



# ARIZONA DEVELOPMENTAL DISABILITIES PLANNING COUNCIL

## Self-Advocacy Coalition

**Special Olympics**  
Arizona



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## Offer and Acceptance

SOLICITATION NO.: ADDPC-FFY20-SACD-A1

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OFFEROR:

OF  
1

### AZ Developmental Disabilities Planning Council

3839 North Third Street, Ste. 306

Phoenix, AZ 85012

### OFFER

#### TO THE STATE OF ARIZONA:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies Small Business status.

DocuSigned by:

45F77AE34EFA490...

Signature of Person Authorized to Sign Offer

Special Olympics Arizona, Inc.

Company Name

2455 North Citrus Road, Bldg. 64

Address

Goodyear

AZ

85395

City

State

Zip

Jamie Heckerman

Printed Name

President &amp; CEO

Title

Phone:

(602) 230-1200

Jamie@SpecialOlympicsArizona.org

Contact Email Address

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Offer did not involve collusion or other anticompetitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror certifies that the above referenced organization ☒ IS/ ☐ IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.
5. The Offeror is not debarred by, or otherwise prohibited from participating in any publicly-funded contract awarded by any Federal, State or local jurisdiction.

### ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

This Contract shall henceforth be referred to as Contract No. \_\_\_\_\_.

The effective date of the Contract is \_\_\_\_\_.

The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona

Awarded this

day of

20

Erica McFadden, PhD, MSW, Executive Director

## **Project Narrative/Methodology**

- 1) Describe a) your organization work in the disability community; b) list active board members & their organizational role & describe how often your board meets; c) provide a list of grants received in the past 3 calendar years (2019, 2018, 2017).**

With emphasis on acceptance, respect & inclusion, Special Olympics Arizona (SOAZ) operates under the assumption that people with intellectual disabilities are capable of participation in all aspects of life by focusing on abilities & treating disabilities as differences, rather than limitations. The purpose of SOAZ is to empower children & adults with intellectual disabilities to live healthy, fulfilling & meaningful lives. We realize our vision of acceptance & inclusion by engaging people of all ages & abilities through health, art, leadership & advocacy programs, as well as our mission to provide year-round sports training & athletic competition in a variety of Olympic-style sports for children & adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy & participate in a sharing of gifts, skills & friendship with their families, other Special Olympics athletes & the community.

One common perception of Special Olympics is that it is a sporting event that happens every few years in the United States for children with intellectual &/or developmental disabilities (I/DD). In Arizona, the first competition consisted of a one-day Track & Field event with 100 athletes & 20 volunteers & today has grown to 20 sports, 675 area competitions, & 4 statewide competitions for 21,461 athletes & 24,743 Class A volunteers annually. Special Olympics Arizona also provides access to comprehensive inclusive health programs & education, inclusive 21st-century STEM initiatives including art, music & esports, as well as building a coalition of leaders through inclusive advocacy programs & activities for people with disabilities. Special Olympics Arizona is more than just sports, it's a movement of inclusion for people of all abilities to speak up for themselves, make their voices heard & views known, organize to fight against discrimination, & make decisions for themselves throughout their life span. We work to realize founder Eunice Kennedy Shriver's vision: to improve the lives of people with intellectual disabilities everywhere, &, in turn, transform the lives of everyone they touch - building a better, more accepting world for all of us.

Special Olympics Arizona offers individual & team sports which provide meaningful training & competition opportunities for persons with I/DD, including age-appropriate and low motor activities. Athletes can compete at a variety of levels that accommodate a diverse range of abilities. In addition, athletes can choose to compete within the Special Olympics Unified Sports® program, which brings together athletes with & without disabilities of similar age & athletic ability to train & compete on the same sports teams. All players compete alongside one another, each in a meaningful & integral role on the Unified Sports team. Having sport in common is one way that preconceptions & false ideas are swept away & people with I/DD can feel empowered to become self-advocates demanding a revolution of inclusion.

While Unified Sports engages people of all ages & abilities, SOAZ leverages its community partners & leaders to grow advocacy & leadership skills for young people with disabilities statewide to help build inclusive school environments & communities throughout Arizona. Through Unified Champion Schools, young people with & without I/DD are activated to develop school communities where all students are agents of change - fostering respect, dignity & advocacy for people with I/DD by utilizing the programs & initiatives of Special Olympics. The Unified Champion Schools® approach incorporates three pillars of Special Olympics programs including: Unified Sports®, Inclusive Youth Leadership, & Whole School Engagement, while enhancing the youth experience & empowering them to be agents of change in their school & local communities. Inclusive Youth Leadership programming gives students with & without I/DD the opportunity to participate in leadership roles that empowers their entire school & nearby communities, spreading the mission of Special Olympics & fostering inclusion for all. Students lead socially inclusive activities on campus, host disability awareness campaigns & pep rallies celebrating self-advocacy & inclusion, run for student government inclusion representative positions, play music together through the Unified Ukulele program, facilitate fundraisers to support inclusive school-based programming, & join Unified Art contests that engage all students on & off campus. With your support, SOAZ will be able to engage 300 youth and adults with & without I/DD through Unified Champion School programming and Unified Sports as part of the SOAZ Self-Advocacy Coalition.

Special Olympics Arizona (SOAZ) continues to offer high-quality, innovative programs that break down barriers of exclusion & facilitate best practices to engage people of all ages & abilities to become powerful self-advocates. The Athlete Input Council is a coalition of empowered individuals with I/DD who advocate for themselves & their peers by giving valuable feedback on SOAZ programming which allows SOAZ to strategize long-term, high-quality programming. The SOAZ State Youth Activation Committee (State YAC) is another inspiring committee of inclusion-centered difference makers who support school-based Unified programming at the state level by developing strategies, leading initiatives, & organizing events that promote the respect, inclusion, & acceptance of all people, regardless of abilities. One of the newest activities within Unified Champion Schools' programming is Unified Arts, which provides individuals with & without intellectual disabilities an opportunity to come together in an inclusive environment in which everyone can express themselves creatively through music, esports, robotics, photography, & art contests. Unified Arts was originally a concept given to SOAZ from a State YAC member who has now become a Special Education Teacher incorporating Unified Arts into her curriculum. SOAZ empowers athletes & Unified partners to join the Athlete Input Council, the State YAC and also offers opportunities to serve as a valuable member on the SOAZ Board of Directors.

The SOAZ Board of Directors is inclusive & meets bi-monthly to address programs, finances, & the ongoing functionality, sustainability, & overall support for the movement. Current Board Officers include: Casey Strunk, Board Chair, Jim Pitman, Treasurer, Dr. Rena Szabo, Health Committee Chair, Chas Harvick, Executive Committee at Large, & David Funkhouser, Engagement Committee Chair. Current Board Officers include:

Raymond Brown, Bethany Considine, Mike Delloso, Jason Ferentheil, Jeremiah Foster, Greg Geist, Ben Goetter, Tom Hatten, Todd Jones, Mark Witthar, Dr. Michael Warren, Amy Chriswell Pawlowski, Assistant Chief Dave Ramer, & Barry Saunders. Resource Board Members include: Lynda Christel, Ryan Duncan, Christi Lundeen, Jeff Moloznik, Tom O'Malley, Sheila Schmidt, Rudy Sleiman, Eric Carr- Jordan, Ph.D, Lindsey Corbin, Anita Helt, Curtis McKenna, & James Stover.

The following is a list of grants received in the past 3 calendar years.

- 2019: American Express Charitable Fund, American Woodmark Foundation, Anytime Fitness, Arizona Combined Federal Campaign, Arizona Community Foundation, Arizona Community Foundation of Flagstaff, Arizona Community Foundation of Sedona, Arizona Community Foundation of Yavapai County, Arizona Knights of Columbus Charity Inc, Arizona Republic, Arizona Sports & Tourism Authority, Armstrong McDonald Foundation, BOK Financial, Carmax Foundation, Casino Arizona, Charro Foundation, Colten's Fund, Desert Diamond Casinos & Entertainment, Eegee's, Executive Council Charities, Finish Line, Google for Nonprofits, Harrah's, May & Stanley Smith Charitable Trust, Nike N7, Nike Good Sports, O'Rielly Family Foundation, Peoria Diamond Club, Phoenix Suns Charities, Relentless Beats, Rosenbluth Family Charitable Foundation, Smart & Final Charitable Foundation, Special Olympics International, Sunstate Equipment Foundation, The Thunderbirds Charities, Tucson Conquistadores Foundation, UPS Foundation, Inc., Walmart Foundation, Wells Fargo Foundation, Yavapai County Education Foundation
- 2018: Albertsons, Safeway & Vons – Southwest Division, American Express Charitable Fund, Andeavor Foundation Inc, Arizona Community Foundation of Sedona, Arizona Community Foundation of Yavapai County, Arizona Diamondbacks Foundation, Arizona Republic, Armstrong McDonald Foundation, Carmax Foundation, Casino Arizona, Charro Foundation, City of Surprise, Country Music Association Foundation, Coyotes Charities, Desert Diamond Casinos & Entertainment, Executive Council Charities, Fiesta Bowl Charities, Finish Line, Freeport-McMoRan Copper & Gold, Hazen Family Foundation, Jim Click Automotive Team, Legacy Insurance Services, Nike, Northern Arizona Healthcare Foundation, O'Rielly Family Foundation, Peoria Diamond Club, Phoenix Suns Charities, River Cities United Way, Sam & Peggy Grossman Foundation, Special Olympics International, Tempe Community Foundation, The Mentor Network Charitable Foundation, The Thunderbirds Foundation, Tucson Conquistadores Foundation, United Way of Graham County Inc, Wells Fargo Foundation
- 2017: Alvernon Optical, Inc., American Express Charitable Fund, American Woodmark Foundation, Andeavor Foundation, Arizona Community Foundation of Flagstaff, Arizona Community Foundation of Sedona, Arizona Community Foundation of Yavapai County, Arizona Community Foundation of Yuma, Arizona Diamondbacks Foundation, Arizona Republic, Arizona Sports &

Tourism Authority, Armstrong McDonald Foundation, Cardinals Charities, Casino Arizona, Charro Foundation, City of Surprise, Cocopah Casino & Resort, Country Music Association Foundation, Cox Charities, Desert Diamond Casinos & Entertainment, Executive Council Charities, Fiesta Bowl Charities, Finish Line, Fort McDowell Yavapai Nation, Freeport-McMoran Copper & Gold, Gila River Indian Community, Nike Good Sports, Google for Nonprofits, Harley Davidson Foundation, Legacy Foundation of Southeast Arizona, Marshall Foundation, May & Stanley Smith Charitable Trust, Meta & Maurice Gross Foundation, Native Seeds/SEARCH, OneAZ, O'Rielly Family Foundation, Phoenix Suns Charities, PICOR Charitable Foundation, Sams Club, Special Olympics International, Sun City Kiwanis Foundation, Sundt Foundation, Sunstate Equipment Foundation, TEGNA Foundation, The Thunderbirds Foundation, Unisource, UPS Foundation, Wells Fargo Foundation

**2) Describe in detail previous work & success in community coalition building around a specific topic. How did you engage the community, what type of work was done, what communities were impacted, & what did you learn in those efforts? Is the community coalition still in place?**

Inclusion means understanding the relationship between the way people function & how they participate in society, as well as making sure everyone is able to participate in every aspect of life to the best of their abilities & desires. To prevent illness & promote healthy behaviors & safety for people with disabilities, Special Olympics Arizona (SOAZ) has a commitment to disability inclusion in public health programs, working to eliminate barriers to health care & improve the ability to get routine preventive services.

SOAZ wanted to ensure people with I/DD had access to quality, inclusive health screenings, follow-up care, resources, education, & programs that holistically supports the health & well-being of all people. To get started on building out a comprehensive approach to inclusive health, SOAZ focused on the holistic health & well-being of the athletes that is supported through different initiatives in support of a driven coalition of self-advocates for inclusive health, starting with Healthy Athletes. Healthy Athletes enhances the well-being & quality of life for people with I/DD by offering free health screenings & education in eight disciplines at sports competitions. During a Healthy Athletes event, people with I/DD receive a variety of services in a welcoming, fun environment & screenings include: Health Promotion (health/lifestyle education), Healthy Hearing (audiology), Opening Eyes (optometry), Special Smiles (dentistry), Fit Feet (podiatry), FUNFitness (physical therapy), & Strong Minds (mental health), and Medfest (sports physical).

With being able to screen people with I/DD, SOAZ was able to identify challenges around ones physical & mental health that could be addressed. SOAZ leaned on its community advocates to build out a Health Leadership Committee that meets quarterly to focus on enhancing access to high-quality inclusive health screenings & follow-up care. Comprised of over 50 health & medical professionals operating on a pro bono basis, this committee worked collaboratively with SOAZ staff to help develop a cooperative of



resources for athlete health care & focused on goals surrounding medical advisory/screenings, public policy, fitness & wellness, & athlete leadership in health. Athlete leaders lead health initiatives at the ground level by becoming Health Messengers, a group of individuals with I/DD advocate for the health & well-being for themselves & their peers by sharing tips, statistics, program resources, speak to health professionals, & recruit other athletes to live healthier lives. With a comprehensive approach to a shared vision, this committee has been able to elevate access for people with I/DD to continue to ensure resources through a provider directory, on-going access to quality screenings & follow-up care.

Furthermore, SOAZ promotes health & wellness through Unified fitness & health education for people with & without I/DD. The Healthy LEAP into Fitness program allows SOAZ athletes & partners to experience a heightened social engagement & better emotional wellbeing as a byproduct of the inclusive & Unified nature of this program. Healthy LEAP into Fitness is modeled to include a health and wellness lesson, an educational activity, & a group workout provided by SOAZ inclusive fitness professionals through digital platforms SOAZconnected and on our website. Healthy LEAP into Fitness is comprised of four pillars of health: emotional, nutritional, physical, & social that are each comprised of three lessons that can be taught in an eight-week format as a team. Healthy LEAP into Fitness encourages learning together in an inclusive environment and provides the tools to go from education to real-life application that empower people with I/DD to stay active & live healthy lifestyles.

Special Olympics Arizona had a vision to ensure people with I/DD had access to inclusive health screenings, follow-up care, resources, & education that holistically supports the health & well-being of all people & all abilities. Special Olympics Arizona was able to join forces with local community collaborators to address these challenges, break down barriers to inclusive health services & programs, challenge misperceptions, eliminate stigma, & improve the health of people with ID. SOAZ learned very quickly to rely heavily on those who are in the field & can help support similar initiatives to grow common goals & shared visions. All of Special Olympics Arizona's programs require the support of community partners who are willing to be champions of Special Olympics in order for our programs to be successful. Healthy Athletes collaborates with a variety of organizations, physicians, & local medical professionals in order to ensure the quality of all health screenings, along with many individual physicians, including local medical professionals. For instance, through these partnerships, doctors & medical students were able to provide valuable in-kind services by examining athletes, providing expertise in program oversight & recruiting new medical volunteers, all of which would not be possible without collaboration. It is because of the collaborative approach taken, SOAZ was able to provide comprehensive, inclusive health programs & activities.

To this day, Healthy Athletes, Healthy LEAP into Fitness, & the Health Leadership Committee are still in place with growing participation & continue to expand its reach to support the health of people with I/DD, including new initiatives like Unified Hiking, Sex Education & Healthy Relationships, & virtual experiences & interactions through SOAZconnected. It is through partnerships with fitness & wellness programs, as well as



healthcare providers & other local organizations, people with I/DD are able to get the resources & services they need to stay healthy. Together, we are working toward a future in which all children & adults with ID have the ability to get healthcare services throughout their lives & are included in programs that promote long-term health.

**3) Describe in detail how developing a self-advocacy community coalition will be undertaken in year one. What activities will be planned with & for the self-advocacy coalition? What will be implemented for the self-advocacy community coalition to maintain engagement & growth through the first year?**

Special Olympics Arizona (SOAZ) will develop a SOAZ Self-Advocacy Coalition in one year by strategically planning & orchestrating concepts with measurable outcomes & objectives through a systematic, collaborative approach. SOAZ would facilitate virtual & in-person meetings & provide high-level support that empowers change at the grassroots level. The overarching goal is to develop an all-inclusive leadership network through a streamlined, structured SOAZ Self-Advocacy Coalition that wholly empowers youth & adults with and without I/DD statewide to become self-advocates, take on leadership opportunities, and make their voices heard in the community.

Internally, staff roles, tasks, & expectations will be determined with reoccurring meetings to revisit objectives & address goal achievement regarding program implementation. Special Olympics Arizona will continue to recruit new, passionate advocates for inclusion to join in current & upcoming programs, activities, trainings, & committees that promote self-advocacy, unity, & acceptance for all people. Annually, Special Olympics Arizona confirms participation in all competitions, events, & activities & evaluates the success of the program. To ensure recruitment & retention for these powerful opportunities, Special Olympics Arizona will support its area staff who are embedded in communities to directly support programmatic implementation & recruit new schools & community members into the movement. Furthermore, these Area Directors help get schools & community teams to expand their involvement beyond one season to ensure athletes can compete in a variety of sports, learn to become powerful advocates through self-advocacy trainings, & showcase their talents through a variety of programs beyond sports. Special Olympics Arizona Support Programs staff are devoted to assist with recruitment, retention, & sustainable programmatic structures & implementation. With this collaborative approach, Special Olympics Arizona ensures that there is an abundance of support to address & resolve any presented issues & further engage more leaders into the movement.

Special Olympics Arizona currently utilizes a variety of technology to promote & facilitate programs & will ensure that all advocates have the assistive technology required to be successful. SOAZconnected will also present itself as part of the SOAZ Self-Advocacy Coalition to ensure access & inclusion through virtual interactions & experiences for people of all ages, abilities, & interests. As part of the SOAZ Self-Advocacy Coalition, people with I/DD will be in the forefront of the Special Olympics movement as the agents of change. With SOAZconnected offering engagement strategies to recruit, communicate, & market inclusion virtually, SOAZ would ensure direct roles &

responsibilities correlating with a virtual strategy that supports an overarching goal of self-advocacy & access to a platform to share their voice.

Special Olympics Arizona also supports the growth & development of youth leaders with & without intellectual & developmental disabilities through state-level committees. Youth leaders with & without intellectual disabilities join together to form a state-level cohort to help build sustainable, scalable projects & programs that can be shared & implemented at all schools to promote inclusion through Special Olympics Arizona Unified Champion Schools programming. Nearly all State Youth Activation Committee (YAC) members participate in Unified Clubs on their campus & have been elevated to a position on the State Youth Activation Committee to serve as high-level youth leaders & advocates. State Youth Activation Committee members also receive special opportunities to advocate & share their voice by being invited as honored guests to Special Olympics Arizona events, fundraisers, competitions, & activities. They also help plan, facilitate, & serve events for peers & community leaders throughout the year. SOAZ staff focused on inclusive youth leadership within schools will support the State YAC in terms of providing overarching structure, recruitment, resources, & support in promoting inclusion on & off campus. SOAZ will establish a structure for the State YAC to define youth roles including President, Vice President, Secretary, Treasurer, & Social Strategists. This is to give youth a true opportunity for leadership & self-advocacy on a statewide level. With SOAZ's backing, the State YAC will lead specific initiatives regarding hosting the Spread the Word Inclusion campaign, promoting the Minute That Matters school fundraiser for inclusion, challenging classmates through SOAZconnected health & art challenges, helping to facilitate local SOAZ events & competitions, & lead the revolution of inclusion one voice at a time. SOAZ will also work with State YAC & Unified Champion Schools to pilot the Student Council Inclusion Representatives into a minimum of five schools in the 2020-2021 school year. SOAZ staff will provide overarching support & resources while youth would be self-advocating & establishing systematic change within schools by ensuring the 2020-2021 school year offers a student council campaign with Inclusion Representative positions to ensure long-term, sustainability & high-quality programming regardless of staff/coach turnover. Youth demand student council positions as a standard of excellence for transforming school cultures & maintained engagement & growth throughout the years.

Special Olympics Arizona will identify Special Olympics athletes (people with I/DD) & Unified partners (people without I/DD) who want to become Global and/or Health Messengers & invite them to move through the application & interview process. Global Messengers and Health Messengers are embedded into SOAZ Self-Advocacy Coalition & embody a high standard of excellence & can serve on a state or international level. SOAZ Health and Global Messengers are asked to speak at SOAZ events & competitions, engage in SOAZconnected experiences & virtual interactions, attend various committee meetings including the Board of Directors, Health Leadership Committee, & the Athlete Input Council, & are seen as the leaders taking charge of the inclusion revolution. Global & State Health Messengers play a vital role in the SOAZ Self-Advocacy Coalition as it serves as a high, elevated position that empowers more people to be socially responsible within their businesses, schools & communities.

Special Olympics Arizona wants to ensure people with I/DD have the opportunity share their voice & demand equal access & inclusion for people with disabilities living in Arizona. SOAZ will engage the SOAZ Self-Advocacy Coalition to ensure people with I/DD serve as leaders advocating for inclusivity in health, sports, education, arts, & employment at Capitol Hill Day in Washington, D.C. & the SOAZ Capitol Lawn Day in Phoenix, Arizona in February 2021. The SOAZ Self-Advocacy Coalition would play a vital role in planning for & facilitating meetings with legislatures locally & showcasing the abilities of people with I/DD & the needed support for systematic change to maintain engagement & growth for true unity & acceptance. The SOAZ Self-Advocacy Coalition would establish true leadership & self-advocacy for people with I/DD at these events but also gives a platform to share their opinions & needs by serving on the SOAZ Board of Directors.

**4) What strategies will be used to conduct outreach to unserved & underserved communities? What specific communities will be targeted?**

Special Olympics Arizona (SOAZ) conducts outreach to unserved & underserved communities through direct relationships & local networks. SOAZ staff meet regularly with youth & adults with & without I/DD who serve on area Athlete Input Councils, State YAC, & Unified Clubs to discuss projects, review objectives, address goal achievement, & ensure input is being received & applied to better the movement of inclusion through Special Olympics Unified programs.

Special Olympics Arizona also strategically utilizes a variety of technology for outreach, communication, & to promote & facilitate programs. With the launch of SOAZconnected, SOAZ will be able to conduct outreach to unserved & underserved communities through interactive, virtual engagement opportunities in health & wellness, sports & fitness, arts, & education. With SOAZconnected offering engagement strategies to recruit, communicate, & market inclusion virtually, SOAZ would ensure direct roles & responsibilities within the SOAZ Self-Advocacy Coalition which correlate with a virtual strategy that supports an overarching goal of self-advocacy & access to a platform to share their voice. SOAZ also utilizes other social media strategies through Facebook, Instagram, Twitter, and YouTube that help raise awareness for events & competitions & the ability to provide communication, outreach, & virtual connectivity.

SOAZ uses virtual platforms like Zoom, Microsoft Teams, & Basecamp to host meetings, share resources, provide support & camaraderie, that help others to engage unserved & underserved communities statewide. SOAZ will work with its community partners to overcome barriers that may present challenges with serving these communities & ensuring assistive technology & resources are available for all to be included.

**5) What strategies will be used to work with, strengthen & include existing self-advocacy groups into this project?**

Special Olympics Arizona (SOAZ) thrives on collaboration & finds leveraging current partners into the SOAZ Self-Advocacy Coalition will provide the highest quality

experience & programming for people with I/DD in Arizona. SOAZ will work with Goodwill to provide employment & job training for people with I/DD. Goodwill will work with SOAZ to help all job seekers, regardless of their ability, work history, or background, access the training & support they need to grow their careers & support their families.

In a time when our world is mired in exclusion, we need champions of inclusion. SOAZ will work with Best Buddies Arizona to promote one-to-one friendship opportunities & leadership development in local schools. In many of the nearly 50 middle school, high school, & college Best Buddies chapters statewide, Spread the Word has become an integral part of the Best Buddies' mission. This year, Spread the Word: Inclusion supporters — including the Golisano Foundation & thousands of schools around the nation — have activated their communities to engage around the day with pledge events. With Best Buddies embedded into many of the same schools that work with SOAZ & a shared vision of inclusion & advocacy, SOAZ will continue to foster this relationship & ensure systematic collaboration as part of the SOAZ Self-Advocacy Coalition.

SOAZ will work with the Arizona Virtual Youth Leadership Forum (AVYLF), a virtual space created for youth participants, known as Delegates, from across the great state of Arizona, to converge & connect online for the same curriculum, engaging activities, guest presentations, & group dynamics traditionally shared in person. AVYLF will help complete a personal discovery curriculum specifically for those who have been accepted to AVYLF and are a part of the SOAZ Self-Advocacy Coalition. Each plan is designed to raise self-awareness & lead to development of a person-centered plan, with goals, steps, & accountability measures, alongside personalized mentorship in regard to their Plan, for one year following graduation from AVYLF.

Special Olympics Arizona will also continue to collaborate with numerous schools & local law enforcement agencies throughout the state to help bridge the gap, breakdown stigmas, & celebrate diversity in schools & communities throughout Arizona. Law enforcement agencies continue to raise awareness & funds for inclusion through the Law Enforcement Torch Run (LETR) & Minute That Matters school-based, 60-second fundraising initiative that engages the entire school. School Resource Officers (SROs) empower youth to leave behind preconceived notions & stigmas to celebrate each other's differences. As part of the SOAZ Self-Advocacy Coalition, LETR, Student Councils, Unified Clubs, & State YAC members will play a vital role in growing Unified Champion Schools programming & creating sustainable practices for future generations.

**6) How will individual self-advocates voices be part of this project & balanced with collaborators?**

Special Olympics Arizona consistently solicits input from those who are leading Unified programmatic change & immediately applies feedback to continue to grow quality & sustainable programs. The Athlete Input Council was formed specifically to give self-advocates the platform to share their voice & views & has grown into a statewide

initiative as part of the SOAZ Self-Advocacy Coalition. The State YAC is also a coalition of young people with & without I/DD advocating for inclusion on & off school campuses. State YAC members are constantly sharing ideas & concepts with SOAZ that would help streamline services more efficiently & systematically to help with long-term engagement. As ideas are produced & concepts are backed, SOAZ is able to connect collaborators to support State YAC & AIC members' initiatives & work together to build a community coalition. SOAZ will rely heavily on its community partners including Best Buddies, AVYLF, the AIA, and hundreds of schools and programs statewide who empower youth and adults of all abilities to share their voice. Best Buddies hosts a community walk and numerous volunteer-driven events where people can advocate for inclusion and share their voice. AVYLF also helps share resources through presentations by community leaders, advocates, and numerous other professional role models who have disabilities. Each presentation highlights an area of impact for youth as they transition to adulthood and will be an incredible resource for the SOAZ Self-Advocacy Coalition. Those serving on the SOAZ Board of Directors also play a vital role in sharing feedback & being a voice for themselves but also the entire community of people living throughout Arizona in desperate need of support & engagement. SOAZ also receives unique access to self-advocates' voices' through polling, surveying, & interactions virtually & in-person to identify opportunities for improvement & expansion. SOAZconnected & other social media platforms serve as tools to solicit feedback, share voices, & provide insights that allow for change driven by the voice of the SOAZ Self-Advocacy Coalition.

- 7) List who are the community partners that will be a part of this grant. Also denote who will be funded & the role they will be engaged in. Ensure Letters of Support are included in the grant application.**

Special Olympics Arizona (SOAZ) engages youth with & without disabilities in over 250 Arizona schools, nearly 30 of which have achieved national recognition for offering comprehensive inclusive programming that empower young people to be self-advocates & agents of change. SOAZ will leverage its relationships within schools & create individualized work plans to help expand & sustain Unified Champion Schools programming within their school district including inclusive youth leadership, whole school engagement, & Unified Sports.

Special Olympics Arizona has been partnering with the Arizona Interscholastic Association since 2011 to provide Unified Sports through a competitive interscholastic model. During this reporting period, at the state level, an athlete (person with I/DD) & Unified partner (person without I/DD) are invited to be part of the AIA Student Leadership Advisory Committee (SLAC) to join representatives from all AIA conferences throughout the state. The SLAC hosts a statewide Youth Conference each year to train approximately 500 student leaders on how to improve leadership skills on their campuses, including through Unified programs. SOAZ invites athlete leaders & partners from across the state to participate in the Unified Sports session of the conference, who help to lead the session & educate students on all things Unified. The National Federation of State High School Association (NFHS) also hosts a Student Leadership Summit. SOAZ invites a Unified pair to this summit each year where they

learn about relevant & contemporary issues, hone their leadership skills, & realize the privilege & power of their influence in their school, community, & state. This Unified pair also serves on the State YAC & is engaged in the SOAZ Self-Advocacy Coalition.

Special Olympics Arizona will work collaboratively with community partners as part of this grant. Best Buddies continues to excel in offering inclusive youth leadership initiatives that align with the SOAZ Self-Advocacy Coalition & will be vital in program expansion & offering school-based inclusive programs & activities, including the Spread the Word Inclusion campaign & inclusive student body clubs on campuses throughout Arizona.

SOAZ will work with the Arizona Virtual Youth Leadership Forum (AVYLF) to converge & connect online for the same curriculum, engaging activities, guest presentations, & group dynamics traditionally shared in person, at Arizona Youth Leadership Forum (AZYLF). AVYLF will help complete a personal discovery curriculum for those who have been accepted to AVYLF designed to raise self-awareness & lead to development of a person-centered plan, with goals, steps, & accountability measures, alongside personalized mentorship in regard to their plan, for one year following graduation from AVYLF.

**8) What steps will be taken to address program barriers, including any problems with outreach, community coalition building, recruitment of self-advocates & community partners & other tasks**

Special Olympics Arizona (SOAZ) works diligently to ensure any barriers to access are only temporary & can be overcome with a strategic approach to program implementation & opportunities offered statewide for people with intellectual &/or developmental disabilities. In response to the COVID-19 pandemic, which created many challenges with in-person gatherings, SOAZ cancelled all in-person events & competitions through June 2020 to ensure the safety & well-being of our athletes & all the fans in the stands who love cheering them on. This resulted in over 100 Special Olympics event cancellations, 12,269 Special Olympics athletes (people with disabilities) & Unified partners (people without disabilities) denied access to in-person athletic events, 1,855 cancelled inclusive health screenings, & over \$500,000.00 in profit loss & support. The COVID-19 crisis created numerous challenges with outreach & recruitment as roles, scheduling, & availability of our community have all changed dramatically.

Furthermore, while SOAZ has spent nearly 50 years fighting exclusion, the COVID-19 pandemic became one of the scariest times in our athletes' lives as they are more excluded now than ever before. To address barriers of extreme isolation for people with disabilities during the COVID-19 pandemic & going forward, SOAZ launched a digital strategy, SOAZconnected, designed to promote the physical, emotional, & social well-being of our athletes, their families, & all members of our community through interactive, virtual engagement opportunities in health & wellness, sports & fitness, arts, & education. With the help of our community partners, SOAZconnected was able to provide a revolutionary & innovative solution to the barrier of isolation while also establishing a

supportive & empowering online community which gives people with disabilities a platform to share their voice. The Phoenix Suns joined SOAZconnected & provided co-branded videos of Suns players stretching, practicing skills, & staying active during quarantine. Special Olympics Arizona athletes created instructional videos that were used to promote a virtual Dance Challenge that raises funds & awareness for inclusion. Korg Education has begun reinventing its in-person inclusive music program to an online platform which allows people of all ages & abilities to learn how to play the ukulele & be able to teach others in-person or virtually. Community volunteers have been able to virtually support SOAZ through online experiences, classes, & tutorials for healthy living during the COVID-19 pandemic. With this collaborative approach, Special Olympics Arizona ensures that there is an abundance of support to address & resolve any presented issues. There are many who help make inclusion possible during uncertain times & SOAZ is incredibly grateful for its established partners & donors who share the mission of inclusion & acceptance for people with disabilities.

SOAZ will continue to utilize SOAZconnected as a tool for recruitment of self-advocates & community partners, a resource that builds a sense of community, & a source for virtual, inclusive engagement for all people. In addition to SOAZconnected, SOAZ will foster its relationships through its Area Directors, who are embedded in communities statewide & directly supports program implementation. Area Directors also recruit new schools & community teams into the movement. SOAZ has a devoted team of support programs staff who assist with recruitment, retention, & sustainable programmatic structures & implementation. Special Olympics Arizona works with its development team to establish diversity in funding sources from financial backing, in-kind support, & volunteer support from the community which may help overcome barriers like program implementation or other tasks/project concerns.

**9) If funding is available for a second year, briefly describe what will be undertaken to sustain a self-advocacy community coalition & what new activities will be implemented.**

Assuming funding is available for a second year, SOAZ would ensure quality & continued growth in the SOAZ Self-Advocacy Coalition. In the first year, SOAZ would engage 300 youth & adults with & without I/DD & in a second year, would grow engagement to 400 youth & adults eagerly committed to the SOAZ Self-Advocacy Coalition. In the first year, SOAZ will recruit a minimum of 2 Unified pairs (one person with I/DD & one without I/DD) from each area of the state to ensure the State YAC has local representation at a state-level. In a second year, SOAZ will recruit an additional Unified pair from each of the six SOAZ regional areas totaling a minimum of 30 new young people with & without I/DD as part of the State YAC & SOAZ Self-Advocacy Coalition. Furthermore, SOAZ will pilot the Inclusion Representative position into 5 Unified Champion Schools in the first year & by the second year, would be able to open up the position to all Unified Champion Schools in Arizona, which directly addresses continued engagement & sustainability regardless of staff transition, teacher turnover, or changes in high-level school district leadership. Young people with I/DD will supported virtually during the first year through the Arizona Virtual Youth Leadership Forum



(AVYLF) with a goal to transition back to in-person & virtual engagement strategies in the second year. Those involved in AVYLF will also be able to serve on the State YAC & SOAZ Self-Advocacy Coalition. In terms of sustainability & challenges with funding, SOAZ will continue to empower self-sustainability through local fundraising initiatives, including the Minute That Matters & piloting virtual fundraising initiatives like the #SOAZDanceChallenge. In a second year, SOAZ would be able to further pilot new & expanding fundraising initiatives that by a third year, would allow all 250 Unified Champion Schools access to programs, activities, resources, & tools that ensure entire self-sustainability & inclusive access for people with & without I/DD throughout Arizona.

## **Evaluation**

### **1) Describe what you hope to achieve at the end of year 1.**

Special Olympics Arizona (SOAZ) will develop a SOAZ Self-Advocacy Coalition in one year by strategically planning & orchestrating concepts with measurable outcomes & objectives through a systematic, collaborative approach. SOAZ would facilitate virtual & in-person meetings & provide high-level support that empowers change at the grassroots level. The overarching goal is to develop an all-inclusive leadership network through a streamlined, structured SOAZ Self-Advocacy Coalition that wholly empowers youth & adults with and without I/DD statewide to become self-advocates, take on leadership opportunities, and make their voices heard in the community.

### **2) What are the key benchmark measurements (data points) that will be used to measure the grant objective is being met by the end of year 1?**

As part of the SOAZ Self-Advocacy Coalition, by the end of year 1, SOAZ will:

- Engage 300 youth & adults with & without I/DD
- Recruit a minimum of two Unified pairs (one person with I/DD & one without I/DD) from each of the six SOAZ geographical areas to sit on the State YAC
- Pilot the Inclusion Representative Student Council position into 5 Unified Champion Schools
- Host 200 school events that promote inclusion & empower young people to share their voice including Spread the Word Inclusion campaign, Minute That Matters fundraisers, & school pep rallies & assemblies.
- Support 75 inclusive school-based, youth-driven clubs throughout Arizona
- Empower 50 youth & adults with & without I/DD at SOAZ Capitol Lawn Day & Capitol Hill Day who can share their voice with prestigious legislatures
- Activate a minimum of 5 people with I/DD as State Health Messengers

### **3) How will self-advocates & community partners involvement & feedback be used through the evaluation process?**

SOAZ solicits feedback & involvement from community partners & the SOAZ Self-Advocacy Coalition through the Athlete Input Council & State YAC meetings in the

form of regular meetings, surveys, polls, & interviews. This feedback is immediately applied as part of the evaluation process & goals for continued engagement.

**4) If barriers are encountered, how will discussion of possible changes in program design take place?**

If barriers are encountered, SOAZ will discuss possible changes internally with Senior Leadership as a first step. With their guidance, SOAZ will be able to solicit feedback from the SOAZ Self-Advocacy Coalition & recommendations for next steps. SOAZ will also leverage its network of community partners & continually discuss what is & is not working to be sure to communicate & collaborate on shared initiatives to ensure high-quality programming for people with I/DD.

## Self-Advocacy Coalition Timeline

August 2020 – July 2021

<b>Date</b>	<b>Activities Completed</b>	<b>Responsibility</b>
5/1/2020	Host area Athlete Input Council meetings with a focus on virtual engagement and interactions during COVID-19 pandemic	Holly, Stephanie, Lisa, Rubett, Thomas, Curt, Nick, Ronny, Brenna, Hannah
6/1/2020	Host area Athlete Input Council meetings with a focus on success/challenges of virtual engagement and interactions during COVID-19 pandemic	Holly, Stephanie, Lisa, Rubett, Thomas, Curt, Nick, Ronny, Brenna
7/1/2020	Prepare next year programs, resources, information to ensure successful 2020-2021 school year	Amanda, Shae, Katie, Tiffani, Ryan, Holly, Stephanie, Lisa, Rubett, Thomas, Curt, Nick, Meghan, Brenna, Mike, Joe
8/1/2020	Host Health Leadership Committee meeting with a focus on success on 2020-2021 implementation and comprehensive strategies	Gianna, Hannah, Amanda, Ronny
8/1/2020	Connect with schools and community delegations interested in implementing Special Olympics Arizona programs and activities	Amanda, Shae, Katie, Tiffani, Ryan, Holly, Stephanie, Lisa, Rubett, Thomas, Curt, Nick
8/7/2020	Collect all registration and competition entries and forms - Coaches Certifications for Area Competitions (Swimming, Bocce, Softball, Golf)	Ryan, Nick, Thomas, Curt, Holly, Stephanie, Rubett, Lisa
8/15/2020	Host area Athlete Input Council meetings with a focus on recruitment and year-long strategy	Holly, Stephanie, Lisa, Rubett, Thomas, Curt, Nick, Ronny, Hannah
9/1/2020	Receive all final Program Applications from schools and community delegations and ensure structured follow up	Amanda, Shae, Katie, Tiffani, Ryan, Holly, Stephanie, Lisa, Rubett, Thomas, Curt, Nick
9/25/2020	Collect all registration and competition entries and forms - Coaches Certifications for Area Competitions & Fall Games	Ryan, Nick, Thomas, Curt, Holly, Stephanie, Rubett, Lisa
10/1/2020	Continue to recruit new inclusive youth leaders for programs, committees, and events planned throughout the year	Amanda, Shae, Katie, Holly, Stephanie, Lisa, Rubett, Thomas, Curt, Nick, Mike, Joe
11/1/2020	Continue to recruit new and support current advocates and ensuring all programs are successful with implementation	Amanda, Shae, Katie, Tiffani, Ryan, Holly, Stephanie, Lisa, Rubett, Thomas, Curt, Nick, Mike, Joe

11/1/2020	Host Health Leadership Committee meeting with a focus on success on health and safety during safe return post-COVID-19	Gianna, Hannah, Amanda, Ronny
11/15/2020	Host area Athlete Input Council meetings with a focus on sustainability and projections for events and competitions. Discussions and systems for Capitol Lawn/Hill Day(s).	Holly, Stephanie, Lisa, Rubett, Thomas, Curt, Nick, Ronny, Brenna, Meghan, Hannah
12/1/2020	Collect all registration and competition entries and forms - Coaches Certifications for Area Competitions & State Basketball & Cheer	Ryan, Nick, Thomas, Curt, Holly, Stephanie, Rubett, Lisa
12/1/2020	Complete mid-term evaluations and surveys to track programmatic success and progress	Amanda, Shae, Katie, Tiffani, Ryan, Holly, Stephanie, Lisa, Rubett, Thomas, Curt, Nick
1/1/2021	Reconnect with schools and continue with program implementation	Amanda, Shae, Katie, Stephanie, Lisa, Rubett, Thomas, Curt, Nick
1/15/2021	Host area Athlete Input Council meetings with a focus on upcoming self-advocacy campaigns, fundraisers, and Disability Awareness Week	Holly, Stephanie, Lisa, Rubett, Thomas, Curt, Nick, Ronny, Hannah
1/15/2021	Collect all registration and competition entries and forms - Coaches Certifications for Area Competitions (Powerlifting, Track & Field, Volleyball)	Ryan, Nick, Thomas, Curt, Stephanie, Rubett, Lisa
1/15/2021	Host Health Leadership Committee meeting with a focus on success on health trainings and new programmatic support	Gianna, Hannah, Amanda, Ronny
2/1/2021	Continue to support schools and community delegations with sports, self-advocacy campaigns, athlete volunteerism, and programmatic facilitation	Amanda, Shae, Katie, Stephanie, Lisa, Rubett, Thomas, Curt, Nick, Mike, Joe
2/14/2021	Collect all registration and competition entries and forms - Area Competitions & State Basketball & Cheer	Ryan, Nick, Thomas, Curt, Stephanie, Rubett, Lisa
3/3/2021	Host Spread the Word Inclusion campaign and host youth-led, school-based fundraisers	Amanda, Shae, Katie, Stephanie, Lisa, Rubett, Thomas, Curt, Nick, Mike, Joe
3/4/2021	Host Minute That Matters fundraiser for schools and community teams	Amanda, Shae, Katie, Stephanie, Lisa, Rubett, Thomas, Curt, Nick, Mike, Joe
3/5/2021	Host Health Leadership Committee meeting with a focus on success on Summer Games Inclusive Health initiatives and strategies	Gianna, Hannah, Amanda, Ronny

3/15/2021	Host area Athlete Input Council meetings with a focus on final competitions and events. Incorporate focus on summer connectivity with a pause in competitions (esports to continue).	Stephanie, Lisa, Rubett, Thomas, Curt, Nick, Ronny, Hannah
3/15/2021	Collect all registration and competition entries and forms - Coaches Certifications for Area Competitions & State Summer Games	Ryan, Nick, Thomas, Curt, Stephanie, Rubett, Lisa
5/1/2021	Teachers and coaches celebrate the success of the year's activities and commitment for subsequent years of participation	Amanda, Shae, Katie, Stephanie, Lisa, Rubett, Thomas, Curt, Nick
5/15/2021	Host area Athlete Input Council meetings with a focus on post- Summer Games recap/highlights and next steps	Stephanie, Lisa, Rubett, Thomas, Curt, Nick, Ronny, Hannah
6/1/2021	Host Health Leadership Committee meeting with a focus on post-Summer Games highlights, Athlete Input Council guidance, and virtual strategy during summer months	Gianna, Hannah, Amanda, Ronny
7/1/2021	Prepare next year programs, resources, information to ensure successful 2021-2022 school year	Amanda, Shae, Katie, Tiffani, Ryan, Stephanie, Lisa, Rubett, Thomas, Curt, Nick, Meghan, Brenna, Mike, Joe

May 12, 2020

Arizona Developmental Disabilities Planning Council  
3838 North Third Street, Suite 306  
Phoenix, AZ 85012

**RE: ADDPC Building a Self-Advocacy Coalition**


To Whom It May Concern:

It is my pleasure to write a letter in support of Special Olympics Arizona's application to the Arizona Developmental Disabilities Planning Council for self-advocacy programming. The Arizona Interscholastic Association (AIA) formally partners with SOAZ to deliver inclusive sports and youth leadership programming to high school-aged athletes with and without intellectual disabilities. As an organization, we have worked closely with SOAZ and have seen firsthand the impact they are making in the state of Arizona.

The AIA's Student Leadership Advisory Committee (SLAC) works to establish an inclusive and encouraging atmosphere for all by empowering students to develop as leaders and advocates for their communities and supporting the community our students participate in one activity at a time. The AIA is excited to continue expanding our partnership with SOAZ to provide leadership development opportunities for high school students across Arizona through initiatives such as the AIA's annual Student Leadership Conference, where the Special Olympics athlete and Unified partner serving on the SLAC will be able to provide training and resources to hundreds of other student leaders about Unified programming and inclusivity on high school campuses statewide.

By securing funding from the ADDPC for self-advocacy programs, SOAZ will be able to continue serving people of all ages and abilities throughout the state of Arizona through inclusive leadership development programs, self-advocacy campaigns, and ongoing leadership opportunities. The AIA strongly supports this grant request and congratulates SOAZ as a truly outstanding organization and partner.

Sincerely,

DocuSigned by:  
  
FEC4FF9A239E4BB...

**Joe Paddock**

Assistant Executive Director  
Arizona Interscholastic Association  
602.385.3811  
[jpaddock@aiaonline.org](mailto:jpaddock@aiaonline.org)



May 14, 2020

Arizona Developmental Disabilities Planning Council  
3838 North Third Street, Suite 306  
Phoenix, AZ 85012

**RE: ADDPC Building a Self-Advocacy Coalition**

To Whom It May Concern:

On behalf of Best Buddies in Arizona, it is my pleasure to write a letter in support of Special Olympics Arizona's application to the Arizona Developmental Disabilities Planning Council for self-advocacy programming. Like SOAZ, Best Buddies works to promote inclusion through programs that empower the special abilities of people with disabilities by helping them form meaningful friendships with their peers, secure successful jobs, live independently, improve public speaking, self-advocacy and communication skills, and feel valued by society. Best Buddies in Arizona has worked with Special Olympics Arizona and have seen the impact they are making statewide to promote inclusion through their initiatives and programs.

Best Buddies in Arizona and Special Olympics Arizona have formed a unique partnership to combine resources in order to further carry out the aligning goals of both organizations of inclusion, respect and one-to-one friendships for people with and without intellectual and/or developmental disabilities. Special Olympics Arizona and Best Buddies in Arizona both strive to motivate student leaders to gain respect and have one-to-one friendships between students with and without disabilities. Combining models for inclusive leadership training, clubs, and initiatives in schools, together we work to further opportunities for students of all abilities to gain friendships, build valuable life skills, and advocate together for a more inclusive future.

Best Buddies in Arizona commends Special Olympics Arizona for the work they do to further inclusion and provide opportunities for self-advocacy for those with disabilities statewide. We look forward to continuing our partnership and support their proposal to the ADDPC in support of these efforts.

Sincerely,

Lisa Cleary, State Director  
(626) 221-5333  
[lisacleary@bestbuddies.org](mailto:lisacleary@bestbuddies.org)



**Special Olympics**

May 14, 2020

Arizona Developmental Disabilities Planning Council  
3838 North Third Street, Suite 306  
Phoenix, AZ 85012

**RE: ADDPC Building a Self-Advocacy Coalition**

To Whom It May Concern:

It is my honor to write a letter in support of Special Olympics Arizona's proposal to the Arizona Developmental Disabilities Planning Council. I have personally been involved with Special Olympics Arizona's inclusive, school-based programs for several years and continue to be impressed by the impact their inclusive initiatives make on the lives of the students (and teachers, like myself) that participate.

At Sunnyslope High School, Special Olympics Arizona programs are a vital part of our efforts to make our campus a respectful and inclusive place for students of all abilities. As a National Banner Unified Champion School, we participate in all three pillars of Special Olympics' Unified Champion Schools, which includes Unified Sports, Inclusive Youth Leadership, and Whole School Engagement. Our student leaders play a big role in planning, promoting, and participating in inclusive opportunities on campus. Using guidelines for Unified inclusive leadership from Special Olympics Arizona, we have a Special Olympics athlete on our student council who plays an active role in ensuring our campus celebrates all abilities in everything that we do and offer for our students.

Sunnyslope High School is proud to be a part of the movement of inclusion with Special Olympics Arizona and looks forward to many more years of inclusive programming and opportunities for self-advocacy and inclusive leadership. We fully support their proposal to the ADDPC in support of self-advocacy building and can't wait to see the impact of expanded opportunities for inclusive leadership as the movement continues to spread throughout Arizona.

Sincerely,

DocuSigned by:  
  
712FF3E3B72D4F3...

**Scott Gilpin**

Teacher, SOAZ Head of Delegation  
Sunnyslope High School  
35 W. Dunlap Ave, Phoenix, AZ 85021  
[scott.gilpin@guhsdaz.org](mailto:scott.gilpin@guhsdaz.org)

## Budget Request Form

Contractor Name: Special Olympics Arizona, Inc.

Contractor Address: 2455 North Citrus Road, Building 64 Goodyear AZ 85395  
City State Zip

Project Name: SOAZ Self-Advocacy Coalition

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	\$25,000.00	\$138,698.20	\$0.00	\$163,698.20 -
Fringe Benefits	\$5,250.00	\$29,126.62	\$0.00	\$34,376.62 -
Supplies / Operating Expenses	\$47,000.00	\$5,250.00	\$5,250.00	\$57,500.00 -
Travel	\$9,750.00	\$3,570.00	\$0.00	\$13,320.00 -
Rent or Cost of Space	\$8,000.00	\$4,200.00	\$5,250.00	\$17,450.00 -
Contracted Services / Professional Services	\$0.00	\$0.00	\$0.00	\$0.00 -
Administrative/ Indirect Costs	\$5,000.00	\$5,000.00	\$0.00	\$10,000.00 -
<b>Total Costs</b>	<b>\$100,000.00</b>	<b>\$185,844.82</b>	<b>\$10,500.00</b>	<b>\$296,344.82</b>

It is understood that Non-Federal Funds identified in this budget will be used to match only ADDPC Federal Funds, and will not be used to match any other Federal Funds during the period of the ADDPC funded Project.

Additional description and background information shall be included as a budget narrative, including for match. The contractor agrees to submit additional background information to the ADDPC upon request.

**Jamie Heckerman**  
 \_\_\_\_\_  
 Name of Certifying Official  
**President & CEO**  
 \_\_\_\_\_  
 Title of Certifying Official  
**602.230.1200** **Jamie@SpecialOlympicsArizona.org**  
 \_\_\_\_\_  
 Phone Email

## Budget Narrative

### Personnel/Salaries:

**Total: \$163,698.20**

Expense of nineteen employees who will work directly on the self-advocacy programs for Special Olympics Arizona. SOAZ is requesting \$25,000 and will match \$138,698.20 of personnel and salary expenses. Salary is expected to increase at an average of .03 and up to .05 per employee pending an annual review. By the end of the reporting period, it is expected 18 staff will be employed focusing on these grant initiatives as there is a scheduled retirement and replacement transition in effect. Holly Thompson, Coronado Area Director, will be retiring in December 2020 and Stephanie Swift will transition from current part-time role into full-time Coronado Area Director position. The following is a breakdown of all personnel salaries and roles related to building a community SOAZ Self-Advocacy Coalition:

*Amanda Metcalf* is the Director of Support Programs. Amanda oversees all school-based programming including Unified Sports, Inclusive Youth Leadership, Whole School Engagement, Inclusive Health, Young Athletes, Unified Arts, and SOAZconnected. Amanda will spend .20 FTE of annual salary \$55,000.00 on SOAZ Self-Advocacy Coalition planning and execution.

*Brenna O'Brien* is the Senior Development Coordinator. Brenna oversees current SOAZ fundraising events and Capitol Lawn Day. Brenna will spend .15 FTE of annual salary \$39,000.00 on SOAZ Self-Advocacy Coalition planning and execution surrounding Capitol Lawn Day and other self-advocacy initiatives at SOAZ events and competitions.

*Curt Gilpin* is the Monument Area Director and Sports Trainer. Curt oversees programming, competitions, and events in northern Arizona. Curt will spend .15 FTE of annual salary \$38,110.00 on SOAZ Self-Advocacy Coalition planning and execution.

*Gianna Zola* is the Health Programs Coordinator. Gianna oversees all inclusive health initiatives including Healthy Athletes, Healthy LEAP into Fitness, Health Leadership Committee, Unified Hiking, and SOAZconnected health and wellness initiatives. Gianna will spend .25 FTE of annual salary \$39,000.00 on SOAZ Self-Advocacy Coalition planning and execution related to health initiatives.

*Hannah Stewart* is the Programs Assistant. Hannah oversees elements of inclusive health, athlete leadership, and SOAZconnected virtual health experiences and interactions. Hannah will spend .15 FTE of annual salary \$32,240.00 on SOAZ Self-Advocacy Coalition planning and execution related to health and athlete leadership initiatives.

*Holly Thompson* is the Coronado Area Director. Holly currently oversees programming, competitions, and events in southern Arizona. Holly will spend .15 FTE of annual salary \$66,902.00 on SOAZ Self-Advocacy Coalition planning and executive. In December 2020, Holly will retire after over 16 years of faithful service with Special Olympics Arizona. At this time, Stephanie Swift will transition into full-time support for the Coronado Area.

*Joe Curran* is the Development Coordinator of LETR and lives in southern Arizona. Joe will spend .15 FTE of annual salary \$28,785.00 on SOAZ Self-Advocacy Coalition planning and execution related to law enforcement and southern Arizona engagement.

*Katie DeVenuto* is the Unified Champion Schools Coordinator. Katie oversees AIA Unified Sports, Unified Champion Schools programming at the high-school and college level, and oversees area- and state-level inclusive youth leadership initiatives and committees including the State YAC. Katie will spend .50 FTE of annual salary \$38,000.00 on SOAZ Self-Advocacy Coalition planning and execution related to school-based and inclusive leadership initiatives.

*Lisa Ball* is the River Area Director. Lisa oversees programming, competitions, and events in western Arizona. Lisa will spend .15 FTE of annual salary \$46,055.00 on SOAZ Self-Advocacy Coalition planning and execution related to western Arizona initiatives.

*Meghan Mullin* is the Volunteer Coordinator. Meghan oversees all in-person and virtual volunteerism initiatives statewide. Meghan will spend .15 FTE of annual salary \$36,000.00 on SOAZ Self-Advocacy Coalition planning and execution related to volunteer and intern initiatives.

*Mike Burnett* is the Director of Law Enforcement Torch Run (LETR). Mike oversees all initiatives statewide regarding LETR and ensures athlete leadership at LETR events, conferences, and in-person and virtual experiences. Mike will spend .15 FTE of annual salary \$49,920.00 on SOAZ Self-Advocacy Coalition planning and execution related to LETR and fundraising initiatives.

*Nick Staloch* is the Four Peaks Area Director. Nick oversees programming, competitions, and events in central and eastern Arizona, as well as college-aged programming and initiatives. Nick will spend .15 FTE of annual salary \$40,000.00 on SOAZ Self-Advocacy Coalition planning and execution related to central & eastern Arizona and college-driven initiatives.

*Ronny Jones* is the Development Assistant. Ronny oversees the Athlete Input Council and all athlete leadership initiatives statewide with the support of fellow SOAZ staff. Ronny will spend 1.0 FTE of annual salary \$9,360.00 on SOAZ Self-Advocacy Coalition planning and execution related to statewide inclusive leadership initiatives and events.

*Rubett Garcia* is the Mountain Area Director. Rubett oversees programming, competitions, and events in northern Arizona. Rubett will spend .15 FTE of annual salary \$45,000.00 on SOAZ Self-Advocacy Coalition planning and execution related to northern Arizona initiatives and events.

*Ryan Betcher* is the Regional Area Director. Ryan oversees state competitions and programming, competitions, and events throughout Maricopa County. Ryan will spend

.15 FTE of annual salary \$48,000.00 on SOAZ Self-Advocacy Coalition planning and execution related to state competitions and events.

*Shae Knowlton* is the Unified Champion Schools Senior Coordinator. Shae oversees Unified Champion Schools programming at the elementary- and middle-school level and overall Unified Champion Schools strategy. Shae will spend .50 FTE of annual salary \$38,000.00 on SOAZ Self-Advocacy Coalition planning and execution related to school-based and inclusive leadership initiatives.

*Stephanie Swift* is the Coronado Sports and Competitions Manager. Stephanie currently supports programming, competitions, and events in southern Arizona and will transition into full-time status post-retirement of fellow staff member, Holly Thompson. Stephanie will spend .15 FTE of part-time annual salary \$21,000.00 (will transition to \$42,000.00 at full-time in December 2020) on SOAZ Self-Advocacy Coalition planning and execution related to southern Arizona initiatives.

*Thomas Miranda* is the Palo Verde Area Director. Thomas oversees programming, competitions, and events in central and western Arizona. Thomas will spend .15 FTE of annual salary \$40,000.00 on SOAZ Self-Advocacy Coalition planning and execution related to central & eastern Arizona initiatives and events.

*Tiffani Jaseph* is the School and Community Outreach Coordinator. Tiffani supports Unified Champion Schools programming and athlete leadership initiatives in southern Arizona. Tiffani will spend .15 FTE of annual salary \$14,851.00 on SOAZ Self-Advocacy Coalition planning and execution related to southern Arizona initiatives and events.

**Fringe Benefits:**

**Total: \$34,376.62**

All full-time employees receive .21% benefits and part-time employees receive no current benefits. Fringe benefit rate of .21% has been established based on calculation by adding together the annual cost of all benefits and payroll taxes paid, and dividing by the annual wages paid. Full-time employees of Special Olympics Arizona receive medical, dental and vision insurance; nine paid holidays, 10 vacation days and 10 sick days per year. SOAZ is requesting \$5,250 and will match \$29,126.62 of Fringe Benefits.

**Supplies/Operating Expenses:**

**Total: \$57,500.00**

All purchases for the Special Olympics Arizona Athlete Self- Advocacy programs will be made according to federal procurement guidelines for federal grants. Prices were determined by actual expenditures from 2019. SOAZ is requesting \$47,000.00 and will match \$5,250.00 and seek an additional \$5,250.00 in-kind.

Printing: \$15,000- Athlete and youth leadership manuals, Unified Clubs kits, Disability Awareness month kits, banners, t-shirts, State YAC and AIC blazers, and other printed materials. T-shirts and blazers identify an elevated status and rank that is earned and provided to the SOAZ Self-Advocacy Coalition. Printed materials and resources allow SOAZ to raise awareness for programs and opportunities for engagement.

Office Equipment/Telephone/Internet: \$9,750 - Copying and communications equipment and services required to perform functions of program management and implementation. This includes phone costs for all staff included in the project. Calculated by averaged cost per all SOAZ FTE x .15 FTE all staff working on this project. SOAZ staff telephone, internet, and office equipment ensure staff is able to communicate internally and through external contacts and resources to engage in the SOAZ Self-Advocacy Coalition.

Office Supplies: \$500 - Pens, paper, legal pads, paper clips, binder clips, scissors, highlighters, binders, folders, staples, letterhead, envelopes and labels. Office supplies purchased will be used directly to initiatives and goal achievement directly related to the SOAZ Self-Advocacy Coalition.

Meals and Lodging: \$15,000- for Athlete and youth leaders, mentors, staff, coaches, and key volunteers. Each event is expensed at the maximum rate allowable by the State of Arizona Travel written policy for the month and location of the event. While transportation costs can be expensive, SOAZ finds it is necessary to engage people virtually and in-person through events, competitions, summits, and meetings that help grow and sustainably expand the SOAZ Self-Advocacy Coalition. SOAZ works to keep costs competitive and rooms 2 people to one room and assures all travelers stay with same-gender roommates and with a trained caregiver or coach.

Education and Promotional Items: \$10,000- Procurement of supplies to promote inclusion and self- advocacy programs in both school and community based programs. Schools receive Generation Unified Kits in the Fall 2020 and Spread the Word Inclusion Kits in Spring 2021 which are filled with resources, giveaways, flyers, stickers, materials, and decals that youth with and without I/DD can share with students throughout their schools and communities. These resources are vital to the program and promotes inclusion and acceptance for the SOAZ Self-Advocacy Coalition.

Meetings and Conferences: \$6,250- Costs associated with meetings, conferences, and professional development for both staff, coaches, athletes and youth leaders. Meetings and conferences include both local events and national events, such as, Special Olympics Unified Training and LETR Training and Global Health Messenger Training in Washington DC. The need for continued professional development and programmatic training can create positive impact on social connectivity, networking, and the need for further education/engagement in order to streamline SOAZ Self-Advocacy Coalition.

**Travel:**

**Total: \$13,320.00**

Mileage reimbursement for self-advocates, mentors, athletes and youth leaders to travel to SOAZ meetings, trainings, and events across the state at \$.50 per mile. This also includes bus transportation costs for entire schools or delegations to attend SOAZ events. Transportation and travel expenses establish a sense of camaraderie during travel and helps build a connective, collaborative group of people with and without I/DD engaged in the SOAZ Self-Advocacy Coalition. SOAZ is requesting \$9,750.00 and will match \$3,570.00 of travel expenses.

*75 hotel rooms at \$100.00 (2 people/room) x 3 meals/person/day (\$5/meal) (150 people x 1 day)  
= \$9,750.00 + average mileage reimbursement and rentals = \$3,570.00*

**Rent or Cost of Space:**

**Total: \$17,450.00**

Facility costs include the use of the event space, tables, chairs, security, and audio/visual equipment rental at SOAZ self-advocacy events. Include information showing that school facility rentals are averaged based on dollar listing on school website. Fees are confirmed based on previous years' spending and projected expenses into 2020-2021. SOAZ is requesting \$8,000.00, will match \$4,200.00, and will seek \$5,250.00 in-kind for facility space.

**Contracted Services/Professional Services:**

**Total: \$0.00**

SOAZ will use local networks and volunteers to assist in the implementation of the self-advocacy programs. Special Olympics Arizona participates in an annual evaluation of Unified Champion Schools as required by the U.S. Department of Education and conducted by the Center for Social Development and Education at the University of Massachusetts Boston and provided at no direct cost to Special Olympics Arizona. Using this data, SOAZ is able to quantitatively and qualitatively measure both the success and shortcomings, if any, of the program. These results are shared with Special Olympics Arizona and we use the data to frame our strategy and program development process for the following year.

**Administrative/Indirect Costs:**

**Total: \$10,000.00**

Special Olympics Arizona indirect costs include Executive and Administrative Salaries and their fringe benefits, computer and communications systems maintenance, depreciation, occupancy, licensing fees and insurance. Allocated administrative costs are 5% and indirect program expenses are 5%. Indirect costs do not include Fundraising, Entertainment, Lobbying, Advertising, Fines, Penalties or Contributions. SOAZ is requesting \$5,000 and will match \$5,000 of administrative and indirect costs.

**Match:**

**Total: \$10,000.00**

$\$100,000.00$  (requested amount) /  $.75 = \$133,333.00$

$\$133,333.00 - \$100,000.00$  (requested amount) =  $\$33,333.33$  (total match requirement)

Special Olympics Arizona will provide matching funds in excess of the 25% match requirement (25% match requirement =  $\$33,333.33$ ) in order to meet the total project cost of  $\$296,344.82$  ( $\$296,344.82 - \$100,000.00 = \$196,344.82$ ). Unless otherwise stated in the budget narrative, matching funds will be provided by Special Olympics Arizona. These funds are not previously designed as match towards an existing program and have been raised primarily through fundraisers, sponsorships, and events held throughout the year and support SOAZ Self-Advocacy Coalition strategies, programs, and vision.



### Applicant's Background Information Form

Complete each item, using attachments where necessary and label your response "**Applicant's Background Information Form**". Attachments shall indicate the item number and heading being referenced as it appears below. Failure to make full and complete disclosure may result in the rejection of your application as unresponsive.

1. Contact Name for Project: Jamie Heckerman

Organization Name: Special Olympics Arizona, Inc.

Address: 2455 North Citrus Road Bldg. 64, Goodyear, AZ 85395

Phone Number: (602) 230-1200 Email: Jamie@SpecialOlympicsArizona.org

2. The Applicant is and was established when:

TYPE	YEAR ESTABLISHED
Corporation – Nonprofit	1975
University or Community College	
Unit of Local Government	
Indian Tribal Government	
Other	

3. As the lead applicant, read each statement carefully and mark Yes or No.

	YES	NO
a. Has any Federal or State agency ever made a finding of noncompliance with any relevant civil rights requirements with respect to your business activities? If YES, please attach an explanation.		X
b. Has the Applicant, its major stockholders with a controlling interest, or its officers been the subject of criminal investigations or prosecutions or convicted of a felony? IF YES, please attach an explanation.		X
c. Does the Applicant have sufficient funds to meet obligations on time under the Contract while awaiting reimbursement from ADDPC? If NO, please attach an explanation.	X	
d. Have any licenses ever been denied, revoked or suspended or provisionally issued within the past five years? If YES, please attach an explanation.		X
e. Have you or has your organization terminated any contracts, had any contracts terminated, had any liquidated damages assessed or been involved in contract lawsuits? If YES, please attach an explanation.		X
f. Do you, your staff, any of your relatives, or voting members of your Board of Directors maintain any ownerships, employments, public and private affiliations or relationships which may have substantial interest (as defined in A.R.S. §38-502, Conflict of Interest) in any contract, sale, purchase, or service involving the ADDPC? If YES, please attach an explanation.		X
g. Has your organization ever gone through bankruptcy? If YES, when? Include the State, District and case number.		X

4. Authorized Signatory:

DocuSigned by:  
  
 45F77AE34EFA490... President & CEO

(Name and Title of Authorized Signatory) is the signatory to this Contract on behalf of the Contractor and is responsible for the delivery of Contract Services during the term of this Contract.

## **Applicant's Qualifications Questionnaire**

- 1) The mission of Special Olympics Arizona (SOAZ) is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills, and friendship with their families, other Special Olympics athletes and the community.

When asked, thousands of people worldwide are familiar with Special Olympics, but many don't realize that Special Olympics started as a simple day camp in 1962. Over fifty years later, Special Olympics has become the largest sports and healthcare organization in the world for people with intellectual and/or developmental disabilities (I/DD). Special Olympics has grown into a worldwide inclusive movement by empowering people of all ages and ability levels through inclusive sports, arts, health, and school programs, including opportunities for online engagement. SOAZ was established in 1975. The first SOAZ competition consisted of a one-day track and field event with 100 athletes and 20 volunteers, but has since grown to mirror the expansion of Special Olympics' vision for an inclusive world within our own Arizona communities.

SOAZ works to ensure access to quality, inclusive programs for all and will continue to expand its reach to engage people with I/DD (athletes) and people without I/DD (Unified partners) through Unified programs. SOAZ's Unified programs seek to impact the whole community by providing opportunities for individuals with and without I/DD to come together, learning from one another as they participate side by side on sports teams, in clubs, on campus, and throughout their communities. This approach breaks down stereotypes, fear, and barriers to participation, creating a more inclusive, respectful, and accepting world for everyone, despite differences. SOAZ's goal is to empower the over 180,000 Arizonans with I/DD to be healthy, productive, and respected members of society through SOAZ's year-round sports training and competitions, health initiatives, art curriculums, inclusive leadership opportunities, and school programs found statewide.

Since 1975, SOAZ has been addressing the need for people with I/DD to receive lifelong access through age-appropriate programs starting with Young Athletes (ages 2-7 ½) into Unified Champion Schools® (8-22) and adult Unified programs (22+) which includes through sports, health, arts, and inclusive leadership. SOAZ continues to engage communities year-round by hosting inclusive activities (including 20 sports, 675 area competitions, four statewide competitions, four art programs, and eight health screening disciplines) and empowering 21,461 athletes and 24,743 active volunteers annually. SOAZ accomplishments include providing over 19,000 free inclusive health screenings.

- 2) SOAZ embraced the initiative of inclusive programming early and absolutely. From the beginning, SOAZ leadership encouraged Special Olympics athletes (with disabilities), Unified partners (without disabilities), and community cohorts to approach unifying Arizona with creativity and innovation, empowering the 21,461 athletes in Arizona.

As Special Olympics leads the movement of inclusion, it has become a commitment to ensure that athletes have the opportunity to be included just like their peers in sports, health, arts, schools, clubs and also have opportunities to learn how to become influential self-advocates for inclusion and equality. During the 2020-2021 Special Olympics season, SOAZ will continue to empower its athletes through positions and initiatives that let their voices be heard, including:

- Built-in positions on boards and committees, including SOAZ's Board of Directors, SOAZ's state and area Athlete Leadership Coalition, the Arizona Interscholastic Association's Student Leadership Advisory Committee, State Youth Activation Committee, Health Leadership Committee, student councils at schools statewide, inclusive campus clubs, and more.
- Athlete-led initiatives and fundraisers including the global Spread the Word: Inclusion campaign, Minute that Matters 60-second fundraiser, inclusive art challenges, and virtual-based challenges and initiatives for all.
- Legislative work, including Capital Lawn Day in Arizona and national and local advocacy for inclusion and representation.

SOAZ has several years of experience, knowledge of best practices, dedicated staff, and an unparalleled commitment to support and lift the voices of individuals with developmental and/or intellectual disabilities statewide through opportunities for engagement, leadership, and advocacy.

## Personnel Qualifications Form

Complete a separate Personnel Qualifications Form for each staff that will be paid from the grant or will be conducting their work as Match. This should also include those that are listed as a Professional Contractor listed either in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: Amanda Metcalf

2. Position currently held with Applicant: Director of Support Programs

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position .20 %

4. Number of years with Applicant: 4

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

Amanda Metcalf started with Special Olympics Arizona as the Health Programs Coordinator and was soon the Health Programs Manager overseeing all inclusive health initiatives including Healthy Athletes, Healthy LEAP into Fitness, and the Health Leadership Committee. Amanda was elevated to the Director of Support Programs role and currently oversees all athlete leadership initiatives, school-based programs including Unified Sports, Inclusive Youth Leadership, Whole School Engagement, Unified Arts, Inclusive Health, Young Athletes, and SOAZconnected.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

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Amanda Metcalf earned her Bachelors Degree in Public Health in 2014 and her Masters in Public Health in 2016. Amanda holds years of experience overseeing volunteerism, event management, social marketing and strategy, and mission-driven causes surrounding inclusion, water safety, and building community coalitions. Amanda currently oversees all inclusive school-based programming and directly supports the staff who will be building the SOAZ Self-Advocacy Coalition.

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## Personnel Qualifications Form

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1. Name of person: Brenna O'Brien \_\_\_\_\_

2. Position currently held with Applicant: Senior Development Coordinator

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position

15 %

4. Number of years with Applicant: 1.5 years \_\_\_\_\_

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

Brenna supervises an athlete employee who co-leads athlete leadership, Ronny Jones. Brenna and Ronny work together to increase athlete involvement within development, fundraising initiatives and events. Brenna also works with Meghan and Ronny to increase athlete volunteer and intern involvement. Brenna also oversees Capital Lawn Day where athletes and unified partners speak to legislatures and representatives at the capital. She takes a Unified pair to Washington DC, following Lawn Day, to Capitol Hill Day to campaign on behalf of Special Olympics North America.



6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

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Brenna has held a support role in occupation therapy, a respite care provider to an individual with ID, as well as an executive assistant role at an international non-profit. She is currently being trained in fundraising through major gifts, recurring donations, and special events. She has a Bachelor's Degree in Business Management and a Master's Degree in Business Administration with an emphasis in Project Management.

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## Personnel Qualifications Form

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1. Name of person: Curt Gilpin

Coach Development/Monument Area Director/

2. Position currently held with Applicant: Digital Social Engagement

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position 15 %

4. Number of years with Applicant: 2 years

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

Curt works directly with the athletes as monument area director getting to know them and providing opportunities for them to succeed as athlete leaders in, not only their delegation and team, but their school and community as well. With digital social engagement, the athletes can now widen their leadership skills from their community to now the rest of the state with potential national leadership roles.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

Curt went to Northwest Missouri State where he majored in Therapeutic Recreation. He then returned to his hometown where for the next 10 years he was a highly successful high school track & field and cross country coach. The knowledge from NMSU and his years of coaching would lead him to the coaches education and area director positions here at Special Olympics Arizona. Curt enjoys innovating and improving the quality of sport for Special Olympics Arizona. Every coach, every event, and every challenge is a new opportunity to bring the highest level of competition, fulfillment, and joy into our athletes lives because they deserve the best. And it is our job to give that opportunity to them.

## Personnel Qualifications Form

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1. Name of person: Gianna Zola \_\_\_\_\_

2 Position currently held with Applicant: Health Programs Coordinator

3 Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position

25 %

4. Number of years with Applicant: 1 year \_\_\_\_\_

5 Identify the primary function(s) of this person in terms of providing services under this Contract:

Gianna oversees all health and fitness programs for individuals with and without intellectual disabilities involved in Special Olympics Arizona. SOAZ's health and fitness programs support athlete leadership by giving athletes the opportunity to become leaders in their health and fitness journey through education, resources, and practical application. Furthermore, athletes can become trained "Health Messengers" through SOAZ's Health Program. Health Messengers are trained to serve as health and wellness leaders, educators, role models, and advocates within the Special Olympics Arizona community, as well as the community at large. Health Messengers lead their teams, families, friends, and communities to pursue health lifestyles while advocating for healthcare providers, governments, and universities to adopt inclusive policies around health and wellness services, education, and resources for people with intellectual and/or developmental disabilities.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

Gianna Zola graduated from Northern Arizona University with a Bachelor of Science in Public Health and a Minor in Spanish. Throughout college, Gianna was an active member of the universities Health Education Club and also held a job as a peer educator teaching students the importance of being active bystanders. Prior to her graduation, Gianna interned for Special Olympics Arizona's health programs. During her internship, Gianna fell in love with the organization as it perfectly aligned with her passion to better the health and well-being of underserved populations. Upon the completion of her internship, Gianna was hired as Special Olympics Arizona's Health Programs Coordinator.

## Personnel Qualifications Form

Complete a separate Personnel Qualifications Form for each staff that will be paid from the grant or will be conducting their work as Match. This should also include those that are listed as a Professional Contractor listed either in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: Hannah Stewart

2. Position currently held with Applicant: Programs Assistant

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position

15 %

4. Number of years with Applicant: < 1 year

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

Hannah's role supports Athlete Leadership in many ways, a few ways being that she is the Health Programs Assistant and works hands on with Athlete Leadership/Health Messengers. She is creating/building our Athlete Leadership programming and implementing Athlete Input Councils, Application processes, Health Messengers overall process and structure for SOAZ.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

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Hannah's work experience includes years of volunteer work, non-profit, marketing and events, community outreach all involving and working with intellectual disabilities. Her job training includes all trainings with Special Olympics offered from SOAZ, non-profit marketing education and classes, community outreach education, years of ID education and trainings. University classes and trainings on non-profit events and fundraising. Internship with Elmview working with ID.

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## Personnel Qualifications Form

Complete a separate Personnel Qualifications Form for each staff that will be hired or will be conducting their work as Match. This should include all of those that are directly responsible for providing services listed under the Scope of Work in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: Holly Thompson

2. Position currently held with Applicant: Coronado Area Director

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position

15 %

4. Number of years with Applicant: 19 years

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

In her role, Holly oversees programming and events in the Coronado Area (primarily southern Arizona). Given the repetitive access to athletes in the area at local events, as well as statewide events, Holly has a firm understanding of those athletes who have the potential to serve as leaders amongst their peers. Holly provides support to the requisite staff that are in need of athlete leaders for various speaking engagements, input councils, and the like. In addition, Holly and other Coronado Area staff are in the process of creating an Athlete Input Council comprised of solely athlete leaders in the area that will provide feedback and suggestions as to what their fellow athletes might need or prefer from the competitions they attend. As she looks towards her retirement in 2020, Holly is also preparing Stephanie Swift to take over her role and continue to support athlete leadership in the Coronado Area.



6. Briefly describe the person’s work experience, job training, and formal education. (Do not attach resumes)

Holly has been part of Special Olympics Arizona area management for 19 years. In this position she has managed and supervised community and school-based programs, organized and managed nine area sports competitions annually, recruited, trained, and supervised coaches, games management team and day-of-event volunteers, developed and monitored the annual budget and area expenditures, and collaborate the development manager and LETR on area funding proposals and fundraising events. Holly has a BS in Urban Studies.

## Personnel Qualifications Form

Complete a separate Personnel Qualifications Form for each staff that will be paid from the grant or will be conducting their work as Match. This should also include those that are listed as a Professional Contractor listed either in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: Joe Curran

2. Position currently held with Applicant: Development Coordinator, Law Enforcement Torch Run

3. Proposed position for contract service and percentage of time devoted to the contract service:

Part-Time Paid Position .15 %

4. Number of years with Applicant: 4 years

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

As the Development Coordinator of Law Enforcement Torch Run, Joe will assist Mike to oversee the planning and execution of 2020's LETR Conference. Responsibilities and primary functions include securing a venue, developing conference goals, creating and distributing conference registration forms, securing sponsorships, finalizing venue needs, and overseeing the two day conference.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

Before starting his position with SOAZ in 2016, Joe served as a police officer with the Tucson Police Department for 31 years. During that time, he was heavily involved with LETR and fundraising for SOAZ for a number of years. While at the Tucson Police Department, Joe transformed an LETR fundraiser that had plateaued at raising \$25,000 each year to over \$78,000 in the last year before he retired from the force.

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## Personnel Qualifications Form

Complete a separate Personnel Qualifications Form for each staff that will be paid from the grant or will be conducting their work as Match. This should also include those that are listed as a Professional Contractor listed either in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: Katie DeVenuto

2. Position currently held with Applicant: AIA Unified Sports Coordinator

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position

15 %

4. Number of years with Applicant: 1 year

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

During outreach for UCS at the high school level, Katie educates school administration how they can implement athlete leadership roles on their campus (creating positions on the student council, club positions, etc). In addition, Katie also supports athlete leadership by choosing a high school athlete each year to sit on the Student Leadership Advisory Committee (SLAC), created by the Arizona Interscholastic Association (AIA). This athlete develops their leadership skills through monthly meetings with the committee, assisting in the development of the annual SLAC youth leadership conference that reaches over 500 students across the state, and attending the youth leadership summit offered by the National Federation of State High School Associations in Indianapolis each summer.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

Katie received a Bachelor's degree in Exercise Science from the University of Mount Olive in 2012 and a Master's degree in Sports Leadership from James Madison University in 2014. Katie is a Certified Strength and Conditioning Specialist through the National Strength and Conditioning Association and a Certified Sports Performance Coach through USA Weightlifting, as well as CPR and AED certified. Katie has worked in collegiate athletics and education for a total of 5 years, with experience in youth sports non-profits for almost 3 years.

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## Personnel Qualifications Form

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1. Name of person: Lisa Ball

2. Position currently held with Applicant: River Area Director

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position

15 %

4. Number of years with Applicant: 8 years

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

As the River Area Director, Lisa works with athletes ages 2 and older and athlete leadership opportunities start as young as the 5th grade. The River area adult athletes are working on a athlete leadership opportunity to partner with the school aged students. This would include engagements such as reading to classrooms, sharing sports opportunities through coaching and other various relationship building with our youth. The goal is to encourage our younger athletes to become athlete leaders at a young age and offer empowerment to their peers.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

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Lisa obtained a Diabetes Education Certificate from Central Arizona University when she was the Special Diabetes Project for Indians Director (Quechan Indian Tribe) for 10 years.

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Since being with Special Olympics Arizona, Lisa has worked with multiple agencies, school districts, local business owners and civic organizations to provide numerous opportunities to her River Area communities and athletes.

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## Personnel Qualifications Form

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1. Name of person: Meghan Mullin

2. Position currently held with Applicant: Volunteer Coordinator

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position 15%

4. Number of years with Applicant: <1 year

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

As the volunteer coordinator, Meghan is responsible for recruiting, managing, on boarding, and mentoring volunteers and interns. SOAZ currently has several day of volunteers that are athletes and is working to grow the athlete volunteer and athlete internship program. Through recruiting athlete interns for Unified Champion Schools, Health Programs, and Volunteer Management, Meghan and the SOAZ staff are creating an environment for athletes to positively and effectively contribute to goals and mission of Special Olympics. The internship positions would allow athletes to gain professional experience while being supported by the staff. The goal of the athlete internship program is for the athletes to become mentors to future athlete interns and athlete volunteers.



6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

Prior to SOAZ, Meghan was a collegiate softball coach for seven years and a high school teacher and coach for two years. Meghan received her Bachelor of Arts degree in History with Minors in Philosophy and Religious Studies from the University of Nebraska-Lincoln and her Master of Liberal Arts degree from St. Edward's University.

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## Personnel Qualifications Form

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1. Name of person: Mike Burnett

2. Position currently held with Applicant: Director of Law Enforcement Torch Run

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position .15 %

4. Number of years with Applicant: 2 years

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

As the Director of Law Enforcement Torch Run, Mike will oversee the planning and execution of 2020's LETR Conference. Responsibilities and primary functions include securing a venue, developing conference goals, creating and distributing conference registration forms, securing sponsorships, finalizing venue needs, and overseeing the two day conference. Mike will also coordinate with and direct the LETR Conference Committee as they assist with the planning and execution of various aspects of the conference.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

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Mike has been with SOAZ for nearly 2 years. Prior to that, Mike served on the Special Olympics Wyoming Board of Directors for 8 years and served 10 years of Wyoming's LETR Council. Mike has an associate degree in criminal justice from Casper College. In addition, Mike has 26 years of law enforcement experience, primarily in investigations. Mike has been involved in a variety of organizations, boards, and charitable initiatives including with the Wyoming Meth and Substance Abuse Conference and Committee (chair, 4 years), the Fraternal Order of Police Grand Lodge (National Board of Directors, 17 years; National Chairman of Trustees, 6 years), and the United Way of Natrona County (CEO, 7 years). Mike's experience is abundant and his dedication to LETR is an incredible asset to the SOAZ team.

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## Personnel Qualifications Form

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1. Name of person: Nick Staloch

2. Position currently held with Applicant: Four Peaks Area Director

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position

15%

4. Number of years with Applicant: 1 year

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

In his role, Nick oversees programming and events in the Eastern Metropolitan-Phoenix area. Given the repetitive access to athletes in his area at local events, as well as statewide events, Nick has a firm understanding of those athletes who have the potential to serve as leaders amongst their peers. Nick provides support to the requisite staff that are in need of athlete leaders for various speaking engagements, input councils, and the like. In addition, Nick is in the process of creating an Athlete Input Council comprised of solely athlete leaders in his area that will provide feedback and suggestions as to what their fellow athletes might need or prefer from the competitions they attend.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

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Before beginning in his current role with Special Olympics Arizona, Nick completed two internships with the Arizona Coyotes of the National Hockey League. The first internship being in Game Presentation and Fan Engagement, while the second was in Community Relations. In terms of job training, Nick was given a formal education by seasoned staff members and supervisors, while also learning from first-hand experience in the field, assisting at events. Nick graduated from Barrett, The Honors College at Arizona State University, as well as the W.P. Carey School of Business, with degrees in both Marketing and Sports Business.

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## Personnel Qualifications Form

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1. Name of person: Ronny Jones

2. Position currently held with Applicant: Development Assistant

3. Proposed position for contract service and percentage of time devoted to the contract service:

Part-Time Paid Position

15%

4. Number of years with Applicant: 4 years

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

As SOAZ's Development Assistant, Ronny directly helps with athlete leadership programs.

As an athlete leader himself, Ronny plays an unique role in inspiring and advocating for other athletes throughout SOAZ's programs and statewide. Ronny also assists with recruiting, training, and mentoring athlete leaders throughout Arizona.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

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Ronny has been involved with SOAZ since 1997 as an athlete, Health Messenger, athlete leader and advocate, volunteer, intern, and now, employee. Ronny also has 8 years experience working at Safeway.

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## Personnel Qualifications Form

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1. Name of person: Rubett Garcia \_\_\_\_\_

2. Position currently held with Applicant: Mountain Area Director \_\_\_\_\_

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position \_\_\_\_\_

15% \_\_\_\_\_

4. Number of years with Applicant: 7 years \_\_\_\_\_

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

Mountain Area Director's role supports athlete leadership in many ways. One of these opportunities includes for Athletes to be a part of the Mtn Area Athlete Leadership Council (AIC) to give Athletes a voice and provide feedback on the running of the area on how competitions are operated, giving ideas for fundraising/how we can fundraise in the Mountain Area, and visiting some of our main sponsors to tell their story on how SO has impacted their lives and thank the area sponsors for their support. Another way athlete leadership is supported by providing Athletes to become coaches and Class A Volunteers just like anyone else in the area. There are several of the Class A Athlete coaches in the Mtn Area that help to train and run as bocce officials during our area games as well as coach the Athletes on their team.



6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

Rubett's prior work experience was in recreation with ten years with City of Scottsdale Parks and Recreation department/Human Services where she planned and oversaw activities with Paiute Neighborhood Center working on organizing senior trips, creating recreation opportunities such as karaoke nights/arts and crafts opportunities/docent visits from area museums/cooking lessons, helped to organize support groups; She also planned/implemented early childhood classes and recreation activities in an adaptive setting with music, games, sports play programs, arts and crafts in the fall and summer camp settings. While attending NAU, she worked with the National Park Service as a 911 dispatcher at the Grand Canyon and worked at the YMCA overseeing an AZ licensed after school program and summer camp program. Education is in Bachelor of Science in Parks and Recreation Management with a Minor in Spanish from NAU and Associate of Arts degree from Phoenix College.

## Personnel Qualifications Form

Complete a separate Personnel Qualifications Form for each staff that will be paid from the grant or will be conducting their work as Match. This should also include those that are listed as a Professional Contractor listed either in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: Ryan Betcher

2. Position currently held with Applicant: Regional Area Director

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position 15 %

4. Number of years with Applicant: 4 years

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

Ryan works with SOAZ's area directors as they seek out athlete's voices and input. Through each area's input council, athletes are able to they would like to see differently as far as state level or area level events. Part of Ryan's role is taking feedback from athletes in leadership positions and working with Area Directors to make it happen.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

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Ryan graduated with a Bachelor's Degree from the University of Arizona. Upon his graduation, he secured an internship with SOAZ and was hired following his internship in the fall of 2017. Prior to his work at SOAZ, Ryan held several part-time jobs in retail, food services, golf resorts and also had an internship in accounting during his time at ASU.

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## Personnel Qualifications Form

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1. Name of person: Shae Knowlton \_\_\_\_\_

2. Position currently held with Applicant: Unified Champion Schools Senior Coordinator

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position \_\_\_\_\_ 100 %  
\_\_\_\_\_ 's

4. Number of years with Applicant: 1.5 years \_\_\_\_\_

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

As SOAZ's Unified Champion Schools Senior Coordinator, Shae oversees all of SOAZ's school-based leadership program, which include the Youth Activation Committee, Inclusive Youth Leadership, the Unified Student Council model, and more. She coordinates these efforts with appropriate Area Directors, schools, and school liaisons statewide, as well as participates in the recruitment of Special Olympics athletes and Unified partners within Arizona schools to participate in a variety of SOAZ leadership and self-advocacy programs.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

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Shae Knowlton graduated from ASU with a Bachelors in Nonprofit Leadership and Management. During this time, she was the Head Assistant to the CEO of Phoenix Sister Cities and upon graduating was an Ambassador and Assistant Language Teacher in Himeji, Japan for two years. She worked for the UofA as an Community Outreach Sr. Professional before joining SOAZ as the Unified Champion Schools Sr. Coordinator.

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## Personnel Qualifications Form

Complete a separate Personnel Qualifications Form for each staff that will be paid from the grant or will be conducting their work as Match. This should also include those that are listed as a Professional Contractor listed either in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: Amanda Metcalf

2. Position currently held with Applicant: Director of Support Programs

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position .20 %

4. Number of years with Applicant: 4

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

Amanda Metcalf started with Special Olympics Arizona as the Health Programs Coordinator and was soon the Health Programs Manager overseeing all inclusive health initiatives including Healthy Athletes, Healthy LEAP into Fitness, and the Health Leadership Committee. Amanda was elevated to the Director of Support Programs role and currently oversees all athlete leadership initiatives, school-based programs including Unified Sports, Inclusive Youth Leadership, Whole School Engagement, Unified Arts, Inclusive Health, Young Athletes, and SOAZconnected.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

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Amanda Metcalf earned her Bachelors Degree in Public Health in 2014 and her Masters in Public Health in 2016. Amanda holds years of experience overseeing volunteerism, event management, social marketing and strategy, and mission-driven causes surrounding inclusion, water safety, and building community coalitions. Amanda currently oversees all inclusive school-based programming and directly supports the staff who will be building the SOAZ Self-Advocacy Coalition.

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## Personnel Qualifications Form

Complete a separate Personnel Qualifications Form for each staff that will be paid from the grant or will be conducting their work as Match. This should also include those that are listed as a Professional Contractor listed either in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: Thomas Miranda

2. Position currently held with Applicant: Palo Verde Area Director

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Paid Position .15 %

4. Number of years with Applicant: 2 years

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

Thomas Miranda serves as the Palo Verde Area Director. Thomas oversees all

programming, competitions, and events in central and western Arizona. Thomas works with

a local Athlete Input Council and works closely with schools and community teams.



6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

Thomas has worked with Special Olympics Arizona for two years and previously

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served as a volunteer coach with Special Olympics Arizona and his City of Peoria

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community team. This experience gave Thomas unique insight to SOAZ

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programming and how to engage and empower people with disabilities.

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## Personnel Qualifications Form

Complete a separate Personnel Qualifications Form for each staff that will be paid from the grant or will be conducting their work as Match. This should also include those that are listed as a Professional Contractor listed either in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: Tiffani Jaseph

2. Position currently held with Applicant: School and Community Outreach Coordinator

3. Proposed position for contract service and percentage of time devoted to the contract service:

Part-Time Paid Position .15 %

4. Number of years with Applicant: 4 years

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

As the School and Community Outreach Coordinator, Tiffani is responsible for

recruiting new schools and community teams and identifying new and active

athlete leaders to join the SOAZ Self-Advocacy Coalition.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

Tiffani has a Bachelors Degree in Elementary Education and a Masters in Special

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Education. Tiffani has spent the past four years working with Special Olympics and

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entirely focuses on recruiting new schools and community teams to participate in

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Special Olympics Arizona programs and the SOAZ Self-Advocacy Coalition.

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## Financial Systems Survey

Applicants: If you have a current contract with the ADDPC **OR** have received a grant from the ADDPC in the past 3 years, you are **not required** to fill the Financial System Survey.

All other NEW applicants, please answer every question by filling in the circle next to the correct answer. Attach materials and provide comments as required.

Name of Applicant: Special Olympics Arizona, Inc.

As stewards of federal funds, the Arizona Developmental Disabilities Planning Council awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

### A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last three years?	<input type="radio"/> YES <input checked="" type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past three years? (organization has expended \$750,000 in federal funds in the applicant's past fiscal year. ADDPC may request copy)	<input type="radio"/> YES <input checked="" type="radio"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past three years? If so, what year? _____	<input checked="" type="radio"/> YES <input type="radio"/> NO
4. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
5. If you answered YES to question #4, under what section of the IRS code? <input checked="" type="radio"/> 501 C (3) <input type="radio"/> 501 C (4) <input type="radio"/> 501 C (5) <input type="radio"/> 501 C (6) <input type="radio"/> Other: Please Specify Type _____. Attach copy of determination letter from IRS	Attachment Required
6. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input checked="" type="radio"/> YES <input type="radio"/> NO

**B. FUNDS MANAGEMENT**

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input checked="" type="radio"/> Automated <input type="radio"/> Combination
2. How frequently do you post to the General Ledger?	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input checked="" type="radio"/> YES <input type="radio"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input checked="" type="radio"/> YES <input type="radio"/> NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<input checked="" type="radio"/> YES <input type="radio"/> NO
6. Is your organization familiar with OMB final guidance for HHS federal awards, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards under 45 CFR, Part 75)?	<input checked="" type="radio"/> YES <input type="radio"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? <b>NOTE:</b> Those organizations using an approved federal indirect cost plan/rate need to <b>attach</b> a copy of the approved Indirect Cost Rate or methodology and calculations in determining the rate.	<input checked="" type="radio"/> Direct Charges <input type="radio"/> Utilizing an Indirect Cost Allocation Plan or Rate

**C. INTERNAL CONTROLS**

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input checked="" type="radio"/> YES <input type="radio"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input checked="" type="radio"/> YES <input type="radio"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input checked="" type="radio"/> YES <input type="radio"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input checked="" type="radio"/> YES <input type="radio"/> NO
5. Are forgone indirect costs used as match for the proposed grant program?	<input checked="" type="radio"/> YES <input type="radio"/> NO
6. Are employee time sheets supported by appropriately approved/signed documents?	<input checked="" type="radio"/> YES <input type="radio"/> NO
7. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<input checked="" type="radio"/> YES <input type="radio"/> NO

**D. PROCUREMENT**

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input checked="" type="radio"/> YES <input type="radio"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input checked="" type="radio"/> YES <input type="radio"/> NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<input checked="" type="radio"/> YES <input type="radio"/> NO
4. Does the organization maintain a system of contract administration to ensure Subcontractor conformance with the terms and conditions of each contract?	<input checked="" type="radio"/> YES <input type="radio"/> NO
5. Does the organization maintain written procurement policies and procedures?	<input checked="" type="radio"/> YES <input type="radio"/> NO

**E. CONTACT INFORMATION**

This individual will be contacted, if questions arise after review.

Prepared By: Doug Taylor

Job Title: CFO

Date: 5/8/2020 | 2:53 PM PDT

Phone & Email: 602-230-1116  
doug@specialolympicsarizona.org

**F. CERTIFICATION**

I certify that this report is complete and accurate, and that the Applicant has accepted the responsibility of maintaining a legal and valid financial system.

DocuSigned by:  
Doug Taylor  
AF942BCF9DDE409...

Signature

**G. COMMENT AND ATTACHMENTS**

Please type on a separate piece of paper to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment. Label this extra sheet as Financial Systems Survey - Comment. And attach any related and required documents at the end of Financial Systems Survey.



**IRS** Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248164828  
Apr. 20, 2011 LTR 4168C EO  
86-0307564 000000 00

00015967

BODC: TE

SPECIAL OLYMPICS ARIZONA INC  
2100 S 75TH AVE  
PHOENIX AZ 85043



036787

Employer Identification Number: 86-0307564  
Person to Contact: Tonya Morris  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Apr. 11, 2011, request for information regarding your tax-exempt status.

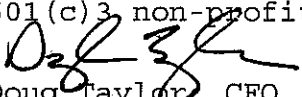
Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in April 2002.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

I, Doug Taylor, certify that Special Olympics Arizona, Inc. is a 501(c)(3) non-profit.

  
Doug Taylor, CFO

**ASURANCES FOR NON-CONSTRUCTION PROGRAMS**  
**OMB Approval No. 0348-0040**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

**NOTE:** If you have a current contract with the ADDPC **OR** have received a grant from the ADDPC in the past 3 years, you are not required to sign the Assurances for Non-Construction Programs.

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R 900, Subpart F).



6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to the nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276C and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National

Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air ) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with the Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights of 2013 (P.L. 112-239, U.S.C. §§4712 et seq., section 828 of the National Defense Authorization Act).
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program, including the U.S. Health and Human Services, 2 CFR Part 300, and 45 CFR Part 75; and Grants Policy Statement. Each governs the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000.

<div>SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL</div> <div><div>DocuSigned by:</div><div><i>Jamie Heckerman</i></div><div>45F77AE34EFA490...</div></div>	<div>TITLE</div> <div>President &amp; CEO</div>
<div>OFFEROR ORGANIZATION</div> <div>Special Olympics Arizona, Inc.</div>	<div>DATE</div> <div>5/7/2020   1:23 PM PDT</div>