

# Application Report



**Applicant Organization:** Familias First  
**Project Name:** Creating Leadership Among Parents (CLAP)  
**Application ID:** App-22-536  
**Funding Announcement:** FY 22-23 Service Access and Equity Grant  
**Awarded Amount:** \$400,000

**Project Summary:** Familias First will conduct 8 CLAP web-based workshops in English and Spanish for the SG/PRC and the IRC parents. Each CLAP Workshop will consist of 4 sessions. Parents will learn leadership skills, in the areas of communication, organization, partnership-building, and self-care, that are positively related to increasing equity in POS. The goal is for the parents to support their RC family members in achieving their Preferred Future. This is a continuation of last FY's project. Moreover, parents who attend all 4 CLAP workshop sessions; have shown independence in utilizing the skills learned; and are eager to teach other parents the skills, will be invited to attend the new CLAP-P component (expansion of the FY 2021-22 project). The CLAP-P consists of 20 hours of additional support and training to teach parents how to network and build relationships with generic CBOs that are in the position of disseminating information or resources to the Latino community. Our staff will provide on-going mentorship to these parents, which are included in the 20 hours, throughout the span of the project. The CLAP-P parent graduates will become a resource to other parents by providing information and connecting them with the Regional Center.

**Project Director/Manager:** Alba Novoa    alba.novoa@familiasfirst.com    -  
**Project Manager/Coordinator:** Victor Campos    vcampos@familiasfirst.com    -  
**Compliance/Fiscal Officer:** Erika Ortega    erika.ortega@familiasfirst.com    626-320-1317

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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:**

Creating Leadership Among Parents (CLAP)

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**2. Applicant Question:** Awarded Amount

What is the total amount awarded for the project?

**Applicant Response:**

\$400,000

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**3. Applicant Question:** Organization Type

Choose the response that best describes your organization.

**Applicant Response:**

Community Based Organization, non-501(c)(3) EIN

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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:**

Familias First (FF) was founded in 2002 by Ruth Tello-DiLeva, BCBA. FF's Mission is "To provide evidenced-based, Person-Centered services to persons with disabilities and to empower the client's family to achieve and maintain treatment success." Roughly 75% of our clients come from monolingual, Spanish-speaking families. FF has been awarded the following DDS projects:

2017-18 FY: Navigating the RegionalCenter System, subcontracted by SG/PRC: appx. 800 families served (data kept by RC)

2018-19 FY: Parent Empowerment Project, 91 families served

2020-21 Creating Leadership Among Parents. In progress, 95 families served (Workshop 1/Session 1)

2021-22 FY Creating Leadership Among Parents, 408 families served

All projects have been successful in empowering Latino, Regional Center parents. Nearly 1,400 parents have been served. The projects' impact is exponential given that parents who attended actively shared their knowledge with other Regional Center parents.

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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:**

[AFFIDAVIT OF GOOD STANDING - TELLO & ASSOCIATES DBO FAMILIAS FIRST.pdf](#) - PDF FILE

[DBA Statement FAMILIAS FIRST.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,

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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
2020-21	Creating Leadership Among Parents	20-C12	250,000.00
2021-22	Creating Leadership Among Parents	21-C12	200,000.00

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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:

In fiscal year 2020-21, Familias First developed and presented Creating Leadership Among Parents (CLAP). Focused on promoting service access and equity of Regional Center services for the Latino community. In collaboration with two Regional Centers (San Gabriel/Pomona Regional Center and Inland Regional Center), we successfully presented online workshops in two different languages (English and Spanish). Additionally, the materials generated, including all handouts, were translated into Spanish. Data results demonstrate knowledge gain among participants and shared appreciation for holding leadership workshops that help them obtain Regional Center services. The following summarizes the successful project outcomes:

### *Fiscal year 2020-21: CLAP Project*

- Goal 1: To serve 120 Latino Regional Center (RC) parents
  - Outcome: Served 408
- Goal 2: Provide 8 online workshops
  - Outcome: Goal was met; successfully presented 8 workshops (4 in English and 4 in Spanish)
- Goal 3: Hold 1 Stakeholder Meeting
  - Outcome: Held 8 meetings combined with IRC & SGPRC
- Goal 4: Hold 2 Outreach Presentations
  - Outcome: Conducted 4 presentations

In the 2021-22 fiscal year, Familias First reprised our role in presenting the CLAP workshops. Utilizing what we learned and being attentive to the feedback provided by the DDS staff (from 2020-21), we focused on addressing past challenges proactively. This included reaching families quickly and working with new key RC staff in order to identify the best ways to reach RC families. Building partnerships with parent leaders and community-based organizations were helpful in disseminating project details from within the community. Establishing quick partnerships with the new IRC representative helped identify the use of mailers, social media postings, and the direct dissemination of the project to Service Coordinators and their managers. While collaboration with SG/PRC led to multiple presentations within their Weekly Community meetings and the use of their in-house mass email distribution system to share the CLAP flyer. Connecting with community organizations led to them sharing CLAP details via email, social media, and WhatsApp chat application which various Spanish-speaking families expressed they used to become aware of the CLAP project. As of today, the 2021-22 FY project outcomes continue to show success as detailed below:

### *Fiscal Year 2021-22: CLAP Project*

- Goal 1: To serve 120 Latino RC parents
  - Outcome: Ongoing
  - Progress: as of the date of this application we have served 95 Latino RC parents
- Goal 2: Provide 4 online workshops (2 in English and 2 in Spanish)
  - Outcome: Ongoing
  - Progress: Presented 1 of 4 workshops
- Goal 3: Hold 8 Stakeholder Meeting
  - Outcome: Ongoing
  - Progress: Held 7 meetings combined with IRC & SGPRC
- Goal 4: Hold 4 Outreach Presentations
  - Outcome: Ongoing
  - Progress: Have held 4 outreach presentations

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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:**

The 2022-23 FY project will continue and expand upon the 2021-22 FY project. The target population will still be English, Spanish & bilingual Regional Center parents of Latino descent. Based on the positive feedback from the 2021-22 FY CLAP, workshops will continue to be provided in a web-based format, using multiple teaching modalities (e.g. visual, kinesthetic, auditory), which has proven to be successful within the Latino community.

The proposed 2022-23 FY CLAP expands on the project by introducing a CLAP Partner (CLAP-P) component. The CLAP-P promotes parents who attend all 4 sessions of a CLAP workshop, and who show a desire to support other parents and help the community. The CLAP-P parents will serve as community connectors to Regional Center services and other resources. Graduates will serve as models; thus, augmenting buy-in from other parents who have not fully utilized the Regional Center services or are new to the Regional Center system. CLAP-P Parents will learn to network with community partners, like school districts, and community clinics. The CLAP-P will consist of 20 extra hours (in addition to the existing CLAP workshop) of training and ongoing mentorship & support to the CLAP-Ps, throughout the life of the project.

In addition to the traditional CLAP leadership skills that will be taught through 4 sessions per workshop, the CLAP-P will cover areas such as networking, sharing Regional Center service, understanding and overcoming implicit and cultural biases, and the negative impact they can have when accessing services. A variety of hands-on activities will be part of the workshops; role-playing, solving real-life scenarios, & video modeling, across the CLAP project.

Quantitative measures will include the # of parents attending CLAP and the CLAP-P course, # of network contacts. The Qualitative measures will be obtained by social validity data from the parents who participate in the CLAP-P.

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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:**

Education and Training

**Applicant Comment:**

Common barrier within the Latino community to acquiring services is the lack of accessibility to clear information in their preferred language. The CLAP project breaks down the biggest hurdle by providing training and educational materials in their language which allows the families to understand the services, and rights of their family members. In addition to access to the material, the families will have access to CLAP staff via phone text, email, and calls to answer any questions they may have regarding the CLAP workshop content, support on how to register, and technical support to access the virtual sessions.

Parents attending the workshops will acquire leadership skills they can utilize when seeking services from the regional center based on their family members' needs. Leadership skills learned include, organization, assertive communication, and building partnerships with the Regional Centers among others.

The expansion of the project, CLAP-P, for the fiscal year 2022-23 will teach participants additional skills to not only help their family members but the community as a whole. CLAP -P parents learn how to network with different community organizations, and understand implicit bias and its impact when acquiring services.

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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:**

- Inland Regional Center
- 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
  - Riverside County
  - San Bernardino 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

**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:**

Parents' knowledge acquired during the project will provide parents with leadership skills to empower them to continue advocating for their family members. These skills will not only help them to obtain services from the regional center but also generalize it to other settings/organizations. In addition, the expansion of the project, CLAP-P has been added with the purpose of disseminating Regional Center Services in the Latino community. CLAP-P parents will serve as connectors with the Regional Center. Parents from the CLAP-P will be able to increase awareness of the regional center services in their community. They will learn how to network with community organizations such as churches, local clinics, school and parent support groups, etc. The extension of the project CLAP-P is an effort to ensure the Latino community has parent models to facilitate buy-in (as another parent-peer) to other parents regarding the Regional Center services.

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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:**

The ethnic group chosen to be served will be clients of the SGPRC and the IRC that identify as Latino or of Latino descent and their families and/or support team. This also applies for the expansion of the project, CLAP-P.

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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	240	Spanish and English

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

Select all Age Groups the project will serve.

**Applicant Response:**

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

**Applicant Comment:**

The project welcomes all families and family members of all age groups independent of where they are in their journey. The purpose is to provide parents with leadership skills that will increase the success of obtaining Regional Center services to meet their family member's needs. Some families will be hearing this information for the first time as others will understand concepts better. More seasonal parents will expand on their leadership skills by connecting with the community and bridging parents and Regional Center representatives. The Latino parents will feel more empowered by increasing their leadership skills.

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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

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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:**

Familias First has served various ethnic communities but the Latino community has been central since our beginning. For the past 20 years, we have worked with Latino clients and their families, in their homes and communities. Working with the Latino community for so many years has given us first-hand experience in understanding their culture and norms. Though we serve different areas, the majority of our Regional Center clients come from the SG/PRC, IRC, and ELARC catchment areas. In addition to providing clinical services to their population, we have worked on different projects with each RC, with the goal of reducing the disparity of services for the Latino community. In partnership, we worked with SG/PRC to develop and present Navigating the Regional Center Services (NRCS). We were contacted by ELARC to present their project to Latino families to decrease disparity. Moreover, we presented a number of grants awarded by DDS; including the Parent Empowerment Project (PEP) Talk FY 2018-2019, Creating Leadership Among Parents (CLAP) project which has been approved for two consecutive years, FY 2020-2021 & 2021-2022. Both CLAP projects have successfully surpassed the project goals.

These experiences have provided us with rich information as to what works when approaching the Latino community. The use of different modalities (e.g., visual, auditory) to help minimize barriers to learning. Ensuring the presentations are interactive, have visuals, ease learning and promote participation while maintaining an environment where families feel free and safe to share their experiences, ideas, and concerns. These have resulted in parents being open to new ways of approaching barriers and it creates a community of parents that support each other.

The project design consists of 4 workshops per year, each workshop contains 4 sessions. The sessions will cover a set of leadership skills and their implementation in various areas involving when obtaining services from the Regional Center. This year's CLAP will include a new component; CLAP-P, with the purpose of targeting parents that went through the CLAP workshop and show the skills to become leaders in the community. The CLAP-P will expand on leadership skills by focusing on networking skills, understanding implicit bias and how it can affect the service provision as well as cultural sensitivity. The CLAP-P parents will be community connectors between the families and the Regional Centers helping families with no services or minimum services to have a better understanding of the Regional Center services. In addition to networking with other organizations to spread information about the Regional Center services.

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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:**

Published data from SG/PRC and IRC shows that Latinos are underutilizing POS when compared to Whites. The IRC had a total of 42,906 clients, with 15,988 being Latinos (37%) for FY 2019-2020. Yet, 4,173 Latino clients (26.1%) did not request services, making Latinos the largest group without POS. In FY 2020-21 this number increased to 29.5%. Similarly, the SG/PRC shows Latinos are also underserved. In FY 2019-20, SG/PRC had 15,393 clients eligible for services, with 56.3% or 8,671 being of Latino descent. Out of the 56.6%, 22.7% (1,968) Latino clients did not have POS. For FY 2021-22 the percentage of Latino consumers without POS increased to 24.6%.

Though data shows an increase of individuals with no POS across all ethnicities, there is a disproportionately significant disparity when comparing Latino consumers to other ethnicities. Data shows that the number of Latino consumers with no POS surpassed the number of consumers from other ethnicities for both FY 2019-2020 and FY 2020-21. The CLAP project is designed around the Latino community's culture and needs, in an effort to minimize this disparity.

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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:**

The CLAP project has been presented for two consecutive periods. Currently, there is no other project teaching leadership skills to the Latino families. The project's uniqueness lies in teaching parents fundamental leadership skills, which they can utilize across a variety of matters related to obtaining services from the Regional Center. The CLAP project teaches these skills to parents, along with the application for different situations they will encounter when obtaining services from the Regional Center. For example, showing organization and preparation skills when getting ready for an IPP, and engaging in assertive communication skills when interacting with the Service Coordinators. Parents understand the importance and benefits of learning and implementing these leadership skills when accessing services. In addition, the project will be adding a new component, CLAP-P for this FY. The CLAP-P is tailored to parents demonstrating a desire to help their community. The CLAP -P will teach parents the importance of networking with different community organizations to disseminate the Regional Center services, awareness of their own implicit bias and the effect it has when obtaining services, being a model for other parents when obtaining Regional Center services, and decreasing the disparity of services.

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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:**

The trust and reputation we have built in the Latino community places FF in a position to help decrease POS disparity, and build parental trust with the RC. The parents' distrust in the RC is a barrier to services. To address this, our staff come from similar cultural-linguistic backgrounds as the parents. Thus, garnering parental buy-in to challenge cultural beliefs that hinder the request for services.

The number of Latino parents attending workshops, and qualitative/quantitative data that demonstrate knowledge gain have shown to be good indicators in lessening POS inequity and will be included. Data on the parents' networking with generic CBO's who can assist in lessening the disparity (CLAP-P component) will also be provided.

Parents attending the CLAP express being more trusting of the RC because FF is a neutral CBO that is not part of the RC. Because the Latino culture tends to emphasize unquestioning acceptance of authority, teaching assertive communication by the parents with the SC is another way to address this cultural barrier. Parents completing a workshop express feeling less intimidated to ask for a reconsideration of a denied service; another barrier in the community, as evidenced by the low percentage of Latino parents responding to the RC's NOAs. Lastly, instruction is provided in multiple modalities to lessen the impact of literacy levels on learning. The educational materials are provided in the parents' preferred language (English or Spanish).

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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:**

Familias First has developed a trusted relationship with the Latino community. The goal of the CLAP project is to teach parents leadership skills to allow them to effectively obtain services for their family members. They will learn the importance of assertive communication when interacting with the Regional Centers (RC) Service Coordinators (SC), creating partnerships with the SCs, and the importance of organization skills and self-care to care for others.

This training will empower them to advocate for their family member. An extension of the CLAP project has been added, CLAP-P, for parents to be leaders in their community, learn to network with community organizations to promote access to RC services, and serve as connectors between the RC and the community to share information with current RC families and also those in the community not yet part of the RC.

Familias First has also developed a partnership with the SG/PRC and IRC. The RCs have seen the impact the project has had within the Latino community. IRC and SG/PRC have been in support of the CLAP project. For the reapplication of CLAP, Familias First informed both RCs of our intent to re-submit the CLAP and asked for their support. Each RC provided us with a letter of support for the continuation of the project, expressing their desire for CLAP to continue the positive impact on Latino families. This emphasizes our mission to support the RCs' plans to promote equity and reduce disparities.

**Attachment:**

[IRC - CLAP LETTER OF SUPPORT 2023.pdf](#) - PDF FILE

[SGPRC - CLAP LETTER OF SUPPORT 2023.pdf](#) - PDF FILE

## 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:

The CLAP project activities have been developed to meet the project objective which is to teach the SG/PRC and IRC families of Latino descent leadership skills and share information about RC services with other parents and community organizations. To ensure the CLAP project delivers what is intended, the Project Manager will start by Creating a CLAP calendar. This calendar will include the date of the CLAP project activities, including meeting dates, CLAP workshop sessions, and CLAP-P meetings among others. Events and activities to reach out to community organizations will be conducted from the beginning of the project to the last workshop. This will provide information about the workshop to the families at different times with an effort to motivate parents to join any or all of the workshop sessions.

The workshops will be conducted online, this will increase the accessibility of the workshops for those parents that cannot attend in person and do not have access to a babysitter, allowing us to provide the sessions to parents located in different areas. The proposed project includes four workshops each containing 4 sessions of 2.75 hrs for each. An additional 20 hrs will be provided after each workshop, as part of CLAP-P. These additional hours will include orientation to CLAP-P, specialized training, and ongoing support for the parents attending the CLAP-P sessions.

The Activities Template shows a sequence of events beginning with the development of the CLAP calendar and followed by the registration of SGP/RC and IRC parents to the workshops. The CLAP team will ensure the information on the presentations is up to date by reviewing and communicating with the RC representatives. To measure the gain of knowledge, Pre and Post tests will be administered and results will be compiled and analyzed. This information will be included in the DDS reports and reviewed with the team to ensure changes, as needed, are implemented for the next workshop. In addition, the stakeholders will be given a feedback form. Information provided by the stakeholders will help to ensure we provide the information as intended and that presenters are engaging in behaviors that engage the audience.

Families will be reached out through different mediums such as social media platforms, contacting community partners, and attending RCs meetings. Results of the project will be provided by graphing pre and post test results and social validity feedback, parents' experiences/comments. Each session will record the number of attendees and the RC they belong to.

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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 CLAP project is being proposed for a 24-month period. The budget template outlines the activities required to reach the project objective. The total amount of the budget requested is \$613,151.80. The budget includes personnel, operating expenses, and 15% of indirect costs.

The project personnel consists of three main salary staff, all familiar with the Latino Community cultures and bilingual. The Project Director, PD, is an existing position with a Master and BCBA. This individual will provide a portion of her time (15%) to ensure the quality of the project is maintained throughout the life of the project. The PD will review all material prior to being presented to the parents. It is also the responsibility of the PD to review DDS reports before submission. The PD will meet bi-weekly with the Program Manager to go over the project updates and details.

The Project Manager (PM) possesses extensive knowledge of working with Latino Families and outreach to the target population. He is solely dedicated to the CLAP project. He will be the main contact between CLAP and the different organizations (RCs, DDS, Community Organizations). The PM will utilize his experience to promote the project, conduct presentations in different modalities to reach out to the Latino community, and develop new content in collaboration with the PD. The PM will compile the workshop session data for the Program Director's review. It is also the PM's duty to meet with the workshop presenters and ensure the content of the workshops is delivered as intended.

The Bilingual Support Specialist will work closely with the PM. The Support Specialist will be in charge of registering families for the workshops, contacting families, maintaining records of families attending, and contacting families that did not attend a session to encourage them to register for the next workshop session.

In addition, the budget includes operating expenses which include the presenters' hours for the workshop session, other activities include the development of the extension material, CLAP-P, advertisement, and translations of new material among others. The last section of the budget includes 15% of the total budget to cover the basic necessary indirect cost to support the project which includes bookkeeping, Human resources, and the IT team.

The proposed project budget has been completed and submitted as an attached document to this application. Please review the Budget template for more detailed information.

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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:**

The Familias First team has completed and emailed the Fiscal Year 22-23 CLAP project proposal application with key Regional Center representatives outlined in attachment F. This includes the Inland Regional Center and the San Gabriel/Pomona Regional Center staff.

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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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