

Application Report



Applicant Organization: Vietnamese Parents with Disabled Children Association - VPDCA

Project Name: Promoting Social Life, Navigating Services and Planning for Aging Caregivers' Future to Vietnamese I/DD children

Application ID: App-22-603

Funding Announcement: FY 22-23 Service Access and Equity Grant

Awarded Amount: \$225,071

Project Summary: Vietnamese Parents with Disabled Children Association (VPDCA) will conduct and perform the following activities for this grant cycle. 1. Social Skill Promotion Activities: Create a good environment to improve social, communication and behavior skills of children with I/DD by conducting the following: a. Combined art, dance and cooking class bi-monthly b. Sport classes (basket ball, bowling) quarterly c. Yoga class (potentially) - quarterly d. Events: New Year, Mid-Autumn, Summer picnic, Christmas Day, Dance Night, Art Exhibition 2. Service Navigation Assistance: a. Collect and understand the information and applications of the available services through the internet research and/or contacting agencies if needed b. Create available services summary documents regarding what they are and how to apply them c. Create a flyer to announce a new service "service navigation" and send it to parents d. Put the created documents on the VPDCA's website e. Assist parents to fill out the applications such as timesheets for IHSS, etc. and guide parents to services in the communities (transportation, IHSS, SSI, Medical, etc.) 3. Aging Caregiver Transition Planning (Planning for the Future) a. Recruit the Aging caregiver planning trainer, Fran Goldfarb, a retiree from USC UCEDD b. Recruit parents to attend the "Training of Trainers" training – 3 at least c. Recruit parents to attend the general aging caregiver training session – 10+ d. Conduct one training for "Training of trainers" - Fran Goldfarb will train small group of VPDCA parents to become the trainers on this topic e. Conduct Aging caregiver planning training: 1 general and 1/1 meetings (if needed) f. Conduct a sharing knowledge among parents workshop about the living settings (group home, apartment with support, etc.) g. Conduct a visit to see at least one living setting (partner with RCOC) 4. Education: a. Conduct 4 general educational training classes on emerging topics b. Support members with up-to-date technology by providing training classes regarding the technology (such as how to use email, Zoom, etc.) either in person or Zoom (2 training sessions) c. Update VPDCA's website with new information, documents and activities of VPDCA 5. IPP Coaching Cohort Training for Parents a. Conduct one IPP coaching cohort with 2 minimum sessions for parents b. Recruit 3-5 parents to attend the training cohort 6. Outreach to Communities for Recruiting More Members: a. Advertise through Televisions, Radios, newspapers b. Conduct a Resource and/or Service Providers fair event c. Attend local community events d. Update VPDCA information and activities on social media such as Facebook, Linkin, YouTube, etc. e. Create VPDCA flyers and distribute them 7. Partnership and Collaboration with Regional Centers and Other Agencies a. Partner with RCOC, SGPRC, HRC and ELARC i. Obtain the materials, available services and service providers from RCs ii. Attend local community events iii. Attend Regional Centers' public meeting iv. Join with Regional Centers in the public events for recruiting more families to join RCs and VPDCA if applicable b. Partner with Disability Rights California (DRC), DOR, SCDD, USC UCEDD for training c. Partner with local groups such as Vietnamese Boys and Girls Scouts, OC Autism, CPAD, Fiesta, local groups for sharing information and activities

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Section Name: Applicant Eligibility

Sub Section Name: Applicant Information

1. Applicant Question: Project Title

What is the Project Title?

Applicant Response:

Improve Vietnamese I/DD Children and Families' Life through Activities, Education and Planning

2. Applicant Question: Awarded Amount

What is the total amount awarded for the project?

Applicant Response:

\$225,071

3. Applicant Question: Organization Type

Choose the response that best describes your organization.

Applicant Response:

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

Attachment:

[VPDCA 501\(c\)\(3\).pdf](#) - PDF FILE

[VPDCA CA State Statement of Information 2.pdf](#) - PDF FILE

[VPDCA Non-Profit FEIN 1.pdf](#) - PDF FILE

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:

Vietnamese Parents with Disabled Children Association(VPDCA)'s mission is to equip Vietnamese caregivers of children with disabilities with information on resources and supports, assist families to access services, and provide a forum for sustaining their cultural roots and assuring the transmission of the Vietnamese culture to their children. Its membership is around 220 Vietnamese parents throughout Orange and Los Angeles counties. VPDCA has successfully managed grants in the past, including a contract as a partner agency for the Opening Doors to Multi-Culture Communities Planning Initiative (B. Wheeler, PI), a partner in a Community Parent Resource Center(CPRC) (funded by US DOE) with LYDC and Parents of Watts(1990-2011), a Community Partner (subcontractor) with USC UCEDD in 2-year(2017-2019) DDS Disparities Grant, and a Community Based Organization (CB0) for 3 consecutive 1-year (2019- 2022) DDS Disparities Grants

website: <http://www.vpdca.info>

Attachment:

[AboutUs_VPDCA flyer_English 1.pdf](#) - PDF FILE

[VPDCA Grants Awards.txt](#) - TEXT FILE

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:

[VPDCA good standing with the California Secretary of State.png](#) - PNG FILE

[VPDCA CA State Statement of Information 2.pdf](#) - PDF FILE

[VPDCA IRS Tax Return 2020.pdf](#) - PDF FILE

6. Applicant Question: Subcontractors in Good Standing

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

Applicant Response:

Not Applicable

Section Name: Grant Reapplication Information

Sub Section Name: Grant Reapplications Only

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

Attachment:

[VPDCA Grants Awards.txt](#) - TEXT FILE

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
2020-2021	Increasing parent education and awareness on emerging areas of interest	20-C16	200000
2021-2022	Increasing parents education, collaborating and providing an Integrated environment for families and children with I/DD	21-C16	180000

Attachment:

[VPDCA Grants Awards.txt](#) - TEXT FILE

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:

For 2021-2022 C21-16 DDS grant, VPDCA is still working on it since the grant was started in April 2022 to March 2023. VPDCA has performed the following:

1. Conducted 1 general educational training sessions
2. Conducted the first 2 sessions of IPP Coaching cohort (partnered with Fran Goldfarb)
3. Conducted 2 IPP "Training of Trainers" sessions
4. Invited local businesses and organizations such as RCOC, SGPRC, HRC, etc. to VPDCA activities
5. Participated in 1 local public event organized by other groups or agencies
6. Built a volunteer group by partnering with local Vietnamese groups/organizations
7. Conducted the following events: summer picnic, Mid-Autumn Festival
8. Conducting 3 VPDCA parent support group meetings
9. Conducted 5 art/dance/cook class sessions
10. Creating some documents to capture how to use the technology such as Zoom, email, etc.
11. Updating VPDCA's website with training materials and information conducted

For 2020-2021 C21-16 DDS grant, VPDCA achieved the following:

1. IPP Coaching cohorts: conducted 2 IPP Coaching cohorts with mediation for our members and 6 parents attended.
2. Aging Caregivers Transition Planning training:
VPDCA conducted one general training session for members to help them to plan for their children and families about the future and more than 15 parents attended.
3. General educational training: conducted 10 training sessions on various emerging topics such as Special Education: IEP and Due Process, California Children Services, Assistive Technology, IHSS: How to calculate hours, IHSS Hearing, Cash Assistance Program for Immigrants (CAPI), Medi-Cal Basics, Medi-Cal Waiver, Medi-Cal Hearing. Also conducted training on "Understand RCOC Services" and Self-Determination
4. Building up a volunteer group: partnering with OC Autism, "Lien Doan Huong Dao Bach Viet 1271" and "Nhom Cuu Hoc Sinh Nhat Ban"
5. Outreach Activities: advertised on Nguoi Viet newspaper and Little Saigon Radio station; conducted a resource/service provider fair event where we invited service providers in Orange County and I/DD families from Orange County and Los Angeles county (clients of RCOC, SGPRC, HRC, ELARC) to attend. As a result, we got more than 10 new families to join VPDCA; Put our group's activities on Facebook and YouTube and our website <http://www.vpdca.info>
6. Focus Groups creation: established a Translation focus group and conducted 3 translation materials.
7. Parents Support Group: conducted bi-monthly Parents Support Group Zoom meetings
8. Technology training: created step-by-step documents on how to sign up and use technology such as email, Facebook, YouTube, etc. and put them on our website. Conducted in-person training for parents and helped parents one-on-one by phone calls.
9. Social/recreational activities: conducted several in-person activities such as Luna New Year party, Summer Picnic, Mid-Autumn Festival party, and Christmas party. Conducted monthly art and dance classes for children with I/DD
10. Collaboration with DRC, SCDD, USC UCEDD, RCOC, SGPRC, HRC, ELARC, CPAD, Fiesta, and more.

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:

If awarded, our current project will transition into the 2022-23 proposed project as an expanding project. VPDCA will continue most of its current activities and add/focus more on the following activities:

1. Aging Caregiver Transition Planning (Planning for the Future)
 - o Partner with Fran Goldfarb, a retiree from USC UCEDD and an expert on IPP and Aging Caregiver subjects to conduct "Training of Trainers" trainings to train small Vietnamese parents group to become masters and trainers for the Aging Caregiver Transition Planning topic. These parents will then conduct a general training session to all Vietnamese parents in our group on this topic. They also possible conduct one-on-one meetings with parents who attended the general training session to go to a detailed planning for their children.
 - o From the current project, we depend on Fran Goldfarb to conduct this training. However, Fran is retired and wants to transfer her knowledge to us so we can do it ourself in the future
2. Service Navigation
 - o VPDCA will research and explore different existing and available services for the families with I/DD children. These services are from different agencies such as RCs, general public like Medical, IHSS, etc. We will learn and expert in the service so that we can help and guild our members to apply for these services if needed.
 - o The reason we want to do this is that we have not focused on this before and there is a need of help on these services from the parents
3. More Social Events and Activities for children with I/DD
 - o Add more social events such as Dance Night, Christmas with Santa, Easter Day, Art Exhibition, etc.
 - o Add more social activities such as bowling and basket ball classes, Yoga class
 - o Although we already have events like New Year, Mid-Autumn Festival, picnic and activities like art/dance/cooking class, the parents still request us to have more since these activities are very effective to and improve their children's social skills, emotion and communication a lot.

Section Name: General Application

Sub Section Name: Proposal Summary

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:

VPDCA's proposed project has covered many areas such as social skill promotion activities, service navigation assistance, outreach to communities, collaboration with other groups and agencies and training on different subjects such IPP coaching, Aging Caregiver Transition Planning, and emerging topics. However, most of them are still teaching and educating our Vietnamese parents to understand and get better services for their children with I/DD. As a result, we consider our project is still belong to "Education and Training" project.

2. Applicant Question: Duration of project

Choose the duration of your project.

Applicant Response:

12 months

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:

- Eastern Los Angeles Regional Center
 - Harbor Regional Center
 - Regional Center of Orange County
 - San Gabriel/Pomona Regional Center
-

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
 - Orange County
-

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:

Yes, we will be working and collaborating with other Community Based Organizations such as CPAD, Fiesta, OC Autism, ELAFRC by sharing our organization and training flyers to these CBOs so that they can distribute the flyers to the Vietnamese families in their areas and help those families if they need help. We also learn and share information from/to these CBOs and attend the their activities or events if they have..

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

7. Applicant Question: Strategies and Sustainability

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

Applicant Response:

1. Building and training a core team of 2-3 parents in each area (IPP coaching, Aging Caregivers, Training/Workshop, technology, social skill promotion, service navigation) who can continue to support Vietnamese parents/families after the completion of the project.
2. Organizing VPDCA parents into different special topics support groups so that the experienced Vietnamese parents can share their experience in IPP coaching, SDP, Aging Caregivers Transition Planning
3. Continuing to promote art/dance/cooking classes and other social events among VPDCA consumers and their families, with a focus on building community gathering around children's performances to increase children's self confidence and continue to raise the parents' expectation of their children's capabilities
4. Seeking out the help from local volunteered groups such as Vietnamese Boys and Girls Scout groups, etc.to support VPDCA's activities
5. Getting training help from DRC, SCDD, DOR, RCs
6. Partnering with other CBOs

Sub Section Name: Target Population

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:

- Vietnamese

Applicant Comment:

VPDCA serves all Vietnamese consumers and families in Los Angeles and Orange Counties. We also serve Vietnamese families from other counties if needed.

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)
Vietnamese	150	Vietnamese and English

3. Applicant Question: Age Group(s) Served

Select all Age Groups the project will serve.

Applicant Response:

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

Applicant Comment:

VPDCA will serve families and children with I/DD for all ages

Section Name: Project Application

Sub Section Name: Project Application

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:

Vietnamese Parents with Disabled Children Association (VPDCA) founded in 1986 and is a non-profit 501(c)(3) organization. It has around 220 members throughout the Los Angeles and Orange County. This project is focusing to target the underserved Vietnamese parents and families who have children with I/DD in Orange County and Los Angeles County. The Regional Centers in the project catchment areas are Regional Centers of Orange County (RCOC), San Gabriel/Pomona Regional Centers (SGPRC), Eastern Los Angeles Regional Center (ELARC) and Harbor Regional Center (HRC). This project is designed to help Vietnamese parents and their children with I/DD to overcome the stress during the COVID-19 pandemic, to gain more knowledge and have access to best services for consumers and to give the consumers to be more independent, productive, and be able to integrate themselves into their communities through many activities centered on the following: increasing parents and consumers' skills on how to use the technology, increasing parents' knowledge and ability to choose the best services for consumers through Aging caregivers transition planning, parents support group, Focus groups and other activities, increasing parents' mediation skills through the IPP trainings and increasing parent education on emerging areas of interest and need, and increasing consumers' social and communication skills and self-confidence through art/dance/cook, bowling, basket ball, Yoga classes and other social events and activities. This project is also focusing on building partnership and collaboration with Region Centers and other agencies in the communities; in building leadership in different areas for VPDCA members; in outreaching to communities for recruiting more members.

VPDCA has successfully managed grants in the past, including a contract as a partner agency for Opening Doors to Multi-Cultural Communities Planning initiative (B. Wheeler, PI), which led to strengthening their advocacy as an organization and as a collaborative, a partner in a Community Parent Resource Center (CPRC) (funded by US DOE) with Loving your Disabled Child and Parents of Watts(1990-2011), and provided parent training to Vietnamese families on accessing special education, a grant from the Wesmett Foundation to offset operational costs and to support VPDCA's cultural events in the community(e.g., Full Moon Festival), and a small grant from the Technical Assistance Alliance to publish a newsletter and conduct outreach efforts in Orange County. VPDCA was a Community Partner with USC UCEDD in a 2-year(2017–2019) DDS Disparities Grant to conduct IPP coaching sessions, training/workshops on various topics for Vietnamese parents and families. VPDCA worked with subcontractor USC UCEDD in a 1- year (2019-2020), (2020-2021) DDS Disparities Grants to conduct IPP, Aging Caregiver planning, various topic training. VPDCA is currently working in a 1-year (2021-2022) DDS Grant.

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:

Based on the most recent RCOC purchase of service data (2021-2022), there are significant disparities in purchase of services between Asian and White consumers. The amount spent per capita for White consumers (\$31,006) was more than twice the amount for Asian consumers (\$12,607). Disparities were much greater among adults. RCOC spent an average of \$5,266 more per capita on White than Asian youth (ages 3-21), but an average of \$19,154 more on White than Asian adults (ages 22 and older). Gaps in service utilization rates in 2020-2021 also point to significant inequities. At RCOC, utilization of services by Asian-identifying consumers (all ages) was lower than the average utilization rate across ethnic/racial groups and lower than White consumers by nearly 9 percentage points. These data reflect that Asian consumers are already underserved compared to White consumers.

For 2022-2023, based on the some feedback data analysis and through the verbal feedback from the parents, the parents are very happy and understand more on the information they have learned and received through the training sessions. They want more trainings to focus more details and deeper information on the certain topics, especially the emerging areas of interest and need such as IPP and Aging Caregiver Transition Planning. They also want to have more social events and activities to support their children's wellness and communication skills. In addition, they want some help to navigate to available services.

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:

This project is specifically focusing on one ethnic group: Vietnamese parents and their children with I/DD. VPDCA has the capacity to recruit participants for this project as well as to bring the work of this project to our members in our organization. Most of those parents have limited English speaking capabilities. VPDCA provides more services to parents such service navigation assistance, more training on Aging Caregiver Transition Planning, A visit to living setting such as group home, apartments, more social skill promotion activities, and more outreach to communities through TVs, radios, newspapers, service provider fair, art exhibition, etc. At this time, the only other project in the proposed catchment areas that is focused on linking Vietnamese families to regional center services is the grant with title "Vietnamese Education and Training Project" from Boat People SOS Center for Community Advancement and only focus in Orange County. Our two projects work synergistically to increase the Vietnamese community's access to services and inspire trust in the system. Since Vietnamese families live throughout the Orange County and other counties and they just feel comfortable to work with people they know, our two projects will serve more Vietnamese families than only one project. This will help how our Vietnamese children can better access and benefit from services that have the potential to increase their independence, productivity, and integration into the community.

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:

1. Through social skill promotion activities such as art, dance, cooking, basket ball, bowling classes and other social events such as picnics, Mid-Autumn Festival, Vietnamese New Year, etc., children with I/DD can increase the happiness and social and communication skills which can improve their health and life
 2. Through VPDCA's new service navigation assistance, parents understand and are easy to access to services
 3. More than 100 VPDCA members are 60 years old or older, with Aging Caregiver Transition Planning workshops, observations of services in the Community and assistance with filling out an Individualized Transition Plan, Vietnamese Aging Caregivers will proactively put into place a transition plan for their aging children with a development disability
 4. Through general educational training on emerging topics, parents improve their knowledge about the up-to-date available services and laws
 5. Through the training and tutorials for technology, parents and consumers are able to use computers, phones and other internet access devices, apps, and other tools such as Zoom for their daily learning activities and communicate with others such as service vendors and providers, family and friends
 6. Through IPP Coaching training, parents will build skills in speaking up, in doing negotiation with RC and in advocating for services and supports for their children's needs and they can get more services
 7. Through outreach and collaboration, VPDCA is able to provide more information and help to members
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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:

Yes, the project supports the RC plan to promote equity and reduce disparities in their catchment.

Our project will collaborate with other organizations to promote community inclusion by the following activities:

1. Partner with local scout groups such as Vietnamese Boys and Girls Scouts to help out social activities such as art, dance, sport classes and events like New Year, Mid-Autumn Festival, Christmas Party, Summer Picnic, etc.
 2. Conduct an art exhibition from the art class and invite local organizations and agencies in the communities to attend
 3. Partner with Regional Centers: RCOC, HRC, SGPRC, ELARC to conduct a service provider fair to bring the service providers and families with I/DD consumers together
 4. Work with RCs and other organizations/agencies/offices in the communities to understand and come up with a list of services and how to access to those services so that VPDCA can help parents to have access to these services through the VPDCA's service navigation program
 5. Conduct a new tour for VPDCA's families to visit local home living settings in the community to prepare for the future of their aging children with I/DD when the parents are too old and cannot take care of their I/DD children anymore
 6. Attend local community and RC events
 7. Collaborate with RCs and other groups in the catchment areas to outreach more Vietnamese families who have children with I/DD and not a client of RC
 8. Partner with DRC, SCDD, DOR, etc. to provide training to parents
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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 proposed measures appropriately track the project objectives and activities. Our proposed measures are appropriate to track project goals and activities. For each activity, we have at least one measure corresponding to that activity to verify the activity is done. The measure is either a quantitative such as number of and/or percentage or a qualitative as narrative. Some of the measures are collected through the surveys and some through sign-in sheets or attendance.

Some of the activities will be performed parallel and some sequential. For the parallel activities, we can perform at the same time without any interfere. However, with sequential activities, some activities depend on other activities. As a result, the activities which other activities depend on them will be performed and conducted first before the others.

Some of the activities occur sequential and being spread throughout the length of the project. The activities are scheduled with decent amount of time so they can be completed easily. Some of the activities occur parallel and at the same time. We have capacity and staff to handle different activities at the same time. As a result, these activities and measures can be completed on time with reasonable time and our members can be benefited from these activities and objectives from the project.

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 budget we proposed in the application is reasonable and covers the staff/personnel to perform and meet the activities in the project objective. All of the costs are related to and support the activities in the project either as personal salaries or expenses for materials or facilities that are supported the activities.

Before creating the project budget costs, we have already looked at the list of items that are unallowable for the budget. As a result, the budget items are allowable and supported the activities in the project.

Section Name: Proposal Certification

Sub Section Name: Certification

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

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:

VPDCA has sent out an email to the following people in Regional Centers:

1. RCOC: Larry Landauer and Kaitlynn Truong
 2. HRC: Patrick Ruppe, Antoinette Perez, Thao Mailloux, Erika Segovia
 3. ELARC: Gloria Wong, Adriana Roman
 4. SG/PRC: Joseph Alvarez, Salvador Gonzalez
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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.
-

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
