

**Arizona Developmental Disabilities Planning Council (ADDPC)  
Spring 2022 Reapplication- Revision June 2022**

**Executive Summary**

**Project Overview:**

The Arc of the United States' National Center on Criminal Justice and Disability® (NCCJD®) will continue to partner with The Arc of Arizona to strengthen and expand the work of Arizona's Sexual Violence & I/DD Response Collaborative. In the first year of the grant period, the key goals achieved in working in partnership with the Collaborative included creating the strategic plan to guide future work, establishing a new logo, name and identity, providing training on Access, Equity and Inclusion (AEI), and networking with key partners to increase membership diversity.

The intent of our work in Year Two is to build on the sustainability of the Collaborative with a focus on securing new members to provide increased diversity in membership. While the target audience we are directly working with is the Arizona's Sexual Violence & IDD Response Collaborative, the impact of this work relates to people with IDD who have experienced sexual violence with a focus on underserved populations.

NCCJD will prioritize the critical need for the Collaborative to reach multiply marginalized communities who face daunting challenges in accessing services and healing after victimization occurs. NCCJD will consult with equity organizations that were initially contacted in Year One, particularly those representing Latinx and Indigenous communities in Arizona, and build both current and new relationships with key contacts. We anticipate that this continued outreach will include increased representation from self-advocates, individuals from the NA/AI community, members of the legal and criminal justice communities, and healthcare professionals.

Year Two objectives include:

- **Facilitate meetings:** Continue organizing and facilitating the Collaborative's quarterly Collaborative meetings, and Executive Committee's quarterly meetings, and provide subject matter expertise to the Collaborative as needed.
- **Implement the strategic plan:** Work with the Executive Committee to implement the new strategic plan and document accomplishments that are shared at each quarterly Collaborative meeting.
- **Outreach & recruitment:** Work with the Executive Committee and all Collaborative members to use the new name, logo, and strategic plan to outreach to key contacts in the state and recruit new members.
- **Increase diversity:** Work with survivor self-advocates, and a representative from the AI/NA community, as well as identify at least one individual from the Black and Hispanic communities, to ensure continual representation of diverse voices throughout all Collaborative meetings (not quarterly meetings only)
- **Co-host event:** Co-host an on-site event to highlight the intersection of sexual violence, disability, and cultural identity with a focus on peer-driven leadership.

NCCJD will provide technical assistance and subject matter expertise on a broad range of issues that correspond to the overall goals of the Collaborative and work group goals of the new strategic plan. We will highlight the work of The Arc of New Mexico and other state chapters as an example of a chapter network that hired a victim advocate to lead work in this area. NCCJD will provide a final report of

outcomes from the workgroups and recommendations for future steps, and work with the Executive Committee and Collaborative members to build a list of potential partners and funders. To strengthen the Collaborative's overall impact throughout the state and based on the objectives listed above, we will focus on the following three goals:

**Sustain Executive Committee and workgroup support-** NCCJD will provide technical assistance to each of the Collaborative's four workgroups as they implement specific goals included in the new strategic plan. NCCJD will ensure the workgroups are utilizing the central repository of information that was created in Year One. NCCJD staff will meet with the Executive committee members at least quarterly to provide feedback on their annual progress.

**Enhance efforts in outreach and recruitment-** NCCJD will support the Collaborative to raise statewide awareness of their work through the marketing of the new name and logo.

**Ensure diversity and self-advocate participation** - NCCJD will work with the Collaborative to engage and recruit self-advocate consultant leaders and organizations for their ongoing input from the self-advocacy community on the implementation of the strategic plan. Our partnership with Self-Advocates Becoming Empowered (SABE) will focus on bringing in new voices into the workgroups. Self-Advocates will be paid to be part of each workgroup and at least one Self-Advocate will be part of the Executive Committee. Funding is allocated in the budget for stipends for these groups/individuals' participation.

1. **Detail the program for the current funding year based on your implementation plan and how it met the original scope of work.**

Below is a list of key activities conducted or completed, listed by quarter. In addition to the information below, each quarter included holding at least one Quarterly Collaborative meeting and at least 1-3 Executive Committee meetings. In addition to these meetings, the Coordinator (Leigh Ann Davis) also attended as many of the workgroup meetings as possible and provided support, information and technical assistance as needed to the groups (especially with regard to developing each workgroup's purpose, goals and objectives for the strategic plan).

**Quarter One**

- Began reviewing methods for the development of a written strategic plan. Strategic plans focused on sexual violence prevention and were reviewed along with accompanying reports as these helped inform the strategic planning process.
- A central location was created using a Google drive where the following folders were created: 1) Full Collaborative Meetings, 2) Executive Committee, 3) Workgroups, 4) AEI or Access, Equity, and Inclusion Training. This central repository contains minutes, agendas, reports, research, and other products developed by The Collaborative
- A second website hosted by The Arc of Arizona was discussed as a potential place to house the Collaborative's products and resources in addition to housing them on the Arizona Coalition to End Sexual and Domestic Violence site (<https://www.acesdv.org/disabilities/>) and Arizona DD Planning Council's site (<https://addpc.az.gov/resources>).
- Due to the importance of bringing more diversity to the Collaborative, an online training using Zoom was provided on September 15, 2021, titled "Community Outreach: Considerations for Working with Diverse and Historically Marginalized Groups". The training was provided by Ariel Simms, Senior Program Manager of Access, Equity and Inclusion, The Arc of the U.S.
- Regarding building diversity, the Executive Committee discussed possible members from the IDD community as well as The Navaho Nation, the largest representative community in Arizona. Regarding the IDD community, the committee confirmed moving forward in asking James Meadours, a well-known national survivor self-advocate to join the Collaborative and provide advisement, while a second representative from the state is still in discussion.
- The final report will be provided in Quarter Four of the project. An online survey provided to workgroup members about improving internal processes yielded helpful feedback that will guide future meetings, processes, and practices. The survey response data was shared with all Collaborative members at the Collaborative quarterly meeting in October 2021. The information will be included in the Collaborative's strategic plan. Baseline measures will be determined based on the Collaborative's mission, goals, objectives, and key strategies that will be included in the strategic plan.

**Quarter Two:**

- Developed a central repository of information on The Arc of Arizona's website <https://arcarizona.org/resources/resources-for-sexual-assault-survivors-with-idd/>
- Drafted a new flyer about the Collaborative (to be housed on both The Arc of Arizona and ACESDV website)
- Began developing a mechanism to collect and regularly update member information, including information not previously requested, to know how many people with disabilities or from diverse populations are currently a part of the Collaborative
- Developed the outline for the initial strategic planning session with Collaborative members

- Executive Committee members, including the Collaborative’s Coordinator, presented a session about the Collaborative’s work in a session titled “Sexual Violence and the I/DD Community” on October 23, 2021, at Arizona’s Autism/IDD Conference

**Quarter Three:**

- Workgroups created purpose, goal, and objectives for the strategic plan
- During the development of a flyer for Collaborative, Executive Committee began discussing a possible name change, along with a logo to create a stronger identity for the group
- A brief 3-minute survey was created to obtain information from all Collaborative members to be included in the google drive
- Leigh Ann Davis and Gina Griffiths attended NA/AI Youth conference online after Leigh Ann met with new contact Kimberly Yellow Robe. Kimberly spoke at the Collaborative’s quarterly meeting about how to recruit members from the NA/AI community
- Confirmed availability of Self-Advocate Consultant to provide expertise for, and review, the strategic plan to assist in attracting others with IDD or their allies to join the Collaborative

**Quarter Four:**

- Hold Executive Committee meeting and final quarterly meeting (June 30)
- Seek feedback on the draft strategic plan from the Executive Committee, Self-Advocate Advisors, and Kimberly Yellow Robe
- Finalize strategic plan, present to the Collaborative at the June 30<sup>th</sup> meeting and seek their feedback.
- Finalize Collaborative flyer that includes new name and logo to use for outreach and recruitment; place flyer on The Arc of Arizona and ACESDV websites.

**Barriers and how they were addressed:**

- **Identifying contacts to increase diversity**  
The first six months of the grant period were focused on internal organization and evaluation of the Collaborative, with some outreach to diverse populations. That initial outreach did not provide any fruitful contacts; however, by the third quarter of the grant, a key contact was made that opened the door for mutual collaboration within the AI/NA community. The initial barrier was addressed by seeking out different contacts provided by Executive Committee members. The Collaborative’s Coordinator and one Workgroup leader also attended an AI/NA youth online event, showing commitment to learning from each other by attending each other’s events. This type of back-and-forth learning and collaboration is critical to building the Collaborative’s success over time.
- **Identifying self-advocates within Arizona as potential Collaborative members**  
Identifying people with IDD to become more deeply involved in the Collaborative (join quarterly meetings and be involved in workgroups) was challenging, as expected. To address this, we worked with consultant James Meadours, a survivor self-advocate, to share his experience and ideas with the Collaborative during a quarterly meeting as well as for the strategic plan. A strong contact was also made with Self Advocates Becoming Empowered (SABE), and they will also help outreach to people with IDD. These ideas, along with input from the Collaborative and Executive Committee members will be implemented in Year Two of the grant.
- **Capacity of Executive Committee members and loss of two leaders (due to job changes or moving)**  
It is challenging for the Executive Committee members to have time to support the Collaborative’s work given their many commitments at their full-time jobs. In addition, one member changed jobs (Jon Meyers) and one moved out of state (Betty McIntire) and will no

longer be part of the Collaborative. While a replacement is being sought, it's unclear how soon one can be found. Jon Meyers plans to continue serving as the lead for the Criminal Justice workgroup, although he is no longer working with The Arc of Arizona.

**2. Describe how feedback from self-advocates and family members is used to support or change your project. State how are they part of your program.**

There are currently 74 individuals included on the quarterly Collaborative list. Approximately 35-40 members attend the regularly scheduled quarterly meetings. A survey of members conducted during the April 2022 meeting revealed the following numbers: 15% identify as having a disability, 0% identify as family members of persons with disabilities. It is clear that at least one person is a parent, but some survey-takers chose not to disclose this information, and not everyone responded to the survey. To address this low percentage, Survivor and Self-Advocate James Meadours was consulted and agreed to speak to the Collaborative about ways to outreach and welcome more people with IDD to the Collaborative at the April 2022 meeting. Key suggestions are incorporated into the strategic plan.

As mentioned above, engaging self-advocates was a challenge in the implementation of Year One activities, but this will also be addressed by working with SABE to enlarge the pool of people who may be potentially interested in becoming involved in the Collaborative's work. SABE will also be instrumental in helping attract family members to the work as well. The goal moving forward is to bring not only more persons with IDD and parents to this effort, but to ensure we bring people from diverse backgrounds who can build awareness about this issue in their own circles, communities, and cultures.

**3. Describe what efforts are made to include participants from state agencies, providers, and other stakeholders in your project. Describe their role currently and if any changes will be made in the second year.**

The focus of the Collaborative's work in the past year has been to increase diversity within the group. As we seek to bring in new members from state agencies, providers, and other stakeholders we are looking to include members from diverse cultures, and staff from stakeholder agencies who oversee Diverse, Equity and Inclusion (DEI) efforts within their organizations. The Executive Committee presented at Arizona's Autism/IDD Conference on October 23, 2021 to educate and potentially recruit others to join the Collaborative.

**4. Describe the work of the committees (workgroups) and assess how each are working towards the program goal. Describe any changes that will be made in the second year.**

Over the past year, workgroups focused on creating their goals and objectives for the Collaborative's strategic plan (see below). The primary change in the second year regarding the workgroups will be creating a process for each group to measure these goals and objectives at each quarter to show progress of the Collaborative's overall work, and work on strategically recruiting key members to the groups (based on direct interviewing, phone calls and the chapter survey of members). In addition, each workgroup will seek to add at least one person from a diverse community. Below is a list of each workgroup's purpose statement, goals, and objectives for Year Two. Given the challenges to keep and recruit new workgroup leaders (two leaders left due to moving/new jobs), the Executive Committee (workgroup leaders) will begin discussing ways to compensate leaders for their time in future proposals since they are primarily responsible for overseeing workgroups and ensuring deliverables. The Committee will work with The Arc of Arizona or ACESDV who may explore funding that would allow them to hire a staff person dedicated to supporting the Collaborative's work. For example, The Arc of

New Mexico has a staff person who works on-site to assist with supporting crime victims with disabilities in their state.

### ***Training and Prevention Workgroup***

#### **Purpose Statement:**

*The Training & Prevention workgroup* collects, reviews, and maintains a list of current prevention and training curricula on the topic of sexual violence and IDD, while also collaborating to fill gaps in training and prevention resources throughout the state for families, self-advocates, medical professionals, providers, law enforcement, state agencies, and others.

Goal 1: Develop and implement a comprehensive strategy to determine how training lists are being used, by whom, and to what effect, including analysis for a geographic area, cultural considerations, and practical accessibility.

Objective 1: Develop a strategy (surveys, self-report, evaluation requests, etc.) and methods.

Objective 2: Develop tools to collect the data identified in #1.

Objective 3: Implement the tools.

Objective 4: Define next steps for ongoing data collection and plans to utilize findings.

Goal 2: Finalize the training gap analysis and prioritize target areas to remediate.

Objective 1: Review gap analysis to ensure all changes to lists have been updated.

Objective 2: Review any trainings that have not been included.

Objective 3: Prioritize target areas.

Objective 4: Define the next steps to address remediation.

Goal 3: Partner with universities and education programs throughout Arizona to develop and implement strategies to include training and prevention of sexual violence against individuals with intellectual and developmental disabilities in relevant programs (i.e. – nursing, social work, medicine, PT, OT, Speech, education, etc.).

Objective 1: Identify the specific programs and contacts within those programs for partnership.

Objective 2: Develop the “pitch” to present.

Objective 3: Conduct outreach to the programs.

Objective 4: Define the next steps to strategize with each program, develop appropriate materials, and ensure materials are integrated into programs.

### **School Abuse Prevention Workgroup**

#### **Purpose Statement:**

Purpose: The School Abuse Prevention workgroup researches, develops, and publishes guidelines regarding sexual abuse prevention and reporting that centers on students with IDD. The group supports proactive measures that encourage healthy and safe relationships, self-advocacy, and awareness of sexual violence and other prevention-based topics for school-aged youth, school personnel, and families.

Goal 1: Rebuild this workgroup with the representation of communities we are serving, such as the Department of Education and those working in various areas of education (include diverse representation)

Objective 1: Identify a new leader for the workgroup

Objective 2: Ensuring that in any products we create that we are seeking feedback from our target communities (either within the Collaborative or outside)

Objective 3: Identify a champion for our cause, within a school district.

Goal 2: Review current, past or pending legislation related to the intervention and prevention of sexual abuse in school settings in order to support school communities in implementing best practice recommendations that were put forth by this group.

Objective 1: Draft a response paper to the posting of the child's abuse hotline legislation.

Objective 2: Research current and pending legislation related to the prevention and intervention of sexual abuse in school settings, specifically those statutes and policies that connect to the best practice recommendations that were published by this group.

Objective 3: Create a guide that helps those in school communities (e.g. students, families, and school and/or district staff) understand the legislation and its implications for the implementation of best practice recommendations in their communities.

Goal 3: Utilize incident data to connect decision-makers in adopting workgroup recommendations for policy change.

Objective 1: Research and identify incident data in schools and afterschool programs.

Objective 2: Analyze data and incorporate findings into workgroup recommendations to further support the need for preventive action in school policies.

### **Trauma-informed Care & Access Workgroup**

**Purpose Statement:** We work to bring a trauma-informed lens to the topic of people with IDD who experience sexual violence, including in the areas of prevention, treatment, and healing.

**Goal 1:** Build collaborations between the IDD and sexual assault advocacy communities to ensure that hotlines used by the community to report or talk about sexual violence are accessible to people with IDD.

Objective 1: Outreach to and work with at least one hotline in Arizona to provide training and education on IDD and sexual violence (*We will consider how many trainings to offer, which agency/hotline to work with and content of training and will coordinate efforts with the Training and Prevention workgroup*)

Objective 2: Review at least one hotline protocol to provide input on how to ensure it is accessible to people with IDD

Objective 3: Advocate for the collection of data on the number of incoming calls made by or about people with IDD.

**Goal 2:** Collaborate with Adult Protective Services (APS) in a strategic way to enhance support and services for people with IDD who experience sexual violence and seek APS services.

Objective 1: Create a one-two page brief or fact sheet about how APS, the disability and the sexual assault communities interact to support victims, including understanding how values may conflict and how to address those conflicts to better serve people with IDD.

Objective 2: Review current APS investigative protocols to ensure people with IDD are included in all relevant APS protocols, instigative documents or other formal documents.

Objective 3: Provide trauma-informed care access training and information to at least 25 APS professionals within the next year.

In addition to each workgroup's ongoing implementation of its goals and objectives, the Collaborative will continue to outreach to diverse groups. We will seek to do this by holding a training in Arizona that brings together the issue of disability, victimization and marginalization. We will also seek to hire at least two self-advocates from Arizona to be part of two workgroups and attend quarterly Collaborative meetings.

**5. Summarize how evaluation is part of the project. State the key benchmarks that have been identified and, describe how and who assesses if the project is making an individual or systems impact.**

The focus of this project was to develop a strategic plan in Year One to increase effectiveness and build sustainability of the Collaborative with more diverse representation in Year Two. Benchmarks that serve as a tool for assessment fall into the categories below, based on key action items:

- **Strategic and ongoing action planning support-** NCCJD staff will work directly with the Executive Committee to assess the progress in the implementation of the strategic plan. Committee members will obtain updates from their members and report progress to NCCJD on a quarterly basis. Last year, key themes from the Menti survey included the following: increased access, changing public attitudes and perceptions about the IDD community, less shame and stigma on this topic, and more space for people with IDD to learn about sexuality and ask for help with they need it, dismantle oppression, address gaps in training. In Year Two of this project, workgroups will be able to measure their success as they implement their strategic plan to reach their respective goals. NCCJD will work with the Executive Committee to track progress.
- **Executive committee and workgroups-** NCCJD will continue to provide technical assistance to each of the Collaborative's four workgroups as they seek to develop their own specific tools, publications, and resources to achieve their goals. The new strategic plan will provide clear guidance on key action items for each work group. To ensure the workgroups are working toward the same mission, NCCJD will maintain the current central repository of information, activities, and goals for the Collaborative, ensuring ongoing and timely communication between workgroups while tracking progress. An operational guide was created to help define the role of workgroup leaders and provide clear expectations for both leaders and members. This will be



used to assist with recruiting new leaders. In addition, NCCJD staff will support and facilitate at least quarterly (or more) meetings with Executive committee members.

- **Increase diversity and self-advocate participation** –The Collaborative will continue to identify self-advocate consultant leaders and organizations to obtain ongoing input from the self-advocacy community throughout the implementation of the strategic plan. NCCJD will work with the Executive Committee and all Collaborative members to use the new name, logo, and strategic plan to outreach to key contacts in the state and recruit new members. As part of this project and reflected in the budget, we will contract with Self-Advocates Becoming Empowered (SABE) to bring in new voices into the Collaborative in all aspects of the work, not only specific tasks such as revising publications into plain language. We will also continue our work with Survivor and Self-Advocate, James Meadours, to help guide this work.

**6. If not described in previous paragraphs, elaborate on any other changes that will be part of year 2. This may be staffing, project design, implementation of key activities or other areas for the Council to know.**

A key change for this grant period will be providing training on the topic of sexual violence and IDD in Arizona, focusing on reaching marginalized groups. The Executive Committee will support this effort, including planning and identifying which outlets/conferences will be best suited for this training. Once the conference is decided, the Coordinator (Leigh Ann) will work with the conference organizers to provide training that highlights the work of the Collaborative, seeking to recruit more members and provide information about the intersection of disability, victimization, and marginalized communities. Offering training that covers a broad topic like this can open the door to bringing in new professionals, advocates, and persons with IDD to the Collaborative's work. We will also focus on recruitment and work closely with The Arc's marketing team that will support members of the Collaborative to easily share the flyer and outreach to diverse communities. Last, given that Jon Meyers has left his position with The Arc of Arizona, the Coordinator (Leigh Ann) will fill in as needed and inform the new executive director of their role in the Collaborative once that person is hired.

### Attachment 1: Implementation Plan- Year 2

In Year 2 of the project, building on the Collaborative's rich history and crafted strategic plan from Year 1, NCCJD will focus on the long-term sustainability of the group. Year 2 will re-engage efforts in connecting with self-advocacy groups/consultants, and equity organizations and consultants. NCCJD will coordinate with the Executive Committee to determine the workgroup's effectiveness and utilization of established tools. The culminating event will be an on-site training focused on the intersection of disability, victimization and marginalized communities.

#### Months 1-3 (July-September):

- Host Year Two project kick-off meeting with the Executive Committee (comprised of current workgroup facilitators and ADDPC representatives)
- Host the Quarterly Collaborative meeting
- Review project activities and timeline; Orient all stakeholders to the central repository to know where to find both internal and external documents and information
- Begin working with The Arc's marketing team to create a strong marketing plan for the project year, focusing on recruiting people with IDD and those within marginalized communities.
  - Support the Executive Committee to bring in missing expertise, lived experience, and diverse perspectives (including, but not limited to, self-advocates, family members, providers, tribal communities, members of the legal, law enforcement, and criminal justice communities, and healthcare professionals
  - Support the Executive Committee to continue outreach and relationship-building with equity organizations, with a focus on the Latino and AI/NA communities
  - Create a brief tip sheet from the AEI training to reinforce key messages related to outreach to diverse communities
- Begin including Self-Advocates in workgroup and Collaborative meetings
- By the end of Month 3, provide ADDPC and the Executive Committee with a quarterly progress report

#### Months 4-6 (October-December):

- Host the second full Collaborative meeting to observe progress to provide feedback to the Executive Committee as they revise the vision statement, goals, and guiding principles to disseminate further feedback from all stakeholders
- Provide support and technical assistance to the work groups as requested by the Executive Committee
- Create a handbook for Collaborative members that will provide an overview of how the Collaborative operates, its mission, and an explanation of work groups and internal processes (such as how new members are onboarded) and post on the Collaborative's web page.
- Assist the Executive Committee to update the central repository of information, activities, products and assess it meets the needs of the Collaborative, its workgroups, ADDPC, and other stakeholders
- By the end of Month 6, provide ADDPC and the Executive Committee with a quarterly progress report

#### Months 7-9 (January-March):

- Host the full Collaborative meeting which should focus on information-sharing between the work groups and evaluating outcomes based on the strategic plan

- Convene between 1-3 Executive Committee meetings
- Continue relationship-building with equity organizations identified in the first quarter of the project period
- By the end of Month 9, provide ADDPC and the Executive Committee with a quarterly progress report

Months 10-12 (April- June):

- Host the full Collaborative meeting to observe information-sharing between the workgroups
- Convene between 1-3 Executive Committee meetings
- Continue relationship-building with statewide groups working in the space of sexual violence prevention, response, and support
- Co-host a virtual training event on the intersection of disability, victimization, and marginalization; target audience determined based on input from the Executive Committee meeting
- By the end of Month 13, provide ADDPC and the Executive Committee with a final project report, summarizing all key activities, findings, recommendations on sustainability.

Attachment 2: 12-Month Budget

<b>Sexual Violence and IDD Response Collaborative</b>		
<b>Project Period: 7/1/2022-6/30/2023</b>		
	<b>FTE</b>	<b>Year 2</b>
<b>Personnel</b>		
Director, Criminal Justice Initiatives	0.05	\$ 6,235
Executive Dir, The Arc AZ	0.05	\$ 4,865
Executive Asst, The Arc AZ	0.02	\$ 1,080
Program Associate	0.02	\$ 1,006
Marketing and Communications Team	0.04	\$ 3,744
<b>Personnel Subtotal</b>	<b>0.18</b>	<b>\$ 16,930</b>
<b>Fringe Benefits @25% of Staff Salaries</b>		\$ 4,233
<b>Fringe Benefits Subtotal</b>		<b>\$ 4,233</b>
<b>Contactors/Consultants</b>		
Equity Group Subcontracts		\$ 5,000
Self-Advocate Consultants		\$ 2,400
SABE Coordinator Contract		\$ 5,000
Web Developer		\$ 1,000
<b>Contractors/Consultants Subtotal</b>		<b>\$ 13,400</b>
<b>Direct Expenses</b>		
Supplies/Operating Expenses		\$ 1,582
Travel		\$ 4,000
Zoom Webinar License		\$ 360
<b>Direct Expenses Subtotal</b>		<b>\$ 5,942</b>
<b>Allocated Expenses (Rent)</b>		\$ 1,890
<b>Direct Expenses</b>		<b>\$ 42,394</b>
<b>Indirect Expenses (Capped at 10%)</b>		<b>\$ 4,239</b>
<b>TOTAL</b>		<b>\$ 46,633</b>
<b>Cash Match 25% (Personnel)</b>		<b>\$ 15,545</b>
<b>TOTAL PROJECT BUDGET</b>		<b>\$ 62,178</b>

**Attachment 2: Budget Narrative**

**Personnel/Salaries**

This section outlines the cost of each staff person assigned to the project over the 12-month period. All calculations are based on annual salaries multiplied by the FTE assigned to the project.

**Leigh Ann Davis, Director, Criminal Justice Initiatives: 5% FTE (\$6,235)**

Anticipated Project Hours: 8.7 hours per month

The Director of Criminal Justice Initiatives will oversee all project activities, offer subject matter expertise on sexual violence prevention for all aspects of the Collaborative's work, and lead efforts to analyze/improve the effectiveness and efficiency of the Collaborative's processes and functioning. Given her expertise working with law enforcement, social services systems, and advocates and self-advocates on issues of abuse and neglect, Ms. Davis will carry primary responsibility outlined in the Year 2 project plan. She will also oversee the program support work of Kristi Short and Victoria Glaude.

**Executive Director, The Arc of Arizona: 5% (\$4,865)**

Anticipated Project Hours: 8.7 hours per month

The Executive Director (TBD) will work with Leigh Ann Davis to support work groups and their members and promote the Collaborative's work statewide. The Executive Director will work with chapters within Arizona, as well as other disability agencies, to support the recruitment of new members, provide a review of strategic plan outcomes, and consider future funding sources to build sustainability of the Collaborative. The individual will also work with support staff as needed to support work groups, enhance communication within the group and update the Collaborative's website on The Arc of Arizona's website.

**Kristi Short, Executive Assistant, Operations, The Arc of Arizona: 2% (\$1,080)**

Anticipated Project Hours: 3.5 hours per month

The Executive Assistant will offer administrative support for the work groups and their members, communicating with them about meetings, scheduling group calls and meetings, and taking and disseminating minutes; providing support such as registration and follow-up for training and other events; and gathering website resources and working with the web administrator to ensure timely posting of those resources.

**Victoria Glaude, Program Associate, National Initiatives: 2% (\$1,006)**

Anticipated Project Hours: 3.5 hours per month

The Program Associate will provide administrative support and assistance for the project, reporting to Ms. Davis.

**Marketing and Communications Staff (blended rate): 4% (\$3,744)**

Anticipated Project Hours: about 7 hours per month

Various marketing and communications staff will participate in the project, primarily to assist with the development and marketing of deliverables. Since multiple staff members may participate in the project at any given time, we have used a blended salary rate for budgeting purposes. Grant funds are requested to support approximately 4% of this team's staff time during the project period.

**Subtotal Personnel: \$16,930**

**Personnel Match (Source: The Arc of the United States): \$15,545**

### **Fringe Benefits**

These expenses include fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, and retirement contributions. The total cost is calculated based on 25% of employee salaries.

**Subtotal Fringe Benefits: \$16,930 x .25 = \$4,233**

### **Direct Expenses**

#### **Supplies/Operating Expenses (Allocated Expenses)**

This category includes funds requested to cover operational expenses associated with this project for The Arc of the United States which are not included in our indirect costs. Operational expenses are standard allocations on all programs based on the total staff FTE assigned to the project (0.18). Requested expenses were calculated accordingly based on The Arc's actual expenses in these categories for the fiscal year divided by the number of staff.

#### **Travel**

The Coordinator will travel to Arizona to provide a one-time training during the project year. \$4,000 is budgeted to make room to bring in one person with an IDD to assist as well. The total estimated cost is \$5,000.

#### **Zoom Webinar License**

The cost for this service is \$30 per month. The total estimated cost is \$360.

**Subtotal Direct Expenses: \$5,942**

### **Allocated Expenses**

#### **Rent or Cost of Space**

Occupancy is typically calculated as part of The Arc's allocated expenses, but for purposes of this narrative, we are separating occupancy from the other allocated costs. For 2021, the annual cost per FTE for occupancy is \$10,555.

### **Contracted Services/Professional Services**

This funding is requested to ensure the meaningful participation of individuals with intellectual and developmental disabilities (also known as self-advocates) throughout the project period. It will also support the involvement of two equity organizations that will be identified in the first quarter of the project period. Stipends will help support the involvement of these organizations, as well as any translation needs that may arise in Year 2. We anticipate updating the new page on The Arc of Arizona's website as needed and have included the cost for the web developer.

Self-Advocate Consultants: \$50 per hour x 16 meetings per consultant x 3 individual consultants = \$2,400

SABE Coordinator Contract: 20 meetings per year plus 80 hours per year to oversee the group of self-advocates @ \$50 per hour.

Equity Organization Subtotal: \$2,500 stipends x 2 organizations = \$5,000

Web Developer Subtotal: \$50 per hour x 20 hours of work = \$1,000

**Total Contractors/Consultants Amount: \$13,400**

**Total Direct Expense Amount: \$42,394**

**Indirect Expenses**

The indirect cost expense is calculated at 10% of the total budget.

**Total Indirect Expense Amount: \$4,239**

**Total Project**

Total costs are calculated by adding the Direct Expenses (personnel, fringe benefits, program/direct expenses, and allocated expenses) and Indirect Expenses.

**Total Project Request Amount: \$46,394**

**Total Budget (with Match from The Arc of the US): \$62,178**

**Attachment 3: Key Staff**

**Leigh Ann Davis, Senior Director, Criminal Justice Initiatives**

**Anticipated Project Hours:** (about 105 hours per year)

The Senior Director of Criminal Justice Initiatives will oversee all project activities, offer subject matter expertise on sexual violence prevention for all aspects of the Collaborative's work, and lead efforts to oversee the implementation of the strategic plan and to analyze/improve the effectiveness and efficiency of the Collaborative's processes and functioning. Given her expertise working with law enforcement, social services systems, and advocates and self-advocates on issues of abuse and neglect, Ms. Davis will carry primary responsibility for planning and presenting the trainings outlined in the Year 2 project plan. She will also oversee the program support work of Kristi Short and Reginald Thomas.

**To be hired, Executive Director, The Arc of Arizona**

**Anticipated Project Hours:** (about 105 hours per year)

The Executive Director will work with Leigh Ann Davis to support work groups and their members and promote the Collaborative's work statewide. The Executive Director will work with chapters within Arizona, as well as other disability agencies, to support recruitment of new members, provide review of strategic plan outcomes and consider future funding sources to build sustainability of the Collaborative. The individual will also work with support staff as needed to support work groups, enhance communication within the group and update the Collaborative's web site on The Arc of Arizona's web site.

**Kristi Short, Executive Assistant, Operations, The Arc of Arizona**

**Anticipated Project Hours:** (42 hours per year)

The Executive Assistant will offer administrative support for the work groups and their members, communicating with them about meetings, scheduling group calls and meetings, taking and disseminating minutes; providing support such as registration and follow-up for trainings and other events; and gathering website resources and working with the web administrator to ensure timely posting of those resources.

**Victoria Glaude, Program Associate, National Initiatives**

**Anticipated Project Hours:** (42 hours per year)

The Program Associate will provide administrative support and assistance for the project. Ms. Glaude has degrees in Communications and Business and has extensive experience with program implementation, and as a Client Care Specialist working with Dr. Valerie Rein, LLC.

**Marketing and Communications Staff**

**Anticipated Project Hours:** (about 83 hours per year)

Various marketing and communications staff will participate in the project, primarily to assist with the development and marketing of deliverables. Since multiple staff members may participate in the project at any given time, we have used a blended salary rate for budgeting purposes.

It is essential to note that, although based in Texas, Ms. Davis will in no way be limited in her ability to perform the functions necessary as Project Lead. As with various other projects funded by the Council, this effort includes a combination of in-state and out-of-state staff, all of whom bring the necessary knowledge and attributes necessary to achieve the stated goals. With Mr. Meyers recent departure from The Arc or Arizona, a new Executive Director will be hired to fill his position.



**Attachment 4: Letters of Support**

Letters of Support included from:

- Banner University Health Plans
- Arizona Coalition to End Sexual & Domestic Violence



April 25, 2022

Grants Review Committee  
Arizona Developmental Disabilities Planning Council  
3839 N. Third Street, Suite 306  
Phoenix, AZ 85012

Dear Grants Committee Members:

Banner University Health Plans strongly supports The Arc's application for funding under RFGA #: ADDPC-FFY21-CLBFT-0221 - Coordinator for Arizona's Sexual Violence and I/DD Response Collaborative. The Collaborative and Banner University Health Plans have been working together recently to address the needs of sexual violence survivors with disabilities and their loved ones. Given this new development and knowing of The Arc of the United States' commitment to developing effective new means of protecting the I/DD population from sexual violence through the work of its National Center on Criminal Justice and Disability (NCCJD), Banner Health looks forward to this opportunity to work together toward the goal of refining and building upon the achievements of the Collaborative to date.

We have been engaged with Tribal Domestic Violence Coalition lending training and technical support to tribal advocates and consumers throughout Arizona. Coalition building involves direct involvement with the Coalition identifying challenges and barriers to coordinate specific trainings meeting the needs of the Coalition. Our unique contribution to the collaborative engages rural and tribal areas with resources needed to support communities and people with I/DD. The established and potential opportunities to build tribal collaborations seeking to improve community responses with effective support systems in place provided by the ACESDV. As a collaborative partner, the opportunities to provide technical assistance and cultural resources assisting tribal communities with support to identify and address challenges, barriers and concerns for people with I/DD.

We recognize the pressing need to prevent sexual violence among children and adults with developmental disabilities, as well as to create a culture of healing in this community. In this spirit, Banner Health is eager to continue working with The Arc to ensure Arizona's Sexual Violence and I/DD Response Collaborative accomplishes all within its power in the most efficient, deliberate, and thoughtful manner. We fully support The Arc's application for the Coalition Coordinator Grant, and we thank you for consideration of this proposal. Please contact me if I can be of any further assistance.

Sincerely,

*Kimberly Yellow Robe, MBA*

Kimberly Yellow Robe, MBA  
Rosebud Sioux  
Senior Manager, Tribal Coordinator  
AHCCCS Complete Care  
Banner University Health Plans



April 8, 2022

Grants Review Committee  
Arizona Developmental Disabilities Planning Council  
3839 N. Third Street, Suite 306  
Phoenix, AZ 85012

Dear Grants Committee Members:

The Arizona Coalition to End Sexual and Domestic Violence strongly supports The Arc's application for funding under RFGA #: ADDPC-FFY21-CLBFT-0221 - Coordinator for Arizona's Sexual Violence and I/DD Response Collaborative. The Arc of Arizona and ACESDV have been fostering an ongoing partnership since 2018 to address the needs of sexual violence survivors with disabilities and their loved ones. Given this ongoing partnership and knowing of The Arc of the United States' commitment to developing effective new means of protecting the I/DD population from sexual violence through the work of its National Center on Criminal Justice and Disability (NCCJD), ACESDV looks forward to this opportunity to work together toward the goal of refining and building upon the achievements of the Collaborative to date.

ACESDV was founded in 1980 to unite concerned citizens and professionals in a statewide organization to end domestic violence in Arizona. In 2013, the Coalition became the federally designated dual coalition and is the state's center of expertise and education on the issues of sexual and domestic violence. ACESDV provides education and training, technical assistance, the Arizona Sexual and Domestic Violence Helpline, public policy advocacy, and facilitates community collaborations. The primary purpose of ACESDV is to serve as the voice of survivors in Arizona to ensure that victims and survivors receive the services they need.

The Arc's NCCJD is ideally positioned to lead this coordination effort. NCCJD's leadership possesses extensive experience in all aspects of the intersection of criminal justice and disabilities. Since 2013 NCCJD has served as a bridge between the criminal justice and disability communities, pursuing and promoting safety, fairness, and justice for people with I/DD, especially those with hidden disabilities and marginalized identities, as victims, witnesses, suspects, defendants, and incarcerated persons. To ensure access to justice for those with I/DD, NCCJD works to advocate with and for people with I/DD facing criminal justice involvement; empower The Arc's chapter network to become the go-to resources on criminal justice and disability in their communities; increase training, knowledge, and awareness of criminal justice professionals about people with I/DD, including their legal obligations toward the disability community; ensure people with disabilities are leading the charge on all policy and related efforts to reform the criminal justice system; and, support effective research and evaluation to promote innovative best practices, including the collection and publication of key resources for the field.

We recognize the pressing need to prevent sexual violence among children and adults with developmental disabilities, as well as to create a culture of healing in this community. In this spirit, ACESDV is eager to continue working with The Arc to ensure Arizona's Sexual Violence and I/DD Response Collaborative accomplishes all within its power in the most efficient, deliberate, and thoughtful manner. ACESDV fully supports The Arc's application for the Coalition Coordinator grant, and we thank you for consideration of this proposal. Please contact me if I can be of any further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Jenna Panas". The signature is fluid and cursive.

Jenna Panas  
Chief Executive Officer



2700 N. Central Ave. Suite 1100 Phoenix, AZ 85004  
(602) 279-2900 • (800) 782-6400 • [info@acesdv.org](mailto:info@acesdv.org)