

Year 2 Renewal Application
LEAP (Leadership Education Advocacy Partnership) Program
Contract Number ADDPC-FFY-10-1112-00
Contract Period October 1, 2012 – June 30, 2013

Submitted by

Lynn Kallis
Pilot Parents of Southern Arizona
2600 N. Wyatt Drive
Tucson, AZ 85712

I. Pilot Parents collaborated with individuals with developmental disabilities and parent leaders across the state to develop LEAP program policies and procedures, an applicant screening tool, an application form and an evaluation tool. Materials were translated into Spanish to accommodate Arizona's diverse population. The Pilot Parents website was updated and redesigned to include a training registry that consolidates local, state-wide and national training opportunities. Information about the LEAP program was disseminated widely across the state. Numerous agencies and organizations have shared and posted information about the program, provided detailed information for the training registry and referred scholarship applicants. Individuals with developmental disabilities and family members from across the state have submitted applications to attend various events. Numerous LEAP awards have been approved. Pilot Parents is on time with meeting the LEAP program objectives. To date, Pilot Parents has received 52 applications to attend various local, state and national events. Thirty awards have been approved totaling over \$23,000 in financial assistance. The feedback Pilot Parents has received regarding the LEAP program has been very positive. Post-event surveys reveal that ninety-three percent of attendees rate the application and award process as very good, with the additional seven percent rating the process as good. Eighty percent of respondents noted a definite increase in advocacy skills due to their training attendance. The remaining twenty percent report that the event somewhat increased their advocacy skills. Satisfaction with the program is high with ninety-three percent reporting that they strongly agree with the statement "I am satisfied with the LEAP program." We do not anticipate any barriers to reaching our program objectives at this time. Please note that there has been a high demand for LEAP program funds. To meet this demand Pilot Parents intends to designate a higher dollar amount of Council requested funds for scholarship awards during this renewal contract.

II. Please see Attachment A & B

III. Program Goal

To give individuals with Developmental Disabilities and their families valuable learning opportunities through participation in conferences, workshops and trainings that will increase their knowledge of disability issues and increase their skills as advocates.

Objective 1

Pilot Parents will increase the number of learning opportunities posted to the website training registry with a minimum of 6 events per month by soliciting event information from community collaborators.

Objective 2

Pilot Parents will award \$30,000 in financial assistance to eligible individuals to attend valuable learning opportunities by June 30, 2013.

- IV. Pilot Parents will continue to disperse information about the program via postal service, e-mail and at community events. We will also continue to solicit detailed training information from local, state and national resources. This will be done with frequent e-mail contact with these resources. Staff will also continue to search the internet for applicable opportunities. Each week new training opportunities will be posted on the on-line training registry. Applications will be screened using the approved selection tool. Each applicant will receive written notification of award. Approved awardees will receive written instructions on reimbursement procedures and timelines. Reimbursement requests will be reviewed and approved according to the established program policies and procedures. Pilot Parents staff will continue to be available to assist applicants in completing the application, award and reimbursement materials. Individual accommodations are made available to all applicants to insure the process is culturally competent, age appropriate and gender responsive. Pilot Parents will continue to recruit program participants by utilizing mass mail, e-mail and participation in outreach events. These methods strategically target entities that provide service and support to individuals with developmental disabilities and their family members. Each post-event survey is reviewed by program support staff and the Program Coordinator to determine if LEAP is achieving its program objectives. This participant input is vitally important to program improvement.
- V. Please see Attachment C
- VI. Pilot Parents relies upon strong community collaboration for the success of the LEAP program. We involve community partners by utilizing their assistance with program information dissemination and

recruitment efforts. For example, numerous agencies and organizations wrote and disseminated articles about the LEAP program in agency newsletters and publications. Collaborators are asked for and regularly provide detailed information on upcoming training opportunities that Pilot Parents uploads to the on-line training registry. Pilot Parents will increase community collaboration by researching and soliciting additional program partners throughout the state. Please see Attachment D

- VII. The LEAP program was created to assist the Arizona Developmental Disabilities Planning Council in the dispersal of funds for individuals with developmental disabilities and their families to attend valuable learning opportunities. This program will not be sustained without continued Council funding.
- VIII. Lynn Kallis, Executive Director of Pilot Parents, will continue to offer administrative oversight in the role of LEAP Program Director. She has been with Pilot Parents for 21 years and has previous experience and education in the field of radiology technology and nuclear medicine. Lynn will be responsible for supervision, management and evaluation of all program staff and activities devoting 12.5% of her time to this contract.

Karen Kelsch will continue to provide program coordination of the LEAP program. She has been employed with Pilot Parents for 7 years in the position of Program Coordinator and has a Bachelor of Science degree in Human Development and Family Studies from the University of Arizona. Karen will devote 25% of her time to the coordination of LEAP program activities including weekly update of the training registry, selection of participants, event eligibility, evaluation and correspondence with the Council.

Jo Ann Spencer will continue in her role as support staff for the LEAP program. She has been employed by Pilot Parents for 19 years and has a Bachelor of Arts in Education from James Madison University and a Master's degree from the University of Arizona. Jo Ann will be responsible for soliciting training information for the registry, recruiting participants, determining applicant eligibility, providing applicant award notification, assisting applicants in various form completion and explanation of program policies and procedures to applicants and community partners. She will spend 67% of her time devoted to these activities.

Cheryl McKenzie, Administrative Assistant, has worked for Pilot Parents for 15 years. She has an Executive Secretarial/Accounting degree from Bliss Business College. Cheryl will be responsible for maintaining the necessary accounting records and issuing reimbursement checks. She will dedicate 12.5% of her time to this contract.

- IX. With community and Council input Pilot Parents developed a post-event survey to be completed by each awardee after the approved event. This survey rates the application and award process, provides an area for recommendations on the process, rates the event, rates whether the event increased the attendees advocacy skills and asks the attendee to list the three most significant things they learned at the event. On the back of this survey is the Consumer Satisfaction Survey provided by the Council for federal reporting purposes. This survey asks the attendee whether they were treated with respect, have more control, can do more things in the community, program and life satisfaction level, knowledge of rights and ability to protect self from harm. There is also an area to note what has been helpful or not helpful about the program. Please see the attached survey. Pilot Parents support staff mail the post-event survey with the notification letter and evaluation and reimbursement instructions. Before reimbursement is issued Pilot Parents must have the completed evaluation form returned. Upon receipt of the evaluation the Program Coordinator reviews the results and notes the findings. This data is collected, analyzed and reported to the Council on the quarterly narrative report. Year-end evaluation data will be compiled and delivered to the Council within 30 days of the contract end date. This data is used to monitor the effectiveness of the program and make changes if deemed necessary.

Budget Request Form

Contractor Name: Pilot Parents of Southern Arizona

Contractor Address: 2600 N. Wyatt Drive Tucson AZ 85712
Street Address City State Zip

Project Name: LEAP (Leadership Education Advocacy Partnership) Program

| Budget Category | Requested ADDPC Funds | Non-Federal Cash Match | Non-Federal In-Kind Match | Total Program Cost |
|---|-----------------------|------------------------|---------------------------|--------------------|
| Personnel/Salaries | 12,734 | - | - | 12,734 |
| Fringe Benefits | 1,772 | - | 1,600 | 3,372 |
| Supplies / Operating Expenses | 300 | - | 498 | 798 |
| Travel | 30,000 | - | - | 30,000 |
| Rent or Cost of Space | - | - | 8,643 | 8,643 |
| Contracted Services / Professional Services | 600 | - | 1,000 | 1,600 |
| Administrative / Indirect Costs | 4,595 | - | 5,009 | 9,604 |
| Total Costs | 50,000 | - | 16,750 | 66,750 |

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.

Lynn Kallis
Name of Certifying Official

Executive Director
Title of Certifying Official

(520) 324-3150 Lynn@pilotparents.org
Phone Email

**Attachment B
Year 2 LEAP
Budget Narrative**

Personnel Salaries:

The project budget includes personnel salary costs for three individuals, all of whom are current employees of Pilot Parents of Southern Arizona. Total requested salary costs are \$12,734.00.

| Employee | Title | Hourly Rate | Hours/ Contract | Personnel Cost |
|-----------------|------------------------------|-------------|-----------------|----------------|
| Jo Ann Spencer | Support Staff | \$10.00 | 780 | \$7800 |
| Karen Kelsch | Project Coordinator | \$16.00 | 156 | \$2496 |
| Cheryl McKenzie | Administrative Support Staff | \$12.50 | 195 | \$2438 |

Fringe Benefits:

11% of salaries and administrative oversight for this grant have been calculated to cover fringe benefits. This line includes social security, Medicare, and workers compensation. This is the \$1,772 under this line item. PPSA will provide \$1600 in-kind match for employee health insurance coverage.

Supplies/Operating Expenses:

\$300 is being requested for office supplies to include letterhead, envelopes, copy and printing, office supplies, etc. PPSA will provide \$498 of in-kind match for operating expenses.

Travel:

These funds will be allocated for registration fees, mileage, hotel and accommodations for qualified individuals who are selected to attend trainings under this contract. These expenses will vary depending on the applications received, accommodations requested and funding available. \$30,000 has been allocated in the program budget for these expenses.

| | |
|--------------------------------|----------|
| Registration Fees | \$ 7,000 |
| Overnight Accommodations | \$ 7,000 |
| Travel expenses | \$10,000 |
| Attendant Care, Respite, Other | \$ 6,000 |

Rent or Cost of Space:

PPSA is not requesting rent or cost of space from ADDPC Funds. PPSA will use in-kind match of \$8,643 in rent.

Contracted Services/Professional Services:

\$600 is being requested from ADDPC for part of our contract with our bookkeeping and accounting service. Additionally PPSA will provide \$1000 of in-kind match towards expenses in this category.

Administrative/Indirect Costs:

\$4,595 of ADDPC funds are being requested in this category. This amount will cover administrative oversight (\$3375), partial PPSA Insurance fees (\$500) and partial PPSA phones and postage charges (\$720). PPSA will provide \$5,009 in this category for in-kind match.

IN-KIND MATCH**Fringe Benefits**

\$1600 towards employee health insurance

Supplies and Operating Expenses

\$498

Rent

\$8,643 towards office space

Contracted Services/Professional Services

\$1,000 to be divided between PPSAs contracted services for accounting and computers

Administrative/Indirect Costs

\$5,009 towards agency insurance, phones and postage expenses

Attachment C
Year 2 LEAP Implementation Plan

| Type of Activity | Person Responsible | Date Activity Will Be Completed | Type of Support Documentation |
|--|---------------------------|---|---|
| Public announcement of contract renewal to solicit applications for new program year | Karen Kelsch | October 15, 2012 | Print copy of announcement sent to community supporters |
| No less than 6 training opportunities posted to training registry each month | Jo Ann Spencer | Last day of each month | Print copy of monthly training registry |
| Notice of Award | Jo Ann Spencer | Within 15 days of receipt of application | Copy of award letters |
| Completion of post-event survey | Jo Ann Spencer | Within 30 days of event | Print copy of post-event surveys |
| Reimbursement sent to awardee | Cheryl McKenzie | Within 10 business days of receipt of completed paperwork | Print copy of reimbursement check |
| Program Evaluation | Karen Kelsch | July 31, 2013 | Evaluation report |

ASSURANCE FOR NON CONSTRUCTION PROGRAMS
OMB Approval No. 0348-0040
APPLICATION NO. ADDPC-FFY-10-1112-00

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: 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.

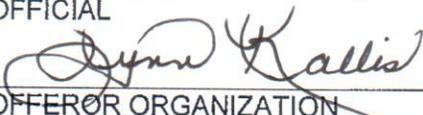
As the duly authorized representative of the applicant, I certify that the applicant:

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 or 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

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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 subagreements.
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.

| | |
|--|-----------------------------|
| SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL  | TITLE Executive Director |
| OFFEROR ORGANIZATION Pilot Parents of Southern Arizona | DATE August 2, 2012 |



GUIDE BY
YOUR SIDE

August 3, 2012

Karen Kelsch
Coordinator of PIP and LEAP
Pilot Parents of Southern Arizona
2600 N. Wyatt Drive
Tucson, AZ 85712

Dear Ms Kelsch,

As the program coordinator of Arizona Hands & Voices-Guide By Your Side, I am pleased to submit a letter of support for your application to the Arizona Developmental Disabilities Planning Council. The projects of Pilot Parents of Southern Arizona make funds available for persons with developmental disabilities and for families with children who have developmental disabilities to participate in conferences, workshops and other training that will increase their knowledge and ability to become effective advocates for both their own children and all children in Arizona.

Arizona Hands & Voices (AZHV) is a state chapter of a national non-profit organization that serves families who have children who are deaf and hard of hearing without bias regarding communication mode or method. Guide By Your Side (GBYS) is a program of Hands & Voices that serves families who have children who are deaf and hard of hearing throughout Arizona from birth to 21 years old. GBYS offers emotional and informational support to families. Parent Guides have first hand experience and current information about navigating the healthcare and special education systems in Arizona as well as practical living experience in raising a child who is deaf or hard of hearing. Arizona Hands & Voices collaborates with other agencies along with Pilot Parents to provide services for families.

In July 2012, three parents and one Deaf individual were awarded LEAP funds to attend a conference on supporting families with children who are deaf and hard of hearing. As a result, these individuals are actively working with Arizona Hands & Voices to share information with families either in one-to-one parent matches or in educational events planned for families.

Pilot Parents of Southern Arizona also provides exceptional training for parents by funding parents to attend the Partners in Policy Making program. On a personal note, as a graduate of that program, I went on to become a founding board member of Arizona Hands & Voices. We continue to encourage families to pursue this training.

Sincerely,

A handwritten signature in cursive script that reads "Jeanne Hollabaugh".

Jeanne Hollabaugh
Guide By Your Side Program Coordinator



Arizona TASH

August 10, 2012

Karen Kelsch
Coordinator of PIP and LEAP
Pilot Parents of Southern Arizona
2600 Wyatt Drive
Tucson, AZ 85712

Dear Ms.Kelsch,

AZTASH is pleased to submit a letter of support for Pilot Parents of Arizona in your application to the Arizona Developmental Disabilities Planning Council. Pilot Parents has been instrumental in providing numerous empowerment opportunities to self-advocates and families of children with developmental disabilities.

Their mission aligns very effectively with AZ TASH's mission to promote social justice for persons with significant disabilities through advocacy and shared resources and information.

Arizona TASH sponsors Arizona WINS (With INclusive Schools), a special project maintained by a group of parents and educators with the goal of providing high quality training and support to school personnel, family member and community service providers. The goal of AZWINS is to establish inclusive practices throughout all of Arizona's schools.

Although AZ TASH provides a significantly reduced registration fee for families, due to current economic conditions, many families don't have any funds to attend trainings. In June of 2012, LEAP scholarships were awarded to eight individuals to attend our AZWINS Summer Institute. These individuals spent two days in conference sessions on advocacy, collaborative teaming, inclusive education and much more. As the training coordinator, I spoke with many of these individuals who felt very empowered and grateful for the opportunity to attend. They felt supported, inspired, and filled with information that they could immediately use to support their children. Both Pilot Parents and AZ TASH feel that this is the greatest possible outcome of our work.

The Arizona TASH Board strongly supports the work of Pilot Parents of Southern Arizona.

Sincerely,

Sherry Mulholland

Sherry Mulholland
On behalf of Arizona TASH Board

LEAP Post-Event Survey

Name _____ Event Attended _____

Please rate the LEAP **application and award process**:

Very Good *Good* *Fair* *Poor* *Very Poor*

What improvements would you recommend?

Please rate how the training event **met your expectations**:

Very Good *Good* *Fair* *Poor* *Very Poor*

Would you recommend this particular event to others?

Yes *No*

Please rate whether this event has **increased your advocacy skills**:

Definitely *Somewhat* *Not at All*

What are the three **most significant things you learned** at the event?

How will you use your increased advocacy skills (personally, within the community and state-wide)?

Would you like more information on programs and services available through Pilot

Parents? *Yes* *No*

Please complete both sides of this form.

LEAP Post-Event Survey

Directions – Please check the category that best describes you

- Individual with a disability Family member Other _____

Directions – Please circle either **Yes** or **No** to tell us your opinion about the following statements.

1. I was treated with respect during the LEAP application, award, and reimbursement process.
Yes No

2. I have more choice and control as a result of attending the LEAP funded event.
Yes No

3. I can do more things in my community as a result of the LEAP funded event.
Yes No

Directions – Please circle the number that best describes your opinion.

4. I am satisfied with the LEAP program.

| | | | |
|----------------|-------|----------|-------------------|
| 4 | 3 | 2 | 1 |
| Strongly Agree | Agree | Disagree | Strongly Disagree |

5. My life is better because of participating in the LEAP program.

| | | | |
|----------------|-------|----------|-------------------|
| 4 | 3 | 2 | 1 |
| Strongly Agree | Agree | Disagree | Strongly Disagree |

What has been **helpful or not helpful** about the LEAP program? _____

6. Because of the LEAP program, I know my rights.
Yes No

7. I am more able to be safe and protect myself from harm as a result of the LEAP program.
Yes No

Please return this completed form to
Pilot Parent of Southern Arizona
2600 N. Wyatt Dr. Tucson AZ 85712
fax (520) 324-3152
email ppsa@pilotparents.org