDF FILE

[Hector Rivera Recommendation letter.pdf](#) - PDF FILE

[Care Parent Network recommendation letter \(002\).docx.pdf](#) - PDF FILE

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## 2. Applicant Question: Data and Community Input

Explain why you have selected your priority population(s) using RC POS data and other data as supporting evidence of the disparity or inequity. Include how your organization used input from the community, target population, and RC to design the proposal.

### **Applicant Response:**

In Contra Costa County, Hispanic and Latino residents comprise 26.8% of the population. These families are the largest ethnic group served by Care Parent Network. In FY 2021-22, over 45% of our new referrals were for Latinx families. Of students enrolled in public schools in the county, 37.2% are Latino and almost 40% of special education enrollment is Latino. This disproportionality is concerning.

In FY 2020-2021, the most recent data set for RCEB we see the following:

- Spanish speaking families utilize 67.9% of the service dollars they are authorized for.
- 33% of Hispanic RCEB consumers have no purchased services.

We facilitate 7 Spanish-speaking support groups each month with an average attendance of 138 participants each month. Spanish-speaking families also account for 86% of our support group attendance. In these groups, Care Family Support Specialists hear of the desire of families to meet in person. From our previous activities in SAE grant projects and other efforts, we know how meaningful the cultural celebrations are for the families and in our groups, we hear that families want more of these types of activities.

In addition, we will involve parents and community partners, including RCEB, in participating on planning committees for each event. This will ensure that input from the community, our target population and Regional Center are included and incorporated throughout the planning process, resulting in a cultural celebration event that is responsive and engaging.

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### **3. Applicant Question:** Uniqueness

How is the proposed project unique from a currently funded grant (e.g., strategies, activities, and goals) in the proposed RC catchment area? If the project is similar to a currently funded grant listed on the Department's website, how is the proposed project different?

### **Applicant Response:**

Connecting Traditions and Services is different from other grant funded projects in Contra Costa County in that Care Parent Network is the only family resource center in Contra Costa County serving all families of individuals with special needs, regardless of their age, language or ethnicity. No other agency, SELPA or CBO offers parents training on the wide variety of topics, or provides the individual and group support Care does. Without Care widely providing this information and bringing Contra Costa County community partners together, bridging the gap for families, disparities would perpetuate. Care Parent Network is a trusted provider of peer-to-peer support groups. Spanish-speaking families know that our groups are a safe place to share their experiences. They have built relationships of trust with our Spanish-speaking Family Support Specialists. The Spanish-speaking families have built a great network of support and community in our support groups over the life of their child. Many moms keep meeting as their kids enter adulthood.

Further, Connecting Traditions and Services is unique as it seeks to engage in outreach through cultural celebrations, meeting families where they are, as they are. Building on existing relationships of trust with our Family Support Specialists, families will get connected with other community partners.

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### **4. Applicant Question:** Improve Equity and Service Access

How will your project measurably improve equity, access, and reduce barriers to services for individuals with intellectual and developmental disabilities and their families?



### **Applicant Response:**

Connecting Traditions and Services has two major ways to improve access and reduce barriers to services for families. One is through the 1:1 consultation clinics that will take place with various community partners at the cultural celebration events. This will meet families where they are, and allow community partners to answer specific questions or provide specific information to each individual family member. In a workshop or presentation setting, general information is presented and families are encouraged to ask only general questions, rather than sharing private information in a public forum. Further, each family comes to a workshop or presentation with a different understanding or experience with the topic. In 1:1 consultation clinics, these barriers will be removed. It is expected that through the family-specific information that will be shared, families will feel more confident advocating for services for their child with intellectual and developmental disabilities.

Second, as family members participate in the planning committee for each cultural celebration event, they will learn important leadership skills, make professional connections with other community members and RCEB staff that will also be on the committee. As parents gain confidence, and develop these leadership skills, they will be more effective advocates for their child.

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### **5. Applicant Question:** Support of RC Plan

Does the project support the RC plan to promote equity and reduce disparities in their catchment? If you are a RC, how does this project support your recommendations and plan to promote equity and reduce your identified disparities? How will your project collaborate with other organizations to promote community inclusion?

### **Applicant Response:**

RCEB performance measures for calendar year 2021 focused on increasing the number and percent of minors residing with families; increasing the number and percent of adults residing in independent living; increasing the number and percent of adults residing in supported living; and decreasing the number and percent of minors living in facilities serving > 6 residents. As 32.1% of Spanish-speaking families of RCEB clients have underutilized service dollars and 33% have no POS, our project will help families build community with other families and build relationships of trust with RCEB, with a goal of increasing the utilization of these services.

RCEB has also identified three measures related to reducing disparities and improving equity in POS expenditures. Individuals of all ethnicities at all ages will have access to RCEB funded services necessary to meet the needs as identified through the IPP/IFSP process and, RCEB funded services for individuals who speak languages other than English will increase are especially relevant. This project will help Spanish-speaking families connect with similar families in our County. The resource tables, including one from RCEB at each event, will help these families know about services, have the information they need to make important decisions about services, and most of all, build relationships with RCEB staff.

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### **6. Applicant Question:** Project Activities and Measures

**Note: Before answering this question, applicants must complete the Activities Template located in the middle tab directly above.**

The schedule of activities clearly and specifically demonstrates the steps that the project will take to achieve its stated objective and measures. Do the proposed measures appropriately track the project objective and activities, provide insight into the effectiveness of project, and demonstrate impact on the target population?

## Applicant Response:

Our proposed project activities have the following time line:

1. Year 1 cultural celebration events (3) during the first year of the project calendar.
2. Year 2 cultural celebration events (3) during the second year of the project calendar.
3. All activities related to materials translation will be ongoing throughout both years of the project, as needed.
4. Outreach efforts to families and community partners will also be ongoing throughout both years of the project.
5. New referral follow-ups will begin the week after the anticipated date of the first cultural celebration event.

All project activities will start at the beginning of the project, and run for the entirety of the project with the exception of new-referral follow-ups, which will start soon after the completion of the first cultural celebration event. It is anticipated that, depending on the project start date, the three cultural celebration events each year will be in April or June (Dia de los Ninos), May (Mother's Day, and November (Dia de los Muertos).

The proposed project activities and measures focus on three important areas.

1. Key project milestones such as outreach, materials translation and referral follow-up.
2. Output measures such as the number of events held, the number of Spanish-speaking families attending, the number of new materials translated, number of new family contacts, number of new referrals made to RCEB.
3. Impact measures that focus on the how participating in the cultural celebration events helped improve connection in the community and increased confidence to navigate the service system.

Our proposed project activities and measures ultimately will answer the question of did Care Parent Network staff do what we said we were going to do, and what is the impact to our target population. Outreach efforts by project staff members to advertise the cultural celebration events to families and community partners will be reported in narrative form, as will project success and challenges that may arise. The impact measures will be collected in the pre/post surveys and will be reported as a percentage.

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## 7. Applicant Question: Budget Template and Narrative

**Note: Before answering this question, applicants must complete the Budget Template located in the tab directly above.**

The project budget is consistent with the stated project objective and activities, and clearly and concisely explains how the proposed expenditures support the overall project design and outcomes. The project budget costs are clearly associated with the activities and does not include non-allowable costs or costs funded by other sources.

- Budget Template example is located at [Attachment C](#).
- Budget Details and Restrictions are available [here](#).

**Applicant Response:**

The proposed Connecting Traditions and Services budget allows for the necessary staff time to organize, plan and execute three cultural celebration events each year for our target population of Spanish-speaking families. The budget also allows project staff the needed time to engage in outreach activities to community partners and families, as well as provide up one-on-one follow-up support following each event. Costs for project staff and the various budget categories are directly tied to the proposed project activities, project measures, and overall objective to plan and hold cultural celebration events for Spanish-speaking families of children, teens and young adults with special needs and disabilities in Contra Costa County.

- Supplies: supports each year of cultural celebration events and general office activities (about \$2,760 per event), including a portion of Care's annual database maintenance costs, which allows us to log referrals and follow-up efforts (\$1,800 a year, this project is \$500 total)
- Travel: supports outreach efforts and execution of each event, which will be in three different areas in Contra Costa County.
- Occupancy: Care Parent Network recently moved to a new office space with an annual cost of \$28,300, a considerable savings. Supports project staff in all project activities.
- Zoom account: 4 planning committee meetings for each event will be held over Zoom. Total Zoom cost is \$700 a year.
- Printing: Outreach materials, event materials, most will be available in Spanish. It is anticipated each event would need 480 color copies and 360 black & white copies. This is in addition to our copier lease, which includes basic maintenance, toner, and a monthly copy allocation.
- Postage: Outreach, community partner relationship building, and as needed, mailing materials to families.
- Phone: Care recently transitioned to a GoTo phone system, doing away with individual cell phone allocations. Staff can text families and receive calls even while working remotely. Annual phone cost is \$5,734. Supports outreach to families & community partners, communication among project staff on all project activities, and follow-up with families after each event.

Budget costs for occupancy, Zoom, phone, copier lease represent the portion of the total cost to Care Parent Network that is needed to carry out all Connecting Traditions and Services activities.

The budget costs in the budget template were developed with careful consideration and review of the DDS budget details and restrictions. We confirm that the proposed budget does not include non-allowable costs funded by other sources.

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**Section Name:** Proposal Certification

**Sub Section Name:** Certification

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**1. Applicant Question:** Confirm Proposal Discussion with RC(s)

CBOs are required to discuss their proposal with each RC(s) the CBO is intending to serve. If you are a CBO, have you discussed your proposal with each RC you are intending to serve?

**Applicant Response:**

Yes

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**2. Applicant Question:** RC Contact

CBOs are required to submit their application concurrently to the Department and to each RC(s) catchment the CBO is intending to serve. If you are a CBO, state the name(s) of the contact person(s) at each RC you have emailed your proposal application. The RC contact list is available here at [Attachment F](#).

**Applicant Response:**

Lisa Kleinbub and Jairo Guiza

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**3. Applicant Question:** Code of Conduct

**Grantee Code of Conduct**

The Department is committed to supporting services and programs with integrity that foster collaboration and professionalism. Grantees are expected to conduct project activities in a professional and respectful manner that include:

- **Valuing Diversity and Inclusion.** Grantees should embrace diversity that includes but is not limited to: ability, race, language, national origin, citizenship, age, gender identity or expression, sexual orientation, and religion.
- **Conducting Activities with Personal and Professional Integrity.** All activities with individuals, families, community organizations, regional centers, and state, local and federal agencies should be conducted with professionalism, dignity, respect, and fairness. Grantees should be open to listening to different points of view and fostering productive communication.
- **Providing a Positive Work Environment:** All projects should foster a positive and respectful work environment with their colleagues and other grantees.

**Applicant Response:**

- I acknowledge that I have reviewed the Code of Conduct.
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**4. Applicant Question:** Applicant Certification

By submitting this application, the Applicant is certifying the truth and accuracy of the proposal. The applicant also certifies that if you have subcontracting organizations, each participating organization has reviewed your project and agrees to their assigned activities, measures, and the budget.

**Applicant Response:**

Yes

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