

# Application Report



**Applicant Organization:** Community Initiatives for Collective Impact - Hlub Hmong Center  
**Project Name:** HHC Learning the Hmong Way  
**Application ID:** App-22-645  
**Funding Announcement:** FY 22-23 Service Access and Equity Grant  
**Awarded Amount:** \$350,000

**Project Summary:** For over 12 years, Hlub Hmong Center (HHC) has been regionally and nationally recognized as a leading Hmong community initiative for the survival and prosperity of the Hmong people and culture. HHC is respected for its participatory approach whereby public institutions and the Hmong community collaborate to change organizational systems and Hmong cultural practices to collectively impact disparities in health, education, and economic development. Learning the Hmong Way (LHW) is a Workforce Capacity and Development program co-created between HHC, CVRC staff, and Hmong community members through a Disparity Fund grant in 2018. The LHW name and formal launch began in 2022 with a DDS Service Access and Equity Grant. Currently, LHW works in partnership with ACRD, CVRC, and VMRC to serve their staff and Hmong community in their catchment areas. LHW helps Regional Staff to improve their skills and capacity to identify and address cultural and linguistic challenges and opportunities that improve services for Hmong individuals with intellectual and developmental disabilities (IDD) and their families. LHW works by providing facilitated one-to-one conversations between individual RC staff with trained Hmong Parent Coaches to identify and problem-solve challenges, and find opportunities for service situations nominated by the RC staff. LHW lessons help improve both RCs services (including vendors and partner agencies) and Hmong cultural practices (stigma and alienation for persons with developmental disabilities). LHW conversations result in improved trust, relationships, and collaboration skills between RCs and their Hmong communities. These results are the foundation for improving service delivery and service utilization. Solutions, ideas, and lessons from the conversation are used to create fact sheets, infographics, social media, and other resources to improve RCs' internal performance and outreach to the Hmong community within each RC's catchment. With support from our sister Hmong organizations (The Fresno Center and Hmong Youth and Parents United) and RC partners, LHW now serves the largest contiguous region of Hmong communities in California (the largest Hmong population in the USA). Early evaluation results shows that both RC staff and Hmong parents have learned skills that they believe will directly improve POS services and reduce disparities for Hmong individuals with IDD and their families. Ongoing funding for LHW will improve its implementation and reach and demonstrate its impact on POS disparities. LHW is an innovative and rare opportunity to improve service access and empower individuals and families as partners in improving health equity.

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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:**

Learning the Hmong Way

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**2. Applicant Question:** Awarded Amount

What is the total amount awarded for the project?

**Applicant Response:**

\$350,000

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**3. Applicant Question:** Organization Type

Choose the response that best describes your organization.

**Applicant Response:**

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

**Attachment:**

[2022\\_09\\_23\\_IRS\\_ExempLetter\\_Ci4Ci\\_p1.pdf](#) - PDF FILE

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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:**

Hlub Hmong Center (HHC) began in 2010 out of the first-ever San Joaquin Valley Hmong Health Disparities Conference. Hlub means love. Our mission is to ensure equity and prosperity for the Hmong living in Merced through education, research, advocacy, and entrepreneurship. HHC is trusted for its intergenerational, multigender, Hmong leadership. Linda Xiong, MPH (born and raised in Merced) and Stergios Roussos, Ph.D., MPH (Mercedian and Hmong advocate since 2001) co-founded and co-direct HHC. Community Initiatives for Collective Impact, an anchor for nonprofit social justice work, fiscally sponsors HHC. HHC has received and effectively managed national, state, regional, and local grants and contracts (most governmental; largest over \$400,000). HHC led a 2-year DDS Disparity Fund grant with similar goals, staffing, and activities to the current proposal (2019-2021). HHC now leads the SAE grant Learning the Hmong Way, serving ACRC, CVRC, and VMRC with Fresno and Sacramento Hmong partners.

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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:**

[ci4ci\\_ftb\\_entity\\_status\\_10-21-2022.pdf](#) - PDF FILE

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**6. Applicant Question:** Subcontractors in Good Standing

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

**Applicant Response:**

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
2021	Hlub Hmong Center	21-C26	175,000

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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:

Learning the Hmong Way (LHW) completed its midpoint in September 2022. LHW is HHC's project to support Regional Center (RC) staff and workforce development as a strategy to reduce Hmong POS disparities. LHW evolved out of our 2019-2021 Disparity Fund grant. Its concept and methods were co-developed with CVRC's Elisa Escareno (then Cultural Specialist), Donna Perry (then Program Manager), and Hmong and non-Hmong Service Coordinators (SCs). LHW's purpose is to help RC staff learn to identify and address cultural and linguistic challenges and areas for improvement in serving the Hmong in their catchment area. LHW does this by providing RC staff with one-to-one "conversations" with Hmong parents (RC clients) trained to serve as coaches and problem-solvers for cultural and linguistic concerns. HHC staff facilitate the conversation by clarifying questions and information, and creating a safe, nurturing dialogue at least monthly by Zoom. RC staff "learn the Hmong way" to be more attentive to cultural and linguistic factors that improve their services and reduce POS disparities for Hmong. Important byproducts of this process include new and more trusting relationships between RC staff and Hmong parents and educational materials for RC staff and Hmong parents sharing lessons from the LHW conversations. Quantitative (surveys, counts) and qualitative (interviews, dialogue analysis) measures evaluate processes and outcomes.

At halfway, LHW has exceeded its milestones and learned lessons that improve the program and its impact. Sixty RC staff have been trained (grant target was 24) across ACRC, CVRC, and VMRC. Nine RC staff participated in facilitated conversations. Via RC request, we have opened up LHW to all staff (originally prioritized for SCs). Eight parents are in the trained Parent Workgroup. Our Hmong partner organizations (The Fresno Center and Sacramento's Hmong Youth & Parents United) are LHW advisors, and share LHW educational materials with their parents. ACRC, CVRC, and VMRC Cultural Specialists are instrumental in the refinement and growth of LHW. These results are remarkable given the faster start-up with 1-year of funding (rather than 2) and adding the VMRC catchment area (unplanned but very welcome).

Staff and parents report there is no similar service to LHW. They appreciate the personal time and space for dialogue and HHC's professional facilitation. RC staff surveys showed: 100% felt Hmong parents shared something important for improving services regarding IDD for Hmong children and families; 100% learned something that may improve Regional Center services for Hmong people; 98% would recommend LHW to other staff; 95% want to participate again. Parent surveys showed similar results, including 100% learning something to improve use of RC services.

Positive results reached soon after implementation offer confidence to continue LHW. Lessons learned and strong partners among RC staff and parents provide a base to grow LHW for more RC staff.

## Attachment:

[LHW- SC Lessons #1.png](#) - PNG FILE  
[LHW- SC Lessons #2.png](#) - PNG FILE  
[LHW Conversation General \(no RCs listed\).png](#) - PNG FILE  
[8-1-2022 LHW #1 \(parents\).png](#) - PNG FILE  
[10-4-2022 LHW #3 \(parents\).png](#) - PNG FILE  
[11-1-2022 LHW #4 \(parents\).png](#) - PNG FILE  
[9-7-2022 LHW #2 \(SCs\).png](#) - PNG FILE  
[10-4-2022 LHW #3 \(SCs\).png](#) - PNG FILE  
[11-1-2022 LHW #4 \(SCs\).png](#) - PNG FILE  
[ACRC SC Participation.png](#) - PNG FILE  
[VMRC SC Recruitment.png](#) - PNG FILE  
[CVRC SC Participation.png](#) - PNG FILE  
[LHW- Parent Screening.pdf](#) - PDF FILE  
[LHW Parent Training .pdf](#) - PDF FILE  
[LHW SC Measurements.pdf](#) - PDF FILE

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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 transition period will allow HHC, RC staff, and parents to better operationalize the LHW process, and demonstrate more accurate results about outcomes for RC staff and Hmong POS disparities. It is important for LHW to grow from what largely has been a pilot phase for 6 months. We need to replicate our monthly CVRC Cultural Specialist meeting to ACRC and VMRC Cultural Specialists. Whereas our relationship with CVRC and ACRC extends to two or more years, our relationship with VMRC is very new, starting with our current SAE grant. We need time to better understand and serve the needs of VMRC staff and the Hmong in their catchment area (e.g., Uplift, a Hmong team based in Stockton).

While do not anticipate changing core LHW methods, we can improve the process in collaboration with RC staff and the Parent Workgroup. LHW's original SAE proposal is planned for two years for development and a full demonstration of results. Fortunately, we saw substantial early positive results. Evaluation methods are improving as we understand the accuracy and relevance of measures and results (e.g., adding more quantitative measures to qualitative measures of RC cultural competency). LHW needs more time to allow RC staff to participate multiple times so we can understand cumulative and synergistic program effects. LHW needs more time to understand different needs and approaches across RC catchment areas. The addition of VMRC to the current SAE grants was not planned in the original proposal. Lower VMRC participation in LHW may be improved with more time and HHC staffing for VMRC.

The transition time offers a chance to share lessons for adapting LHW for other ethnic groups and RCs. RC staff and parents emphasize that LHW is unique among DDS programs, attractive, and beneficial. HHC can help others create Learning the Latino Way, or Learning the Vietnamese Way. CBOs and RC staff have asked questions about such adaptations beyond Hmong.

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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:**

Workforce Capacity and Development

**Applicant Comment:**

N/A

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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:**

- Central Valley Regional Center
  - Alta California Regional Center
  - Valley Mountain 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:**

- Fresno County
  - Merced County
  - Sacramento County
  - Calaveras County
  - Amador County
  - Alpine County
  - Kern County
  - Inyo County
  - Madera County
  - Mariposa County
  - Mono County
  - Nevada County
  - Placer County
  - San Joaquin County
  - Sutter County
  - Stanislaus County
  - Tuolumne County
  - Tulare County
  - Yolo County
  - Yuba County
  - Sierra 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.

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**Applicant Response:**

The Fresno Center (TFC) and Hmong Youth & Parents United (HYPU) are our two sister Hmong organizations. TFC has been HHC's mentor since we started in 2010. HHC and HYPU have met monthly to support each other's DDS projects since HYPU gained DDS grants in 2019. TFC and HYPU are active partners in LHW. Each has staff participating as LHW advisors and guides to developing and distributing educational materials to Hmong parents in their networks.

**Attachment:**

[HHC HYPU LOS- Learning Hmong Way\\_2022.pdf](#) - PDF FILE

[TFC LOS - Learning Hmong Way\\_2022.pdf](#) - PDF FILE

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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:**

HHC sustained the early version of LHW after the DDS grant for one year (between April 2021 and March 2022). We organized internal funds and trained volunteers to continue LHW with CVRC. Most costs are to pay for trained, bilingual, bicultural staff to prepare conversation participants and materials, facilitate conversations, take notes, and synthesize notes into lessons for education and outreach. Local Hmong grocers and farmers provide store vouchers as gifts for Hmong community participants. Using Zoom web-meeting significantly reduces costs of transportation and staff time. Ongoing contracts, grant development and fundraisers throughout the year allow us to maintain a healthy financial reserve of unrestricted funds. Similar strategies will support LHW sustainability. We are formally exploring LHW as a fee-for-service option for RCs.

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**Sub Section Name:** Target Population

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**1. Applicant Question:** Ethnicity Groups Served

Select the ethnicity group(s) the project will serve. For "Indian", "Pacific Islander", "Slavic" or "Other" use comment section to list specific groups.

**Applicant Response:**

- African American
- Cambodian
- Chinese
- Filipino
- Hispanic
- Hmong
- Indian (list)
- Japanese
- Korean
- Mien
- Native American
- Vietnamese
- Pacific Islander (list)
- Slavic (list)
- Other (list)

**Applicant Comment:**

Our primary ethnic group to impact is Hmong, but our direct services are to Regional Center staff who will vary in ethnicity/race.

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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)
Hmong	3,000	Hmong, English, sometime Mien and Laotian
Other (Ethnicities of Regional Center Staff)	200	English, and other language spoken by Regional Center staff

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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 Five
- Three to 21
- 16 to 21
- 22 and older

**Applicant Comment:**

As long as they are served by Regional Center staff, our program will be impacting that age group. For direct clients, the Regional Staff, most are age 22 and older.

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**Section Name:** Project Application

**Sub Section Name:** Project Application

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**1. Applicant Question:** Project Summary and Organizational Experience

Provide a clear and concise project summary that includes a defined target population, catchment area, and project design. Specifically describe what your project will accomplish and how it will benefit the community served. In your answer, include what experience your organization has working with the target population and how your organization will work with the local RC(s).

**Applicant Response:**

For over 12 years, Hlub Hmong Center (HHC) has been regionally and nationally recognized as a leading Hmong community initiative for the survival and prosperity of the Hmong people and culture. HHC is respected for its participatory approach whereby public institutions and the Hmong community collaborate to change organizational systems and Hmong cultural practices to collectively impact disparities in health, education, and economic development. Learning the Hmong Way (LHW) resulted from our cumulative experiences during our DDS-funded program and partnership with CVRC staff and Cultural Specialists to address POS disparities for Hmong in Merced. We are honored to now serve ACRC and VMRC staff and catchment areas. LHW serves Hmong RC clients across age groups. RC staff participate across catchment areas via Zoom. RC's and our CBO partners distribute LHW educational materials to Hmong across their catchment areas. LHW joins RC staff and Hmong community members in culturally and linguistically appropriate problem-solving for POS disparities. HHC bilingual, bicultural, trained facilitators lead RC staff in conversations with trained Hmong parent coaches. These conversations offer safe and productive settings to discuss successes, concerns, and opportunities to tackle POS disparities specific to Hmong culture and language. LHW lessons help improve both RCs services (including vendors and partner agencies) and Hmong cultural practices (stigma and alienation for persons with developmental disabilities). LHW conversations result in improved trust, relationships, and collaboration skills between RCs and their Hmong communities. These results are the foundation for improving service delivery and service utilization. Solutions, ideas, and lessons from the conversation are used to create fact sheets, infographics, social media, and other resources to improve RCs' internal performance and outreach to the Hmong community within each RC's catchment area. With support from our sister Hmong CBOs and RC partners, HHC expanded from CVRC to ACRC and VMRC during 2022. This strengthens RC-Hmong collaboration to address POS disparities in the largest contiguous Hmong population in the USA (Fresno through Sacramento). Evaluation activities will assess individual outcomes for RC staff and Hmong participants in the conversations, the number of RC staff and Hmong community reached with education resulting from the conversations, and secondary data on improvements in POS within each catchment area. Our early work shows that LHW creates transformative changes in RC staff skills for more culturally and linguistically competent POS services for the Hmong community. Further support is needed for this innovative and rare opportunity to improve service access and empower individuals and families as partners in improving health equity.

## **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:**

HHC is a Hmong-led CBO established in response to decades of health disparities, which continue to burden our community. Anything HHC does must first be identified as a need and priority by our Hmong community. In 2017, Hmong leaders working in behavioral health encouraged us to address disparities in IDD, especially for children. POS reports from 2016 through 2021 show POS utilization for Hmong (based on language) is consistently between 30s to 60s percentage points. Data for Hmong ethnicity continue to be aggregated as "Asian," preventing an accurate assessment of disparities. Local information guiding our work is the input from our Hmong parents and from Regional Center staff (Cultural Specialists, Service Coordinators, and administrators). Input is drawn from Merced (our home) and our Hmong partners in Fresno (TFC) and Sacramento (HYPU). Input includes lessons from each Hmong annual POS listening session since 2019. Hmong people access, use and benefit from POS at a disproportionately lower rate than individuals who are White and many other ethnic/racial groups. RC staff have few opportunities for regular, personal dialogue with Hmong parents to understand and collaborate on reducing POS disparities. Early LHW results show that LHW fills this gap. RC staff describe how LHW provides precious conversations with Hmong clients to address specific RC challenges. LHW parent coaches feel valued as teammates with RCs to improve services and equity for the Hmong community.

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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:**

Based on input from our partners at ACRC, CVRC and VMRC, RC staff who participated in LHW, and parent coaches in our Parent Workgroup, there is no similar grant or service to LHW. LHW is unique in its focus on supporting RC staff to improve their skills specific to enhancing the cultural and linguistic aspects of their service to Hmong individuals and their families.

- 1) LHW conversations are guided to inform specific POS disparities priorities identified by RC and Hmong parents.
  - 2) LHW conversations include all age groups and all types of RC staff, and
  - 4) LHW qualitative results are used to generate educational and outreach materials for distribution by RCs, HHC, and other stakeholders.
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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:**

While LHW focuses on improving RC staff skills and capacity, early evaluation findings from Hmong parent coaches confirm a positive influence on POS disparities. Parent surveys show 100% learning something to improve the use of RC services and 100% feeling their input will help RC staff improve services to the Hmong community. LHW is a direct, meaningful, and sustainable approach to improving RC staff skills and the overall capacity of the RC workforce. LHW conversations build and strengthen relationships between RCs and their catchment area's Hmong community. LHW nurtures these relationships through a facilitated, culturally and linguistically appropriate process that is safe and equitable for RC staff and Hmong community members. All voice their ideas and concerns and feel truly heard. We continue to be surprised by the power of these conversations. They celebrate RC staff and Hmong parents for their strengths and resourcefulness. They move beyond the knowledge of services. RC staff and Hmong parents indicated improved communication and trust for each other.

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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:**

LHW evolved during HHC's Disparity Fund project "Family-Driven Culture and Systems Change" in partnership with CVRC staff and Hmong RC clients, parents, caregivers, and community leaders in Merced. The aim (and assumption) of LHW is that RC staff and their Hmong clients must learn to understand, trust, and work together to change organizational systems and Hmong cultural practices that prevent and reduce POS disparities. We believe that changing one "side" (i.e., improving culturally and linguistically appropriate RC services OR reducing Hmong cultural practices that stigmatize and alienate people with developmental disabilities and their families) will not effectively reduce Hmong POS disparities. Both sides require change and getting to this change requires RC staff and their Hmong community to have ongoing, problem-solving conversations to understand and support each other. These principles and goals resonate with our RC partners and our Hmong community. As a Workforce Capacity and Development project, LHW provides RCs with an easy and practical voluntary activity to improve staff performance. Given the demand for LHW so far, we believe RC staff appreciate the support LHW provides. Through the LHW conversations, RC staff and Hmong parents learn to advocate for themselves and for each other in an empowering partnership. This leads to interventions that provide equity, quality in services, and living for people with developmental disabilities and their families.

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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:

LHW is a Workforce Capacity and Development project to improve RC staff skills for culturally and linguistically appropriate services to Hmong individuals and their families. The project requires 12 steps used successfully during the first 6 months of our current SAE grant. All steps occur using Zoom with individual support by phone and in person.

Steps 1 and 2 produce the two teams or "Workgroups" necessary to implement most other steps. Each of the 3 RC Workgroups includes at least one HHC lead, an RC Cultural Specialist, one lead RC staff (e.g., Resource Specialist, Director), and at least one Service Coordinator (which can alternate across staff). The Hmong Parent Workgroup includes one HHC lead, one local Hmong agency volunteer (e.g., HYPUP, TFC), and at least one Hmong parent from each catchment area. HHC leads Steps 3 and 4 (development and implementation of training) with the RC and Parent Workgroups members. Training materials and procedures are reviewed and refined during Workgroup meetings. RC staff and Hmong Parent Coaches complete brief training prior to their conversation. Training is by Zoom (unless in-person is preferred) and lasts about 1 hour to review the conversation goals, ground rules, and tips for listening and sharing feedback, communicating through interpreters, dealing with professional jargon and cultural idioms, and how to exit the conversation or take a break if needed. In steps 6 and 7, the LHW conversations occur at least once a month for approximately 3 hours to support RC staff across the three catchment areas. The time for each RC staff personal conversation was increased from 30 minutes to 45 minutes during the SAE grant. Steps 8 thru 10, development and dissemination of LHW educational and outreach products, occur monthly. Step 11, evaluation is ongoing with activities before, during and after each LHW meeting. Step 12 provides a whole-team reflection and celebration by Zoom in Months 6, 12, 18, and 23.

The evaluation examines LHW processes and outcomes with qualitative and quantitative measures over time and across RCs. Post-training surveys (including retrospective pre-training questions) at training and LHW conversations examine changes in knowledge and skills related to the conversation aims for RC staff and Hmong parents, participant satisfaction, and recommendations for improvement. HHC documents RC staff parent demographic and other characteristics (e.g., type of staff, type of developmental disabilities represented) during registration for the program and LHW meetings. Qualitative theme analyses of audio recordings and transcriptions of each conversation provide ideas, lessons, and recommendations shared in educational and outreach materials created by HHC. Monthly, semi-structured group conversations during RC and Parent Coaches produce qualitative information to improve materials. HHC estimated the number of people reached by these materials through RC and CBO counts of dissemination.

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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:

See Budget Template under Budget Justification for Budget Narrative.

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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:**

Natasha Ambriz, CVRC Cultural Specialists

Mai Gee Her, ACRC Cultural Specialists

Gabriela Lopez, VMRC Cultural Specialists

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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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