

Introduction

Since 1978, the Arizona Center for Disability Law ("ACDL") has served as a government mandated, nonprofit organization to provide legal services, resources and overall assistance to the state's developmentally disabled population including those with a wide range of physical, mental, psychiatric, sensory and cognitive disabilities. The ACDL's strives in its mission to advocate for the legal rights of persons with disabilities to be free from abuse, neglect and discrimination and to have access to education, health care, housing, jobs and other services in order to maximize independence and achieve equality. As an organization, the ACDL envisions a society which focuses on people's abilities rather than disabilities and that individuals with disabilities will be included within the community, particularly in the current area of emergency planning.

The title for the proposed project will be "Safety First" Emergency Preparedness Planning. The purpose for the project is to both introduce and provide emergency preparedness planning at the local levels, particularly in the home setting, for the developmentally disabled community throughout the state of Arizona in the event of actual emergencies/crises, such as natural disasters, extreme power outages, disease outbreaks, terrorist attacks and so forth. The target audience for this project are individuals with developmental disabilities (including those with a wide range of physical, mental, psychiatric, sensory and cognitive disabilities), their family members, & the community who assist such individuals.

Emergency preparedness planning for Arizona's developmentally disabled community has never before existed at the local levels. Following extreme events such as 9/11, Hurricane Katrina, and even the wildfires that recently spread across Arizona's eastern high country in June of 2011 "forcing the evacuation of hundreds of residents,"¹ the state is practically forced to confront the topic of emergency preparedness planning for the state's developmentally disabled population at the local level. According to the Department of Homeland Security (DHS), "substantial improvement is necessary to integrate people with disabilities in emergency planning and readiness."² The proposed project will vitally equip the disabled community with the knowledge and skills that will provide an escape route or safety procedures in the event of an emergency situation. Individuals with developmental disabilities will be more informed on how to properly care for themselves within their individual living situations and in turn, be more adequately prepared. More specifically, an emergency plan that is properly in place will enable the developmentally disabled community to also have a proper escape route to safety like the majority of society as well as reduce or perhaps eliminate the amount of deaths, injuries or fear among the disabled community during times of crisis.

Partnerships and Collaboration

For the purpose of the project, the ACDL proposes to partner with several organizations that provide support and services to persons with developmental disabilities, their families and the

¹ Radnovich, C. (2011, June 3). Hundreds flee as fire rages in eastern Arizona. *The Arizona Republic*, <http://www.azcentral.com/arizonarepublic/news/articles/2011/06/03/20110603arizonafires0603.html>

² FEMA, <http://www.fema.gov/news/newsrelease.fema?id=45435>

community who support them. Listed below are the organizations that are seen as key to fulfilling the goals of this project:

Arizona Developmental Disabilities Planning Council (ADDPC)

The ADDPC as created by federal law, exists to provide advocacy for persons with developmental disabilities and their families while supporting full involvement and inclusion in the community. The ADDPC funds projects that can be developed and sustained to bring about increased capacity and systems change for persons with developmental disabilities. This project proposes to seek funding for this one year project from the ADDPC (see below for details) to initiate activities, while building a network of support that will bring about permanent change and sustainability. Please note that while seeking funding, the ACDL is not necessarily asking for direct funding and cooperate with any options that exist, including the establishment of Interagency Service Agreements with other state agencies.

Arizona Department of Health Services, Bureau of Public Health Emergency Preparedness

In partnering with the Arizona Department of Health Services (ADHS) this project will be made to available to the community within a public health forum to expand the outreach component. ADHS may also be utilized as a conduit funding to comply with Arizona State Procurement Rules through the establishment of an Interagency Service Agreement.

State Independent Living Council (SILC)

SILC is a federally mandated under Title VII, section 705 of the Rehab Act. It is organized and operated as a 501(c)(3) nonprofit corporation. The mission of the SILC is to promote the equality, inclusion, and choice of people with disabilities through collaboration and public policy change.

SILC has extensive background in emergency preparedness and curriculum development attending several FEMA Conferences and putting on Arizona Partners in Preparedness in 2011. Through SILC's efforts, the Arizona Department of Homeland Security created Emergency Planning Task Force which focuses on inclusive state emergency planning for persons with disabilities. They will be involved in the input of a manual with a reliable resource list of local emergency contacts; the compilation of a 72-hour emergency planning kit model to present at training sessions; formal training conducted by both the ACDL and SILC representatives at group and residential homes utilizing a train-the-trainer model; as well as the eventual evaluations of the project's overall success approximately one year after the initiation of the actual project. The train-the-trainer model will involve ACDL and/or SILC representatives who will initially train not only individuals from the developmentally disabled population, but also future emergency preparedness trainers such as peers, family members, and caregivers. Eventually, these future trainers will train other members from the developmentally disabled community at a later date.

Arizona Department of Economic Security, Developmental Disabilities Division

As the designated state agency to carry our statutory case management, funding and other activities, the Developmental Disabilities Division (DDD) is a key player in participating in this project to provide support and linkage to consumers as training and other resources are developed.

Arizona Health Care Cost Containment System

As the funding agent for Medicaid resources in Arizona, the Arizona Health Care Cost Containment System (AHCCCS) through the administration of the Arizona Long Term Care System (ALTC) maintains extensive engagement with consumers and caregivers who provide support to persons with developmental disabilities. Partnering with AHCCCS will allow this project to be effectively outreached to consumers throughout Arizona.

Institute for Human Development, Northern Arizona University

As a member of the Arizona Developmental Disabilities Network, the Institute for Human Development is a University Center for Excellence in Developmental Disabilities (UCEDD) as defined in federal law. With their expansive programs and support offered to persons with developmental disabilities, their families and professionals who offer support, they maintain exceptional outreach capacity in Northern Arizona.

Sonoran University Center for Excellence in Developmental Disabilities, University of Arizona

The Sonoran UCEDD is also a member of the Arizona Developmental Disabilities Network and also maintain expansive programming and support in Southern Arizona. They have capacity to maintain outreach into the developmental disabilities community and will be a necessary component to engage the developmental disabilities community.

Native American Disability Law Center (NADLC)

The NADLC serves as a Protection and Advocacy agency serving Native Americans of the Navajo and Hopi tribes in northern Arizona. NADLC has an effective working and collaborative relationship with the tribes and will be included in the training and dissemination of information related to the Emergency Preparedness project.

Applicability of Project to Arizona Developmental Disabilities Planning Council Goals

At this point in time ACDL is asking for one year of funding with an emphasis in Northern Arizona to allow time to develop the training model that will go state wide in following years. This project proposes to link to one specific goal established within the Arizona Developmental Disabilities Planning Council (ADDPC) 2012-16 Five Year Plan:

Goal Three

This goal states the follow:

Empower persons with developmental disabilities, their families, and others who support them by linking them to information that promotes informed decision making about their choices and quality of life.

Two objectives within this goal are met by this project:

1. Provide information and/or link people to reliable information in a variety of formats on topics that are important to persons with developmental disabilities, their families, and others who support them.

2. Educate at least 110 people persons with developmental disabilities, their families, and others who support them about how to access the information they need/want.

Projected Costs

The total cost of the project is estimated at \$. The ACDL is presently requesting \$from the Arizona Developmental Disability Planning Council to enact the first year of the project with an emphasis in Northern Arizona and Navajo and Hopi reservation.

Organizational History & Background

The Arizona Center for Disability Law was founded in the year 1978 and federally designated as a statewide Protection and Advocacy System for persons with developmental disabilities. Since 1995, however, the ACDL has functioned as a separate, non-profit entity from its founding agency, the Arizona Center for Law in the Public Interest. Today, the ACDL is the only government mandated, public interest law firm of it kind in Arizona and in every state of the union to assist disabled communities in asserting their legal and civil rights. The ACDL's mission is to advocate for the legal rights of persons with disabilities to be free from abuse, neglect and discrimination and to have access to education, health care, housing, jobs and other services in order to maximize independence and achieve equality. The longtime agency exists to improve the lives of individuals with a wide range of physical, mental, psychiatric, sensory and cognitive disabilities.

The ACDL is part of the National Disability Rights Network (NDRN). The **National Disability Rights Network (NDRN)** is the non-profit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP) for individuals with disabilities. Collectively, the P&A/CAP network is the largest provider of legally based advocacy services to people with disabilities in the United States. In 2010, the National Disability Rights Network (NDRN) entered into two memorandums of understanding with FEMA and the American Red Cross that enabled the P&A network to work on inclusion of persons with disabilities in all levels of emergency preparedness. Staff at the ACDL attended several emergency preparedness exercises and planning events. In addition, in 2011, staff attended FEMA's "Getting Real "Promising Practices for Inclusive Emergency Management for the Whole Community" and presented on Arizona Partners on Preparedness in 2011. Currently the ACDL serves on the Arizona Emergency Planning Task Force for Persons with Disabilities.

Similar to the Arizona Developmental Disability Planning Council's incredible desire to assist and strengthen the disabled community through a variety of resources, the Arizona Center for Disability Law also strives to equip disabled persons with not only access to services relating to legal, advocacy, and training but also with the right to justice that is entitled to any living, human being. The ACDL is part of the Arizona Developmental Disabilities Network which is in close partnership with three separate, state organizations including the Institute for Human Development -Arizona University Center on Disabilities (IHD-AzUCD), the Sonoran University Center for Excellence in Developmental Disabilities (UCEDD) as well as the Arizona Developmental Disabilities Planning Council (DDPC).

Need Statement

In the summer of 2011, the ACDL monitored evacuation of a group home, housing developmentally disabled persons in Eastern Arizona, into temporary locations due to the unfortunate presence of ongoing wildfires in the area.

Being government mandated to protect the rights and well-being of the population in the state of Arizona, the ACDL worked in close partnership with the Division of Developmental Disabilities (DDD) to verify the current location, status and time the individuals would return safely to their home setting. In this situation and others, the ACDL has been and continues monitor the developmentally disabled community, protecting their safety as much as their individual rights.

Clearly, individuals within Arizona's developmentally disabled community (which includes those with a wide range of physical, mental, psychiatric, sensory and cognitive disabilities) are at present desperately requiring emergency preparedness training at the local levels, particularly within the home environment, during times of statewide emergency or crisis. The proposed project in emergency preparedness planning entails the following: curriculum development in the creation of a manual and a reliable resource list, the compilation of a 72-hour safety kit model to present during training sessions of self advocates for train the trainer model, individual training of members from the developmentally disabled population located in group homes, private residences and other locales. Given the geographical distances, some trainings may occur in a group setting at a conference site. The evaluation process measuring the project's overall effectiveness within 30-60 days of the training event.

Training of this kind is currently unavailable in the state of Arizona for persons with developmental disabilities. Indeed, the need has clearly been evident particularly in a period following great national crises like the 2001 terrorist attacks in New York City, 2005's Hurricane Katrina in New Orleans, as well as more recent and local emergencies such as the extreme power outages in the city of Yuma and the aforementioned wildfires in Eastern Arizona that both occurred this past summer. The Federal Emergency Management Agency or FEMA's 2011 "Getting Real II" Conference in Washington D.C. recognized the importance of emergency planning for individuals with developmental disabilities at the local levels. The conference, which brought together both emergency planning officials and disability advocates, displayed best practice models of emergency planning and in turn, revealed how nothing is currently being done regarding emergency planning for those with developmental disabilities not only at the local levels (especially in the home setting) but also in the state of Arizona.

A program of this type has never existed before in the state of Arizona. In particular, the conference pinpointed one program presently being practiced in Hawaii titled the, "Hawaii Feeling Safe, Being Safe Emergency Preparedness Training Strategies" which focuses on a "whole community"³ approach in emergency planning and also incorporates an emergency kit for disabled individuals in times of crisis. In addition, "the Stafford Act and Post-Katrina Emergency Management Reform Act (PKEMRA), along with Federal civil rights laws, mandate integration and equal opportunity for people with disabilities."⁴ The laws address how, "people with disabilities must have the same opportunities to benefit from emergency programs, services, and activities as people without disabilities."⁵

As a result of the training project, individuals with developmental disabilities will be more informed on how to properly care for themselves within their own homes/ residential settings and in turn, be adequately prepared in states of emergency or crisis in Arizona. More specifically, improved practices in emergency planning will save lives, decrease injuries, as well as reduce

³ Getting Real II, <http://itsallon.tv/media/slides/11-09-12-grii-sl-practices-29.pdf>

⁴ FEMA, http://www.fema.gov/pdf/about/odc/fnss_guidance.pdf

⁵ Id.

fear among those with developmental disabilities during times of crisis. The ACDL is directly linked to the need of emergency planning for those with developmental disabilities given the organization's status as an advocate and provider of legal and other various services for disabled persons within the AZ community.

Goals and Objectives

Goal #1

Arizona's developmentally disabled population in Northern Arizona will be properly trained in emergency preparedness utilizing the train-the-trainer model.

Objective #1

By April 30, 2013, at least 10 individuals from Northern Arizona's developmentally disabled self advocacy population will be properly trained for emergency preparedness by either a representative from SILC and/or the ACDL and NACDL, utilizing the train-the-trainer model.

Objective #2

By September 30, 2013, self advocates and family members trained for emergency preparedness by SILC ACDL/NACDL utilizing the train-the-trainer model will have trained at least 100 people with developmental disabilities in Northern Arizona.

Goal #2

Emergency preparedness plans are firmly in place among Arizona's developmentally disabled population.

Objective #1

By September 2013, at least 50% of Northern Arizona's developmentally disabled population who have been properly trained in emergency preparedness, will have individual emergency preparedness plans in place and ready to be implemented.

Objective #2

By September 2013, at least 50% of Northern Arizona's developmentally disabled population who have been properly trained in emergency preparedness, will take steps to implement a 72 hour kit and develop personal emergency preparedness plan.

Methods

The "Safety First" Emergency Preparedness Planning Project will consist of three, primary method sections. The three sections include: the creation of a training manual and resource list, the development of a 72-hour safety kit model. The second section is the actual emergency preparedness training sessions utilizing the train-the-trainer model. The third and final section, which breaks down the emergency preparedness training process, will also discuss the evaluation plan of the proposed project.

Creation of an Emergency Preparedness Training Manual & Resource List

Tasks and Subtasks	Person(s) Responsible	Resources Needed	Start and Finish Dates
--------------------	-----------------------	------------------	------------------------

Collect data regarding prior emergency preparedness training in other states/areas	SILC representative(s) and/or ACDL	FEMA documentation & "Getting Real II" 2011 Conference Powerpoint presentation & perhaps other Internet research regarding the subject	October 1, 2012 October 30, 2012
Devise a step-by-step emergency preparedness training Model based on current literature on the subject (as shown above)	SILC representative(s) and/or ACDL Deputy Executive Director	Research from FEMA & expertise from the SILC & ACDL	October 2012 – December 2012
Collect localized contact resource information to incorporate an emergency resource/contact list into the manual	SILC representative(s)/ACDL Advocate and NADLC Advocate	collaboration & contact w/ local & statewide organizations relative to emergency preparedness training for the developmentally disabled	September December 2012
Draft an emergency contact resource list to incorporate into manual	SILC representative(s)/NADLC Advocate	Microsoft Office Word Document	September 2012- December 2012
Draft the manual	SILC representative(s) and/or ACDL Deputy Executive Director	Microsoft Office Word Document	January 2013 – March 2013
Print out copies of the manual to distribute to the public during training sessions	ACDL Deputy Executive Director	Utilize a specialty copying company/store to print out 1,000 copies of manual @ \$8.00 each (\$8,000)	February 2013– March 2013
Distribute copies of	SILC representative(s) and/or	1,000 copies of printed manual @	April 2013 –

manual to the public during emergency preparedness training sessions	ACDL Advocate/NADLC	\$8.00 each (\$8,000)	October 2013
--	---------------------	-----------------------	--------------

Development of a 72-hour Emergency Preparedness Safety Kit Model

Tasks and Subtasks	Person(s) Responsible	Resources Needed	Start and Finish Dates
Collect data regarding prior emergency preparedness training in other states/areas particularly with the DPC (Center for Disabilities & Special Needs Preparedness)	SILC representative(s) and/or ACDL Advocate/and the NADLC Advocate	DPC (www.disabilitypreparedness.org), FEMA's 2011 "Getting Real II" Conference & FEMA's "Whole Community" Approach to Emergency Management	January 2013 - February 2013
Utilize any existing knowledge/data regarding the subject & population from the SILC,ACDL,NADLC	SILC representative(s) and/or ACDL Deputy Executive Director/and the NADLC Advocate	any data deriving from the expertise of the SILC & ACDL,NADLC	March 2013- April 2013
Devise a list of specific items most utilized by the developmentally disabled during emergencies or times of crisis	SILC representative(s) and/or ACDL Advocate/and the NADLC	relative research & data already in existence from the FEMA, DPC, SILC, & ACDL	March 2013 - April 2013
Purchase any necessary items listed for 72-hour emergency preparedness safety kit	SILC representative(s) and/or ACDL Deputy Executive Director	duffel bag, battery powered radio, flashlights, lighter, candle, matches & extra batteries, first aid kit, medications & copies of prescriptions, water purifying tablets, change of	March 2013 - May 2013

		<p>clothing, sturdy shoes, rain gear, personal hygiene items, blanket, sleeping bag, special equipment needed such as augmentative communication equipment, insulin supplies, cane, food & water for sight dog, etc., hearing aid batteries, the style & serial numbers of medical devices used, a list of family, physicians, & relative or friend who should be notified if person is injured, & backup contact person living outside of immediate area, assembly of important documents (contacts, ID cards, bank account numbers, cash), etc. @ approximately \$160 each X 3 ()</p>	
<p>Model the 72-hour emergency preparedness safety kit at emergency preparedness training sessions so that trainees can eventually buy & gather their own safety kits suited to their individual</p>	<p>SILC representative(s) and/or ACDL Deputy Executive Director</p>	<p>Model of what a 72-hour emergency preparedness safety kit would look like (as shown above) @ approximately \$160 each X 3</p>	<p>May 2013 -</p>

needs/conditions			
------------------	--	--	--

Performing Emergency Preparedness Training Utilizing Train-the-Trainer Model

Tasks and Subtasks	Person(s) Responsible	Resources Needed	Start and Finish Dates
Retrieve list of group homes and individual residents of the developmentally disabled in Northern Arizona	SILC representative(s) and/or ACDL Deputy Executive Director	contact list of all the developmentally disabled homes and residents in Arizona (in-kind)	May 2013 -
Contact group homes and individual residents to inform potential potential trainees of emergency preparednes planning, set up a date/time for training in their area	and ACDL Administrative Assistant and NADLC Advocate	telephones, e-mail accounts (in-kind)	May/June 2013
Collect names, contact information & time/date of training of each individual or group home that is signed up for training	ACDL Advocate & ACDL Administrative Assistant and the NADLC Advocate	Microsoft Office Excel Program to enter in information (in-kind)	May/June 2013
Send an emergency preparedness training reminders to all individuals who have been contacted & signed up	ACDL Deputy Executive Director & ACDL Administrative Assistant and NADLC Advocate	letters, e-mail, or telephone calls as points of contact (standard mailings @ .44 cents per envelope/letter	May /June 2013
Travel to mainly group homes but also individual residences throughout Northern Arizona	/or ACDL Staff Advocate/Self Advocate and NADLC Advocate	travel via personal vehicles (based on rate per mile) utilizing 80% of the federal reimbursement rate @ approximately .44 cents per mile)	June 2013 – September 2013

		totaling \$5,000	
Use a training sign-in sheet at beginning of each training session	/or ACDL Staff Advocate/NDLC Advocate	Print copies of a sign-in sheet created via Microsoft Word Document (in-kind)	June 2013 – September 2013
Perform initial emergency preparedness training utilizing train-the-trainer model	SILC representatives	use printed copies of emergency preparedness manual @ \$8.00 each, present 72-hour emergency safety kit model @	June 2013 – September 2013
Enter in & save trainee data based on initial sign-in sheets throughout the course of the initial training & those that follow by previously trained members of the community	SILC/ ACDL representatives or ACDL Advocate and Administrative Assistan and NDLC Advocate	Microsoft Office Word or Excel Document	August 2013 – September 2013
Perform evaluations/ post survey	SILC/ ACDL representatives or ACDL Deputy Executive Director	utilize the emergency training initial sign-in sheets (created on Microsoft Office Word or Excel Document) & the post training survey	August 2013 – September 2013

Evaluation

Goal #1

Arizona's developmentally disabled population will be properly trained in emergency preparedness utilizing the train-the-trainer model.

Objective #1

At least 10 individuals from Northern Arizona's developmentally disabled population will be properly trained for emergency preparedness by either a representative from SILC or the ACDL utilizing the train-the-trainer model as measured by the training project's initial sign-in sheets.

Objective #2

At least another 100 individuals from Northern Arizona's developmentally disabled population will have been properly trained by previously trained self-advocates in emergency preparedness as measured by the training program's initial sign-in sheets.

Goal #2

Emergency preparedness plans are firmly in place among Northern Arizona's developmentally disabled population.

Objective #1

At least 50% of Northern Arizona's developmentally disabled population who have been properly trained in emergency preparedness, will have individual emergency preparedness plans in place and ready to be implemented as measured by the project's post or follow-up survey via telephone, e-mail, or mail.

Objective #2

At least 50% of the Northern Arizona developmentally disabled community who have been properly trained in emergency preparedness will take steps toward emergency planning in their home by either having an individualized emergency safety plan in place or preparing a 72 hour kit as measured by the project's post or follow-up or post survey via telephone, e-mail, or mail.

Evaluations for Goal #1 will be performed approximately one month after emergency preparedness training has been conducted by not by, but also formerly trained self-advocates, family members, caregivers, and so forth. Given that the evaluations will be utilizing typical, sign-in sheets found at the beginning of each training session, such recorded data will be readily available to the potential research conductors from the .

Evaluations for Goal #2 will also be performed approximately one month after the initial training sessions have been performed by the ACDL representatives. Allowing at least one month in between the initial training sessions and the actual evaluations of the overall project will provide a sufficient amount of time for potential trainees to create individualized emergency preparedness plans of their own based on the training they've received. In addition, the allotted time will allow the disabled community to discover the importance of having their own safety plans in place and hopefully, feeling increasingly safer as a result. In order to perform the evaluations most effectively at a later date, the sign-in sheets found at each and every training session will also inquire, what is the most convenient form of contact, to those being trained.

Evaluations or follow-up surveys for both goals will be performed via telephone, e-mail, or mail by The project's post survey will be short in length to spare the time of both the research conductors and those being surveyed.

Sustainability

The first year of the project will focus on completing the manual, and then Train the Trainers and limit the scope of trainings initially to Northern Arizona and the Navajo and Hopi Reservations. The statewide training will take place in the second year within an approximate, 12 month period by ACDL and Self Advocates utilizing the Train-the-Trainer model. From there, training will exist in the hands of newly trained self-advocates, family members, caregivers, and so on who will go forth and train others with the knowledge they've acquired. Therefore, the actual project of emergency preparedness training conducted by ACDL and SILC members will be temporary and end after a certain period of time. Training will only exist thereafter by community members who go out to train others with the training they've received. The project of emergency preparedness training will be conducted within an approximate 12 month period by

both ACDL and Self-Advocates who will train individuals to become trainers themselves for others within the developmentally disabled community throughout Arizona.

In sum, the creation of and later training of emergency preparedness planning is a temporary project. Once the actual training is complete, training that occurs thereafter will exist entirely at a grassroots level and not by trainers from the ACDL and SILC. Thus, continued funding is not required on the part of the ACDL, who is the main initiator and launcher of this particular project.

Though a temporary project, if more funding is absolutely required (for what ever reason that may be), internal plans for future funding can perhaps include small fees for services, such as a small fee that the trainees can pay for their training sessions whether individualized or in a group session.

Budget

Based on the project budget, resources that will be required to complete the "Safety First" Emergency Preparedness Planning Project will include the following: a project coordinator; two collaborators, individual benefits for the employees involved within the project; the creation and printing of an emergency preparedness training manual with local resources to be widely distributed; the mailing of certain project related items; various training materials including a formal PowerPoint presentation; travel expenses for individual training sessions; as well as two, 72-hour safety kit models to present during the actual training sessions. The coordinator and two, collaborator positions will represent the project's temporary, paid positions or will otherwise assist in funding existing ACDL or SILC staff members for the purpose of the project. These three positions will also include added fringe benefits estimated at approximately

ACDL Budget Narrative – EMERGENCY PREPAREDNESS PROJECT

Salaries

Attorneys

ACDL will utilize 3 attorneys for the project. Deputy Executive Director Edward Myers III will prepare the emergency preparedness manual and conduct the first 2 trainings. Additionally, Mr. Myers will conduct legal research for the project. Peri Jude Radecic, ACDL's Executive Director, will provide oversight and supervision for the project. Mr. Myers and Ms. Radecic's standard attorney's billing rate is \$240 per hour. ACDL will charge a discounted rate of \$200 per hour, and the discounted portion of their Standard rate will be applied to ACDL's matching funds. Attorney Jennifer Alewelt will translate the emergency preparedness manual to plain language, and her standard attorney billing rate is \$190 per hour.

ACDL anticipates 154 hours of attorney/supervisory time throughout the contract period or approximately 3 hours per week.

ACDL Advocates

ACDL will utilize advocate Linda Fischer to coordinate the project and deliver a majority of the trainings in collaboration with Statewide Independent Living Council (SILC). ACDL will also utilize advocate Martha Leon to deliver Spanish-language training in 2 of the locations. The advocate billing rate is \$26.50 per hour, and it is anticipated that ACDL will provide 119 advocate hours throughout the contact period.

ACDL Support Staff

ACDL will utilize support staff to assist with clerical support, training schedules, and collecting post survey information. Kimberly Van Horne will provide the project support. ACDL estimates that Ms. Van Horne's time required to support the project will be 80 hours (\$18.50/hour) throughout the contract period.

TOTAL SALARIES CHARGED TO PROJECT - \$35,233.50 (DIRECT EXPENSE)

TOTAL SALARIES NON-FEDERAL IN-KIND MATCH - \$5,360

Fringe Benefits

ACDL expenses also include fringe benefit expenses for the advocates and support staff for this project. The fringe benefit rate is 34% of their salary expense - $\$4633.50 \times .34 = \1575.39 .

TOTAL FRINGE BENEFITS CHARGED TO PROJECT - \$1575.39

Contracted Services/Professional Services

Spanish-language Translation

ACDL will subcontract Spanish-language written translation services to Rosetta Stone. This expense includes both the training presentation materials and the emergency preparedness manual. Rosetta Stone will bill ACDL at a discounted rate, and the discounted portion will be used as matching funds for the project. It is estimated that Rosetta Stone's contact with ACDL will be \$1,500, -\$1,275 billed to project and \$225 used as matching funds for the project.

Native American Disability Law Center (NADLC)

ACDL will subcontract the training in Apache County to the NADLA. The NADLA is expert on tribal law and disability law uniquely connected to the disability community on the Navajo and Hopi reservations, and they will be best suited to conduct the training in Apache County. They will coordinate and conduct 3 of the emergency preparedness meetings. The subcontract is estimated to be \$8679, and they will provide \$867.90 as their non-federal, in-kind matching funds for the project.

TOTAL 'CONTRACTED SERVICES' PER DDPC BUDGET CATEGORY - \$46,762.89 (DIRECT EXPENSE)

TOTAL 'CONTRACTED SERVICES' PER DDPC BUDGET CATEGORY - \$ 6452.90 (NON-FEDERAL IN-KIND MATCH)

Supplies

ACDL has budgeted \$600 for mailing, postage, and supplies to mail outcome surveys to participants. Additionally, ACDL has budgeted \$100 per training for supplies and food for the 7 trainings in which ACDL will participate (\$700).

ACDL will purchase necessary items for three 72-hour emergency preparedness safety kits (\$480).

Honoraria

ACDL will provide the honoraria to the self-advocates, "train the trainer," assisting with the emergency preparedness trainings (10 trainings @ \$200/training=\$2,000). Honoraria will also be provided to the participants attending the meeting in order to defray the cost of transportation (10 trainings x 4 participants/training @ \$25 = \$1,000).

TOTAL SUPPLIES CHARGED TO PROJECT - \$4780

Rent or Cost of Space

ACDL is charging a small pro rata fee for rent for the advocates and support staff for this project – 10% of the salaries (\$4633.50 X 10% = \$463.35).

It is anticipated that ACDL will rent space to conduct the 7 emergency preparedness trainings – 7 @ \$100 = \$700.

TOTAL RENT CHARGED TO PROJECT - \$1163.35

Staff Travel

Hotel

ACDL is neither a state nor federal agency and is not eligible for discounted hotel rates afforded to those agencies. ACDL will negotiate for the lowest hotel cost, but understands that ACDL can only bill at the State of Arizona reimbursement rate. It is anticipated that some of the emergency preparedness trainings will involve overnight travel. ACDL estimates that 10 overnights will be required for staff, self advocates, and personal care attendants (10 overnight hotel rooms @ \$97.00 - \$970.)

Per Diem

ACDL has budgeted for 7 trainings, 3 of which may require an overnight stay. The trainings requiring overnight hotel accommodations will be utilized when staff/personal care attendants/self-advocates travel to the training site the day prior to the training or for traveling back to the office the following business day. Included in this budget are 22 total days of per diem expense @ \$34/day for a total of \$1,088 for staff, self-advocates, and personal care attendants.

Accessible Van Rental

ACDL has budgeted for 10 days of accessible van rental to travel to/from the emergency preparedness trainings (10 days @ \$168 = \$1,680).

Mileage/Gas Reimbursement

It is estimated that the mileage or gas reimbursement will be approximately \$935.

TOTAL TRAVEL CHARGED TO FEMA PROJECT - \$4,673

Administrative/Indirect Costs

ACDL does not have a federally-approved rate for indirect costs; therefore, ACDL will request an allocation for administrative costs of 10% of the total direct funds requested in the contract. Administrative costs for this project include financial, accounting, auditing, and allocated portion of rent, telephone, and payroll processing costs.

TOTAL ADMINISTRATIVE/INDIRECT COSTS CHARGED TO FEMA PROJECT - \$5,738

Matching Funds

Non-Federal In-kind

Non-federal in-kind matching funds include discounted attorney billing rate - \$5,360

Non-federal in-kind matching funds include discounted rate from Rosetta Stone - \$225

Non-federal in-kind matching funds include subcontract for the Native American Disability Law Center - \$867.90

TOTAL NON-FEDERAL IN-KIND MATCHING FUNDS - \$ 6,452.90

TOTAL DIRECT EXPENSES CHARGED TO PROJECT - \$57,379.24

TOTAL INDIRECT EXPENSES CHARGED TO PROJECT - \$ 5,737.92

TOTAL ALL EXPENSES & MATCHING FUNDS \$69,570.06

This budget assumes rural-area trainings and no printing costs for the Emergency Preparedness Manual.

March 29, 2012

Arizona Emergency Preparedness Project

The Native American Disability Law Center will:

1. Work with SILC & ACDL representatives to develop the resource information for the Navajo & Hopi communities (10 hours);
2. Work with the SILC & ACDL representatives to develop the 72 hour emergency preparedness safety kit, especially with regard to any specific needs of rural, Native American communities (5 hours);
3. Plan & conduct 6 trainings across the Navajo & Hopi communities, 3 during the FY2013 & 3 during FY2014, including distributing copies of the preparedness manual to individuals with developmental disabilities, their family and care providers (120 hours – 60 hours during FY2013 & 60 hours during FY2014).

Staffing

Stenson Lee will perform most of the tasks under this Project. Stenson Lee has worked with the Law Center since 2007. As an Advocate, he has participated in community outreach events and presentations, visited members of the client community in institutions and group homes to explain their rights and to insure that they are free from abuse and neglect, and advocated for systemic change in the services provided to Native Americans with disabilities. Mr. Lee is a fluent Navajo speaker and has taught Navajo traditional concepts, history and oral traditions to graduate students and the community. He has the understanding of Navajo tradition and experience necessary to contribute to this Project.