

# Application Report



**Applicant Organization:** San Gabriel Pomona Regional Center  
**Project Name:** Parent Mentor Initiative  
**Application ID:** App-22-653  
**Funding Announcement:** FY 22-23 Service Access and Equity Grant  
**Awarded Amount:** \$230,000

**Project Summary:** 75 families to receive Parent Mentoring support to equip parents with knowledge and connect them to available services to meet their child's needs and promote a sense of empowerment so they can be effective advocates to overcome barriers and access generic resources and Purchase of Service (POS) to meet those identified needs.

**Authorized Certifying Official:** Jesse Weller JWeller@sgprc.org (909)710-8187  
**Project Director/Manager:** Salvador Gonzalez sgonzalez@sgprc.org (909) 710-8814  
**Project Manager/Coordinator:** Josefina Martinez jmartinez@sgprc.org 9097108817  
**Compliance/Fiscal Officer:** Rosa Ham RHam@sgprc.org (909) 710-8307

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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:**

Parent Mentor Initiative

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**2. Applicant Question:** Awarded Amount

What is the total amount awarded for the project?

**Applicant Response:**

\$230,000

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**3. Applicant Question:** Organization Type

Choose the response that best describes your organization.

**Applicant Response:**

Regional Center (RC)

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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:**

The mission of the San Gabriel/Pomona Regional Center (SG/PRC) is to work in partnership with individuals with developmental disabilities, their families and the community to promote choice, empowerment, independence, and full integration into community life. SG/PRC has managed numerous projects to promote equity in accessing POS services, including the current Parent Mentor Initiative (PMI) project being proposed for continuation funding. Outcomes are well documented in quarterly reports submitted to DDS of both PMI and Navigating the Regional Center System. Documentation supports meeting our expected outcomes for the Parent Mentor Initiative.

**Attachment:**

[SGPRC BROCHURE - ENG 043019.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:**

[2020 Tax Return San Gabriel-Pomona Valleys Display Copy.pdf](#) - PDF FILE  
[SGPRC FS Final 2021.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:**

Yes

**Attachment:**

[CA Certificate of Good Standing\\_Alma.pdf](#) - PDF FILE

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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
2019-20	Community Outreach Specialist-Asian Communities	19-SGPRC-01	84,606.00
2019-20	Navigating the Regional Center System	19-SGPRC-07	66,505.00
2019-20	Parent Mentor Initiative	19-SGPRC-08	184,400.00
2019-20	Vietnamese Outreach Specialist	19-SGPRC-10	18,235.00
2020-21	Parent Mentor Initiative	20-SGPRC-01	223,000.00
2020-21	Community Outreach Specialist-Asian Community	20-SGPRC-02	83,000.00
2021-22	Parent Mentor Initiative	21-SGPRC-02	225,000.00
2021-22	Asian Outreach Specialist	21-SGPRC-01	89,000.00

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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:**

As of September 2022, PMI has accepted 654 referrals, matched 412 parents to parent mentors, graduated 148 parents from PMI, and provided a total of 9,655.00 hours of direct mentoring since the program began. All services have been provided to communities of color; higher percentage of Hispanic monolingual being supported by Spanish speaking Parent Mentors.

Despite the pandemic and surges, PMI was successful in meeting goals FY 2021-22. For FY 2022-23 PMI is expected to completed all goals set for the program. (See the attachment of Transition Plan\_Referrals per month to see the accomplishments).

#### **Project Outcome: Parent participants are supported too...**

- Improve working relationships with their service coordinator, as they learn the role of the SC to strengthen support and advocacy.
- Increase knowledge in Purchase of Service (POS), Generic Services and Community Resources to make aware of valuable services for their family member.
- Support in preparing for the Individual Program Plan (IPP) meeting using person centered approach as is the driver of services.
- Teach organizational skills to improve recording-keeping strategies for better advocacy.
- Accessing information to support life stages/transitions and family dynamics & assist to develop a parent support system.
- Supporting parents to define and overcome the barriers affecting access to services to successfully report them to the Service Coordinator to find solutions to improve access to services.

#### **Key Findings of the PMI Program:**

- Parents are more receptive hearing the information from other parents who have children with developmental disabilities, in comparison to hearing the same information directly from the regional center.
- Importance of using community members from the local community who are themselves culturally and linguistically competent as mentors.
- Another key finding is the importance of providing ongoing professional supervision for parent mentors.
- The parent mentors have become leaders in their own communities. When they are out in the community with their own child, they encounter families whom they make aware of the PMI program and how it can help them to achieve better equity.
- After receiving mentoring, parents report feeling more confident and competent in accessing services and supports (see attachment Copy of Survey Report Final SGPRC PMI, post survey report show increase support and knowledge.)

#### **Success Stories:**

Outcomes are also reported through the success stories. Contractor reports success stories and the Mentor and Mentee (See Attachment PMI Monthly Report-September 2022).

#### **Attachment:**

[Transition Plan\\_Referrals per Month 2021-2022.docx](#) - WORD DOCUMENT

[PMI Monthly Report- September 2022.docx](#) - WORD DOCUMENT

[Copy of Survey Report FINAL SGPRC PMI \(2021-2022\).xlsx](#) - EXCEL DOCUMENT

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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:**

**Transition Plan from current project to 2022-23**

If SG/PRC is awarded the proposed project, we will continue to support and equip parents with knowledge and connect them to available services to meet their child's needs and promote a sense of empowerment so they can be effective advocates to overcome barriers and access generic resources and Purchase of Service (POS) to meet those identified needs. We will focus our efforts on the ages from birth to 18 years of age.

**Communities to Serve:**

PMI will continue to serve families that are underserved according to data which supports community of color with the highest disparity in the Hispanic/Latin X, then per language Chinese Mandarin speaking and African American/ Black communities.

**Activities Measures:**

PMI falls in the category of community connector and is compliant with the current DDS standardized for measures and activities. SG/PRC progress is well documented in quarterly reporting that the current plan is work, thus no change will be implemented.

**Attachment:**

[Transition Plan\\_Referrals per Month 2021-2022.docx](#) - WORD DOCUMENT

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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:

**Applicant Response:**

Community Connector

**Applicant Comment:**

75 families to receive Parent Mentoring support to equip parents with knowledge and connect them to available services to meet their child's needs and promote a sense of empowerment so they can be effective advocates to overcome barriers and access generic resources and Purchase of Service (POS) to meet those identified needs.

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

Choose the duration of your project.

**Applicant Response:**

12 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.

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**Applicant Response:**

- San Gabriel/Pomona Regional Center
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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:**

- Los Angeles 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:**

Alma Family Services has been the contractor since PMI was initially funded. Alma Family Services hires and supervises the parent mentor and handle the day to day activities, salary payment and supports/supervision. SG/PRC Cultural Specialist does the outreach and completes referrals to PMI and ensures appropriate consents are signed. Alma Family Services completes the pre/post inventory and analyze specific data.

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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:**

Yes

**Attachment:**

[Letter of Support\\_Alma\\_San Gabriel Pomona Regional Center\\_- 2022 signed.pdf](#) - PDF FILE

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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 Parent Mentor Initiative is a program that has improved the lives of our individuals served by improving the parents advocacy skills to access needed supports and services that will have a lasting benefits that will continue to have an effect after the grant funding has concluded. SG/PRC has already vendored contractor Alma Family Service for Purchase of Service (POS) funds to support mentoring while SG/PRC awaits for new grant award. PMI project has now build momentum and recognition from SG/PRC staff and that of the parents because of its effectiveness to target specific support that has been so successful in combating disparity. PMI success is due to the design, strong partnership with Contractor (Alma FS) and the years of developing the Parent Mentors, whom have honed their skills to be an effective mentor parent. The SG/PRC equity team will have the discussion with executive team to continue PMI through a POS.

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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:**

- African American
- Chinese
- Hispanic

**Applicant Comment:**

Current PMI award focuses supports to these communities and the data continues to support the need.

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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	25	Spanish
Hispanic	30	English
Chinese	10	Mandarin
African American	10	English

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

Select all Age Groups the project will serve.

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**Applicant Response:**

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

**Applicant Comment:**

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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:

**Summary:** 75 families to receive Parent Mentoring support to equip parents with knowledge and connect them to available services to meet their child's needs and promote a sense of empowerment so they can be effective advocates to overcome barriers and access generic resources and Purchase of Service (POS) to meet those identified needs.

**Targeted Population:** The focus is reduce disparities in the Hispanic community, Chinese and African America/Black communities with NO or low POS with low or no generic service access.

**Catchment Area:** PMI will support parents within SG/PRC service area.

**Project Design:** The Parent Mentor Initiative (PMI) Project is a 1:1 community-based, family-focused leadership model intended to develop local para professional, who they themselves are SG/PRC parents who provide virtual and face to face coaching in their own local community. Through the Parent Mentor Initiative Curriculum designed by SG/PRC, it is expected that families will better understand regional center services, their barriers and supports to increase their knowledge about their own child/family member's disability and service needs, improve their advocacy skills, and learn how to actively participate in the planning for their family member using a Person-Centered approach. PMI supports are provided for no more than 12 months, as the intent is to improve the connection and working relationship between the parent and the assigned Service Coordinator (SC), so that the SC can continue providing supports to the family after PMI participation.

**Project will accomplish:** Parent Mentors (PM) connect parents with generic services, such as IHSS, SSI, mental health services, educational workshops community resources. PM teach parents to organize their child's documents/services to be more effective advocates. Parents learn to use the POS policy to assess if they qualify for a service, thus providing better details to the service coordinator that will assist to secure POS. PM coaches parents to prepare to contribute and ask questions at their IPP meeting and the parent has better follow through when SC recommends a parent to access a generic resource.

**Benefits to the community served:** PMI gives justice to the meaning of Leadership and community support. Parents often give back what they learned to support another family in need.

**SG/PRC's Experience:** SG/PRC serves individuals with developmental disabilities and their families for over 40 years. The mission of the San Gabriel/Pomona Regional Center (SG/PRC) is to work in partnership with individuals with developmental disabilities, their families and the community to promote choice, empowerment, independence, and full integration into community life. SG/PRC has managed numerous projects to promote equity in accessing POS services, including the current Parent Mentor Initiative (PMI) project being proposed for continuation funding. Outcomes are well documented in quarterly reports submitted to DDS.

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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:

As of May 2022, Sandis data report shows that 2,371 Spanish/Latin individuals have no authorization services. These individuals make up 27.8% of that ethnic group that are not receiving services. When looking at minority ethnic groups, we recognize that African American communities are also underserved. Data shows that 19.5% of that ethnic group do not have any authorizations. When looking at our Asian community we also notice that we have a significant amount of Chinese speaking families, at 25.7%, that do not have any authorizations.

## Attachment:

[No Auth Data May 2022.docx](#) - WORD DOCUMENT

### **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:**

There is no other project funded like PMI in SG/PRC catchment area.

What makes PMI unique is that it builds on the strategy that parents have the most honest conversations about their family situation because of trust and familiarity.

- Additionally:  
Parent Mentor (PM) have been more effective in explaining how they can benefit from services and support thus open to accept services.
- PMI will match a parent to a PM that speak their language and are from the communities of the targeted population consequently being the most culturally and linguistically appropriate support.
- Supervisors work closely with Cultural Specialist to be guided with best practices in how a parent will be bridged back to work with service coordinator for best outcomes.
- PMI now has a device lending library to begin to meet virtually for safety and effectively.

What makes PMI different than other similar project is that PMI has a community approach to supporting a parent. Parent participants are supported by Parents receiving services from SG/PRC who at one time were underserved. The PM is not a advocate but a coach to help the family learn the knowledge and skills to become independent in their advocacy. The parent participants are witness to CBO and RC work together to solve unique and difficult challenges that becomes a model to build collaborate relationships with other agencies.

Other equity projects funded in SG/PRC area are complementary projects to SG/PRC disparity mission.

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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:

PMI is a project that promotes knowledge and empowerment by teaching parents to define the barriers that are interfering with access to POS and generic services. Parent Mentors (PM) coach parents to explore options that can help them to resolve their barrier then meet with the Service Coordinator (SC) to problem solve solutions to access service. Long lasting equity is successful because the parents observes that a parent partnerships model to collaborate with SG/PRC works and most likely they will continue to use the partnership model.

PMI goal to teach partnership is accomplished by:

- providing information in linguistic and culturally respectful manner.
- informing SG/PRC will utilizes the Person-Centered Thinking approach to develop the IPP.
- guide the family to use Summary of Services by Age and the POS Policy to prepare and give the (SC) they information that is needed.
- help the family define and find way to communicate effectively to the SC their barriers.
- teaching the parent that the SC is the facilitator of the IPP and how the parent can equally engage in the IPP process as an equal partner and decision maker.
- use helpful tools to prepare for the IPP and document what the parent needs to do and SC will do to secure services and generic resources.
- informs if there is a disagreement with the decision of RC, parent needs to voice disagreement to engage in Fair Hearing Process.
- connect parents with community resources and education

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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:

SG/PRC plans to reduce disparity through the following:

- Develop and strengthen partnerships with families and the individuals we serve and be culturally and linguistically sensitive
- improve information and support for families -- to build their competence and confidence in being an active partner in the system providing services to their family member
- Revisit projects to improve how SG/PRC supports and provide education to our undeserved groups
- Work to Build the parents confidence to be effective partners with the regional center to access services and supports for their family members and to help other parents do the same
- Outreach to the community to improve supports and community ac

At SG/PRC we pledge to continue to work with CBO's and create more partnership to bring forth more generic and resources to support families and the individuals we serve. Systemic change can only occur when you meet the community where they are at and provide the necessary information that it is lacking so that barriers can be brought down. We value CBO as they are "boots on the ground" working to change the lives of families within the community. When we partner with CBO we can impact the community in greater numbers to create important bridges.

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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:

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

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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:

PMI was approved and has ran since the first Service Access and Equity Grant of 2016/17. PMI has 8 activities and 27 measures to effectively implement the objective to provide mentoring to 75 parents to improve POS and generic resources access. Activities and Measures have also been standardized by DDS to track effectiveness. SG/PRC has tracked and reports outcomes and are well documented in the quarterly reports. The implementation of PMI is accomplished through a partnership with the contractor Alma Family Services and SG/PRC Cultural Specialist. This collaboration is clear in in activities and measures. Alma has proven to have the infrastructure needed to carry out the activities and measures defined in the activities template which include managing the connectivity needs demanded by the pandemic (additional costs are defined in the budget narrative) which are expensed in line item #3 (communication and Utility), line item #4 (Program Supplies and Training materials), line item #5 (Equipment & rental) and the clinical knowledge to provide the necessary supervision supported by line item #1 (Supervision of Parent Mentors). Allowable administrative costs are expensed and defined in line item #7). PMI has The calculations for the budget are accurate as they reflect actual cost needed to support PMI.

Activity and line item where its charged to:

Activity 1: Cultural Specialist will ensure parents requesting support from Parent Mentor sign appropriate consents. The Cultural Specialist is an employee of SG/PRC and salary is not included in this application.

Activity 2: Alma Family Services (Contractor) contacts families to initiate services and matching. This position is the Supervisor of the Parent Mentor and wages of this person is in line item one #1.

Activity 3: Completed Pre and Post Survey Inventory . This activity is completed by the Parent Mentor Supervisor and her time is charged to line item #1.

Activity 4: Parent Mentors begin individualized coaching. The Parent Mentors salary is line item #2.

Activity 5 Completing "Tasks List" to help parents identify specific goals and learn the steps to achieve their goals is  
The Parent Mentors salary is line item #2.

Activity: 6 Training and weekly supervision of Parent Mentors to keep knowledge up and receive support to maximize parent support is expensed in line item #1.

Activity 7: Upload consents and participation information to DDS (name, UCI and dates of Participation). This activity is completed the Cultural Specialist and her salary is not expensed or charged to this program.

Activity 8: Families complete their goals and graduate. CBO documents the parents progress by completion of Task List and supporting to access to POS or connect to a generic resource. These activities are completed by the parent mentor and salary is line item #2. Supervisor tracks data and completed Post Survey, supported by line item #1.

**Attachment:**

[Attachment C-Budget Narrative CY2022-23\(2\).docx](#) - WORD DOCUMENT

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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:**

No

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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:**

Not applicable. The San Gabriel Pomona Regional Center is submitting this application

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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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