

**FY 2018/19 DISPARITY FUNDS PROGRAM
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
Community Initiatives for Collective Impact/Hlub Hmong Center	10/15/2018
c. Primary contact (Name)	
Linda Xiong	
d. Mailing address	
936 W. 18 th Street	
e. Primary e-mail address	f. Primary phone number
lindanex@gmail.com	530-902-4966
g. Secondary contact email address	h. Secondary contact phone number
sroussos5@gmail.com	209-489-9913
i. Brief description of the organization/group (organization type, group mission, etc.).	
<p>Hlub Hmong Center ("love Hmong") began in 2010 as a result of the first-ever San Joaquin Valley Hmong Health Disparities Conference. Hlub Hmong Center is Merced County's only Hmong coalition led by an intergenerational, multi-gender team. HHC's mission is to ensure equity and prosperity for the Hmong living in Merced through education, research, advocacy, and entrepreneurship. Founding members included Hmong community leaders, young professionals, and university researchers and students working on Hmong concerns. The founding Co-Directors, Linda Xiong, MPH (born and raised in Merced) and Stergios Roussos, PhD, MPH (Mercedian since 2001) continue leading the organization today. Each has substantial experience in organizational and program administration for work in lower income communities. As a community-driven coalition, our work is implemented by six staff (director, co-director, and four program coordinators), 24 volunteers, and contractors as needed. Since 2010, PPC has been award.</p>	

Section II. Proposal Summary

a. Project title	Family-Driven Cultural and Systems Change
b. Total amount requested	\$ 471,620
c. Projected number of individuals impacted	390
d. Duration of project (months)	24 months Start date: 1/1/19 End date: 12/31/20
e. RC(s) in the project catchment area(s)	Merced Central Valley Regional Center Target zip code(s) for Los Angeles County*:

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f. Did your organization receive funding for a project in FY 2017/18?	<input type="checkbox"/> Yes** <input checked="" type="checkbox"/> No <i>**If yes, provide the grant number and answer questions "f1" and "f2." If no, skip to question "g."</i> Grant # (CBOs only):
f1. What is the current status of your project?	
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.

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Attachment A-2

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

1. Project title
Family-Driven Cultural and Systems Change
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: Hmong and Hmong multi-racial persons (e.g., American Hmong, Hispanic Hmong) <input checked="" type="checkbox"/> Language(s): Hmong, English <input checked="" type="checkbox"/> Age group(s): Children ages 0 to 5, and their families (i.e., parents, siblings, extended family) <input checked="" type="checkbox"/> Socioeconomic: Primarily low-income eligible for Title V and Title I early care and education services <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 checked="" 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 checked="" type="checkbox"/> 5. Other (explain): Help change cultural stigma and barriers preventing use of RC services
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 checked="" 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 checked="" type="checkbox"/> Promotores (para professionals to help develop relationships and trust with the Regional Center) <input checked="" type="checkbox"/> Family/consumer support services (1:1 coaching, enhanced case management, service navigation, etc.) <input checked="" type="checkbox"/> Other: Organizing family-driven support groups that advocate for cultural and system changes
5. What experience does the organization/group have working with the target population?
<p>Hlub Hmong Center has been working with the Hmong community of Merced County since its inception in 2010. As a Hmong-led and -focused organization, all activities and services serve the Hmong community. In 2015, with assistance from the Sierra Health Foundation, our team began a focus on “systems change” to complement its programs and services. By systems change, we mean changing the rule or “how business is done” at two levels in a synergistic way. We work with our Hmong community (e.g., families, respected elders, Clan leaders, Shaman) to help them adapt important traditions and customs to improve the well-being and prosperity of our culture elders. And, we work with public institutions that serve our county to help them change or adapt their programs, practices and policies to better reach and serve Merced’s Hmong community.</p>

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

Merced is home of the Spirit Catches You and You Fall Down, the award-winning book that in many ways captures the disparities of early development disabilities. The story of Lia Lee, a Hmong girl with epilepsy, and her family in many ways capture the POS disparities for the Hmong. The latest POS 2016-2017 report for the Central Valley Regional Center further illustrated disparities facing the Hmong. The total annual expenditures and authorized services for all Asians groups was 6% (1,136) for all age groups, and 3% (135) of the total served ages 0 to 2. These statistics for the entire region indicate low participation give Merced's Hmong population of over 9,000 or an estimated 11% of the population. The total annual expenditures and authorized services for Hmong language-speakers was 2% (349) and 0.2% for the 02-age group (with only 8 participants). Only 49.3% of authorized services were used for ages 0-2 for Hmong, compared to 72% for English and 82.4% for Spanish speakers.

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

Strategy 1. Educate families that participate in Hlub Hmong Center programs, events, and activities on the importance of early assessment and the use of CVRC and related services to best help their children.

Rationale. For nearly nine years, the Hmong community of Merced has come to know and trust Hlub Hmong Center for its guidance and voice of the Hmong. We are honored to often hear from many of our elders and leaders of the pride they feel that Hmong are leading programs and systems change for equity and prosperity. Our community feels safe and ensure that someone show shares their cultural values and language will always be present – not as a service for interpreting and translation but because we are the same. This special bond between our Hlub Hmong Center and our Merced Hmong community contributes to high participation in our programs and events, and rapid responses to calls for support and action.

Procedures. Our Hmong Culture Campus engage between 10 to 20 families with children ages 0-5 every other month. Other celebrations and ceremonies also engage many families with young children. For Strategy 1, we will create a short 20 minute presentation with culturally and linguistically appropriate materials that can be added to most of our current programs, services, and events. We will work with our Merced CVRC, our existing ECE stakeholders, and a recruited group of Hmong parents of children with developmental and learning disabilities to review existing handouts and materials to adapt them for our program. The aims of the brief workshop will be to educate and raise awareness of the importance of early assessment and intervention, address cultural stigma, and offer resources such as Early Start and other local programs. The brief workshop may occur at the beginning or later in the planned event. Sign-in sheets during these workshops will ask people to nominate others who may benefit from more information. In this way, we may offer more tailored outreach to Hmong parents who are already experiencing the need for early assessment and intervention.

Strategy 2. Use the established Hlub Hmong Center "Story Cloth" method to organize, train and support at least two Family-Driven CSC Teams (5 to 8 bilingual/bicultural Hmong parents/caregivers) to implement home-based or other familiar-setting-based workshops on the importance of and methods for early assessment and the use of CVRC and related services to best help their children.

Rationale. The Story Cloth method for community development emerged from our work to establish resident-led policy groups for systems change. We struggled to help local Hmong develop policy and advocacy skills. The terms and approach for many curricula and program

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were not culturally relevant. Through conversations with our Hmong elders and leaders we discovered that the Hmong already have great strengths in community organizing and change, and that this skill is very well documented.

The Hmong people are natural storytellers. Our stories are displayed in beautiful hand-sewn, cloth Pandau of all sizes. Hmong's history, culture, and challenges are documented on elaborate, hand-made story cloths. The story cloths are deeply ingrained in the Hmong culture and made to document life experiences so that the next generation can learn about where they came from and how to move forward.

The Story Cloth method builds on the Hmong's natural talent for storytelling. Hmong who share a concern or aspiration are invited to form a group that develop one or more Pandau through sharing their lived experiences with each other. Hlub Hmong Center has developed this approach into a way to build small teams that learn about and help improve situations that affect our local life. Local public agencies are also taught the Story Cloth method to help share their story regarding their services and ways to serve the Hmong community.

Procedures. Family-drive CSC staff will develop, coach and help to sustain a team of eight Hmong caregivers of children with developmental or learning disabilities. This will be called the Family Support Team. This bi-cultural, bi-lingual team will be trained to recruit and engage Hmong families who may have children with special needs or know of other families. They will engage them in 1- to 2-hour discussions to learn about the importance of early assessment and intervention, the Merced CVRC and other resources, and how to support families to best access services and care for their children. The Family Support Team will establish a routine of two conversation each month. These conversation may be attended by the same or different community members. The Story Cloth method will be reviewed and used during these conversations as a way to explore how childhood developmental and learning disabilities affect our community, and how to take advantage of the benefits and local services related to early assessment and intervention. As appropriate, local ECE and Special Education leaders will be invited to speak during these conversations.

Strategy 3. Share, at least monthly, lessons learned from Hmong families in Strategies 1 and 2 with the CVRC and other early assessment stakeholders to facilitate their understanding and impact on POS disparities for the Hmong community.

Rationale. This strategy builds on our existing work that used bi-directional learning (i.e., Hmong community and mainstream institutions) and change. The goal of this strategy is to ensure that Family-Driven CSC proactively helps Merced CVRC and other stakeholders address POS disparities through our program's experiences and lessons.

Procedures. Family-Driven CSC staff will be synthesizing and summarizing lessons from the work in Strategies 1 and 2 with the goal of helping them be used by local agencies supporting early assessment and intervention. A summary will be created at least once each month and distributed via email and on the program website. Merced CVRC and other local stakeholders will be invited to monthly meetings to share and discuss these lessons. When possible, members of the Family Support team will join these conversations for reflection and ways to move our knowledge to action within local agencies.

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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The Family-Driven CSC is the only Hmong-driven, bi-cultural, bi-lingual, family-driven program in Merced that proactively seeks to find, engage, and support families with children ages 0-2 who may benefit from early assessment.

The current strategies for POS disparities for the Hmong in Merced are more passive, of unsure quality and dependability, and not engaging of the Hmong community as partners in solutions to POS disparities. These include:

- 1.) One Hmong Community Navigator through the Merced CVRC that can support families who are willing to work with them. It has been noted that it is difficult to build a trusting relationship through this method.
- 2.) Hmong staff and family members who help ad hoc with language and translation as needed. These individuals are not trained as professional interpreters or tested for their Hmong and English speaking and writing skills. Not all organizations and agencies have Hmong-speaking staff.
- 3.) Greater professional interpreting and translation support for early assessments for Hmong families in Fresno, about 60 miles away from Merced (with limited transportation options). There is a group of agencies working to establish Help Me Grow in Merced with the hope of launching in 2019. A community-wide meeting is planned for December 6, 2018 to help identify what early assessment and intervention programs and services exist in Merced County. It is not clear how Help Me Grow will be reaching out to the Hmong community. We will make sure to support this resources as it evolves.

The Family-Driven CSC is unique in its approach to engage the Hmong community as a driver in changing both cultural challenges and organizational/program factors that contribute to POS disparities. Unlike existing approaches serving the Merced area, Family-Driven CSC use community-development principles that can lead to broader, more sustainable effort and impact.

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

The idea for and design of Family-Driven CSC emerged from our Hmong community in partnership with our team at the Hlub Hmong Center. A staff member of Merced's Lao Family, a well-trusted Hmong-serving agency, contacted our team to encourage us to apply for the POS disparities grants. Based on our last four years of providing Hmong early care and education programs, we knew Hmong families with children with ADS, epilepsy, and other challenges that were not assessed or intervened early (before age 3). Conversations with our agency partners at Merced County Office of Education Departments of Early Education (Christie Hendricks) and Special Education (Susan Coston) emphasized that early assessment and intervention is very difficult in the Hmong community due to language barriers, but more due to cultural stigma to hide a child that may have certain challenges. Continued lack of trust with health and human services professionals made it difficult to reach Hmong families. Our team visited the Merced CVRC to learn about its services and POS disparities for Hmong. We learned that even when a physician may identify the need for assessment and intervention for a newborn or young child and refer a Hmong family to the Merced CVRC, the Hmong families may not act on their referral. These agency partners emphasized the need to use Hlub Hmong Centers established strategies for community development and family-driven program development. This approach (of helping the Hmong families reach out rather than services providers trying to reach them) was seeing as better at building trusting relationships and capacity for Hmong to take and advocate for action.

DISPARITY FUNDING PROPOSAL – SCHEDULE OF DEVELOPMENT/ACTIVITIES WORKSHEET

Completed worksheets shall be submitted with the funding proposal. List all key staff and activities, and identify the quarter that each activity will occur. More than one copy of each worksheet may be submitted if additional space is required. *Please see Attachment C-1 for a sample worksheet.*

Project Title: Family-Driven Cultural and Systems Change									
		2018	2019				2020		
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Activity	Staff	10/1/18-12/31/18	1/1/19-3/31/19	4/1/19-6/30/19	7/1/19-9/30/19	10/1/19-12/31/19	1/1/20-3/30/20	7/1/19-9/30/19	10/1/19-12/31/19
Initiative Program	Director, Supervisor, Program Coordinators	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement 3 Strategies	Director, Supervisor, Program Coordinators	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Evaluate and report progress	Director, Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Monthly intervals may also be used, rather than quarterly as shown in this sample. For projects shorter than 6 months, DDS may require monthly reporting. Please use as many copies of this worksheet as needed

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: Family-Driven Cultural and Systems Change		
Measures of Outcomes	Type of Measure(s). Check all that apply.	Activity To Be Measured; Data Collection Method
	<input checked="" type="checkbox"/> Count	Sign in sheets of participants at all events.
	<input type="checkbox"/> POS	
	<input type="checkbox"/> Pre/post survey/assessment	
	<input checked="" type="checkbox"/> Stakeholder feedback	Focus-group style comments and recommendations during all Family Support meetings and other project meetings.
	<input checked="" type="checkbox"/> Materials	Count of materials distributed by type.
	<input type="checkbox"/> Other: PLEASE DESCRIBE:	

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		
Hlub Hmong Center		
Project Title		
Family-Driven Cultural and Systems Change		
Project Duration (start and end date)		
Start Date: 1/1/2019	End Date: 12/31/2020	Number of Months: 24

Description	Year 1 Annual Cost	Year 2 Annual Cost*	Total Cost
Salary/Wages and Benefits			
Name: S. Roussos Title/Position: Director <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 20	\$33696	\$33696	\$67392
Name: L. Xiong Title/Position: Supervisor <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 20	\$19656	\$19656	\$39312
Name: A. Hang Title/Position: Bilingual-Bicultural Program Coordinator <input checked="" type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 50	\$37908	\$37908	\$75816
Name: To be determined Title/Position: Bilingual-Bicultural Program Assitant <input type="checkbox"/> Existing Position or <input checked="" type="checkbox"/> New Position <input checked="" type="checkbox"/> Full Time Equivalent (FTE): 100	\$50544	\$50544	\$101088
Name: Title/Position: <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
Name: Title/Position: <input type="checkbox"/> Existing Position or <input type="checkbox"/> New Position <input type="checkbox"/> Full Time Equivalent (FTE):	\$	\$	\$
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	\$141804	\$141804	\$283608

Operating Expenses			
Travel/mileage	\$2552	\$2784	\$5336
Family training/meeting refreshments	\$3000	\$3600	\$6600
Client materials	\$4000	\$4000	\$8000
Office materials	\$1500	\$1800	\$3300
Communications	\$2640	\$1740	\$4380
Meeting space	\$1600	\$2000	\$3600
Project laptop	\$2500	\$0	\$2500
Operating Expenses Total	\$159596	\$157728	\$317,324.00

Administrative Expenses (Indirect costs, up to 15%)			
Accounting/payroll	\$2800	\$2960	\$5760
Janitorial/office maintenance/security	\$1100	\$1320	\$2420
Program office space	\$9350	\$10200	\$19550
Network and Cloud services	\$1870	\$2021	\$3891
Translation equipment and support for services and meetings	\$4770	\$0	\$4770
	\$	\$	\$
Administrative Expenses Total	\$19890	\$16501	\$36391
Project Budget Total	\$179486	\$174229	\$353715

*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): Stergios Roussos

Signature:  Date: 01/09/2019

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		
Hlub Hmong Center		
Project Title		
Family-Driven Cultural and Systems Change		
Project Duration (start and end date)		
Start Date: 1/1/2019	End Date: 12/31/2020	Number of Months: 24

Salary/Wages and Benefits - Line Item	Description of Duties
Title/Position: Program Director	Oversee quality assurance for all aspects of the program. Lead staff training, monitoring, and skill development regarding early assessment and intervention as culturally and linguistically appropriate for Hmong.
Title/Position: Program Supervisor	Provide daily oversight, mentoring, and guidance to staff as needed for program implementation, problem-solving, and quality assurance. Lead development and interactions with monthly agency meetings to share and apply lessons learned.
Title/Position: Bilingual/Bicultural Program Coordinator	Co-develop all materials and protocols for the program with the Director and Supervisor. Lead daily implementation of the three strategies. Assist with preparation and presentation of reports and dissemination activities.
Title/Position: Bilingual/Bicultural Program Assistant	Support staff with activities required for all aspects of the program. This includes staff and event scheduling and support, support for document preparation and management (on network, office, and Cloud), and providing daily communication linkages for all program staff and participants.
Title/Position:	
Title/Position:	
Title/Position:	

Operating Expenses – Line Item	Description
Tavel/mileage	Local travel to serve clients at 400 miles per month in Year 1 and 353 in Year 2 shared across 10 people, \$0.58 per mile.
Family training/meeting refreshments	Refreshment and food for 3 project meetings per month for an estimated 10 people per meeting, 12 months at \$10 per person.

Client materials	Estimating agency and program materials, tools, etc, for roughly 200 people at \$20. Project laptop with software and accessories at \$2,500.
Office materials	Estimated at \$70/month for office supplies and \$80/month for printing/copying
Communications	Project cell phone \$800, monthly service \$100, wifi hub \$100, monthly service \$45)
Meeting space	For meetings and group gatherings when charged, \$200 per month.
Project laptop	Laptop with project-required software

Administrative Expenses – Line Item	Description
Accounting/payroll	Accounting/payroll adjusted for project staff (\$5 autodeposit, up to 5 people, \$60 per month, \$2000 accountant and audit fees)
Janitorial/office maintenance/security	Facility cleaning and maintenance adjusted for percent of space used (\$110/month)
Program office space	Facility fee for staff, project meetings, and storage adjusted for percent of space used for project (\$850/month)
Network and Cloud services	Storage, backup, security, and project management services adjusted for percent of project by staff (\$170 per month)
Translation equipment and support for services and meetings	2-way radio system and technical assistance for group meetings services shared with other bilingual projects

Proposer (applicant):Authorized by (print name): Stergios RoussosSignature:  Date: 01/09/2019**Sub-grantee (subcontractor):****

Authorized by (print name): _____

Signature: _____ Date: _____

**As applicable.