

**FY 2018/19 DISPARITY FUNDS PROGRAM
APPLICANT CHECKLIST**

CBOs:

1. 2018 Disparity Funding Proposal, Proposal Cover Page (Attachment A)
2. 2018 Disparity Funding Proposal, Project Information (Attachment B)
3. Schedule of Development/Activities Worksheet (Attachment C)
4. Project Measures Worksheet (Attachment D)
5. Budget Worksheet (Attachment E)
6. Letter(s) of support (data sharing, collaboration/shared projects), as applicable
7. Optional: Supporting documentation about the organization (e.g., verification of the organization's employer identification number (EIN) status, business registration, board minutes, or any other relevant documents).
8. UCs and CSUs: A completed Model Agreement

Regional centers (New Proposal Requests):

1. 2018 Disparity Funding Proposal, Proposal Cover Page (Attachment A)
2. 2018 Disparity Funding Proposal, Project Information (Attachment B)
3. Schedule of Development/Activities Worksheet (Attachment C)
4. Project Measures Worksheet (Attachment D)
5. Budget Worksheet (Attachment E)
6. Letter(s) of support (data sharing, collaboration/shared projects), as applicable

Regional Centers (Continuation Requests):

1. Budget Worksheet (Attachment E)
2. Request for Funding to Continue an Approved Project (Attachment F)

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PROPOSAL COVER PAGE**

Note: Complete this form for **each** proposed project. Please refer to the Proposal Submission Instructions for clarification for any of the following questions.

Section I. Grantee Information and Cover Sheet

Please check the box that describes your organization		
<input type="checkbox"/> Regional Center (RC)	<input type="checkbox"/> Community Based Organization (CBO), 501(c)(3)	<input checked="" type="checkbox"/> CBO, non-501(c)(3) <input checked="" type="checkbox"/> EIN or <input type="checkbox"/> No EIN

a. Name of organization/Group		b. Date
A Better Life Together, Inc.		10/16/2018
c. Primary contact (Name)		
Kimberly Mills		
d. Mailing address		
3322 Sweetwater Springs Blvd., Ste. 104 Spring Valley, CA 91977		
e. Primary e-mail address		f. Primary phone number
kmills@abetterlifetogether.org		619 741 1548
g. Secondary contact email address		h. Secondary contact phone number
cwilliams@abetterlifetogether.org		619 741 1548
i. Brief description of the organization/group (organization type, group mission, etc.).		
A Better Life Together, Inc. (ABLT) is a for profit social service agency established in 2005 to support adults with intellectual and developmental disabilities to live and work in the community. ABLT believes that everyone deserves to realize their dreams for their future. ABLT is a multicultural agency that provides person centered services to people in San Diego County. ABLT provides supported and independent living services and day services including community based day services and customized tailored day services.		

Section II. Proposal Summary

a. Project title	B.R.I.D.G.E. Project (Bridging Resources into Diverse Groups Everywhere)
b. Total amount requested	\$ 333,302
c. Projected number of individuals impacted	1000
d. Duration of project (months)	26 months Start date: 10/01/18 End date: 12/31/20
e. RC(s) in the project catchment area(s)	San Diego Regional Center Target zip code(s) for Los Angeles County*:
f. Did your organization receive funding for a project in FY 2017/18?	<input type="checkbox"/> Yes** <input checked="" type="checkbox"/> No **If yes, provide the grant number and answer questions "f1" and "f2." If no, skip to question "g."
f1. What is the current status of your project?	Grant # (CBOs only):

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f2. How is this proposal different from your current project?	
g. Will you be working with one or more CBO(s)?	<input type="checkbox"/> Yes*** <input checked="" type="checkbox"/> No
h. Will the project require aggregate data from the RC(s)?	<input type="checkbox"/> Yes*** <input checked="" type="checkbox"/> No

*Zip code information for Los Angeles County can be found at:
<https://www.dds.ca.gov/RC/regionMap.cfm?view=laCounty>

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

**FY 2018/19 DISPARITY FUNDS PROGRAM
PROJECT INFORMATION**

1. Project title
B.R.I.D.G.E. Project (Bridging Resources into Diverse Groups Everywhere)
2. Select the target group(s) the project intends to serve and provide a description of each group. Check all that apply.
<input checked="" type="checkbox"/> Ethnicity: African Americans, Hispanics, Persons of Middle Eastern and African Descent <input checked="" type="checkbox"/> Language(s): English, Spanish, Chaldean, Pashto, Farsi (Dari), Arabic, Swahilli, French <input checked="" type="checkbox"/> Age group(s): Children and Adults <input checked="" type="checkbox"/> Socioeconomic: All Socioeconomic Levels <input type="checkbox"/> Other:
3. Which area(s) of focus does the project meet? Check all that apply.
<input checked="" type="checkbox"/> 1. Increase access to information about services available through the RC system and processes to receiving those services. <input type="checkbox"/> 2. Provide assistance during the intake process. <input checked="" type="checkbox"/> 3. Empower consumers to advocate for needed services. <input checked="" type="checkbox"/> 4. Increase access to services that meet the cultural and linguistic needs of consumers and their families. <input type="checkbox"/> 5. Other (explain):
4. Project Type. Check all that apply.
<input checked="" type="checkbox"/> Translation (equipment, translator services, translating brochures or materials, etc.) <input checked="" type="checkbox"/> Outreach (community events, website or social media design, materials, etc.) <input type="checkbox"/> Workforce capacity (staff training, incentives for bilingual employees, etc.) <input checked="" type="checkbox"/> Parent education (online or in person trainings, workshops, etc.) <input type="checkbox"/> Promotores (para professionals to help develop relationships and trust with the Regional Center) <input type="checkbox"/> Family/consumer support services (1:1 coaching, enhanced case management, service navigation, etc.) <input type="checkbox"/> Other:
5. What experience does the organization/group have working with the target population?
<p>A Better Life Together, Inc. (ABLT) was established in 2005 to support adults with intellectual and developmental disabilities to live and work in the community. ABLT is a for-profit social service agency located in the Eastern Region of San Diego County, California. As a collaborative partner of the San Diego Regional Center, ABLT has understood the disparities in equitable access to services for individuals with disabilities. Historically, ABLT has served individuals who share the race, ethnicity, culture and connectedness to the host community where it has been headquartered for over 8 years. ABLT is it a multicultural organization that serves 1200 individuals annually. ABLT also collaborates with other community-based organizations throughout San Diego County.</p> <p>ABLT provides the following services:</p> <p>a. Customized Tailor Day Services (TDSO)</p> <p>b. Supportive Living Programs (SLS)</p>

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PROJECT INFORMATION**

- c. Community Day Services (CDS)
- d. Independent Living Skills Services (ILS)
- e. Employment Services

6. Explain how the target population(s) are underserved using POS data or other data as supporting evidence.

According to the U.S Census Bureau, 2012-2016 American Community Survey 5-year Estimates, the East Region of San Diego County has a higher percentage of people with a disability than any other region in San Diego County. In the past few years, East County has become home to thousands of newcomers, many who were refugees resettled in the region from countries such as Iraq, Afghanistan, the Central African Republic, the Democratic Republic of Congo and others. According to the San Diego Regional Center Purchase of Service Utilization Data, a huge disparity exists between White clients as opposed to other races and ethnicities. White client expenditures for the 2016-2017 fiscal year were \$153,160,851 compared to African American client expenditures which were \$21,610,595 and other races and ethnicities which were \$28,927,049. The data shows that people who speak languages other than English and Spanish are not well represented. Some languages are not currently tracked.

7. How will the project address the identified POS disparity?

ABLT will partner with community and faith-based organizations in the East Region of San Diego County to provide outreach and education regarding services offered by the San Diego Regional Center. ABLT will hire a full-time program manager and create an outreach team comprised of parent(s), individual(s) receiving services and ABLT staff. The goals of this project are as follows:

GOAL 1: ABLT in collaboration with the San Diego Regional Center will determine if culturally and linguistically appropriate outreach materials will need to be developed or revised for distribution. Based on this evaluation, outreach materials will be developed and/or revised to distribute to at least 500 individuals in the community with the help of community partners.

GOAL 2: ABLT will cultivate relationships with a network of at least 30 community-based, religious and ethnic-specific organizations, community coalitions, and health clinics in San Diego County, with a focus on East County. The intent would be to educate these community partners about services available and ensure that community leaders, case managers, and direct-service staff can reach the target population as they are the people that would have built relationships, trust and cultural competence with the community members they serve.

GOAL 3: Once community partners have been established, ABLT will work collectively with them to provide at least 2 information sessions or educational forums a quarter for a total of 15 sessions that will be available for community members. It will be imperative to understand where community members congregate and gather information so that we can reach as many individuals in need as possible. For example, we may hold information sessions at places of worship, in ESL/Adult Ed classes, or during an event that is being hosted by a community partner. During these sessions, translators will be available to convey needed information.

GOAL 4: ABLT will provide education and outreach to the target community at regional events such as World Refugee Day where a table or information booth can be used to share information.

GOAL 5: ABLT will work with community partners and document cultural barriers of the populations being served in order to better understand ways to conduct outreach, education and provide needed resources.

8. How is the proposed project unique or different from a current effort (e.g., strategies, activities, goal) in this catchment area? If the project is similar to a current effort, how will the proposed project expand on the current effort?

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Currently, there have not been targeted efforts that provide culturally or linguistically appropriate outreach/educational materials or information sessions to address the role of the Regional Center where people with disabilities can obtain services for the diverse populations that make up East County. ABLT proposes to provide outreach and education not only to the members of the community in this region, but also to community partners so that we can ensure that people working with the target population can effectively communicate to their own clients about available resources and services provided by the Regional Center.

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

The Regional Center has held public community meetings to address concerns about tracking disparities and serving racially and ethnically diverse populations. The most recent meeting was held on March 26, 2018. Based on the outcomes and challenges presented at the meeting, ABLT would like to continue expanding the reach of the San Diego Regional Center to provide services so that more people can be referred to services in a culturally and linguistically appropriate manner.

DISPARITY FUNDING PROPOSAL – PROJECT MEASURES WORKSHEET

Completed worksheets shall be submitted with the funding proposal. Check the types of qualitative and quantitative outcome measures you will use. For each type, describe the activity to be measured and the data collection method. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment D-1 for a sample worksheet.*

Project Title: B.R.I.D.G.E. Project (Bridging Resources into Diverse Groups Everywhere)		
Measures of Outcomes	Type of Measure(s). Check all that apply.	Activity To Be Measured; Data Collection Method
	<input checked="" type="checkbox"/> Count	Track number of families/individuals reached; use sign in sheets; take photos; follow up with community partners to determine if SDRC was contacted - review progress notes; meet with SDRC intake staff regarding how families heard about their services; track number of materials distributed to community and faith-based organizations; collect number of agencies reached and when; and count number of outreach sessions conducted.
	<input type="checkbox"/> POS	
	<input type="checkbox"/> Pre/post survey/assessment	
	<input checked="" type="checkbox"/> Stakeholder feedback	Rate effectiveness of outreach efforts and trainings; conduct satisfaction surveys (verbal and written); follow up with community partners; and take progress notes.
	<input checked="" type="checkbox"/> Materials	Rate effectiveness of materials used; conduct satisfaction surveys; take progress notes from follow up interviews; obtain feedback from community partners; find out if referrals were made to SDRC based on their data.
	<input checked="" type="checkbox"/> Other: PLEASE DESCRIBE:	Take qualitative progress notes.

PROJECT BUDGET WORKSHEET

Budget worksheet should reflect the total amount of funding needed for the duration of the project. More than one worksheet may be submitted if additional space is needed. Full time equivalent (FTE) typically means 40 hours per week. For example, .5FTE means 20 hours per week.

Organization Name		
A Better Life Together, Inc.		
Project Title		
B.R.I.D.G.E. Project (Bridging Resources into Diverse Groups Everywhere)		
Project Duration (start and end date)		
Start Date: 3/1/19	End Date: 2/28/20	Number of Months: 12

Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
Salary/Wages and Benefits			
Name: Clyde Williams Title/Position: Operations Director <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 0	\$9000	\$	\$9000
Name: Jaleel Humphries Title/Position: Director of Employment and Community Integration <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE): 0	\$14850	\$	\$14850
Name: TBD Title/Position: Project Manager <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 1	\$45500	\$	\$45500
Name: TBD Title/Position: outreach worker (staff) <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 0	\$14040	\$	\$14040
Name: TBD Title/Position: outreach worker(family member) <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): .5	\$14040	\$	\$14040
Name: TBD Title/Position: outreach worker (person receiving) <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 0	\$14040	\$	\$14040
Name: Title/Position: <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
Salary/Wages and Benefits Total	\$111470	\$	\$111470

Operating Expenses			
Outreach materials	\$6000	\$	\$6000
cell phones	\$3840	\$	\$3840
mileage reimbursement	\$5040	\$	\$5040
translation services	\$3750	\$	\$3750
refreshments for trainings	\$1500	\$	\$1500
	\$	\$	\$
	\$	\$	\$
Operating Expenses Total	\$20130	\$	\$20130

Administrative Expenses (Indirect costs, up to 15%)			
15% admin	\$9390	\$	\$9390
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Administrative Expenses Total	\$9390	\$	\$9390
Project Budget Total	\$140990	\$	\$140990

*As applicable. If the period for year 2 is less than 12 months, provide budget for the amount of months that services will be provided.

Proposer (applicant):

Authorized by (print name):

Kimberly Mills

Signature:

Kimberly Mills

Date:

3/4/19

Sub-grantee (subcontractor):**

Authorized by (print name): _____

Signature: _____

Date: _____

**As applicable

PROJECT BUDGET NARRATIVE WORKSHEET

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

Organization Name
A Better Life Together, Inc.
Project Title
B.R.I.D.G.E. Project (Bridging Resources into Diverse Groups Everywhere)
Project Duration (start and end date)
Start Date: 3/1/19 End Date: 2.28/20 Number of Months: 12

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Operations Director	Oversee all aspects of grant, coordinate with SDRC regarding outreach materials and develop method for tracking referrals to SDRC
Title/Position: Director of Employment and Community Engagement (Project Director)	Supervise duties of all staff, compile data report to DD; work with translator services to ensure materials are in other languages and have appropriate content
Title/Position: Project manager	Research community and faith-based organizations in East Region of San Diego, establish relationships with other stakeholders, develop outreach and training materials, schedule outreach meetings and attend community events, follow up on referrals, supervise outreach team directly
Title/Position: outreach workers	conduct outreach and training sessions, attend community events, meet with families and individuals in need of services; assist with referrals to SDRC; collect data; provide follow up as needed
Title/Position: [REDACTED]	[REDACTED]
Title/Position: [REDACTED]	[REDACTED]
Title/Position: [REDACTED]	[REDACTED]

Operating Expenses – Line Item	Description
Outreach material	modify current SDRC outreach material if necessary and develop additional outreach material and training material regarding SDRC service; consult with marketing expert to ensure materials are culturally and linguistically appropriate
cell phones	cost of 4 cell phones
mileage reimbursement	\$420/ month for 12 months to reimburse staff
translation services	costs for translators for material and outreach efforts
[REDACTED]	[REDACTED]

Administrative Expenses – Line Item	Description
admin costs	15% admin cost

Proposer (applicant):

Authorized by (print name): Kimberly mills
 Signature: Kimberly mills Date: 3/4/19

Sub-grantee (subcontractor):**

Authorized by (print name): _____
 Signature: _____ Date: _____

**As applicable.