



## GRANTS AND CONTRACTS COMMITTEE

Friday, June 21, 2019

10:00 A.M. – 12:00 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 Friday, June 21, 2019 at the ADDPC Office, 3839 North 3<sup>rd</sup> Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
Matthew Isiogu, Chairperson, Telephone	Michael Coen, In-person
Monica Cooper, Telephone	John Black, In-person
Tom Uno, Telephone	

Members Absent	
David Copins	Lori Masseur

Staff	Guests
Erica McFadden, Executive Director	Michelle Stokes- City of Tempe
Lani St. Cyr, Staff	
Marcella Crane, Staff	
Michael Leyva, Staff	
Julie Whitaker, Staff	

#### A. Call to Order/Welcome

Chairperson Matthew Isiogu welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Grants and Contracts Committee meeting. The meeting was called to order at 10:05 a.m. Roll call and participant introductions were completed.

#### B. Minutes from January 10, 2019

Chairperson Matthew Isiogu asked members if they had a chance to review the minutes and if there were any changes. No changes were requested. Matthew asked for a motion to accept the minutes as is. Motion was made by Michael Coen; seconded by Tom Uno. The motion carried.

**C. Fiscal/Contract Update**

Lani St. Cyr gave an overview of three financial documents. The ADDPC Financial Update showed FY 2017 funds were fully obligated and there is approximately \$118,500 to be liquidated by September 30, 2019. For FY 2018 funds, there is approximately \$379,400 to be obligated by the end of September. There is approximately \$884,200 of FY 2019 funding the Council would also like to obligate by September 30, 2019 to allow for work to be completed by September 30, 2020. Lani also reviewed amounts to be obligated with projects on the agenda, projects pending proposals, renewal projects, as well as contingency projects should funds remain.

The Council Funded Project document showed the current contracts by goal area. Marcella Crane mentioned a contract extension for the UMASS/ICI Employment Economic Impact Study is being completed thru DES Procurement for 6 months making the new contract end date December 30, 2019. She also mentioned that all contracts with an end date of June 30, 2019 have been notified.

Finally, the Budget Recommendation document showed items to be funded in the next year with FY 2018, 2019, and 2020 funds. Workplan items to be discussed were highlighted to show the availability of funds and the prior approval of the Council. It was noted the FY 2020 amount is only an estimate, as Councils have not been notified of award amounts. There was also mention of FY 2019 funds showing a shortfall, and it was explained that the actual amounts for submitted proposals have not been entered yet, as the Council has not voted on the projects yet, but the actual amounts will adjust the shortfall amount reflected. No action was taken on this item.

**D. Sexual Abuse Research- RFGA**

Marcella Crane gave an overview of the evaluation process for the Request for Grant Application and the summary sheet that was provided. Six proposals were submitted, and clarifications were asked for three of them. Based on the review of the proposals and clarifications, the outside evaluation committee recommended Improvement Assurance Group (IAG) to receive the award in the amount of \$92,572.50. This fell within the budgeted amount for this project of \$100,000 and they will be providing match of \$47,883.75.

Under this proposal IAG will gather data from state agencies, schools, healthcare and service providers, and community organizations serving individuals with I/DD. They will also be conducting focus groups, one-on-one follow-up discussions with state agencies, agency records reviews, and online surveys. The goal is to identify gaps in reporting, tracking, training, and prevention of sexual abuse for individuals with I/DD in Arizona. The findings will be presented through a condensed report with infographics, a longer-form final report, and an online interactive map of state and DDD-funded providers in Arizona. The goal is to provide "actionable recommendations that can inform regulatory and legislative changes" to prevent such abuse in the future.

Chairperson Matthew Isiogu called for a motion to approve the Improvement Assurance Group's Sexual Abuse Research Proposal in the amount of \$92,572.50. Motion was made by Tom Uno; seconded by Monica Cooper. The motion carried.

#### **E. Model Employment Training Program-RFGA**

Marcella Crane gave an overview of the evaluation process for the Model Employment Training Program. She explained this was the second round for this RFGA. In the first round, the ADDPC awarded to the City of Tempe. With the second round, applicants could train the individuals and then find employment for them outside their organization.

This solicitation was released April 24<sup>th</sup> and due back May 31<sup>st</sup>. Four proposals were submitted, three of the proposals did not warrant clarifications from the evaluation committee. Beacon Group was the only applicant met the scope of work and additional information was necessary to clarify a few areas. Once reviewed, they were selected for funding in the amount of \$70,219.59 with match of \$23,406.53. The funding amount is under the \$125,000 budgeted for this project.

Michael Leyva briefed Committee members on the Beacon Group's proposal. He explained the "Encore Project" would use customized employment to develop individualized plans for 15 underserved transition-aged youth with I/DD moving into employment in Pima County. The goal would be to have at least 11 still maintaining employment at or beyond 90 days in an integrated workplace working for at least 20 hours per week, with pay at minimum wage or higher.

Beacon's "Encore Project" will find participants by collaborating with five schools in Pima County with which they have established relationships. They will also recruit a full-time customized employment specialist to be trained in customized employment and receive certification from Griffin-Hammis consulting firm.

There was a question about the funding to reimburse businesses for start-up costs for each participant hired and it was explained that these costs were already incorporated the in the proposed budget and would not be additional. There was an additional question regarding whether the participants would qualify for benefits if they work 20 hours per week. It was determined that it would be up to the hiring organization if they wanted to provide benefits.

Chairperson Matthew Isiogu called for a motion to approve the proposal submitted by Beacon Group for inclusive employment in the amount of \$70,219.59. Motion was made by Monica Cooper; seconded by Tom Uno. The motion carried.

#### **F. Conference Sponsorship-RFGA**

Marcella Crane explained that the contracts currently in place under Conference Sponsorship will run through September 30, 2019. Current grantees were not eligible to apply under this solicitation because the Council was looking for new ideas, themes and different audiences to reach. It was stated there was \$100,000 available, with a maximum of \$10,000 per applicant. The solicitation went out on April 16, 2019 and responses were due by May 23, 2019.

Twelve applications were submitted, three were voted down during the first evaluation, nine required further clarification. Of the nine clarifications, three were not selected to move forward. The following six conferences were recommended for Council funding:

- Arizona Center for Disability Law's 9<sup>th</sup> Annual African American Conference on Disabilities to be held February 28, 2020 in Phoenix. Request of \$10,000.
- The Arc of Arizona to hold a Developmental Disabilities Resource Conference on October 19, 2019 in Phoenix, AZ. Request of \$10,000.
- Autism Society of Greater Phoenix to hold four 'Be Safe' trainings in Show Low, Douglas, Yuma, and Flagstaff. Request of \$10,000.
- Raising Special Kids- 3<sup>rd</sup> Annual Symposium: Exploring Solutions to Challenging Behaviors on October 24<sup>th</sup>, 2019 in Phoenix. Request of \$10,000.
- University of Arizona, Sonoran UCEDD to host "Adulthood: What it Means to Me and My Future" in March 2020 in Tucson. Request of \$9,996.

There was further discussion regarding whether Council staff and/or members would be able to attend these conferences without charge. It was determined that this stipulation would be added to the award letters. It was also determined that staff would provide further communication regarding the conferences closer to the event dates.

Chairperson Matthew Isiogu called for a motion to approve the recommended conferences from the outside evaluation committee in the amount of \$59,996. Motion was made by Michael Coen; seconded by Monica Cooper. The motion carried.

#### **G. Transition Age Research- ISA**

Erica McFadden briefed Committee members on the Transition Age Research proposal submitted by the Sonoran UCEDD. She explained how the project would build on prior research to create a statewide assessment of transition services in Arizona in order to identify exemplary practices, areas of need, and recommendations for improving post-school employment rates for youth with disabilities. Information will be gathered from stakeholder groups in 12 representative school communities, statewide, using qualitative data collection strategies. The plan is to use schools of varying sizes and geographic locations including: three urban, three suburban, three rural, and three tribal schools. A statewide survey will also be conducted to gather additional information and supplement what is learned at the 12 schools.

They would like to present the findings at the Transition Conference as well as the Council next year.

It was mentioned that the budget was missing matching funds and the timeline would need to be adjusted to fall within a July 2019-June 2020 timeframe. After asking for any further clarifications, it was determined that these items would be requested and provided for the Executive Committee to review.

Chairperson Matthew Isiogu called for a motion to approve the Transition Age Research proposal in the amount of \$75,000. Motion was made by Monica Cooper; seconded by Michael Coen. The motion carried.

#### **H. Inclusive School Recreation- ISA**

Erica McFadden explained that the Inclusive School Recreation proposal submitted by Arizona State University came out of the Request for Information (RFI) process and was initially going to be used to spend down any remaining Council funds. She went on to explain that the project has been scaled down from the \$185,000 that was initially proposed, to now \$120,000 with an option to expand the scope of work for an additional \$65,000.

Erica McFadden gave an overview of the project and how it aims to expand and advance Therapeutic and Inclusive Recreation Programming (TIRP) in Arizona schools by analyzing current policies and administrative practices in the state, as well as integrating individualized TIRP programming in two Phoenix elementary schools. Students in 5<sup>th</sup> & 6<sup>th</sup> grades will gain the knowledge and skills they need to interact by participating in recreation-based interventions that promote communication, social interaction, problem solving, behavior regulation and physical health. At the end of the first year, a final report presenting the findings will be shared with the Council.

There was further discussion regarding the length of the project and the amount that would be voted on. It was determined that the vote would only be for first year funding in the amount of \$120,000 and, depending on performance, the project would be eligible for renewal funding for a second year. Project monitoring and narrative reports were mentioned as ways to ensure expectations are being met during the first year, if the final report is not ready by May 2020.

Chairperson Matthew Isiogu called for a motion to approve the Inclusive School Recreation proposal in the amount of \$120,000. Motion was made by Tom Uno; seconded by Michael Coen. The motion carried.

**I. Post-Secondary (Think College) RFGA**

The grant solicitation for the Post-Secondary/Think College only garnered one application. As such, ADDPC staff decided to forward this application for review and action by the Grants Committee instead of formalizing an evaluation committee. The purpose of the RFGA is to increase inclusion of individuals with I/DD on post-secondary campuses and changing the campus culture to one that is respectful of disability culture and that all students with a disability and I/DD are fully participating in their own college experience. The one proposal was submitted by the Institute of Human Development (IHD) at Northern Arizona University (NAU). The project is limited in the scope and would target 4 individuals with I/DD and support them as they attend Coconino Community College. The project would pay the students' tuition, fees, and books; college staff will have an opportunity to go through training to ensure success at the post-secondary level for the participants.

The committee raised several concerns with this proposal. The first was that the scope of work was meant to address inclusion on a post-secondary campus, and the proposal did not include anything about training professors or other students about how to be more inclusive of those with I/DD. In short, the proposal focused mostly on an individualized approach rather than a community college approach to inclusion at the post-secondary level. The second was the relatively high cost of \$100,000 to support just four individuals attending community college. Third, there was an issue with sustainability. There was no plan for sustainability after the first year. Additionally, it was noted that projects that implement the Think College model will show evaluation data after 3-5 years of funding.

The committee decided that they would request clarifications from IHD about their proposal. The clarifications would focus on the number of individuals served, alignment to the scope of work, and the dollar amount. The committee will also ask if IHD would be open to changing the scope of work to be more inclusive and to add a sustainability plan. Marcella Crane will develop the clarification letter and send it to Matthew Isiogu for review before sending it to IHD. The clarification that is received will be forwarded to the Grants Committee for their review and discussion at the next meeting, tentatively scheduled for early September 2019.

**J. Contract Renewal Status/Review**

The process for the Council to renew any contract will now go through an approval process by the Grants and Executive committees before a renewal application is sent to the contractor. In order to provide information to the committees staff provided an overview of two contractor's whose contract will end on September 30, 2019. Both City of Tempe and Southwest Institute for Children and Families provided a brief summary of their project to date, accomplishments, barriers and strategies to address those barriers is addressed. In addition, the committee is informed of the grants dollars spent to date. A motion was made by Monica Cooper to approve both contractors to receive a renewal application.

The motion was seconded by Tom Uno. The motion carried.

#### **K. Project Pending/Proposals Forthcoming**

Michael Leyva provided an update on both the Customized Employment and Job Developer Certification Program that the Council will partner with Vocational Rehabilitation (VR) with. He explained that VR has engaged with Workforce Innovation and Technical Assistance Center (WINTAC), Youth Technical Assistance Center (Y-TAC), and Griffin-Hammis staff in a pilot project to train and lead stakeholders in the development of a sustainable Customized Employment model. There has been a delay in getting a proposal for this project, but a meeting has been scheduled on Tuesday, June 25, 2019 to discuss next steps.

Michael went on to explain the training for job coaches and job developers and how the focus will be on knowledge gains, resource sharing, problem solving, and intensive skill development related to the implementation of supported and customized employment services. The training demonstrates how assessment and discovery process contributes to a good job match, as well as the instructional strategies and supports essential for job success after placement. Michael has been working with Wendy Parent-Johnson at the Sonoran UCEDD to see if a partnership with the Council and VR is possible on this project. This will also be discussed at the June 25<sup>th</sup> meeting.

Sarah Ruf, Community Relations Specialist for the Council, briefly joined the meeting to give an update on the Council's Website Development. She is working to provide the Department of Administration (ADOA) the information they need to bid out the project. There was discussion about functionality testing prior to the website going live. The ADOA are aware the Council would like to have a contract in place before September 30, 2019.

Lani St. Cyr gave an update on the Inclusive Recreation RFGA, and stated that 9 proposals have been received, but an outside evaluation committee has not met yet. These proposals are scheduled to go through an initial review Tuesday, June 25, 2019. The recommended proposals should be ready for voting at the next Grants Committee meeting that will likely be scheduled in early September 2019.

Lani St. Cyr also gave an update on the Self-Advocacy Leadership Training RFGA, explaining that the initial review of the proposals was done on Thursday, June 13, 2019. Four proposals were submitted, and clarifications were requested for three of them. The review of the clarifications happened on Thursday, June 20, 2019, however there wasn't enough time to share the conclusions with the Grants Committee, so the recommendations will be shared at the Executive Committee meeting on Wednesday, June 26, 2019.

#### **L. Contingency Planning Projects**

Lani St.Cyr gave an overview of the four projects listed as contingencies. It was explained that these projects are not up for voting at this stage but may need to be considered if there are remaining funds to be obligated by September 30, 2019.

- ASU Inclusive Recreation Expansion was briefly discussed earlier in the agenda as an option.
- The Transition in Action project to be completed by the Sonoran UCEDD is part of the Council's 2020 workplan but can be moved up to an earlier year if needed. The Sonoran UCEDD has submitted a draft proposal for this project, and it can be finalized by the next Grants Committee meeting.
- Additional Sex Abuse Research is being proposed because the two top scoring proposals submitted under the RFGA were both well received by the outside evaluation committee. The methodology being used to conduct the research was considered different enough to warrant the additional research. There was some additional discussion about the differences in methodology and ensuring that no duplication is done if additional research is conducted.
- Additional Self-Advocacy Training may be an option for additional funding as the budgeted amount for the RFGA was \$100,000 and there may be three proposals recommended totaling an amount exceeding the budget.

#### **M. Adjourn**

Chairperson Matthew Isiogu called for a motion to adjourn the meeting. Motion was made by Tom Uno; seconded by Michael Coen. The motion carried; meeting adjourned at 11:52 a.m.