

# Budget Request Form

Contractor Name: Wendy Parent-Johnson, PhD

Contractor Address: 655 N. Alvernon Way, Suite 228 Tucson AZ 85711  
Street Address City State Zip

Project Name: Job Coach Training Year 2

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	50,338			50,338
Fringe Benefits	15,605			15,605
Supplies / Operating Expenses	1,000			1,000
Travel	750			750
Rent or Cost of Space				-
Contracted Services / Professional Services				-
Administrative / Indirect Costs	6,769		24,821	31,590
<b>Total Costs</b>	<b>74,462</b>	<b>-</b>	<b>24,821</b>	<b>99,283</b>

It is understood that Non-Federal Funds identified in this budget will be used to match only ADDPC Federal Funds, and will not be used to match any other Federal Funds during the period of the ADDPC funded Project.

Additional description and background information shall be included as a budget narrative, including for match. The contractor agrees to submit additional background information to the ADDPC upon request.

\_\_\_\_\_  
 Name of Certifying Official

\_\_\_\_\_  
 Title of Certifying Official

\_\_\_\_\_  
 Phone Email

## Budget Narrative

### Personnel

Wendy Parent-Johnson, PhD, Principle Investigator (10% FTE) will be responsible for administrative and fiscal oversight of the proposed project. She will provide supervision of project staff, oversee project activities, and complete progress and final reports. Dr. Parent-Johnson will lead development of training, technical assistance, and products regarding content, design, and implementation. She will deliver trainings and provide individualized technical assistance.

Susan Voirol, MSW, Project Director (10% FTE) will be responsible for management of the day-to-day activities of the project. She will oversee marketing and recruitment materials and activities to engage participants. Ms. Voirol will function as liaison with state agencies ensuring project content is addressing their identified needs and lead topical training session development. She will provide training and technical assistance and contribute to product development.

Heather Wolff, Project Coordinator (20% FTE) will be responsible for coordinating all training and technical assistance activities arranging logistics and communicating with participants. She will lead development of virtual “hands on” experiences for participants including scripting and recording “real life” experiences with community partners. Ms. Wolff will collect training satisfaction data and participant feedback and use information for on-going input and improvement.

Jeff Javier, Communication Specialist (15%) will be responsible for overseeing the technical aspects of virtual events including embedding innovations in delivery. He will assist with pre-recorded training logistics and conducting real-time activities. Mr. Javier will provide IT support for all virtual events, ensuring accessibility and language translation. He will assist with product design and creation of user-friendly and accessible toolkit and resources. Mr. Javier will lead all communication and recruitment.

Lorie Sandaine, Employment Specialist (15%) will be responsible with assisting with employment activities and community connections essential for direct service experiences for participants. She will assist with providing trainings and conducting technical assistance one-to-one support for participating provider employment staff. Ms. Sandaine will contribute to development of handouts, products, and resources. She will function as liaison with provider agencies.

### Fringe Benefits

Salaries are based on the University of Arizona salary structure, with fringe benefits that are based on the current DHHS rate agreement (31.0% for Full-Benefit Employees).

**Travel**

Funds are requested to support travel of project staff to provide technical assistance to two participating providers calculated at a rate of \$ .445 per mile.

**Translation and Accessibility**

Funds are requested to support interpreter and CART services for trainings and Spanish translation for products.

**Match**

The ADDPC has stipulated a matching rate of 25% of the total costs. The match required by ADDPC is being met through foregone in-direct costs (difference between 10% indirect rate and university rate of 47%).