

SCOPE OF WORK
RFGA ADDPC-FFY10-1112-00

1. Provide a summary of current progress in meeting the contract scope of work, including objectives and performance measure.

- a. The SPEAK! project is on schedule to meet the requirements of the grant as outlined in the scope of work and the timeline submitted. SPEAK! is successfully working with five self advocacy organizations in Maricopa and Pima counties; which include People First of Arizona-Phoenix Chapter, People First of Arizona-Tucson Chapter, Youth Action Council of Arizona, Oasis-Northwest Chapter, and COMPASS. Each self advocacy organization has been assessed by SPEAK! staff, utilizing an organizational assessment tool developed by Southwest Institute for Families and Children, to determine the strengths and weaknesses of each organization. The results of each assessment allows the SPEAK! staff to recommend trainings best suited for the organization. SPEAK! staff works with each organization to choose trainings and come up with a training plan.

As of August, 2012, SPEAK! staff created a self advocacy organization development curriculum that has eleven different sections. The sections are designed to guide self advocacy organizations through four phases of development which include organization structure development, resource development, retention and growth, and community presence. The curriculum is designed to be given through PowerPoint presentations that utilize accessible language and breaks up the presentation of each topic into small manageable steps. Trainings include worksheets and activities that are designed to be fun, interactive, and accessible to help self advocacy organizations reach their intended goals.

Through funding from SPEAK!, Southwest Institute for Families and Children updated its social networking site YAKKIT.org to create an HTML version of the learn section where people may access SPEAK! online video trainings. The trainings utilize the present.me website that creates online webinars in which SPEAK! staff and partners record their trainings, alongside their PowerPoint presentations, and embed them in the YAKKIT.org website. Users have the ability to submit questions and comments on each video in both text and video response form.

- b. Feedback has been positive from participants of self advocacy organizations who have attended the trainings. Participants are encouraged to speak up, provide input, and share personal experiences that might relate to the curriculum. SPEAK! staff who conduct the presentations encourage participants to work together to set goals and objectives. This interaction leads to livelier presentations, and in turn, reduces fatigue.

SPEAK! staff work hard to encourage self advocacy organizations, within Arizona and nationally, to participate in SPEAK! trainings. Extensive outreach efforts through e-mail and personal phone calls have been made to self advocacy organizations to encourage participation in the project as well as to collect contact information from each

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organization. Advertisement of the project has been sent out through various listservs as well as through the use of social media like Facebook.

SPEAK! has gained national attention by being featured in the newsletter of Self Advocates Becoming Empowered (SABE), a national organization led by, and representing, people with developmental disabilities throughout the United States. Furthermore, SPEAK! staff will be presenting the SPEAK! project at SABE's biennial national conference being held this year in St. Paul, Minnesota. Self advocates, and self advocacy organizations throughout the nation, will learn about Arizona's Developmental Disabilities Planning Council's commitment to improving self advocacy organizations, and will learn how they too can access the curriculum through the YAKKIT.org website free of charge.

- c. A lack of active self advocacy organizations throughout the state proved to be a barrier to achieving the goals set out in SPEAK!. Many former self advocacy organizations are no longer in operation due to a reduction or elimination of funds. We are in the midst of a global recession and often times funding for projects or support staff for self advocacy organizations is eliminated because it is seen as a non-essential program. For this reason, SPEAK! is unable to find an active self advocacy organization within Apache County. In exchange, SPEAK! Amended its scope of work to include working with a self advocacy organization within Pima County. SPEAK! has begun working with People First of Arizona-Tucson Chapter and plans to continue working with the organization throughout the span of the renewal grant.

For the upcoming year, SPEAK! staff plan to create and facilitate a self advocacy organization for people with developmental disabilities in Navajo County. The organization will be created and facilitated by Pauline and Armondo Yazzie with the full support and training from SPEAK! staff. The organization will be independent and sustainable by June 30, 2013.

The lack of funding for self advocacy organizations has also limited the time that these organizations have to meet. Groups often meet once a month for only a couple of hours before the support staff must attend other needs that are part of their jobs. This limits the time that SPEAK! staff have to do presentations. Often times, staff may only have one hour to get through presentations and activities. Anything that is left unfinished, must wait to the following month to continue. SPEAK! staff have been working with organizations to increase their meeting times and are considering providing all-day trainings on the weekend.

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- 2. Provide a budget for Year 2 and Match. Programs that are designated as Poverty must provide 10% match of the total program cost. Programs that are non-poverty must provide 25% match of their total program cost. Match can be either cash or in-kind. Food will be an allowable cost, if related to program activity. (See budget attachment and narrative labeled attachment A. and B).**
- 3. Provide up to three Objectives that support your overall Goal(s). Objectives must be measurable and outcome focused. Objectives shall be written as S.M.A.R.T. (Specific, Measurable, Attainable, Realistic and Timely). The Objectives shall support the approved Council's Objectives as stated in the 2012-2016 Five Year State Plan.**

Smart objectives for SPEAK! include:

1. The five self advocacy organizations currently working with SPEAK! staff will complete all requested trainings by June 30, 2013.
2. A self advocacy organization for people with developmental disabilities in Kayenta, Arizona, located in Navajo County, will be established by June 30, 2013.
- 4. Describe the chosen strategies or activities that will be implemented and how this relates to the current needs as it relates to services for persons with developmental disabilities. Describe how the chosen strategies are culturally competent, age appropriate and gender responsive. Describe how participants will be recruited and retained for the program. Describe how input from the participants be used to achieve program objectives.**

SPEAK! staff will continue working with the five currently recruited self advocacy organizations receiving trainings in Maricopa and Pima counties. The trainings will be based upon those elected in year one of the grant. Once trainings are complete, the organization will be reassessed to determine if any trainings need to be re-administered or if the organization would like further training in other areas.

Trainings will continue to be offered during their regularly scheduled organization meetings. However, SPEAK! will offer all day training sessions in which participants will receive lunch and snacks for their participation. All day trainings will not be more than six hours and will incorporate breaks and activities that will reduce meeting fatigue.

The recent economic downturn has led many self advocacy organizations in northern Arizona to disband. Demand for self advocacy groups is still high among self advocates, but requires facilitation and the infrastructure needed to have group meetings. SWI proposes to begin a self advocacy organization for people with developmental disabilities in Kayenta, Arizona located in Navajo County. Pauline Yazzie and her son Armondo, members of the Navajo tribe and residents of Kayenta, Arizona, will bring together members of the community and help facilitate a self advocacy organization.

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To ensure Pauline and Armondo have the expertise needed to begin and facilitate a self advocacy organization, both will receive training and support from the current SPEAK! staff in a train the trainer model that will utilize the curriculum developed in SPEAK!. Trainings will occur throughout the span of the first three months of the project, and will take place at SWI offices in Scottsdale, Arizona. SPEAK! staff will also travel to Kayenta, Arizona throughout the lifespan of the project to ensure the self advocacy organization is being developed through to the requirements of the curriculum.

Once trained, Pauline and Armondo will have the responsibility of recruiting members for the self advocacy organization. Due to their local community presence, and being of Navajo descent, Pauline and Armondo have a unique insight into the cultural norms of their community as well as first-hand knowledge of local resources and possible partnerships. Furthermore, Armondo himself, a person with a developmental disability, has experience as to the needs of people with disabilities in the Navajo community. Recruitment for members will include contacting local community centers, churches, and other communal areas to share information about the newly formed organization via flyers and brochures. Information will also be shared with local businesses, agencies, and nonprofit organizations that work directly or indirectly with people with developmental disabilities, their families, or supports. In support, SPEAK! staff will assist Pauline and Armondo in the development of materials to ensure all publications are accessible and adhere to the standards of the SPEAK! project. By June 30, 2013, SPEAK! staff, with the help of Pauline and Armondo, will have developed a fully independent and self sustaining self advocacy group in Navajo County.

As is the current practice, presentations and activities will continue to be interactive and engaging to all participants. Each presentation and activity uses plain language and is designed in a step-by-step process that allows participants to follow along and understand each process until achieving their intended goal for the training. Feedback is always encouraged and changes to the presentations and activities are done as requested or required by participants while presenters are giving their presentations. SPEAK! staff also provide satisfaction surveys to members to determine the effectiveness of the presentation. Any feedback is taken into consideration to improve the quality and effectiveness of the trainings.

- 5. Provide an implementation plan that lists out sequentially the activities. At a minimum, an implementation plan will list who is responsible for the task, when will it be completed (date) and by what method will you know (measurement). (See Attachment C).**
- 6. Describe your effort to involve and increase community collaboration in your program. How has the community supported your efforts and the program? Provide two current letters of support that show effort of support towards the program objectives. (See Attachment D).**

SPEAK! has received support from self advocacy organizations on the local and national level. While we are working with local self advocacy organizations, SPEAK! staff have been invited to speak at Oasis's self advocacy conference in Payson Arizona. There, SPEAK! staff will share the benefits of participating in SPEAK! trainings to self advocacy organizations

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throughout the state. SPEAK! staff will also be providing a training to all participants with the goal of creating their own elevator speech about their organization.

On the national level, SPEAK! has received support from Self Advocates Becoming Empowered, a national self advocacy organization led by people with developmental disabilities. SPEAK! staff have been invited this year to present SPEAK! at their biennial national self advocacy conference being held this year in St. Paul, Minnesota. Conference participants will learn the benefits of using SPEAK! online, how to access the online trainings and worksheets, as well as participate in one SPEAK! training activity.

- 7. Describe how the program will be sustained without Council funding. Discuss strategies and methods that will be utilized to seek alternative resources to sustain the program.**

SPEAK! will continue to work with the five identified self advocacy organizations currently working with SPEAK! staff. Through the trainings, self advocacy organizations will develop sustainability plans that will allow them to develop funding streams to continue their work independently. Trainings will remain available on the YAKKIT.org website in the comments section will be monitored by SWI staff. Videos will continue to stream from the present.me website servers. Funding for the present.me website account will be raised by SWI through donations and fundraising.

- 8. Describe the role of each key staff involved with the project either in a paid or unpaid position by the grant. Resumes are not required.**

Name of person: Armondo Ree Duran

Position currently held with Applicant: Kayenta Connect to Help Circle- Volunteer Helper

Proposed position for contract service and percentage of time devoted to the contract service: Navajo County Youth Coordinator, 0.25%

Number of years with Applicant:

Identify the primary function(s) of this person in terms of providing services under this Contract: Assist Pauline Yazzie in the start and facilitating a new self advocacy group for people with developmental disabilities.

Briefly describe the person's work experience, job training, and formal education:

Since 2002 from Dine for Our Children- Window Rock, Jenny Rogers /Fran Roanhorse and continued with Connect to Help Circle to present day.

(Inventory Records Keeper; Setting up and Putting down the Donated items)

Workforce Department for one summer during my Junior year working with the Maintenance Department as a Grounds Keeper, where I operate a mini loader, and Keep my own time-sheet, managing the office, where I answer phone and take messages. In 2011 the Kayenta OSER placed me to Navajo Technical College, where I finish my Beginning Plumbing Training. I Graduated with the Monument Valley High School (ESS-Student), Kayenta, Arizona.

Name of person: Jayme Perkins

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Position currently held with Applicant: Office Manager

Proposed position for contract service and percentage of time devoted to the contract service: Office management and support, 0.1%

Number of years with Applicant: 5 year

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

Contract: Bookkeeping, ordering materials and supplies, support

Briefly describe the person's work experience, job training, formal education:

Over 10 years of management and bookkeeping experience.

Name of person: Pauline Frances Yazzie

Position currently held with Applicant: Kayenta Liaison- Connect to Help Circle

Proposed position for contract service and percentage of time devoted to the contract service: Navajo County Self Advocacy Organization Coordinator, 0.25%

Number of years with Applicant: 9 years (Dine for Our Children/Connect to Help Circle)

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

Contract: Start and facilitate a new self advocacy group for people with developmental disabilities.

Briefly describe the person's work experience, job training, and formal education:

One on one First Things First Survey, Questioner about the Health care system, Township Survey, Navajo Nation Survey with Census. Distributed food and donated clothes or items to local families.

Worked with elderly In-home care.

Volunteer one on one teaching with the Elementary School.

Computer Technician; Completed is the Northland Pioneer College with Associate Arts Studies, and continue with Dine College for Business.

Name of person: Teresa L. Moore

Position currently held with Applicant: SPEAK! Project Co-Director, Sub-Contractor & Volunteer: Youth Services Disabilities Networking

Proposed position for contract service and percentage of time devoted to the contract service: Co-Director of Supporting People in Empowerment, Advocacy, and Knowledge (SPEAK!) 0.25%

Number of years with Applicant: 2 ½ years

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

The primary functions as co-director will be to update self advocacy groups and interview organizations that support self advocacy activities, and build a database from collected information. Assist with assessment, trainings and plan implementation. Consult with team about strategies throughout processes, and provide reporting information as requested.

Briefly describe the person's work experience, job training, formal education:

Teresa Moore has 17 years experience working with individuals with developmental disabilities, 15 of those years working with projects that are connected to the self advocacy movement in the United States. Ms. Moore has been self employed for 11 years with Moore Advocacy Consulting as a sub-contractor in four Administration on Developmental Disabilities (ADD) Projects of National Significance; *Project Vote!*, *Set Yourself Free*, *Mobilizing for Self-Determination*, *My Voice, My Choice* and three grants, 1) *Core Indicator*

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Project, 2) Pathways to National Service and internationally at Cyprus at the Disability and Advocacy Bi-communal Conference 3) *Planting the Seeds for the Future* grant. Additionally, Ms. Moore has been a trainer, presenter, panelist or key-note in 13 states, in the areas of self advocacy, self determination, leadership, strategic planning and coalition building.

Ms. Moore has been employed by the Arizona Bridge to Independent Living (ABIL) where she started the *People First of Arizona* organization with a start-up grant, recently rejoined (ABIL) staff with the *This Is My Life* (TIML) project originally a Robert Woods Johnson grant team member Ms. Moore assisted in bringing the self determination movement to Arizona. (TIML) is now a grant with the Division of Developmental Disabilities. While working at Pilot Parents (now Raising Special Kids) she worked with families of transitioning youth into employment in the (ADD) Project of National Significance *First Jobs Arizona* project. Also, the Governor's Council on Developmental Disabilities employed Ms. Moore to assist with forming the "Self Advocacy Coalition of Arizona" assisting the group to become a non-profit. Ms. Moore also served 6 years on the national Self Advocates Becoming Empowered Board of Directors as Vice-President major accomplishments; being a trainer on Project Leadership in Washington DC, providing national training and assisting with the development of a toolkit with *Everyone Can Serve*, supporting the development of the *Self Advocacy Startup Toolkit* as committee Chairperson, and presenting or performing in the Advocacy in Action Video, and Introducing SABE videos. She also volunteers as the Chief Editor of the "RIOT" national self advocacy newsletter.

Name of person: Juliana P. Huereña

Position currently held with Applicant: SPEAK! Project Coordinator, First Thing First Parents as Partners for Early Success Literacy Facilitator and 21st Century Parent Education and Coordination Coordinator

Proposed position for contract service and percentage of time devoted to the contract service: Project Coordinator for Supporting People in Empowerment, Advocacy, and Knowledge (SPEAK!), 0.5%

Number of years with Applicant: 3 year contract, 2 year staff

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

The primary functions will be to improve any curriculum developed in the first year, manage logistics for the project, assist in trainings and follow up evaluation as dictated in a written plan of action.

Briefly describe the person's work experience, job training, formal education:

Juliana Huereña has a bachelor's degree in General Studies from Northern Arizona University, with a Minor in Business Management and a focus in English. She also has a Bachelor's degree in Music from Arizona State University. She completed her music Therapy internship at Sonoma Developmental Center and Hanna Boys Center in Northern California. In July 2011 she received her 3rd cycle board certification as a Music Therapist. She has been a board certified music therapist for 12 years. She has created, developed, implemented and evaluated music therapy programs. Juliana also trained childcare staff on how to include children with disabilities in their centers throughout the state of Arizona with the Easter Seals/Blake Foundation in Tucson, Arizona. Juliana has also supported the self

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advocacy movement from the beginning in Arizona with People First of Arizona and the Self Advocacy Coalition of Arizona. Juliana has also been a self advocacy statewide advisor and has just been appointed Self Advocates Becoming Empowered national advisor in 2011. Finally, Juliana has assisted in the logistics, coordination, program restructuring, development, implementation, and parent information resources for First Thing First funded events for SWI projects: Parents as Partners for Early Success and 21st Century Parent Education and Coordination.

Name of person: George Garcia, MSW

Position currently held with Applicant: SPEAK! Project Manager and Youth Services Manger

Proposed position for contract service and percentage of time devoted to the contract service: Co-director, 0.8%

Number of years with Applicant: 5 years

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

Serve as the senior administrator, provides programmatic oversight, serves as the lead programmatic consultant to the selected agencies, and manages the YAKKIT.org website.

Briefly describe the person's work experience, job training, formal education:

George Garcia will be the director of the proposed project. A graduate of Arizona State University School of Social Work with his master's degree, George has the knowledge necessary to implement and oversee the project. Furthermore, George has four years experience coordinating youth services for Southwest Institute for Families and Children's federally funded Project of National Significance, *Set Yourself Free*. As part of these responsibilities, George oversees the Youth Action Council of Arizona (YAC-AZ), a youth group for youth with disabilities with the purpose of empowering its members to be self advocates and educating them as to the needs and resources of the community. Today, YAC-AZ is the preeminent youth group in Arizona that is actively empowering youth to be tomorrow's leaders in the disability movement. In partnership with the Department of Education, George Garcia and YAC-AZ also implement a yearly youth Summit that brings youth from around the state to learn about the resources and skills necessary to successfully transition into adulthood. Aside from his work experience, George Garcia has first-hand knowledge as to the needs and issues faced by those with a developmental disability. Having acquired a disability at the age of twelve, George has experience facing some of the same issues that affect others with developmental disabilities such as budget cuts, the need for gainful employment, and independent living.

Name of person: Karen W. Burstein, PhD

Position currently held with Applicant: Director and Senior Scientist, Southwest Institute for Families and Children

Proposed position for contract service and percentage of time devoted to the contract service: Evaluator and curriculum developer for the SPEAK! Project 10% (My time is an in-kind contribution to the SAN project and should be valued at \$11,250)

Number of years with Applicant: 13 years. I started/incorporated Southwest Institute for Families and Children with my colleague Dr. Tanis Bryan, PhD, while we were faculty at Arizona State University. Today SWI has an annual budget of \$3,500,000 and a team of 32

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staff members who conduct research and development studies in the areas of health care, education, and support services for children and families, especially those with disabilities.

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

I am the overall senior administrator of the organization as well as the Principal Investigator on the PVIP and MDCERF federal research projects. I have served as Principal Investigator on over 25 federal research and demonstration projects as well as the external evaluator on over 40 large and small scale projects.

Briefly describe the person's work experience, job training, formal education:

I am trained as a special education teacher with certifications in MR, LD, and EBD. I served as an administrator in health care and education. In 1989, I began doctoral studies at Arizona State University. I have a PhD in psychology with an emphasis in research. Since 1994, I have conducted research and demonstration projects related to individuals with special health and developmental needs including five federally funded projects with the Health Services Resource Administration focusing on access to health care for children and youth with special needs. I have served as Principal Investigator on several OSERS funded initiatives for special education interventions as well as an ADD Project of National Significance related to transition of youth with disabilities. Currently, I oversee five federal and state funded initiatives related to early education and parent education. Prior to starting SWI, I was a research professor at Arizona State University.

9. Describe the evaluation plan for ongoing monitoring and achieving measurable outcomes and sustainability efforts. *Evaluation survey is attached.*

SPEAK! utilizes an assessment tool, created by SPEAK! staff, that measures a self advocacy organization's structure, components, and sustainability to determine the strengths and weaknesses of the organization. The assessment is administered by SPEAK! staff at the beginning of the program to help determine which trainings would be best appropriate for the organization at that particular point. Once SPEAK! staff and organization members have chosen a curriculum they would like to learn from, trainings are given with activities and goals that must be accomplished to meet the requirements of the assessment.

Activities and goals met indicate to the staff that the organization has met the standard as to what constitutes an effective self advocacy organization. Upon completion of all trainings agreed upon, SPEAK! staff reassess the organization to determine how much has the organization improved and if any further training is required or requested.

**ATTACHMENT A
BUDGET NARRATIVE YEAR 2
APPLICATION NO. ADDPC-FFY-10-1112-00**

Funds are requested for the following allowable costs in accordance with the Office of Management and Budget circulars for non-profit accounting.

PERSONNEL/SALARIES, \$67,488.00

- a. Co-Director, George Garcia, MSW 0.8 FTE (\$26,208.00) salary for 39 weeks X \$52,416.00/annual wage to serve as senior administrator, provides programmatic oversight, train new coordinators, facilitate new group in Navajo County and manages yakkit.org.
- b. Project Coordinator, Juliana Huereña, MT-BC 0.5 FTE (\$15,600.00) salary for 39 weeks X \$41,600/annual wage to support Moore and Garcia to review and prepare materials and logistics for the team.
- c. Navajo County Coordinator, Pauline Yazzie \$5,850 (10 hours X \$15.00 X 39 weeks) She will learn the curriculum, start and facilitate a new self advocacy group for people with developmental disabilities.
- d. Navajo County Youth Coordinator, Armondo Ree Duran \$4,680 (10 hours X \$12.00 X 39 week) will assist Pauline Yazzie in the start and facilitating a new self advocacy group for people with developmental disabilities.
- e. IN-KIND COSTS CONTRIBUTED BY SWI: Director of SWI, Karen Burstein, PhD, 0.1 (\$11,250) salary for nine months X \$150,000.00/annual wage will provide the formative and summative evaluations of SPEAK, and provide administrative and fiscal oversight.
- f. IN-KIND COSTS CONTRIBUTED BY SWI: Office manager, Jayme Perkins will support the SPEAK project

FRINGE BENEFITS, \$11, 455.00

Employee Related Expenses –SWI has a formula FICA 6.2%, Medicare 1.45%, FUTA 6.2% = 13.85% and 10% for Insurance. George Garcia's fringe benefits amount is (\$26,208 X 13.85%) \$3,629.81, Juliana Huereña fringe benefits amount is (\$15,600 X 17.65%) \$2,753.40, Pauline Yazzie's fringe benefits amount is (\$5,850 X 13.85%) \$810.23, Armondo Ree Duran's fringe benefits amount is (\$4,680 X 13.85%) \$648.18. The total amount is \$7,842.

IN-KIND FRINGE BENEFITS – Both Burstein and Perkins are full time employees. Karen Burstein's fringe amount is ($\$11,250 \times 23.85\%$) \$2,683.13 and Jayme Perkin's fringe amount is ($\$3,900 \times 23.85\%$) \$930.15. The total amount is \$3,613.28.

SUPPLIES/OPERATING EXPENSES, \$5,097.00

- a. General office supplies include pens, paper, black and color ink for printer for the amount of $\$37.44/\text{month} \times 9 \text{ months}$ for \$336.96.
- b. Refreshments as for 10 meetings (4 meetings in Kayenta, 3 meetings in Tucson, 3 meetings in Phoenix) for 10 persons $\times \$7.5$ per person = \$750
- c. Statewide 800 telephone number for self advocates at \$40/month for 9 months = \$360.00
- d. Internet and office IT services ($\$1,000.00/\text{month} \times 10\%$) = \$900.00
- e. Funds for marketing/branding activities for each group $\$550.00 \times 5 \text{ groups} = \$2,700.00$

TRAVEL, \$8,079.00

- a. Ground transportation for 9 months \$3,194.40
 - 1. Kayenta presentation trips 552 miles roundtrip 4 times
 - 2. Local presentation travel for self advocacy groups 400 miles/month
- b. Lodging and meals for 5 person (3 SWI staff and 2 attendants) \$4,885.00
 - 1. Kayenta presentation trips 4 nights $\times \$131.00$ (GSA 2012)
 - 2. Tucson presentation trip 3 nights $\times \$151.00$

RENT OR COST OF SPACE, \$5,400.00

Office space at the main office in Scottsdale is $\$18/\text{sqft.} \times 300 \text{ sqft.} = \$5,400.00$

CONTRACTED SERVICES/PROFESSIONAL SERVICES, \$12,160.00

Co-Director Teresa Moore fee to serve as the lead networking consultant for self advocacy organizations across the state, oversee SWift® Resource maintenance, provide programmatic development, and is the lead consultant. Moore is also responsible for building the network of statewide self advocacy organizations for long-term sustainability.

ADMINISTRATIVE/INDIRECT COSTS, \$9,084.00

SWI has an approved Indirect Cost Rate of 20% from the cognizant agency HHS for all non-construction programmatic activities for the period of January 1, 2011 to December 31, 2013. SWI will forgo 50% of this rate as an additional in-kind contribution to the SPEAK project. We will claim the applied cost of \$9,084.00

TOTAL REQUESTED FROM ADDPC \$100,000.00

TOTAL NON-FEDERAL IN-KIND MATCH \$18,763.00

TOTAL PROGRAM COST \$118,763.00

Budget Request Form

Contractor Name: Southwest Institute for Families and Children

Contractor Address: 5111 N. Scottsdale Rd, Suite 151, Scottsdale, Arizona 85250
Street Address City State Zip

Project Name: Supporting People in Empowerment, Advocacy and Knowledge (SPEAK!)

| Budget Category | Requested ADDPC Funds | Non-Federal Cash Match | Non-Federal In-Kind Match | Total Program Cost |
|---|-----------------------|------------------------|---------------------------|--------------------|
| Personnel/Salaries | 52,338 | | 15,150 | 67,488 |
| Fringe Benefits | 7,842 | | 3,613 | 11,455 |
| Supplies / Operating Expenses | 5,097 | | | 5,097 |
| Travel | 8,079 | | | 8,079 |
| Rent or Cost of Space | 5,400 | | | 5,400 |
| Contracted Services / Professional Services | 12,160 | | | 12,160 |
| Administrative / Indirect Costs | 9,084 | | | 9,084 |
| Total Costs | 100,000 | - | 18,763 | 118,763 |

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.

Karen Burstein
Name of Certifying Official

Director
Title of Certifying Official

480222-8800
Phone

k.burstein@swifamilies.org
Email

Attachment C
APPLICATION NO. ADDPC-FFY-10-1112-00

| Activity | Year 2 | | | | | | | | | Direct Responsibility | Date of Completion | Supported Documentation |
|---|--------|----|----|---|---|---|---|---|---|---|--------------------|-----------------------------|
| | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | | | |
| Work with OASIS-Northwest Chapter to complete training goals | X | X | X | X | X | X | X | X | X | George Garcia, Teresa Moore, and Juliana Huereña | June 30, 2013 | Speak training portfolio |
| Work with YAC-AZ to complete training goals | X | X | X | X | X | X | X | X | X | George Garcia, Teresa Moore, and Juliana Huereña | June 30, 2013 | Speak training portfolio |
| Work with People First of Arizona- Phoenix Chapter to complete training goals | X | X | X | X | X | X | X | X | X | George Garcia, Teresa Moore, and Juliana Huereña | June 30, 2013 | Speak training portfolio |
| Work with COMPASS to complete training goals | X | X | X | X | X | X | X | X | X | George Garcia, Teresa Moore, and Juliana Huereña | June 30, 2013 | Speak training portfolio |
| Work with People First of Arizona-Tucson Chapter to complete training goals | X | X | X | X | X | X | X | X | X | George Garcia, Teresa Moore, and Juliana Huereña | June 30, 2013 | Speak training portfolio |
| Train new project coordinators in Navajo County using SPEAK! curriculum | X | X | X | | | | | | | George Garcia, Teresa Moore, and Juliana Huereña, | Dec 31, 2012 | Certificate of completion |
| Secure new self advocacy organization meeting location in Kayenta, AZ | | X | X | | | | | | | George Garcia, Pauline Yazzie, and Alfonso Yazzie | Dec 31, 2012 | Memorandum Of Understanding |
| Advertisement to recruit new members for self advocacy group in Kayenta, AZ | | | | X | X | X | X | X | X | George Garcia, Pauline Yazzie, and Alfonso Yazzie | June 30, 2013 | Flyers |
| Conduct self advocacy meetings, implementing SPEAK! Trainings | | | | | X | X | X | X | X | Pauline Yazzie and Alfonso Yazzie | June 30, 2013 | Plan of action |



C/o People First of Missouri
P.O. Box 30142
Kansas City, MO 64112
www.sabeusa.org

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Kansas
Eric Treat
Arkansas

August 1, 2012

Arizona Developmental Disabilities Planning Council

Dear Mr. Clausen:

Self Advocates Becoming Empowered (SABE) is very pleased to support the Supporting People in Empowerment, Advocacy and Knowledge (SPEAK!) project Self Advocacy Renewal Grant, ADDPC-FFY-1112-00.

We believe that the project provides information and training that will benefit the self advocacy movement. We are aware of the need to strengthen the power of our local groups, state organizations and our SABE's national regions access to online information.

We know that you are committed to self advocacy and we hope that you will support the SPEAK! Renewal Grant. We look forward to the continuation of the project and the sharing of new tools that support the future of self advocacy.

Sincerely,

Betty Williams, President
Self Advocates Becoming Empowered

O . A . S . I . S .

NORTHWEST CHAPTER

3146 E. WINDSOR AVE PHOENIX, AZ 85008
(602)-956-0400 – FAX (602) 957-7610

Dale Holmes, President
Sheree Lloyd, Vice President
Monica Cooper, Secretary
Alfie Hanna, Treasurer
Rollie Bradford, Sgt of Arms

August 1, 2012

Arizona Developmental Disabilities Planning Council

Dear Mr. Clausen:

OASIS - Northwest Self-Advocacy Group is very pleased to support the self advocacy efforts of the Supporting People in Empowerment, Advocacy and Knowledge (SPEAK!) project Renewal Grant, ADDPC-FFY-1112-00.

We believe that the project's information and training has benefited the OASIS-Northwest Chapter of self advocates to plan their goals and recruit more people to join. We continue to have individuals involved telling us their likes and dislikes and learning about making bigger decisions as they practice their self advocacy and self determination.

If we can provide any information please contact Nancy Tobey who supports the Chapter during the SPEAK! Trainings.

Sincerely,



Nancy Tobey

Advisor

OASIS Northwest

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

ASSURANCE FOR NON CONSTRUCTION PROGRAMS
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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.

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| SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL  | TITLE <i>Director</i> |
| OFFEROR ORGANIZATION <i>SWI</i> | DATE <i>8/13/12</i> |