



GRANTS AND CONTRACTS COMMITTEE

Friday, February 25, 2022

2:00 P.M. – 3:30 P.M.

3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

MINUTES

The Grants and Contracts Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened virtually Friday, February 25, 2022. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present

Monica Cooper, Chairperson Vijette Saari Wendy Parent-Johnson	Michael Coen Kelly Roberts
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Members Absent

Kin Counts

Staff	Guests
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Lani St. Cyr, Staff Marcella Crane, Staff Michael Leyva, Staff Jason Snead, Staff Michael Leyva, Staff	Jon Meyers
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A. Call to Order/Welcome

Chairperson Monica Cooper welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Grants and Contracts Committee meeting. The meeting was called to order at 2:03 p.m. Roll call and participant introductions were completed.

B. Minutes from August 27, 2021 Meeting

Chairperson Monica Cooper asked members if they had a chance to review the minutes and if there were any changes. No changes were requested. Monica asked for a motion to accept the minutes as written. Motion was made by Michael Coen; seconded by Kelly Roberts. The motion carried.

C. Fiscal/Contract Updates

Lani St. Cyr reviewed the ADDPC Financial Update. The Council has approximately \$125,500 in FY 2020 funds remaining to be spent. The Administration for Community Living (ACL) has provided a one-time no cost extension for FY 2020 funds. Under this directive the obligation and project periods have been extended through September 30, 2022. The liquidation of funds and final reports will need to be completed by December 31, 2022. There currently is no extension for FY 2021 funding.

The Council has received the full allotment for FY 2021, in the amount of \$1,500,930 and has received a reallocation of FY 2021 funds from Puerto Rico in the amount of \$34,412, bringing the Council's total funding for FY 2021 to \$1,535,342. It has fully obligated the award amount and has met the September 2022 deadline; however, the work must be completed within the same timeframe. The Council has until September 30, 2023, to liquidate FY 2021 funds. Approximately \$1,142,964 remains to be liquidated.

The Council has received the second allotment for FY 2022 in the amount of \$314,700. This brings the total amount received to \$576,178. The FY 2022 award amount is currently estimated at \$1,500,930, but the final award amount is still unknown. This amount is level to FY 2021 funding excluding the Puerto Rico reallocation. The obligation and project period are through September 30, 2023, with the liquidation of funds through September 30, 2024.

Next, an update was given on the additional award of \$84,288 received for COVID-19 specific projects and vaccine hesitancy. These funds are being tracked and reported on separately. The funds must be obligated, and work completed by September 30, 2022. To date the Council has spent \$21,734 and has encumbered \$56,826, which leaves an available balance of \$5,728.

Next, the Council Funded Projects sheet was reviewed. The Committee was informed the staff is working with DES Procurement on the Arizona Center for Disability Law's Special Education Advocacy Project (SEAP). A no-cost extension through the end of September 2022 has been requested. There was a delay in the official March 1, 2021 start date, due to the insurance required. The work truly did not begin until August 2021. The extension will not be official until the required insurance is updated and approved by Procurement.

It was explained the Sonoran UCEDD- Transition AHEAD Roundtable had a delay in subcontractor billing, but they are expected to spend the full award amount. The City of Nogales- Inclusive Recreation was extended through March, 31 2022. The City of Nogales is still waiting for the award notification from their grant process. They recently checked in and should hear back no later than the 27th of February. They stated as soon as they do, they'll be breaking ground and obligating the funds. They are supposed to report back to the Council the first week of March. Also, Prevent Child Abuse Arizona let staff know they were having issues meeting their match requirement, as most of the match was coming from donated space and their trainings have been virtual. They have reduced their budget from \$36,380 to \$28,525 to adjust for this. There have been a couple of other budget

revisions, but they were shifting funds between line items rather than changes to the overall budget amounts.

Finally, the Budget Recommendation document showed items to be funded based on the workplan recommendations. The two renewal projects and the three Scopes of Work were highlighted and budgeted for. It showed a surplus of funds available for new projects with anticipated FY 22 and FY 23 funding. Ideally FY22 funds will be fully obligated by September 30, 2022, so work can be completed in the second year. A Request for Information (RFI) process was conducted and has identified potential funding options for remaining funds available.

D. Sonoran UCEDD- Transition AHEAD Roundtable- Year 3 Renewal

Lani St. Cyr gave an overview of the third-year renewal proposal for the Transition AHEAD Roundtable submitted by the Sonoran UCEDD. This project is seeking level funding for year 3 in the amount of \$120K. It is modeled after the successful Transition In Action Clinic in South Dakota aimed at addressing the transition needs and outcomes for youth with disabilities and their families in Arizona. The goal is to provide a space for youth and their families to explore and discuss their interests, goals and barriers to a successful adult transition. This project has included youth and families who identify as Native American, Hispanic, live in rural and urban areas, exited from foster care and range in age from 14 to 20. Experience suggests that specific activities may need to be added or modified to address these individual groups.

The plan for year three will be to establish culturally responsive elements and expand referral sources from schools only to Vocational Rehabilitation and Developmental Disability Agencies. They have added two additional staff members with experience working within state agencies that can assist with establishing this as a service for continued implementation after the project. At the end of year three and estimated 20 Youth with I/DD will participate. And a culturally responsive model with provisions for youth who are in foster care, middle school, and those for whom English is not their first language, have no means of verbal speech, or utilize ASL interpreter will be finalized; and procedures for statewide expansion and sustained access and implementation will be established.

Wendy Parent-Johnson provided some additional information about the project. She explained that survey results have been favorable and those that participate want to see the project expanded. Participants found the virtual platform used during the pandemic is preferred to in-person, as it increases inclusiveness with the project. The self-advocates participating have been able to successfully communicate their goals and needs through this program and have been able to share this information in IEP and other meetings.

Chairperson Monica Cooper called for a motion to approve the Transition AHEAD Roundtable year three renewal proposal submitted by the Sonoran UCEDD in the amount of \$120,000. Motion was made by Vijette Saari; seconded by Michal Coen. Wendy Parent-Johnson abstained from voting. The motion carried.

E. Southwest Institute for Families (SWI)-Self-Advocacy Coalition- Renewal Year 2

Marcella Crane gave an overview of the Self-Advocacy Coalition project Southwest Institute for Families and Children is working on. This contract has been extended two times. It was originally scheduled to end September 30, 2021 but has been extended through March 31, 2022. The staff is holding off on requesting a renewal application for this project until the new Executive Director for the Council is in place and the project can be discussed further. There has been some difficulty in mobilizing self-advocate groups with this program, which is why they were given the extension to increase their partnerships with other groups. Some of the objectives that have been met include the Self-Advocacy Conference that took place in September, with over 30 self-advocates assisting or participating. The Arc of Arizona and other partners assisted with this event. There are five local advocacy groups participating with SWI in developing the Self-Advocacy Coalition, they meet regularly and are identifying their own issues of concerns to address. A new partner formed during the extension period with Special Olympics AZ to include some of their regional groups. Also, they were able to include The Arc of Tempe and Assist to Independence as interested in working with SWI. Marcella wanted to make sure the committee knows the staff are working with grantees to offer extensions and budget modifications to help make projects successful and will keep the committee informed of any decisions made with the new Executive Director once he has started. There was no action taken on this agenda item.

F. Scopes of Work

Michael Leyva gave an overview of two draft Scopes of Work (SOW) including one around Refugee Research and another on a Vocational Rehabilitation Study. Also, Jason Snead gave an overview of a third draft SOW for Plain Language. They both offered summaries of the tasks, deliverables, and qualifications required for applicants and how they were determined. Until the Scopes of Work are finalized and approved by both the Executive and Full Council, the details will not be made public.

Chairperson Monica Cooper called for a motion to approve all three draft Scopes of Work. Motion was made by Wendy Parent-Johnson; seconded by Vijette Saari. The motion carried.

G. Request for Information (RFI) Results Process / Summary

Marcella Crane gave an overview of the RFI process. It was released in November 2021 and 36 brief proposal ideas were submitted and an ad-hoc committee was formed to review and consider which proposals to set aside as contingency options for further consideration by the Council. The Council members serving on the ad-hoc committee were recognized and thanked for their feedback.

Fourteen proposals were not reviewed by the ad-hoc committee as they did not meet the requirements or were not able to be funded. The following RFI's were selected and can be considered by the Council:

- **ASU, Student Accessibility and Inclusive Learning Services.** RFI addresses the Goal Inclusion with a focus on transportation. RFI proposes to partner with Dot, Inc. to create a "smart hub" pilot, barrier-free smart campus at ASU's Thunderbird School for Global Management and the Beus Center for Law and Society, that can be expanded to existing structure. By using technology and apps that can be downloaded on a person's mobile phone, barrier free kiosks will be implemented throughout the campus utilizing 3D map-based operation SW development/Kiosk HW. Dot Kiosks feature the following capabilities: Auto high adjustments, Sign language, Tactile display, 3D Mapping inside the campus, AI voice recognition, Physical keyboard, Speaker & Earphone, and UI/UX (SW). Approximate cost \$60,000.
- **DES Refugee Resettlement Agency.** RFI addresses the Goal Inclusion. Partner with refugee agencies that need a host of services for refugees that are I/DD, such as assistance with Education services, such as distance learning, assistance with navigating special education, support for a refugee advocate that can accompany the families that attend and IEP meetings and serve as a liaison to a school district. Create videos that explain AZEIP, and IEP's in various languages. Electronic devices to help provide on the spot translation services via voice input or map services. Approximate cost up to \$100,000.
- **NAU/IHD UCEDD.** RFI addresses the Goals System Access and Navigation and Self-Determination. The RFI proposes the "Parenting with a Disability Project" to support individuals with I/DD and family members who want to have children or who are already parents, but need information, resources, advocacy assistance and peer mentoring to succeed. The project will be in two phases: Phase 1: A needs assessment via a survey to disability organizations to determine if/how state agencies and nonprofit organizations currently address services that support parenting with a disability. Phase 2 will be to create parenting resources that target individuals with I/DD and their families, delivered through a series of webinars and/or in-person events that will provide topic-driven information on parenting with a disability to individuals with I/DD and those that support them. Approximate cost \$60,000.
- **Raising Special Kids.** RFI addresses the Goal System Access and Navigation. The RFI is to conduct a statewide assessment with local disability and healthcare agencies to better understand what barriers women who are pregnant or desire a pregnancy encounter when they have a disability (physical, mental or intellectual). Barriers to assess include access to care, resource or educational information regarding pregnancy, delivery, etc., peer education and support, and providers who are educated specifically about caring for women with disabilities. Information from this assessment will allow all groups to have more awareness of the needs of pregnant women with a disability face so that appropriate education and resources are available. Approximate cost up to \$100,000.

It was explained that further Council approval and integration with the existing workplans would need to happen prior to the funding of any of these projects. No action was taken on this agenda item.

H. Adjourn

Chairperson Monica Cooper called for a motion to adjourn the meeting. Motion was made by Vijette Saari; seconded by Monica Cooper. The motion carried, meeting adjourned.