



**GRANTS AND CONTRACTS COMMITTEE**  
 Friday, September 4, 2020  
 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 Friday, September 4, 2020. Notice having been duly given. Present and absent were the following members of the ADDPC.

<b>Members Present</b>	
Monica Cooper, Chairperson	Michael Coen
Bianca Demara	Kelly Roberts
Steve Freeman	Maureen Casey

<b>Members Absent</b>
Wendy Parent-Johnson

<b>Staff</b>	<b>Guests</b>
Erica McFadden, Executive Director	Jonae Harrison
Lani St. Cyr, Staff	
Marcella Crane, Staff	
Michael Leyva, Staff	

**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 10:03 a.m. Roll call and participant introductions were completed.

**B. Minutes from August 6, 2020 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 Steve Freeman; seconded by Michael Coen. The motion carried.

**C. Fiscal/Contract Updates**

Lani St. Cyr explained that the Administration for Community Living (ACL) provided an addendum to the Grant Flexibilities Guidance Letter issued on April 28, 2020. The guidance letter distributed in April gave an automatic no-cost one-year extension for the three open grant years (FY18,19, 20). The addendum received on September 2, 2020 essentially reversed the guidance given in April. This has created a challenge for our Council, as we have been offering no-cost extensions based on the April guidance. Since April, staff has offered 11 no-cost contract extensions to grantees. Based on the new addendum to the guidance, staff is drafting a liquidation waiver letter for FY18 for the four contracts that now extend beyond the original date of September 30, 2020. Staff is also drafting a project period extension letter for FY19, which will allow for the program work to continue through September 30, 2021, even though this extension was already granted in the original Notice of Award.

Next, the three financial documents starting with the ADDPC Financial Update were reviewed. It showed approximately \$196,430 in FY 2018 funds remaining to be spent by the end of September 2020. For FY 2019 the Council has fully obligated the funds by the original September 2020 deadline, but must ensure all work is completed by September 30, 2021. There is approximately \$624,747 remaining to be liquidated by September 30, 2021. For FY 2020 the Council has received an additional allotment in the amount of \$48,860 bringing the total award amount to \$1,536,283. There is approximately \$549,500 to be obligated by September 30, 2021. The Council has already identified projects for these funds and the work must be completed within the obligation period. The final liquidation period for FY 2020 is September 30, 2022.

The Council Funded Project document showed the list of contracts given no-cost extensions based on the April Covid-19 guidance. It was explained that the second year of the Inclusion Classroom Profile project awarded to the Department of Education would no longer be funded due to Covid-19, but that they are welcome to resume the project at a later date. The contracts that went through the approval process and have July start dates are now reflected on the sheet.

Finally, the Budget Recommendation document showed items to be funded based on the workplan recommendations. Agenda items to be discussed were highlighted to show the availability of funds and the prior approval of the Council. A column has been added to show FY 2021 funding, currently being estimated at level funding, and shows additional renewal projects reflected in the 2021 workplan. No action was taken on this item.

**D. BEST-Building Employment Supports & Training-Renewal Year 3-City of Tempe**

Marcella Crane gave an overview of the City of Tempe's Building Employment Support and Training (BEST) project and explained they awarded a grant to develop an integrated employment program for people with I/DD. This project has three goals: change Tempe's inclusion culture and language competency; hire six employees with developmental

disabilities to increase neurodiversity; and create a municipality model to share with others for replication.

For the past 2 years, Tempe's BEST project has assisted, recruited, and screened applicants for positions within City departments; surveyed and trained City of Tempe personnel on Inclusion Culture and Language Competency; updated hiring practices that are reflective of Inclusion and cultural competencies; and created a model best practice that can be replicated in other cities. Key consultants that work with BEST staff include the Sonoran UCEDD for training and model facilitation, and Life Quest for data evaluation of all surveys.

Tempe's BEST program has created a process to recruit, screen and hire people with I/DD. To date they have had 36 applicants, with 3 hires. There are 14 applicants actively going through a review process; however due to the Covid-19 pandemic, there is a hiring freeze. Recruitments come from multiple partners, including colleges, universities, disability organizations, providers, DDD and VR. Applicants can be from other cities as well (not living within the City of Tempe).

Tempe's BEST program is recognized as Employment First Tempe. The ADA coordinator has conducted surveys and trained municipal staff on inclusion, culture change and cultural competencies. Materials are also translated into Spanish. In Year 2, over 600 employees were surveyed (results to be provided in 4th quarterly report.) and they have conducted one online training in June with 49 employees. A training scheduled in March was canceled due to Covid-19 (During year 1- 100 employees were trained). Comments have been favorable, showing Tempe employees attitudes changing toward hiring and working with people with disabilities. BEST has also surveyed its partners/stakeholders to ensure their feedback is incorporated in the program design and implementation.

In addition, Human Resource has made systemic changes to their announcement and hiring practices to ensure people with I/DD have an opportunity to apply. Feedback from various departments ensures they find the best candidate for them and allows them be part of the hiring process.

The BEST program will be finalizing their model for use in replication by other municipalities. Arizona Employment First will provide support. One of the key issues for municipalities is to ensure adequate funding for this program.

Quarterly program reports, including an update on the Gantt chart have been received in a timely manner and speak to their narrative. Fiscal reporting is also timely and acceptable. Proposal details Year 3 staffing changes.

Michael Leyva gave additional insight on the project and Jonae Harrison from the City of Tempe was also available to address questions from the committee. There was additional discussion and compliments on the project, progress, and staff.

Chairperson Monica Cooper called for a motion to approve City of Tempe's BEST program for a third year in the amount of \$124,731. Motion was made by Maureen Casey; seconded by Michael Coen. The motion carried.

**E. Supported Decision Making Pilot Project- Year 3 Renewal- Southwest Institute for Families and Children**

Marcella Crane gave the background of Southwest Institute for Families and Children (SWI) and how they are working with The Arc of Arizona and the Arizona Center for Disability Law to educate the community on Supported Decision Making (SDM). The purpose of this grant is to not take away the use of legal guardianship but to educate people with I/DD, their families and caregivers, medical, legal and educational professionals that SDM may be a better alternative to ensure people with I/DD retain many of their rights. Several components that are part of this grant have been implemented or will continue in the third year. They include continue meeting with the SDM Advisory Group; develop, refine and carry out online trainings to specific stakeholders; and refine proposed legislation for the upcoming January 2021 Arizona legislative session. This includes seeking sponsorship and hearings of the bill.

Progress to Date: SWI meets on a regular basis with the SDM Advisory Group – those minutes are included in their narrative reports to the ADDPC and Erica McFadden is part of this group. They have developed specialized training curriculum for the audiences of people with I/DD, their families and caregivers; medical; legal; and education stakeholders. As the Covid-19 pandemic continues, all trainings will be administered online to reach population around the state, especially in Phoenix, Tucson, and Flagstaff. During the 4th quarter of Year 2, 7 trainings are scheduled targeting each specific group (information is posted on SWI and ADDPC's website).

Any face-to face trainings will resume once it is safe to do so under the guidance of the state's health department. Trainings will be conducted by SWI, The Arc of AZ and ACDL staff. SWI has also produced training videos and the training materials have been translated into Spanish and are either posted or being posted on SWI's website. SWI is also working with the Leti Foundation to schedule an online training for Spanish speaking families. They also plan on reaching out to the Native American community and sharing the training materials with both UCEDDs and the Native American Disability Law Center.

In terms of proposed legislation status, HB2769 was sponsored by Representative Longdon and cosponsored by John Allen and was heard in House Judiciary. The bill was amended and passed the House of Representatives. Prior to the legislative session ending due to the Covid-19 pandemic, the bill was transferred to the Senate. In the third year of the grant, this will be a priority for SWI and The Arc of AZ to help pass the bill in next legislative

session. Once again, Representative Longdon has expressed interest in sponsoring the bill.

Chairperson Monica Cooper called for a motion to approve Southwest Institute for Families and Children's Supported Decision-Making project for a third year in the amount of \$59,243. Motion was made by Michael Coen; seconded by Steve Freeman. The motion carried.

**F. Self-Advocacy-RFGA**

Marcella Crane gave an overview of the two projects and that were submitted under the Self-Advocacy Scope of Work, including the clarifications requested by the committee during the August meeting.

The first project reviewed was submitted by Southwest Institute for Families & Children (SWI) which would work with The Arc of Arizona and Self-Advocacy Solutions, a newly formed self-advocacy coalition in Arizona that is comprised of individuals and organizations interested in growing the self-advocacy movement in Arizona. Various partners are part of Self-Advocacy Solutions and include: the Arizona Autism Association, Ability 360, People First of Arizona, Youth Action Council of Arizona, People First of Tucson, as well as other individuals. The proposed project has several objectives to achieve and partners include both UCEDDs, The Arc of Arizona, and Therese Moore as a consultant. Three key objectives were outlined in their proposal and include:

1. The Self-Advocacy Solutions will serve as the advisory committee to SWI and this grant and will oversee the implementation of the grant goals and objectives, provide feedback on materials created and help address barriers.

2. Develop and strengthen self-advocacy groups by working with 5 organizations or agencies that are willing to develop and/or strengthen a self-advocacy group for people with I/DD. Each organization will have up to \$2000 to use for their activities (costs must be approved by SWI and fall under the federal OMB guidance on allowable costs). SWI will oversee this reimbursement process. Technical assistance for each self-advocacy group will be provided by (both UCEDDs) and Therese Moore.

- These groups must develop a mission or vision statement, bylaws, and a strategic plan by the end of the funding year, that includes recruitment and sustainability. Each group must also address one goal with a measurable objective that is chosen by the self-advocates of an issue that is of important to them. Possible goals can address Legislation, Community Barriers, or Personal Growth and Involvement.
- Self-Advocacy groups must become members of the Self-Advocacy Solutions, with at least one member from each group participating in meetings held by Self-Advocacy Solutions.
- Self-Advocacy groups must make an effort to attend the self-advocacy conference that will be held in the last quarter of the grant period. Each group will be required to participate and present information about their group and their achievement towards their stated goal and objectives.

3. The Arc of AZ, SWI and its collaborators will host a Self-Advocacy and Disability Conference during the last quarter of the funded period. The proposed conference will bring self-advocates from around the state and those are part of the self-advocacy groups to network, learn, and present their information. Presentations by key speakers will also cover topics such as healthcare, employment, social services, education, and self-advocacy skill development.

Proposed funding is allocated in staffing/personnel (including fringe benefits Travel, and Professional Services. Letters of support are included by both UCEDDs.

The second proposal reviewed was submitted by Special Olympics Arizona. They are proposing establishing a Self-Advocacy Coalition using components of their existing programming in schools such as Unified Clubs, State YAC, AIC. Under this proposal, Special Olympics will streamline into one all-inclusive leadership network through a structured approach, utilizing virtual programming when necessary, across the state. They plan on targeting both youth and adults with and without I/DD to affect real change. Due to the pandemic, Special Olympics utilizes SOAZ connected, a new digital strategy for those participating in the project to recruit new participants (both students and adults) share ideas, encourage fellow athletes, host online events and activities, and celebrate inclusion. Activities will be monitored to ensure participants are not at risk of getting Covid-19, and adjustments will be made when necessary. This project heavily relies on Area Directors, who work within large geographic areas of the state to engage with school districts and local schools to participate in Special Olympics existing programming, and they will be expected to recruit future self-advocates of any age to participate and be a part of the Self-Advocacy Coalition.

Some of the proposed activities include:

- Host a Return-to-Activities trainings for all Class-A volunteers
- Host Health Leadership Committee meetings every other month, with a focus on success on health trainings, and health/safety during Covid-19
- Connect with schools and community delegations interested in implementing SOAZ programs and activities
- Collect all registration and competition entries and forms for upcoming sport competitions
- Recruit new and support current advocates
- Support schools and community delegations with sports, self-advocacy campaigns, athletic volunteerism, and programmatic facilitation
- Plan and attend the SOAZ Capitol Lawn Day; Event may be modified to allow for select athlete leaders to shadow state legislators instead of large event
- Host Spread the Word Inclusion campaign and host youth-led, school-based fundraisers
- Host Minute That Matters fundraiser for schools and community teams
- Host Summer games
- Prepare for 2021-2022 school year

By the end of the contact period, SOAZ will have done the following:

- Engage 250 youth/adults both with and without I/DD in a variety of inclusive leadership and advocacy opportunities
- Support local athlete leadership through the establishment of Athlete Input Councils in each of the 6 SOAZ geographical areas
- Recruit a minimum of 2 Unified pairs from each of the 6 SOAZ geographical areas to sit on the state YAC.
- Pilot Inclusion Representative positions on student councils at a minimum of 2 schools
- Due to Covid-19, hold bi-weekly UCS “Office Hours” where UCS staff will be available to discuss options to adapt school-based advocacy, including the Unified Clubs, Spread The Word, Inclusion Campaign, Minute that Matters fundraisers, etc.
- Empower a minimum of 5 individuals with I/DD as State Health Messengers in AZ
- Activate inclusive leaders and self-advocates to share their voice with state leaders and legislators, tentatively scheduled for February 2021.

Proposed funding is in all budget categories: Personnel, Fringe benefits, Supplies/Operating Costs, Travel, Rent and Indirect/Administrative Costs. Significant cash match is provided.

The Committee discussed the strengths and weaknesses of the submitted proposals and it was determined that it was difficult to ascertain what components of the Special Olympics of Arizona proposal were new and what were parts of already existing projects. The committee felt the proposal submitted by Southwest Institute for Families and Children better captured the intent of the Scope of Work and should be considered for funding.

Chairperson Monica Cooper called for a motion to approve Southwest Institute for Families and Children’s proposal under the competitive Self-Advocacy RFGA in the amount of \$84,061. Motion was made by Michael Coen; seconded by Bianca Demara. Kelly Roberts abstained. The motion carried.

**G. Adjourn**

Chairperson Monica Cooper called for a motion to adjourn the meeting. Motion was made by Michael Coen; seconded by Steve Freeman. The motion carried; meeting adjourned at 11:20 a.m.