

**Legal Options Manual Update
 Sonoran Center for Excellence in Disabilities
 Scope of Work
 May 1 – November 30, 2024**

Purpose: Update the Legal Options Manual (third edition) published in 2016 with current legal options available in Arizona, which includes supported decision making per SB1291, formalizing a meaningful alternative to guardianship for Arizonans with disabilities.

Tasks: The Sonoran Center for Excellence in Disabilities (Sonoran Center) in collaboration with Disability Rights Arizona (DRAZ) will update the Legal Options Manual to produce a fourth edition available in English and Spanish. In addition to updates to content, legal forms, letter templates and resources, the Sonoran Center will translate identified information and manual content to plain language for greatest accessibility to persons with intellectual disabilities, as well as ensure overall accessibility of design elements and formatting for electronic and print versions.

Legal Options Manual Update May 1 – November 30, 2024								
Task	Responsible Party	M	J	J	A	S	O	N
Review current Legal Options Manual for needed updates	DRAZ							
Make needed revisions and updates to content, forms, letter templates, resources, etc.	DRAZ							
External Review of Manual updates and revisions	DRAZ Volunteer or Contract Attorney ADDPC Staff							
Identify content for plain language translation and infographic needs	Sonoran Center DRAZ ADDPC Staff input							
Develop Plain Language/infographic materials	Sonoran Center							
Review of Plain Language materials by self-advocates	Sonoran Center							
Translation of all documents to Spanish	DRAZ							
Complete design, formatting, and electronic accessibility of all materials	Sonoran Center ADDPC Review/Input							
Communications and dissemination plan and implementation for release of fourth edition and supplemental materials	Sonoran Center DRAZ ADDPC							

Budget Request Form

Contractor Name: Arizona Board of Regents, University of Arizona

Contractor Address: 888 N. Euclid Room 510, P.O. Box 3308 Tucson AZ 85722-3308
Street Address City State Zip

Project Name: Legal Options Manual Update

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	6,185.70			6,185.70
Fringe Benefits	1,979.42			1,979.42
Supplies / Operating Expenses	-			-
Travel	-			-
Rent or Cost of Space				-
Contracted Services / Professional Services	11,179.17			11,179.17
Administrative / Indirect Costs	1,934.43		7,092.91	9,027.34
Total Costs	21,278.72	-	7,092.91	28,371.63

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

***This budget is a draft and has not been approved by the Arizona Board of Regents, University of Arizona, and is subject to changes.**

Legal Options Manual Update Budget Narrative

Personnel/Salaries

Jacy Farkas, Principal Investigator (\$46.63/hour @ 40 hours), will be responsible for project oversight, supervision, monitoring, and completion of activities as proposed. She will assist in development of new content for plain language materials and liaising with Disability Rights Arizona and ADDPC personnel.

Elizabeth Jeffrey-Franco, Communications Director (\$34.50/hour @ 100 hours), will be responsible for communications, marketing, and overall product design (i.e., manual, plain language documents in English and Spanish) inclusive of proofreading, copyediting, formatting, fillable forms, and accessibility. She will supervise plain language document development process and development of infographics supplemental to plain language documents.

Andrew Milne, Content Coordinator (\$17.41/hour @ 50 hours), will be responsible for translating identified materials and documents into plain language.

Fringe Benefits

The University of Arizona defines fringe benefits as direct costs, estimates benefits as a standard percent of salary applied uniformly to all types sponsored activities, and charges benefits to sponsors in accordance with the federally-negotiated rates in effect at the time salaries are incurred. The rates used in the budget are as follows: UA Employees @ 32.0%.

Contracted Services / Professional Services

Subaward with Disability Rights Arizona (DRAZ; \$11,179.17 total): will be responsible for reviewing the current manual for required updates to content, legal forms, template letters and resources to be in alignment with existing and any new laws and procedures, in particular related to supported decision making. DRAZ will make revisions to the manual and work with Sonoran Center staff to identify content for plain language translation. DRAZ will arrange a contract or a volunteer attorney to review the areas of law outside our specialty, and ensure the manual updates are translated to Spanish.

Sey In, DRAZ Staff Attorney, (\$39.66 hourly rate with benefits @ 168 hours) will be responsible for review and writing the updates of the overall product. He will oversee the work of the Volunteer/Contract Attorney and Spanish language document development process.

Contract Attorney, in the event DRAZ is unable to identify a volunteer attorney to review the final manual, we will pay an Arizona licensed attorney a \$2,000 stipend.

Spanish translator, DRAZ will contract with a Spanish translator and pay them \$1,500 to translate the manual to Spanish.

Indirect Costs at the ADDPC-stipulated rate of 10% of total direct costs (\$10,162.88 Direct Costs * 10% = \$1,016.29)

Administrative / Indirect Costs

Indirect costs are budgeted at the ADDPC-stipulated rate of 10% of total direct costs. (\$19,344.29 Direct Costs * 10% = \$1,934.43)

Cost Match

Cost match is committed using indirect costs foregone at the ADDPC-stipulated rate of 25% of total projects costs. (\$28,371.63 Total Project Costs * 25% = \$7,092.91; Indirect Costs Foregone (47% MTDC - 10% TDC) = \$7,157.39)

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