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ARIZONA CENTER FOR DISABILITY LAW

Arizona Developmental Disabilities Planning Council
Grants Renewal Application #3
Legal Options Manual and Training

a. **Summary of current contract, objectives and performance measures.**

During the second Legal Options grant year, the ACDL utilized its expertise in Plain Language formatting to modify the Legal Options Manual to make it more accessible to a broader base of users. The ACDL conducted several trainings in Yuma, Tucson, Casa Grande, Flagstaff, and conducted several different trainings in Maricopa County in both Spanish and English. A press release and flyer was released about all scheduled trainings.

b. **Budget for Year 3/Match.**

See attachment DDPC Legal Options ACDL Budget Year 3.xls

c. **Overall Goal.**

The ADDPC State Plan Goal Validating this Project is listed below:

Goal 3: Empower persons with developmental disabilities, their families, and others who support them by linking them to information that promotes informed decision making about choices and their quality of life.

Objective 2: Provide information and/or link people to reliable information in a variety of formats on topics that are important to persons with developmental disabilities, their families and others who support them.

We will expand to 9 legal options trainings that will cover the state and reach out to unserved and underserved communities. According to the feedback the Center received in the surveys for year two, request for more training was strongly desired.

d. **Objectives**

There are two objectives for the project:

Expand trainings in the underserved communities, and select specific locations in Navajo, Yuma, Maricopa (south Phoenix) counties; Yavapai, Mohave, Pima, Graham, Greenlee and Pinal Counties.

Target population/community.

It is critical that the DDPC continue its efforts to reach persons with developmental disabilities, providers and family members in rural, underserved communities. Therefore, ACDL proposes to

continue to provide Legal Options training in Yuma, Maricopa (south Phoenix) counties; Yavapai, Mohave, Pima, Graham and Pinal Counties.

ACDL and the DDPC have both continued to receive feedback that indicates communities are interested in receiving Legal Options training. Based on community feedback, ACDL proposes to train in such areas as Prescott; South Phoenix, Yuma, Pinal County, Tucson, Safford and Kingman or Parker. Depending on attendance and feedback, ACDL may present twice in at least one or two locations such as South Phoenix or Tucson.

ACDL will utilize culturally competent methods with respect to services, supports, or other assistance, means services, supports, or other assistance that is conducted or provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of individuals who are receiving the services, supports, or other assistance, and in a manner that has the greatest likelihood of ensuring their maximum participation in the program involved. To accomplish this goal, ACDL will engage in the following efforts to ensure maximum participation in the program:

1. Each training will include:
 - i. Training for persons with disabilities, family members, DES staff, Regional Behavioral Health Authority staff, and local school personnel. 2.5 hours will be the actual training.
 - ii. Three trainings in Spanish for persons with disabilities and family members if at least 4 or more persons have requested a Spanish training. 2.5 hours which is the actual training.
 - iii. Availability of training in Spanish through language interpretation equipment will be provided if three or less persons require Spanish language training.
 - iv. Outreach booth with Arizona DD Network material.
2. Each training will be staffed by a protection and advocacy attorney, a legal extern or pro bono volunteer and a DDPC staff member. Two (2) of the trainings will also include a protection and advocacy Spanish-language advocate.
3. ACDL will contact Spanish speaking organizations that work with persons with disabilities such as GANE (Spanish: Grupo de Apoyo para Niños Especiales) to ensure widespread distribution.

e. **Implementation Plan, October 1, 2012 to September 30, 2013,**

Task 1 -- Printing (Really it's just a matter of printing this past manual)

1. DDPC will print copies of the manual in English.
2. DDPC will print copies of the manual in Spanish.
3. DDPC will print copies of the manual in large print.
4. DDPC will utilize vendor on state contract for printing at a cost that is reasonable.
5. Deadline date to complete Task 3: February 29, 2013.

Task 2 -- Conduct training on the revised Legal Options manual.

4. Seven communities will receive 9 trainings: 3 underserved communities in Yuma, Maricopa (south Phoenix) counties; Yavapai, Mohave, Pima, Graham and Pinal Counties.
5. Each training will include:

- v. Training for persons with disabilities, family members, DES staff, Regional Behavioral Health Authority staff, and local school personnel. 2.5 hours.
 - vi. Three trainings in Spanish for persons with disabilities and family members if at least 4 or more persons have requested a Spanish training. 2.5 hours.
 - vii. Availability of training in Spanish through language interpretation equipment will be provided if three or less persons require Spanish language training.
 - viii. Outreach booth with Arizona DD Network material.
6. Each training will be staffed by a protection and advocacy attorney and a DDPC staff member. Three (3) of the trainings will include a protection and advocacy Spanish-language advocate or a Spanish Speaking Attorney.
 7. ACDL will provide stipends averaging \$625 per training to assist with gas, respite, and/or attendant care services: up to \$25 gas plus respite or attendant care services. ACDL elicits participant participation at the end of the training by requesting participants to fill out the evaluation form, and for those who have family members with disabilities or their caregivers, to speak with ACDL support staff at the event to apply for the stipend.
8. Deadline to complete Task 2: September 30, 2013.

Task 3– Survey for outcomes.

1. ACDL will revise and utilize a tool developed by NAU/IHD to survey for outcomes after the training and 30-60 days post training.
2. Deadline to complete Task 3: September 30, 2013.

f. Anticipated Barriers.

ACDL brought on new legal staff in 2011. With a year of experience and familiarity with ACDL and the DD Network, internal communication has improved greatly. The only anticipated barrier is obtaining Spanish participation in rural areas which in some locations has been difficult.

g. Training for existing staff.

We do not anticipate any training needs for existing staff.

h. Key staff.

Jennifer Alewelt, ACDL Staff Attorney, will again lead and coordinate this project.
 Ed Myers, Deputy Executive Director, will supervise and conduct at least one training.
 Perl Jude Radecl, Executive Director, has overall program oversight and responsibility.
 Mavis Lauritzen, ACDL Support Staff, will provide project secretarial and administrative support.
 Tim Deltrich, ACDL Office manager will provide administrative support.
 Martha Leon, ACDL Advocate, will conduct our Spanish-language training.
 Sarah Kader, ACDL Staff Attorney, will provide one training in either English or Spanish.
 Asim Varma, ACDL Staff Attorney, will provide one training in English.

Externs/Pro Bono Volunteers from Arizona State University, University of Arizona and Phoenix Schools of Law or from the Sonoran UCEED will be utilized.

i. Community collaboration.

This project has received widespread community support. Both the DDPC and ACDL have received requests to bring the Legal Options Training to other communities. This speaks to need for the training and support of the community for the program. One well known Spanish speaking group known as GANE (Spanish: Grupo de Apoyo para Niños Especiales) has expressed interest in assisting with outreach to the Spanish speaking community.

j. Outcomes.

To determine outcomes, ACDL will have participants fill out a survey immediately after the training event. The survey will ask following pertinent questions:

What information do you plan on using from the training?; Were the resources provided in the training helpful?; I (or my family member) was treated with respect during the training?; I (or my family member) have more choices and control as a result of this training?; I (or my family member) can do more things in my community as a result of this training?; I am satisfied with this training.; My life is better because of this training.; Because of this training, I (or my family member) know our rights.

k. Evaluation.

ACDL Staff Attorney, Jennifer Alewelt, will conduct the evaluation. ACDL support staff will tabulate the results. Information will be shared with the DDPC. ACDL will distribute a survey immediately following each training to determine participant satisfaction with the training and material. ACDL survey each participant 30-60 days post training to determine if the participants used the training and/or the material for an outcome that was less restrictive than a guardianship.

l. Forms and Attachments.

Attachment A. Funds Requested Page

Attachment B. Budget

Attachment C. Budget Narrative

Attachment C

ARIZONA DEVELOPMENTAL DISABILITIES PLANNING COUNCIL Grants Renewal Application

Arizona Center for Disability Law Year 3 – Legal Options Manual/Training 10-Month Contract

Budget Narrative

Salaries

Attorneys

ACDL will utilize five attorneys for the project. Attorneys Ed Myers and Perl Jude Radeck will provide oversight and supervision. ACDL anticipates needing 18 hours of project oversight and supervisory time throughout the contract period, or approximately 1.5 hours per month (.01 FTE).

ACDL Staff Attorney Jennifer Alewelt will be the project coordinator, communicate with the DDPC, and coordinate and conduct three or four trainings. Ms. Alewelt will work approximately 24 hours on this project or 2.4 hours per month (.014 FTE).

ACDL staff attorney Asim Varma will conduct two trainings in South Phoenix. ACDL staff attorney Sarah Kader will conduct 2 trainings, with the possibility of one training being conducted in Spanish language in Yuma, as well as one training in Safford. Deputy Executive Director Ed Myers will conduct 1 training in Parker, Arizona

Total attorney time on the project will be 85 hours (.05 FTE).

ACDL Advocate

ACDL will utilize advocate Martha Leon to deliver Spanish-language trainings in two locations.

ACDL anticipates needing 15 hours of advocate time throughout the contract period or about two hours per month (.009 FTE).

ACDL Support Staff

ACDL will utilize support staff to assist with clerical support, training schedules, registrations, etc. ACDL will utilize Mavis Lauritzen and Timi Dedrick to provide project support.

ACDL anticipates needing 64.5 hours of support or about five hours per month (.037 FTE).

Intern (non-federal match)

ACDL will utilize an intern from one of the three law schools or universities in Arizona to assist with preconference set-up, registration and answering general questions about the materials presented. The anticipated hours for the interns are 64.5, an average of approximately 6.5 hours per month. The total non-federal match of the intern is \$3,225.

Fringe Benefits

Fringe benefits for support staff and advocate Martha León are calculated at 31% or \$527 for \$1701.25 direct salary expense.

FICA	7.65%	\$130
Health/Dental Insurance	20.03%	\$341
Life/LTD	.85%	\$ 14
SUI	.32%	\$ 5
Work. Compensation	.15%	\$ 3
Pension	2.00%	\$ 34
TOTAL	31.00%	\$527

Total Salaries and fringe benefits charged to DDPC	\$16,419
Total Salaries and fringe benefits – ACDL Matching Funds -	<u>\$7,955</u>
Total Salaries and fringe benefits – DDPC and ACDL Matching Funds -	\$24,374

Supplies

ACDL anticipates this expense to be \$1,145 for printing, envelopes, paper, and copying for this grant.

Total Supplies charged to DDPC -	\$1,145
Total Supplies – ACDL Matching Funds -	<u>\$ -</u>
Total Supplies – DDPC and ACDL Matching Funds -	\$1,145

Automobile rental, gas, hotel and per diem charges

ACDL is neither a state nor federal agency and is not eligible for discounted hotels under either rate. ACDL will negotiate for the lowest hotel cost, but understands that we can only bill the DDPC for the state rate.

The estimated difference between the state rate and the anticipated rate ACDL will pay for food and travel will be used as a match is \$1,156. We anticipate sending staff to the training site the day before, spending one day training and traveling back to the office the next business day in all but the South Phoenix. ACDL will utilize one trainer (one staff attorney) for each training site with the exception of the Spanish-speaking sites in South Phoenix and Tucson.

Total automobile rental, gas, hotel and per diem charged to DDPC	\$3,946
Total automobile rental, gas, hotel, per diem – ACDL Matching Funds -	<u>\$1,156</u>
Total automobile rental, gas, hotel and per diem DDPC & ACDL Matching Funds -	\$5,102

Training Facilities Rent

ACDL anticipates approximately \$4,500 for rental spaces in which to conduct the trainings.

Total Training Facilities Rental Charged to DDPC	\$4,500
Total training facilities rental ACDL Matching Funds -	<u>\$ 0</u>
Total training facilities rental DDPC & ACDL Matching Funds -	\$4,500

Equipment

ACDL will be utilizing an FM system to communicate with Spanish speakers and persons with hearing impairments. In addition, ACDL will be utilizing standard laptop and projector for the training. Total cost of the equipment is \$1375. ACDL non-federal match will be \$275.

Total Cost of equipment expense charged to DDPC	\$1050
Total equipment expense ACDL Matching Funds -	<u>\$ 275</u>
Total equipment expense DDPC & ACDL Matching Funds -	\$1,325

Food/Beverages, Stipends

ACDL will provide food for training participants. This expense will be paid for with non-grant ACDL funds – a cash match for the grant. We anticipate spending about \$201 per site for food at nine sites for an approximate total of \$1810.

ACDL will continue the popular stipend program at an average of \$625 per training site for nine sites equaling \$5,625.

Total Food/Beverages, Stipends Charged to DDPC	\$5,625
Total Food/Beverages, Stipends ACDL Matching Funds -	<u>\$1,810</u>
Total Food/Beverages, Stipends DDPC & ACDL Matching Funds -	\$7,435

Match:

ACDL will be utilizing a combination of non-federal cash and non-federal in-kind to match DDPC funds. ACDL non-federal cash funds come from fundraised dollars.

Non-Federal Match - Cash

Non-federal cash will be used to match for a portion of hotel and per diem - \$1,156.

Non-federal cash will be used for food and snacks at each training - \$1,810.

Non-federal cash will be used for a portion of the audio and visual equipment at each training - \$275.

Total Non-Federal Cash Match - \$3,241

Non-Federal In-Kind

Non-federal in-kind includes discounted FTE salaries - \$7,955

Total Non-Federal In-Kind - \$7,955

Total Non-Federal Cash Match and Non-Federal In-Kind - \$11,196

Total Direct Expenses Charged to DDPC -	\$32,684
Total Cash Matching Funds	\$ 3,241
<u>Total In-kind Matching Funds</u>	<u>\$ 7,955</u>

***Total Direct and Matching Funds* \$43,880**

Attachment C Budget Narrative year 3 DDPC Legal options revised



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 602-642-8970

Contractor Name: Arizona Center for Disability Law

Contractor Address: 6025 E. Washington, Suite 202 Phoenix AZ 85034
Street Address City State Zip

Project Name: Legal Options Training Proposal- Year 3 Project/Contract Number: Proposal dated 11/27/2012

Contract Start Date: _____ Contract End Date: _____

Fiscal Reporting Period: _____ to _____

Budget Category	Requested ADDPC Funds	Non-Federal In-Kind/Cash Match	Total Reporting Period Cost
Personnel/Salaries	15,891.25	7,955.00	23,846.25
Fringe Benefits	627.39	-	627.39
Supplies/Operating Expenses	1,144.64		1,144.64
Travel	3,946.00	1,155.98	5,101.98
Rent or Cost of Space	4,600.00	-	4,600.00
Contracted Services	-	-	-
Other	6,676.00	2,084.70	8,760.70
Indirect Costs	-		-
Total Costs	32,684.28	11,105.68	43,789.94

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 not included in the above sections can be attached on additional pages. The contractor agrees to submit additional background information to the ADDPC upon request.

Edward L. Myers III Esq.
 Name of Certifying Official

Deputy Executive Director
 Title of Certifying Official

Edward L. Myers III 11/27/2012
 Signature Date

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