



**GRANTS AND CONTRACTS COMMITTEE**

Monday, June 5, 2023

10:00 A.M. – 11:30 A.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 Monday, June 5, 2023. Notice having been duly given. Present and absent were the following members of the ADDPC.

<b>Members Present</b>
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Monica Cooper, Chairperson	Kristina Lopez
Vijette Saari	Kelly Roberts
Wendy Parent-Johnson	

<b>Members Absent</b>
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Kin Counts

<b>Staff</b>	<b>Guests</b>
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Lani St. Cyr  
 Marcy Crane  
 Jon Meyers, Executive Director

**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 10:07 a.m. Roll call and participant introductions were completed.

**B. Minutes from September 9, 2022 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 Kelly Roberts; seconded by Vijette Saari. The motion carried.

**C. Fiscal/Contract Updates**

Lani St. Cyr gave the ADDPC Financial Update and explained the Council has fully obligated the FY 2021 award amount of \$1,535,342 and has met the original September 2022 obligation deadline. However, ACL has granted a one-year no cost extension for FY 2021 funds. This extension made the new obligation and project period through September 30, 2023, allowing an additional year for the work to be completed. The Council has until December 31, 2023, to liquidate FY21 funds. There is approximately \$3,731 remaining to be liquidated.

The Council has received the full allotment for FY 2022 in the amount of \$1,500,930, which is the amount previously estimated. This is level funding to FY 2021 excluding the Puerto Rico reallocation. The obligation and project periods are through September 30, 2023, with the liquidation of funds through September 30, 2024. There have been discussions regarding a no-cost extension for these funds as well, but nothing official has gone through yet. The Council has fully obligated these funds and will need to complete the work by this September- 2023. There is approximately \$417,737 remaining to be liquidated.

The Council has received the full allotment of FY 2023 funding in the amount of \$1,500,930, which is level funding with the prior two fiscal years. There is approximately \$709,500 to obligate, which we would like to do before this September so the work can be completed in the second year of funding to meet the period of performance requirement which runs through September 30, 2024, with the liquidation of funds through September 30, 2025.

Next, an update was given on the additional awards the Council has received.

First, the Council received \$84,288 for COVID-19 Vaccine specific projects. These funds are being tracked and reported on separately. ACL has also granted a one-year no cost extension for these funds, which the staff submitted a letter requesting. With the extension, the funds must be obligated, and work completed by September 30, 2023. To date the Council has spent \$52,017 and has encumbered \$31,345, through September 30, 2022. The remaining balance of the award will be used in partnership with NAU/IHD on a project to better understand the lived experiences of people with disabilities throughout the pandemic including barriers to health services such as awareness and access to the COVID-19 vaccine.

Then, the Council received an additional award in the amount of \$95,319 to expand the Public Health Workforce within the Disability Network. The funds will also be tracked and reported on separately. The obligation and project period are through September 30, 2024. Currently there is not a project in place for these funds, but discussions have been underway. However, because these funds have not been obligated there is a high likelihood, they will be taken back due to the debt ceiling negotiations.

Next, the Council Funded Projects sheet was reviewed. The Committee was informed that the Impact Analytica Data Hub project has been granted another contract extension through September 30, 2023.

Finally, the Budget Recommendation document was reviewed. It was noted that the document had not been updated from what was presented at the last Full Council meeting, as the staff continues to work with the Workplan Committee to finalize the items to be reflected in the FY 2024 workplan.

#### **D. Parenting/Pregnancy RFGA-Review of Evaluation**

Marcella Crane gave an overview of the three proposals submitted and recommended for funding based on the solicitation for Support and Services for Prospective Parents and Parents with Disabilities. These projects were evaluated by an outside committee and total \$178,969. They are anticipated to be one-year grants.

The first proposal was submitted by Arizona State University. In it, the School of Social Work will carry out a best practice model in three phases, targeting four groups for each phase. The groups are parents with disabilities and their family members; social service organizations; policy advocates and policy makers; and social workers who work with parents with disabilities.

Phase 1 is to develop a user-friendly guide of best practices and models of support. The guide will be developed by an expert in accessible design and distributed freely online. The guide will include case studies outlining at least 6 different models for services or supports for parents with disabilities, sections on relevant policies affecting services and supports for parents with disabilities, and links to state and national resources.

Phase 2 will be to develop an interactive training curriculum on best practices and models of support and services for parents with disabilities. The general theme of both the guide and the development of the training curriculum is the notion of supported parenting, meaning that parents with all types of disabilities can parent with appropriate accommodations and supports.

In Phase 3, ASU will conduct four training courses - in Phoenix, Tucson, Yuma and Flagstaff. One training will be virtual and recorded and participants will be recruited by their networks of social service providers and the larger disability advocacy groups. The expected number to be trained is 125 individuals; a pre & post-test will be conducted, and a 3-month post-test will also be conducted to provide data on how effective the training and materials are.

ASU also plans to submit at least one peer reviewed journal article to gain awareness and learn from others in the field how this issue is being addressed and by what promising and/or best practices.

Also, important to note is that ASU School of Social Work will work with a culturally diverse expert panel that will provide feedback on the guide and training curriculum to ensure cultural appropriateness is imbedded in both products. The guide will also be developed in Spanish and in plain language; Interpreters will be provided for the trainings, if requested. Other accommodation costs will be covered by ASU if requested.

Chairperson Monica Cooper called for a motion to approve the Arizona State University proposal in the amount of \$35,604. Motion was made by Vquette Saari; seconded by Wendy Parent-Johnson. Kristina Lopez abstained from voting. The motion carried.

The next proposal reviewed was submitted by Northern Arizona University, Institute for Human Development is to help improve access to high-quality parenting support for Arizona parents with I/DD who have infants or young children (age focus is 0-5 years of age).

This is a statewide project, and rather than creating a new parenting program specific to parents with I/DD, IHD will build capacity within the existing Arizona evidence-based home visiting (EBHV) parenting programs to serve parents with I/DD. Because this focus will improve the capacity of EBHV's programs, there is the potential for future funding to continue researching and enhance implementation. Also, the national network of EBHV parenting programs, funded through the Maternal, Infant, and Early Childhood Home Visiting program has shown an interest in research for those families that experience the greatest needs. Working with Arizona's national network partners, IHD will be able to create an innovative project and draw on the support of what is already existing and how it can be applied to Arizona parents with I/DD raising young children.

The project will conduct research for the first four months to gather essential information for informing the development of the training and program materials. Key research components will include a literature review of published programmatic materials used by Arizona home visiting programs, what is done in other states, and other parenting programs for diverse parents with I/DD. IHD will also convene a project advisory research team that will comprise parents with I/DD and home visitors. Their review of the information and training materials will be incorporated, and the advisory team will be involved across phases of the project. Home visitors will provide both quantitative (survey) and qualitative feedback. Parents with I/DD will provide qualitative feedback.

IHD will also interview five program leaders of AZ's home visiting programs that are part of the national Maternal, Infant, and Early Childhood Home Visiting Program. The interviewees will be selected through targeted recruiting occurring in Maricopa, Coconino, Yuma and Pima counties. Based on this research and survey collection, IHD will draft materials and training in the remaining months of the project period. Assessment of the training and materials will still be gathered, even after each training, for review and IHD will adjust as necessary.

Project materials will include materials used by the home visitor to improve the delivery of home visiting services and the home visiting program; and materials will be developed for the parents with I/DD. Materials will be in multiple formats, adherence to universal principles and fully accessible – such as online, downloadable, and range of text to low text to pictorial versions, and narrated versions.

Three training courses will be done online for the home visiting program leaders and home visitors. As a benchmark, IHD will aim for five supervisors of each of the named five Arizona home visiting programs (N=25), and 10 home visitors representing the named home visiting programs (N=50) to complete the 3-part training series. The training courses will 1. Increase awareness and basic knowledge; 2. Increase knowledge of integrating materials into home visiting practices; and 3. Increase implementation knowledge essential for sustaining the use of materials in home visiting practices. The training will use the Extension of Community Health Outcomes or ECHO model, an evidenced based platform that provides quality educational opportunities to professionals who work in rural communities in an inclusive and sustainable manner.

Three additional training courses will be conducted at statewide events/conferences: the Early Childhood Home Visitors and for the disability professional/providers. To promote sustainability, one additional webinar for home visiting program supervisors on how to utilize the materials and training with all the home visitors in their program. The learning outcome for the supervisor session is to increase the knowledge of strategies for conducting within-program training with and support for home visitors to promote positive parenting outcomes for parents with I/DD.

Chairperson Monica Cooper called for a motion to approve the proposal submitted by Northern Arizona University Institute for Human Development in the amount of \$75,046. Motion was made by Vijette Saari; seconded by Wendy Parent-Johnson. Kelly Roberts abstained from voting. The motion carried.

Finally, the proposal submitted by the University of Arizona Sonoran UCEDD, in collaboration with Ability 360, Raising Special Kids, DDD, the Arizona Spinal Cord Injury Association and United Healthcare, was reviewed. They will build upon what has already been done by the collaborative team for the past two years they have been addressing this topic. Funding supports additional research into the topic by gathering surveys, conducting interviews and holding focus groups. Other research data on what is currently being done on a national level or assessing what best practices are in place will be gathered and summarized. Results will be shared with the collaborative group and feedback will be used to guide the development of resources and materials and community training will take place.

Resource materials will be developed and targeted to three sets of groups: The first group are individuals and parents with disabilities to support them in their decision-making, access to quality medical care, and support to assist them during their pregnancy and parenting.

The second group targeted with resources is the medical community to increase their awareness and improve service delivery practices that are accessible and available to individuals with a disability to address their pregnancy and parenting questions, needs, and care.

A third set of resources will focus on the developmental disability community of individuals, family members, and professionals to increase the choices available, support for individual decision-making, and the medical care and assistance during pregnancy and parenting a child.

Each of the partners mentioned will have active roles in recruitment for the surveys, focus groups and interviews. They will also analyze the information and determine the best ways to create resources, how information will be disseminated through multiple formats; and the group will also be tasked to evaluate the effectiveness of their approach and make any adjustments to their project as needed.

Other specifics to mention:

- The targeted number for research data includes 30 survey respondents and 25 interview, focus group, and content expert participants (N=55). Individuals with I/DD, parents and professionals will be targeted for this activity.
- A total of 13 products and resources will be developed to include 2 webinars, 5 infographics, 3 presentations, 1 Ob Gyn resource list, 1 adaptive equipment resource list, and 1 resource flyer.
- A total of 8 training products and resources will be developed to include 1 self-paced module, 1 CME course, 1 recorded zoom training, and 5 training PowerPoints and handouts, and attendance at 2 family informational events.
- Recruitment materials will be developed and designed to be culturally responsive and disseminated through their listserv, newsletters, website, the UA Native webinar series, and through the project collaborative team.
- In-person training will be developed and delivered on site around the state to include Tucson, Yuma, Flagstaff, Phoenix, and a tribal community.
- The evaluation process will include survey responses collected from participants to know training satisfaction, knowledge gains and impact. User satisfaction and feedback data will be requested from those who receive products and resources. Partner organizations who interface with people with I/DD, family members, and disability and health care professionals will do field checks on a regular basis to gain anecdotal insights to learn how the information shared is being received and used. And two stories will be written and disseminated that highlight the experiences and journeys of one person with I/DD and one healthcare professional because of the information and skills they gained from the project resources and training.

Chairperson Monica Cooper called for a motion to approve the proposal submitted by the Sonoran UCEDD in the amount of \$68,319. Motion was made by Kelly Roberts; seconded by Vijette Saari Kin. Wendy Parent-Johnson abstained from voting. The motion carried.

## **E. Conference Sponsorship and Training RFGA- Review of Evaluation**

Marcella Crane gave an overview of the five proposals recommended for funding by an outside evaluation committee. The awards will begin July 1, 2023-June 30, 2024. The full grant solicitation had \$70,000 available, however, only \$36,640 has been recommended for awards. Only one application was able to be submitted per organization and it was allowed to apply for up to \$10,000 to support the costs for hosting a Conference, Training or Symposium. The specifics of the scope of work were outlined in the application, including letter/s of support, staffing overview, timeline to complete key activities and a budget to allocate costs with a required 25% match that is either cash and/or in kind. The five approved conferences must take place within the contract period year.

### **Bloom 365: Requesting \$8,850**

The first applicant seeking approval was Bloom 365 for their 2024 Safety for All conference. Safety for All is Bloom 365's sexual assault services program that aims to increase access to and utilization of trauma-informed outreach, case management, advocacy, and therapy services for victims of violence with disabilities. Currently, Safety for All is available on-site at Arcadia High School, and Coronado High School, as well as a variety of other disability-centered community organizations.

This one-day conference will take place in Phoenix, targeting K-12 special education teachers, Title IX Coordinators, and parents/caregivers of special education students. It is tentatively set for April 2024 to coincide with Sexual Assault Awareness Month. The format of the conference is a full day session, with 5 speakers, lunch, and an exhibition hall. Experts in the topic will be invited to present and participate, the conference committee will also issue a request for proposals in which 6 will be chosen based on their topic, experience, and format.

Other points about the conference:

- Registration will be managed by EventBrite & promoted by partners and via social media.
- Expect to have 100 attendees for the conference, and there is no charge for attendance.
- Bloom 365 has multiple partnerships with Ability 360, Special Olympics and the two high schools where SFA takes place.
- Accommodation will be provided if requested during registration.
- Demographic and other required performance measures will be captured and reported to the ADDPC at the end of the contract period. Data collected will also include participant feedback from pre/post surveys and satisfaction with the conference theme and session topics.

### **Brain Injury Alliance of AZ: Requesting \$5,000**

The applicant is requesting \$5,000 to host their annual conference, Rays of Hope Brain Injury Survivor and Family Conference. Rays of Hope provides an opportunity for survivors, their families, and caregivers to share experiences on their respective roads to

recovery, learning from professionals and from each other. The conference engages the brain injury community, including those with individuals with I/DD, in the planning of the conference where they influence speakers, session topics and other details.

Rays of Hope is a two-day conference that will take place in Phoenix. The previous attendance was approximately 300 participants, and 60% of attendees were those with an I/DD and a brain injury. If funded, the conference will take place in May 2024. There is no cost to attend. Ten stipends will be offered to those participants from rural areas of the state to assist with their travel costs. Those from the rural communities in Navajo, Apache, Gila, Graham, Greenlee, Santa Cruz, and La Paz counties will be eligible for the travel stipend.

The conference is two days and includes a keynote speaker, breakout sessions, and video recording for those with memory issues and would like it available to them. Topics may include Introduction to Assistive Technology, Your Rights at Work, Dating with a Disability, the ADA and Returning to Work, Exploring Integrative Medicine and Healing, and Mediation and Mindfulness.

Other points about the conference:

- Materials will be offered in alternative formats, including People First and in plain language.
- Other accommodations include those with vision and auditory impairments.
- There is a vendor fee to set up at their exhibitor hall, \$400.
- Registration will capture the required information to report to the Council.
- Surveys will be distributed and collected from each session and an overall survey will capture satisfaction with the conference.

#### **Care 4 the Caregiver: Requesting \$9,040**

Care 4 the Caregiver will conduct 6 in-person sexual education training courses, Phoenix area, Nogales and in Flagstaff, for caregivers who are raising children with disabilities and I/DD. The promising practice training on sex education for families/caregivers is titled, "Healthy Foundations: Caregiver Workshop about Sexuality and Disability." Unique to this proposal is that Care 4 the Caregiver will take this curriculum and will seek feedback from self-advocates to identify any gaps of knowledge within the curriculum, evaluate resources and strategies that are currently referenced and provide input on other strategies that might not have been considered. The Arc of Tempe S.E.L.F. (Seeking Equality Leading to Fairness) self-advocacy group (n=25 self-advocates) will work with the applicant in the first three months before any training is conducted.

Care 4 the Caregiver will partner with existing disability relationships they have and conduct the training to the communities of Tempe, Anthem, Peoria, Phoenix, Nogales, and Flagstaff. Costs for interpretation, translation of materials into Spanish and other accommodations will be available, covered as part of their match.

During registration, attendees will disclose if any accommodation is necessary, and they will be able to capture the data required to report to the ADDPC. They anticipate between



15-20 caregivers per training location, and there is no cost for attendees. If attendance is low or a virtual meeting is better suited for a community, Care 4 the Caregiver will consider all options. The format is 1 ½ hours for the training with 30 minutes for Q&A. Attendees will have materials with them for each training session and they will be required to complete a survey at the end of the session.

**NAU/IHD: Requesting \$10,000**

Funding will be used to support IHD's 2024 Evidence for Success Disability Conference, specifically only for conference sessions that cover the topic of customized, integrated competitive employment. Funds will cover two speakers' fees (at \$2,500 each) and for IHD's staff to oversee the tasks in conference planning and final reporting to the ADDPC. The in-person conference will be held in Phoenix, over two days, in June 2024.

Keynote speakers and several session tracks will be developed that cover three theme areas: Assistive Technology, Innovative practices in disability disciplines and American Indian/Alaskan Native Voc. Rehab. and employment.

The IHD annual conference is designed to educate service providers such as schools, therapists, Voc. Rehab. counselors, DDD support coordinators and families/caregivers – about the trends, research, and evidence-based practices that support the full inclusion of individuals with disabilities in all life activities.

Accommodations will be met as attendees register and state their specific need, including printed materials in People First and plain language, accessible electronic format, and other services such as interpreters and CART services. In addition, IHD will provide 10-15 scholarships for qualified individuals (criteria in place) unable to pay the full registration fee. The discounted rate will be \$150.

In terms of final reporting to the ADDPC, NAU will capture data on the employment sessions they are funded for and will include all required demographic data and identification of attendees, and survey feedback regarding satisfaction of the conference sessions. Surveys are available to attendees electronically or hard copy.

**United Cerebral Palsy of Southern Arizona: Requesting \$3,750**

UCP of Southern AZ will offer 4 free training sessions, September thru-May 2024 on four key topics covering Independent Living. The four-part series will provide resources and tools to self-advocates to enhance their independence, build community, and encourage quality of life. The theme title is, "Powering through Life: by People who have Developmental, Intellectual, and Physical Disabilities." Sessions will be in-person and via Zoom platform.

Each session will be facilitated by self-advocates and professionals. Each session is meant for self-advocates that are 18 and older and use mobility devices. The format will allow participants and the speakers to share their stories, exchange information and ideas and help educate and support one another.

The session topics will cover the following and include professionals and experts to co-present with identified self-advocates:

Session 1: Will address dealing with your caregiver, practicing self-advocacy and communicating boundaries. Participants will learn tips on how to manage personal care staff as well as how to recognize and report abuse and maintain boundaries.

Session 2: Will focus on safety, emergency preparedness and transportation options. This will also include how to prevent falls, prevent bed sores or skin conditions and how to use accessible public paratransit systems and modify vehicles for wheelchair accessibility.

Session 3: will discuss managing assistive technology (AT) and other mobility devices in the home and at work. This includes various applications for security on phones, tablets and computers, including but not limited to smart locks, video cameras, and lighting. They will also teach community resources and learn the process of requesting a repair referral for equipment when needed.

Session 4: Will touch on issues regarding the aging process, how it looks for people with disabilities and end of life planning resources.

Other points, registration will be done online, and all required demographic data will be captured to report to the ADDPC. At the end of every session, participants will be encouraged to fill out a survey online or in person. UCP will also ensure accommodation will be met when attendees register and state specific needs.

Six applications were also reviewed and not selected for the ADDPC to fund. They include the following:

- AZ Caregiver Coalition
- Choose a School/AZ Inclusion
- Idea Analytics
- Milemarkers Therapy
- Neurodiversity Education & Research Center
- Special Olympics of AZ

Chairperson Monica Cooper called for a motion to approve all five proposals recommended by the outside evaluation committee for conference sponsorship and training in the amount of \$36,640. Motion was made by Vijette Saari; seconded by Kristina Lopez. Kelly Roberts abstained from voting. The motion carried.

**F. Supported Decision Making and Self-Advocacy RFGA Update**

Marcella Crane gave an update on the Supported Decision-Making and Self-Advocacy evaluation process. She explained that the outside evaluation committees will be meeting later in the week to review the clarifications submitted from the initial review of the Supported Decision-Making proposals as well as do the initial review of the Self-Advocacy proposals. It is anticipated that only one award will be granted per solicitation. If final decisions are made prior to the Executive Committee meeting scheduled for Friday, June 9, 2023, then they will be discussed at that meeting and moved forward to the Full Council. If the proposals are not ready for a final Council vote, they will be presented at the September meetings.

No action was taken on this item.

**G. Multi-Year Grant/Contract Process**

Jon Meyers shared a proposed change to the grant making process to begin issuing multi-year contracts, where appropriate. The thought is this will help address the challenges with contract extensions and the renewal application process and provide greater continuity to grantees. The Council will still require regular reporting from the grantees, but the desire is to be able to capture more data prior to making continued funding decisions. This process will still be dependent on the federal funding amount received annually and the continued availability of those funds. There was some discussion and agreement with moving forward with the new process. The idea will be presented and the Executive and Full Council meetings and will be voted on there.

No action was taken on this item.

**H. Adjourn**

Chairperson Monica Cooper adjourned the meeting at 11:17 a.m.