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Emergency Preparedness Proposal

Introduction

Emergency preparedness planning for persons with developmental disabilities and their families is not well established or integrated into neighborhoods, communities and counties in Arizona. Following national events such as 9/11, Hurricane Katrina, and Arizona disasters such as wildfires that recently spread across Arizona's high country, the state is at a point to begin addressing the topic of emergency preparedness planning at the local level. The lessons learned from managing emergencies affecting persons with developmental disabilities point to a need for training tailored to special needs so that when confronted with emergencies proper lifesaving actions can be taken. This view is confirmed by the Department of Homeland Security (DHS), who state that "substantial improvement is necessary to integrate people with disabilities in emergency planning and readiness."¹

This proposed project will vitally equip persons with developmental disabilities and their families with the knowledge and skills will reduce the potential for injury and enhance the ability to avoid fatal outcomes. Individuals with developmental disabilities will be more informed on how to properly care for themselves within their individual living situations and in turn, be more adequately prepared.

The Arizona Developmental Disabilities Planning Council

The Arizona Developmental Disabilities Planning Council (ADDPC) will fund this project. Participation is authorized by the 2012-16 Five Year State Plan which establishes the Goals and Objectives of the ADDPC. Specifically, Goal Three is the specific content of the Plan that set forth the foundation of this project:

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

Two Objectives within this goal are met by this project:

1. Provide information and/or link people to reliable information in a variety of formats on topics that are important to persons with developmental disabilities, their families, and others who support them.
2. Educate at least 110 people persons with developmental disabilities, their families, and others who support them about how to access the information they need/want.

Partnerships and Collaboration

For the purpose of the project, partnerships with several organizations that provide support and services to persons with developmental disabilities, their families and the community who support them will be established Listed below are the organizations that are seen as key to fulfilling the goals of this project:

¹ FEMA, <http://www.fema.gov/news/newsrelease.fema?id=45435>

Arizona Department of Health Services, Bureau of Public Health Emergency Preparedness (ADHS)

The Arizona Department of Health Services (ADHS) will be the funded agency for this project. Due to the significant experience and emergency preparedness network developed by ADHS for the State of Arizona, the Department will be extremely beneficial to project participants as they bring their resources forward to support activities. Project arrangements will be facilitated by an Interagency Service Agreement between ADHS and the ADDPC.

State Independent Living Council (SILC)

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

As a key partner, SILC will serve as the fiscal intermediary in the project using an existing contract established with ADHS. Additionally, SILC will bring its extensive background in emergency preparedness and training curriculum development as a resource to the project by:

- Involvement in the development of a emergency preparedness resource manual;
- Assisting to compile a 72-hour emergency planning kit model.
- Help to develop training models using the emergency planning tool kit to present at group and residential homes utilizing a train-the-trainer approach.
- Participate in evaluational processes to be used to measure outcomes as the project moves forward.

Arizona Center for Disability Law (ACDL)

The Arizona Center for Disability Law (ACDL) is identified as a Protection and Advocacy organization as cited in Public Law 106-402, also know as The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (Act). ACDL is also identified as a member of the Arizona Developmental Disabilities Network which involves two University Centers for Excellence in Developmental Disabilities (UCEDDS) and the ADDPC. The UCEDDS and ADDPC like the ACDL, are created by the Act. The ACDL has a long history of service and support provided to persons with developmental disabilities. They will serve as the primary provider in carrying out all facets of this project with reliance on their extensive network of contacts throughout Arizona to achieve maximum outreach and penetration in communities.

Institute for Human Development, Northern Arizona University (IHD)

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

Sonoran University Center for Excellence in Developmental Disabilities, University of Arizona (UCEDD)

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

Native American Disability Law Center (NADLC)

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

Arizona Department of Economic Security, Developmental Disabilities Division (DDD)

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

Arizona Health Care Cost Containment System (AHCCCS)

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

Statement of Work

Persons with developmental disabilities living in Arizona are not well prepared to deal with the wide spectrum of emergencies that can present themselves. Ranging from personal or home emergencies to community, regional and state disasters, persons with developmental disabilities are not armed with training or resources to deal with unexpected events.

The approach of this project is based in part upon the, "Hawaii Feeling Safe, Being Safe Emergency Preparedness Training Strategies" developed to focus a "whole community" ² response to emergency preparation. The project also acknowledges lessons learned from recent disasters of major magnitude which resulted in "The Stafford Act and Post-Katrina Emergency Management Reform Act" (PKEMRA), along with reaffirmation of Federal civil rights laws, mandating community integration and equal opportunity for people with disabilities." ³ These laws address how, "people with disabilities must have the same opportunities to benefit from emergency programs, services, and activities as people without disabilities."⁴

This project proposes to provide the following deliverables:

² Getting Real II, <http://itsallon.tv/media/slides/11-09-12-grii-sl-practices-29.pdf>

³ FEMA, http://www.fema.gov/pdf/about/odid/fnss_guidance.pdf

⁴ Id.

- Development of a training manual that will be available both electronically and in print versions. The manual will serve as a resource list and guide that consumers can maintain and use in preparation for emergency situations.
- Development of a train the trainer curriculum, based on the 72 Hour Training kit which when implemented, will allow consumers, family members, self-advocates, providers and other to distribute training throughout Arizona.
- Providing training to person with developmental disabilities and caregivers living in varied settings including personal family homes, semi-independent living arrangements and group homes. Training will be offered in community settings allowing for group involvement and interaction

Goals and Objectives

Goal #1

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

Objective #1

By April 30, 2013, at least 10 persons with developmental disabilities, family members or caregivers will be properly trained for emergency preparedness by either a representative from SILC and/or the ACDL and NACDL, utilizing the train-the-trainer model.

Objective #2

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

Goal #2

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

Objective #1

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

Objective #2

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

Methods

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

Creation of an Emergency Preparedness Training Manual & Resource List

Tasks and Subtasks	Person(s) Responsible	Resources Needed	Start and Finish Dates
Collect data regarding prior emergency preparedness training in other states/areas	SILC representative(s) and/or ACDL	FEMA documentation & "Getting Real II" 2011 Conference Powerpoint presentation & perhaps other Internet research regarding the subject	October 1, 2012 October 30, 2012
Devise a step-by-step emergency preparedness training Model based on current literature on the subject (as shown above)	SILC representative(s) and/or ACDL Deputy Executive Director	Research from FEMA & expertise from the SILC & ACDL	October 2012 – December 2012
Collect localized contact resource information to incorporate an emergency resource/contact list into the manual	SILC representative(s)/ACDL Advocate and NADLC Advocate	collaboration & contact w/ local & statewide organizations relative to emergency preparedness training for the developmentally disabled	September December 2012
Draft an emergency contact resource list to incorporate into manual	SILC representative(s)/NADLC Advocate	Microsoft Office Word Document	September 2012- December 2012
Draft the manual	SILC representative(s) and/or ACDL Deputy Executive Director	Microsoft Office Word Document	January 2013 – March 2013
Print out copies of	ACDL Deputy Executive	Utilize a specialty	February 2013–

the manual to distribute to the public during training sessions	Director	copying company/store to print out 1,000 copies of manual @ \$8.00 each (\$8,000)	March 2013
Distribute copies of manual to the public during emergency preparedness training sessions	SILC representative(s) and/or ACDL Advocate/NADLC	1,000 copies of printed manual @ \$8.00 each (\$8,000)	April 2013 – October 2013

Development of a 72-hour Emergency Preparedness Safety Kit Model

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

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

sessions so that trainees can eventually buy & gather their own safety kits suited to their individual needs/conditions		approximately \$160 each X 3	
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Performing Emergency Preparedness Training Utilizing Train-the-Trainer Model

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

also individual residences throughout Northern Arizona	Advocate/Self Advocate and NADLC Advocate	rate per mile) utilizing 80% of the federal reimbursement rate @ approximately .44 cents per mile) totaling \$5,000	
Use a training sign-in sheet at beginning of each training session	/or ACDL Staff Advocate/NDLC Advocate	Print copies of a sign-in sheet created via Microsoft Word Document (in-kind)	June 2013 – September 2013
Perform initial emergency preparedness training utilizing train-the-trainer model	SILC representatives	use printed copies of emergency preparedness manual @ \$8.00 each, present 72-hour emergency safety kit model @	June 2013 – September 2013
Enter in & save trainee data based on initial sign-in sheets throughout the course of the initial training & those that follow by previously trained members of the community	SILC/ ACDL representatives or ACDL Advocate and Administrative Assistan and NDLC Advocate	Microsoft Office Word or Excel Document	August 2013 – September 2013
Perform evaluations/ post survey	SILC/ ACDL representatives or ACDL Deputy Executive Director	utilize the emergency training initial sign-in sheets (created on Microsoft Office Word or Excel Document) & the post training survey	August 2013 – September 2013

Evaluation

Goal #1

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

Objective #1

At least 10 individuals from Northern Arizona’s developmentally disabled population will be properly trained for emergency preparedness by either a representative from SILC or the ACDL utilizing the train-the-trainer model. A paper “exit survey” of assessing

competency and understanding of training presented will be obtained from all participants consisting of 5-10 questions.

Objective #2

At least another 100 individuals from Northern Arizona's developmentally disabled population will have been properly trained by previously trained self-advocates in emergency preparedness as measured by the methodology described in Objective 1.

Goal #2

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

Objective #1

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

Objective #2

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

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

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

Sustainability

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

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

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

Budget

Based on the project budget, resources that will be required to complete the "Safety First" Emergency Preparedness Planning Project will include the following: a project coordinator; two collaborators, individual benefits for the employees involved within the project; the creation and printing of an emergency preparedness training manual with local resources to be widely distributed; the mailing of certain project related items; various training materials including a formal PowerPoint presentation; travel expenses for individual training sessions; as well as two, 72-hour safety kit models to present during the actual training sessions. The coordinator and two, collaborator positions will represent the project's temporary, paid positions or will otherwise assist in funding existing ACDL or SILC staff members for the purpose of the project. These three positions will also include added fringe benefits. The total estimated funding required for this project is \$56,095.

Budget Request Form

Contractor Name: Arizona Center for Disability Law

Contractor Address: 5025 East Washington Street, Suite 202 Phoenix AZ 85034
Street Address City State Zip

Project Name: Emergency Preparedness Project

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	29,874	-	5,360	35,234
Fringe Benefits	1,575	-	-	1,575
Supplies / Operating Expenses	4,780	-	-	4,780
Travel	4,673	-	-	4,673
Rent or Cost of Space	1,163			1,163
Contracted Services / Professional Services	8,349		1,036	9,385
Administrative / Indirect Costs	5,681		-	5,681
Total Costs	56,095	-	6,396	62,491

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.

Name of Certifying Official

Deputy Executive Director

Title of Certifying Official

602-274-6287 emyers@azdisabilitylaw.org
Phone Email

ACDL Budget Narrative – EMERGENCY PREPAREDNESS PROJECT

Salaries

Attorneys

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

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

ACDL Advocates

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

ACDL Support Staff

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

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

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

Fringe Benefits

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

TOTAL FRINGE BENEFITS CHARGED TO PROJECT - \$1575.39

Contracted Services/Professional Services

Spanish-language Translation

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

Native American Disability Law Center (NADLC)

ACDL will subcontract the training in Apache County to the NADLA. The NADLA is expert on tribal law and disability law uniquely connected to the disability community on the Navajo and Hopi reservations, and they will be best suited to conduct the training in Apache County. They will coordinate and conduct 3 of the emergency preparedness meetings. The subcontract is estimated to be \$8110, and they will provide \$811 as their non-federal, in-kind matching funds for the project.

TOTAL CONTRACTED SERVICES/PROFESSIONAL SERVICES - \$9385 (DIRECT EXPENSE)

TOTAL IN-KIND MATCH - \$1,036

Supplies

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

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

Honoraria

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

TOTAL SUPPLIES CHARGED TO PROJECT - \$4780

Rent or Cost of Space

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

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

TOTAL RENT CHARGED TO PROJECT - \$1163.35

Staff Travel

Hotel

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

Per Diem

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

Accessible Van Rental

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

Mileage/Gas Reimbursement

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

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

Administrative/Indirect Costs

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

TOTAL ADMINISTRATIVE/INDIRECT COSTS CHARGED TO FEMA PROJECT - \$5,681.02

Matching Funds

Non-Federal In-kind

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

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

Non-federal in-kind matching funds include subcontract for the Native American Disability Law Center - \$811

TOTAL NON-FEDERAL IN-KIND MATCHING FUNDS - \$ 6,396.00

TOTAL DIRECT EXPENSES CHARGED TO PROJECT - \$50,414.24

TOTAL INDIRECT EXPENSES CHARGED TO PROJECT - \$ 5,681.02

TOTAL ALL EXPENSES & MATCHING FUNDS \$62,491.26

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

April 27, 2012