

**Positive Behavior Interventions and Supports of Arizona (PBISAz):
Reducing Seclusion and Restraints through PBIS
July 1, 2013 - June 30, 2016**

Purpose

This is a continuation of the original proposal approved for August 2012 - June 2013.

The purpose of this proposal is to reduce the use of unnecessary and dangerous seclusion and restraint among students with developmental disabilities. This project pursues that by building the capacity in Arizona to support local education agencies (LEAs) in their own efforts to train staff in Positive Behavior Interventions and Supports (PBIS). This will result in positive school climates, help schools make data-based decisions about how they manage behavior, and ultimately reduce the use of dangerous and unnecessary seclusion and restraint. This proposal coordinates existing state resources in PBIS and uses the strength of the state Developmental Disabilities Network. The anticipated outcome of this project is to create a lasting system of state leadership that will increase the number of LEAs that use the best practices established by PBIS.

Project Goal

Local Education Agencies (LEAs) striving to improve their school climates and student behavior, and reduce unnecessary and dangerous use of seclusions and restraints, will have access to quality training and technical assistance.

State Plan Goal

The goal of the Arizona Developmental Disabilities Planning Council (ADDPC) that this project addresses is 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 their choices and their quality of life*". It is through the linking of people to reliable information about alternatives to seclusion and restraint that family members and persons who support students with developmental disabilities will have a greater ability to advocate.

Program Partnerships

This proposal is a continuation of a State Developmental Disabilities Network project with each partner agency providing critical and essential activities to bring the goals and objectives of this project to fruition.

1. The Arizona Developmental Disabilities Planning Council (ADDPC) plays the critical role of funding the project initially, and providing overall contract management responsibilities.

2. The Institute for Human Development, Arizona's University Center on Disabilities (IHD/AzUCD) provides overall project and contract management activities, awareness training, proper disposition of resources and proper documentation as required. IHD/AzUCD will accomplish the goals and objectives of the project both directly and through subcontracts with KOI-Education and other DD Network partners below.
3. The Arizona Center For Disability Law (ACDL) provides community training to parents and LEAs in current policies and laws related to restraints and seclusion.
4. Finally, the Sonoran Center for Excellence in Developmental Disabilities Education, Research and Service (Sonoran UCEDD) provides the project evaluation to determine the success or failure of the project to meet set goals and objectives.

Scope of Work

This proposal is for years two through four of a multi-year effort to help LEAs implement PBIS as an effective alternative to restraint and seclusion, and thereby reducing the incidence of students removed from the learning environment for challenging behaviors.

Year 1 Summary

A detailed report of the Year 1 outcomes and accomplishments can be found in the year-end report, "*Reducing Seclusion and Restraints Through Positive Behavior Interventions and Supports (PBIS)*" to be submitted within 30 days after June 30, 2013. At the time of writing this continuation proposal some year 1 activities were still pending and the last Positive Behavior Intervention Support - Advisory Committee (PBIS-AC) meeting of the year had not yet taken place. However a brief summary of project activities was presented to the full ADDPC on May 3, 2013 and updated below.

Most of year 1 activities involved coordinating many of Arizona's relevant resources (ADE, ADDPC, LEA personnel, PBIS experts, etc) into one cohesive state-wide leadership entity: The PBIS-AC, that began the process of building our state capacity in the following ways:

1. Minimum (12) key PBIS stakeholders will be recruited to serve as advisory council (PBIS-AC) members for six, full-day meetings throughout the year in order to assess, plan, develop policies and leverage resources, that will help LEAs access training, technical assistance in years to come – **In Progress: AC formed and has met for business on 5 occasions with one meeting left this project year.**
2. With the Arizona Center for Disability Law (ACDL), conduct six separate trainings for 200 parents and LEA personnel in six different areas throughout the state, in order to raise awareness of the issues surrounding seclusion and restraint, the

rights of parents and students, and the resources available to help LEAs begin to address these concerns – **Completed:** Six trainings for a total of 367 parents and educators.

3. PBIS-AC members will receive training on what other states with similar circumstances as Arizona have done to build their PBIS capacity and leadership through a national consultant presenting to the PBIS-AC – **Completed:** Dr. Rob Horner conducted a video training session for the PBIS-AC on February 27, 2013.
4. Key PBIS-AC members will attend the national PBIS Technical Assistance Leadership meeting to participate in extended learning and planning sessions with colleagues in other states in order to bring new ideas back to the group – **Completed:** Three AC members plus the project director attended the training and brought back valuable updates.
5. The PBIS-AC will conduct an assessment of Arizona’s strengths and needs, and develop a prioritized action plan for implementing a coordinated approach to supporting LEAs with training, technical assistance and data-based decision making, using the Implementation Blueprint and Self-Assessment – **In Progress:** The PBIS AC has convened four day-long meetings in January, February, April and May of 2013. It is anticipated that the preliminary self-assessment will be completed in the June meeting.
6. A coordinated method for LEAs to obtain approved PBIS training and technical assistance will be developed (including such factors as selection criteria, funding amounts, participation and reporting requirements) – **In Progress:** Selection criteria (District and School Readiness agreements) and reporting requirements have been defined. The funding amounts require approval for this continuation proposal before they can be finalized.
7. A standard method for evaluating LEA implementation will be established – **Completed:** A data audit tool (DAT) has been selected that includes all assessments LEAs must submit to assess their fidelity of implementation. See www.pbisapps.org.
8. A standard method for evaluating the outcomes of PBIS on students with developmental disabilities (e.g., fewer restraints) will be established – **Completed:** The data audit tool (DAT) also defines the student outcome data to be reported. See Student Information System Data Analysis Demonstration (SIS-DAD at <http://pbisaz.org/>).
9. All public and private entities that provide PBIS training and/or technical assistance in Arizona will be informed of the criteria for participation – **In Progress:** Selection criteria and reporting requirements have been defined, including suggested criteria for 1) Trainer qualifications, 2) Training + coaching +

evaluation requirements, 3) District capacity building requirements. Until funding this continuation proposal has been approved, however, no training/technical assistance entities have been informed.

10. A minimum of four LEAs from different geographic regions of the state, representing different student demographics, will be recruited to serve as a pilot cohort that will begin receiving training and technical assistance in year 2 – **In Progress:** The PBIS-AC agreed that LEA's will be chosen based on completeness of submitted District and School Readiness Agreements and criteria in Objective #6. Until funding for this continuation proposal has been approved, however, no training/technical assistance entities have been informed, no recruitment activities can begin.
11. An independent evaluation of the year 1 process and products will be conducted by the Sonoran Center for Excellence in Developmental Disabilities Education, Research and Service (Sonoran Center) – **In Progress:** The evaluator from the Sonoran Center has had several discussions with the project director and attended the May PBIS-AC meeting. She will be sending all AC members a link to complete an online survey and following up with a sample of the members for more focused questions. She will also use the completed blueprint (see # 5 above) as a part of her evaluation.
12. A progress report will be submitted to the ADDPC detailing the progress on each of the above objectives, the results of the independent evaluation, and the preparation or revisions to the objectives for year 2 – **To be Completed:** The project director will submit the year 1 progress report no later than July 30 2013, after the June PBIS-AC meeting and after receiving the Sonoran Center evaluation.

Outcomes for Year 1

1. A public and accessible website where anyone can go to follow the actions and decisions of the PBIS-AC, as well as helpful resources (see <http://pbisaz.org/>)
2. Clearly defined criteria for LEA selection in PBISAz training and technical assistance (see Objective #6 above)
3. A standard method to evaluate annual PBIS implementation within each LEA (see Objective #7 above)
4. A standard method to evaluate PBIS outcomes on students within each LEA (see Objective #8 above)

Leveraging of Resources

The available funding from ADDPC is limited in both amount and duration. Therefore it is necessary for this project to use the limited funding to leverage other resources.

Below is a list of how this was accomplished in year 1:

1. ADDPC requires matching funds of NAU

2. NAU requires matching funds of:
 1. KOI Education
 2. ACDL
 3. Sonoran Center
3. ADE is a partner bringing several resources:
 1. Exceptional Student Services – Comprehensive System of Personnel Development
 2. Exceptional Student Services – Multi-Tiered Behavior support
 3. School Safety and Prevention
4. Districts share in the responsibility training, capacity-building, and funding
5. Other national resources (pbis.org, APBS networks, other states, etc)

Years 2-4 Proposal

The purpose of this multi-year continuation proposal is to select the pilot LEAs for participation, to ensure that they receive sufficient training and technical assistance required to implement PBIS with fidelity, to evaluate both their implementation and outcomes on students, and to put in place systems that will sustain these efforts long after ADDPC funding ends.

Ultimately, the outcomes we anticipate will be reductions in seclusion and restraint among students with developmental disabilities (as well as other students). Unfortunately, because there is no requirement to report seclusion/restraint data we have no starting baseline. Part of the process of training and technical assistant will be to help each participating school in each LEA begin recording each instance of seclusion and restraint, and reporting changes over time, so that we can demonstrate that this project has made a difference. Those student outcome data, along with other outcome data will be reported to the ADDPC.

Objectives Years 2 - 4

Objectives	Yr 2		Yr 3		Yr 4	
	Jul-Dec	Jan-Jun	Jul-Dec	Jan-Jun	Jul-Dec	Jan-Jun
1. Host six PBIS-AC meetings annually to ensure a single coordinated system of statewide PBIS leadership through subcontracts with KOI-Education	X	X	X	X	X	X
Responsible: Project Director, KOI-Education Evidence: Meeting minutes						
2. Host PBISAz website to ensure public awareness and transparency of PBIS-AC members, agendas, minutes, and resources through subcontracts with KOI-Education	X	X	X	X	X	X

Responsible: KOI-Education Evidence: PBISAz.org website contents						
3. Monitor and revise PBIS-AC action plan as needed to pursue the necessary elements of a statewide system (e.g., policy, funding, political support, visibility, etc) through subcontracts with KOI-Education	X	X	X	X	X	X
Responsible: Project Director, KOI-Education, PBIS-AC Evidence: Revised Action Plans						
4. Recruit LEAs from all public school districts and charters begin training in 2013/2014 school year, through PBISAz website, emails to all public/charter LEAs, and communication of PBIS-AC representatives	X					
Responsible: Project Director, KOI-Education, PBIS-AC Evidence: Announcements, emails, # applications received						
5. Select 4 pilot LEAs with a minimum of 2 schools each, to receive training and technical assistance beginning in 2013/2014 school year (see Year 1 Objective # 6 above)	X					
Responsible: Project Director, PBIS-AC subcommittee Evidence: Emails with LEAs, Subcontract awards						
6. Assist the selected LEAs in finding prospective providers (see Year 1 Objective # 9 above)	X					
Responsible: Project Director Evidence: Provider list on PBISAz.org website, emails with LEAs						
7. Award and manage stipends to selected LEAs, with a small amount available in year 2, and larger amount for years 3 and 4 contingent on their meeting select criteria (see Year 1 Objective # 6 above)	X		X		X	
Responsible: Project Director Evidence: Subcontract awards						
8. Monitor LEA implementation progress (see Year 1 Objective # 7 above)		X		X		X
Responsible: Project Director Evidence: Data Audit Tool (DAT) completed and submitted for each LEA						
9. Monitor LEA student outcomes including data on student restraints and seclusion (see Year 1 Objective # 8 above, and Data Audit Tool in Appendix, pg 14)		X		X		X
Responsible: Project Director Evidence: Data Audit Tool (DAT) completed and submitted for each LEA						

10. Publicly honor LEAs with high implementation scores through the PBISAz website and an annual PBIS state conference through subcontracts with KOI-Education		X		X		X
Responsible: KOI-Education Evidence: PBISAz.org website, Conference agenda						
11. Pursue sustainability of PBISAz by formalizing partnerships with ADE (e.g., letters of support, memorandums of agreement, revising ADE multi-tiered training and resources)		X		X		X
Responsible: Project Director, select PBIS-AC members Evidence: Letters or other appropriate documents						
12. Pursue sustainability of PBISAz through recommendations of the PBIS-AC and the Blueprint action plan (e.g., additional funding, visibility, political support, policies, behavioral expertise, training/coaching resources, etc)	X	X	X	X	X	X
Responsible: Project Director, KOI-Education, PBIS-AC Evidence: Meeting minutes, revised action plan						
13. Pursue sustainability of PBISAz through the formalization of an Arizona Network of the Association for Positive Behavior Support- APBS (e.g., recruiting members, serving as liaison to the national PBIS Center, conducting meeting and submitting reports)	X	X	X	X	X	X
Responsible: Project Director Evidence: Member list, Approval letter from APBS, AZ-APBS meeting minutes, reports						
14. Continue awareness training in two new locations per year through subcontracts with ACDL	X		X		X	
Responsible: Project Director, ACDL Evidence: Training announcements, registrations, Training evaluations						
15. Continue to independently evaluate the process and outcomes of the PBIS-AC through subcontracts with Sonoran Center		X		X		X
Responsible: Project Director, Sonoran Center Evidence: Year-end Evaluation report						
16. Submit written reports to ADDPC twice per year	X	X	X	X	X	X
Responsible: Project Director Evidence: Bi-annual Progress reports						

New Outcomes for Year 2

1. The number of LEAs applying for PBISAz support
2. The number of LEAs that met the selection criteria
3. The number of LEAs actually selected and funded (the proposed number is 4 LEAs with 2 schools each)
4. The number of selected LEAs that met implementation criteria by end of year 2
5. The number of selected LEAs that requested continued funding for year 3
6. Preliminary data from selected LEAs on student outcomes by end of year 2

Sustainability

This project will only be sustainable with multiple years of funding. The first year was for planning only. Actual training and technical assistance to LEAs will begin in year two and must continue for several years to make an impact on students with developmental disabilities and the formalization of the PBIS process within each LEA.

Arizona Department of Education (ADE) staff has been active and critical members of the PBIS-AC. It is anticipated that they will use the PBIS-AC and the ADDPC funding that supports this project as a springboard to improve, consolidate and enhance their current supports to LEAs, so that in five years ADE will have policies and practices in place to continue what this project has begun.

Some of the objectives above relate directly to sustainability, are the responsibility of the project director, with his time included in the budget accordingly. See Objectives # 11 and 13.

One objective listed above (# 12) also relates to sustainability but details are not clear because the PBIS-AC has not yet completed its prioritized action plan. As the year unfolds and the PBIS-AC continues to revisit and revise its action plan, a number of ideas for sustainability will emerge. Some of these may be possible within the available time of the project director or PBIS-AC members, and will begin this coming year (2). Others may require more time or resources and would then be included as objectives in the continuation proposal for years 3 and 4.

Other possible sustainability efforts to pursue (depending on the PBIS-AC) are listed below, but are not included in the above objectives.

1. Train LEA personnel who have successfully implemented PBIS in their schools, to administer an "Implementation" evaluation so they could be called on to evaluate other schools. The goal would be to continue celebrating those schools with high "Implementation" scores long after this project ends.
2. Conduct "Implementation" evaluations of all schools pursuing PBIS.
3. Encourage all "implementing" schools to serve as demonstration sites for other LEAs to visit.

4. Apply for federal or other grant funding to support any of the PBIS-related activities (e.g., training, technical assistance, data collection/management, evaluation, etc).
5. Create media materials (e.g., streaming videos) of training materials that could be available to all LEAs and families in the future, even after funding for this project ends.
6. Advocate for policy changes that would reduce the incidences of dangerous and/or unnecessary seclusion and restraint.
7. Advocate for policy changes that would increase financial support to LEAs striving to implement PBIS with fidelity.

Budget (Yr 2)

Exhibit B
Arizona Developmental Disabilities Planning Council
 1740 West Adams, Suite 201
 Phoenix, AZ 85007
 Office: 602-542-8970//Fax:602-542-8978

Contractor Name: Northern Arizona University/Institute for Human Development

Project Name: ADDPC-PBS Project

Project/Contract Number:

Service Start Date: 7/1/2013

Service End Date: 6/30/2014

Budget Category	Description	Requested Funds	Non-Federal In-Kind Match	Total Cost
Salaries (12 mo)	Dan Davidson (50%)	38,096		39,096
Fringe Benefits	Dan Davidson (50%)	14,476		14,476
Salary (12mo)	Jie Kunkel (8%)		4,759	4,759
Fringe Benefits	Jie Kunkel (8%)		2,310	2,310
Salary (12 Mo)	Tom Uno (5%)		4,018	4,018
Fringe Benefits	Tom Uno (5%)		1,574	1,574
Supplies				
Staff Travel	1,000/In-state 2,000/Out-of-state	3,000		3,000
Contracted Service				
	Subcontract to KOI	58,300	19,433	77,733
	Subcontract to ACDL	12,236	4,450	16,686
	Subcontract to Sonoran Center	5,000	1,667	6,667
	Subcontract to LEAs	20,000	6,667	26,667
Other	Printing, copying and Project supplies	1,500		1,500
Indirect Costs	10% of TDC	15,261	11,707	26,968
Total Costs		167,869	56,586	224,455

It is understood that Non-Federal Funds identified in this budget will be used to match from three subcontractors and the difference in indirect cost rate between funding agency 10% Vs. NAU 30.9%

Wilma G. Ennenga
 Name of Certifying Official

Director of Grants and Contracts
 Title of Certifying Official

Signature

Date

Budget Justification (Yr 2)

The budget justification that follows is based on the understanding that the only way to help selected LEAs implement PBIS with fidelity, and reduce dangerous and unnecessary instances of seclusion and restraint, is to provide them with training and technical assistance over the next three years. And that the changes required to sustain a coordinated statewide system of support for new LEAs pursuing PBIS will take several years to achieve. It includes for the first time additional funding for LEAs to begin receiving training and technical assistance on PBIS implementation. It also includes an increase in the Project Director's time on the project from 0.1 FTE (year 1) to 0.5 FTE (year 2) in order to recruit, select, award subcontracts and monitor the implementation and outcomes of the LEAs.

A total contract amount of \$167,869 for Year 2 (12 months), is detailed above and described below. Estimated budgets for years 3 and 4 are included in the Appendix.

Year 2 (7/1/13 – 6/30/14)

Project Director: (\$52,572) for 0.50 FTE (12 month) salary and ERE (\$14,476). Dr. Daniel Davidson will: 1) oversee the subcontracts to ensure all are fulfilling their responsibilities; 2) travel to participate in the Advisory Committee meetings; 3) travel to conduct awareness training (in collaboration with ACDL staff) regarding seclusion, restraints, parent rights/resources; 4) recruit and select the pilot LEAs for training; 5) monitor the implementation and student outcomes of the LEAs; 6) lead the establishment and member recruitment of the State Network (affiliate with national); and 7) submit final reports to ADDPC.

Business Manager: (\$4,759) for 0.08 FTE (12 Month) salary and ERE (\$2,310) will be contributed as in kind. Funds are requested for Ms. Kunkel who will provide administrative and budgetary oversight to the project and assure all expenditures are in accordance to federal, state and university policies.

Associate Director: Tom Uno (4,018) for 0.05 FTE (12 month) salary and ERE (\$1,574) will be contributed as NAU in kind. Mr. Uno will assist the Project Director in maintaining the focus of the project in meeting its goals and objectives.

Travel: (\$3,000) to be divided in this way: (\$1,000) for in state travel required to attend the six AC meetings and conduct the awareness trainings, and (\$2,000) to attend the annual Association for Positive Behavior Support (APBS) national conference. It includes an estimated 2 nights lodging at an average rate \$106 per night for in-state travel, the mileage rate will be based on NAU state car rate at \$30 per day plus 15 cents per mile, and per diem rate based on the actual destination per NAU travel policy.

Subcontract KOI Education: (\$58,300) with (\$19,433) as in kind. Detail budget with budget justification attached.

Subcontract ACDL: (\$12,236) with (\$4,450) as in kind. Detail budget with budget justification attached.

Subcontract Sonoran Center: (\$5,000) with (\$1,667) as in kind. Detail budget with budget justification attached.

Subcontracts with LEAs: (\$20,000) with (\$6,667) as in kind. Is requested to support the selected LEAs in their first year of training and technical assistance. This is based on the expectation that four LEAs will be selected, each having at least two schools (8 total) ready to begin PBIS, and a fixed amount of \$5,000 per LEA. LEAs will be able to use contract funds for any of the following expenses: professional fees of the PBIS trainer they select, travel expenses for each school team to attend training, expenses required to hire substitute teachers while team members are away at training, fees associated with entering outcome data into a database and generating reports as required by the project, training materials or other supplies required to participate in the training and technical assistance.

It should be noted that \$5,000 per LEA is only intended to offset some of their costs. It will not cover their entire expenses. LEAs must show commitment to PBIS in part by finding a way to fund the remaining costs. LEAs that meet project criteria for Year 2, however, will be awarded larger subcontracts in Years 3 and 4 (see Appendix).

Other: (\$1,500) for printing and materials required for the public awareness trainings, Advisory Committee participation, and reports to ADDPC.

Indirect Cost: 10% TDC of the budget, which is the approved indirect cost rate by the funding agency. The NAU has an approved negotiated Federal (Department of Health and Human Services) Funding Indirect cost rate of 30.9% for this type of project. The difference between what is being charged 10% and the approved rate will be used towards the in-kind contributions (\$11,707) requirements (25%) by the funding agency.

APPENDIX

Data Audit tool



Positive Behavior Interventions
and Supports of Arizona

MULTI-TIERED SYSTEMS OF SUPPORT

DATA AUDIT TOOL (DAT)

School Name _____
 District Name _____
 Contact Person _____ Title _____
 Email _____ Phone _____
 Type of School Elementary, Middle High, K-12 _____
 Public, Charter, Alternative, Researvation, Private _____

DANIEL,
ADD Formula to calc

Data Source	Data	Baseline: TYPE YEAR (Before Starting PBIS)											
100 Day Count from School	Total Enrollment												
ADE Published Results (www.ade.az.gov)	Standardized Test Data (add % Meets + % Exceeds Criteria)	2	3	4	5	6	7	8	9	10			
	Reading												
	Writing												
	Math												
	Science												
From School Database	Behavior Data	ODR		ISS		OSS		Expulsion		Grad.		DropOut	
		#	%	#	%	#	%	#	%	#	%	#	%
	American Indian												
	Asian												
	Black/African American												
	Hispanic/Latino												
	Pacific Islander/Hawaiian												
White													
	Total Population												
	General Education Population												
	Special Education Population												
From School Database	Seclusion/Restraint Data	Seclusion		Physical Restraint		Mechanical Restraint							
		#	%	#	%	#	%						
	American Indian												
	Asian												
	Black/African American												
	Hispanic/Latino												
	Pacific Islander/Hawaiian												
White													
	Total Population												
	General Education Population												
	Special Education Population												
From School Database	Special Education Data	Referred				Identified							
	All Students	#	%	#	%	#	%	#	%	#	%	#	%

Budget (Yr 3)

Exhibit B
Arizona Developmental Disabilities Planning Council
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 Phoenix, AZ 85007
 Office: 602-542-8970//Fax:602-542-8978

Contractor Name: Northern Arizona University/Institute for Human Development

Project Name: ADDPC-PBS Project

Project/Contract Number:

Service Start Date: 7/1/2014

Service End Date: 6/30/2015

Budget Category	Description	Requested Funds	Non-Federal In-Kind Match	Total Cost
Salaries (12 mo)	Dan Davidson (25%)	19,048		19,048
Fringe Benefits	Dan Davidson (25%)	7,238		7,238
Salary (12mo)	Jie Kunkel (3%)		1,785	1,785
Fringe Benefits	Jie Kunkel (3%)		866	866
Salary (12 Mo)	Tom Uno (2%)		1,607	1,607
Fringe Benefits	Tom Uno (2%)		629	629
Supplies				
Staff Travel	1,000/In-state 2,000/Out-of-state	3,000		3,000
Contracted Service				
	Subcontract to KOI	58,300	19,433	77,733
	Subcontract to ACDL	12,236	4,450	16,686
	Subcontract to Sonoran Center	5,000	1,667	6,667
	Subcontract to LEAs	120,000	40,000	160,000
Other	Printing, copying and Project supplies	1,500		1,500
Indirect Costs	10% of TDC	22,633	13,145	35,778
Total Costs		248,955	83,583	332,538

It is understood that Non-Federal Funds identified in this budget will be used to match from three subcontr actors and the difference in indirect cost rate between funding agency 10% Vs. NAU 30.9%.

Budget Justification (Yr 3)

The budget justification that follows is based on the understanding that the only way to help selected LEAs implement PBIS with fidelity, and reduce dangerous and unnecessary instances of seclusion and restraint, is to provide them with training and technical assistance over the next three years. And that the changes required to sustain a coordinated statewide system of support for new LEAs pursuing PBIS will take several years to achieve. It includes additional funding for LEAs to begin continue receiving training and technical assistance on PBIS implementation. It also includes a decrease in the Project Director's time on the project from 0.50 FTE (year 2) to 0.25 FTE (year 3) because the job of recruiting, selecting, and awarding subcontracts will not be necessary in year 3.

A total contract amount of \$248,955 for Year 3 (12 months), is detailed above and described below. Estimated budgets for years 3 and 4 are included in the Appendix.

Year 3 (7/1/14 – 6/30/15)

Project Director: (\$26,286) for 0.25 FTE (12 month) salary and ERE(\$7,238). Dr. Daniel Davidson will: 1) oversee the subcontracts to ensure all are fulfilling their responsibilities; 2) travel to participate in the Advisory Committee meetings; 3) travel to conduct awareness training (in collaboration with ACDL staff) regarding seclusion, restraints, parent rights/resources; 4) monitor the implementation and student outcomes of the LEAs; 5) continue to oversee the State Network (affiliate with national); and 6) submit final reports to ADDPC.

Business Manager: (\$1,785) for 0.03 FTE (12 Month) salary and ERE (\$866) will be contributed as in kind. Funds are requested for Ms. Kunkel who will provide administrative and budgetary oversight to the project and assure all expenditures are in accordance to federal, state and university policies.

Associate Director: Tom Uno (\$1,607) for 0.02 FTE (12 month) salary and ERE (\$629) will be contributed as NAU in kind. Mr. Uno will assist the Project Director in maintaining the focus of the project in meeting its goals and objectives.

Travel: (\$3,000) to be divided in this way: (\$1,000) for in state travel required to attend the six AC meetings and conduct the awareness trainings, and (\$2,000) to attend the annual Association for Positive Behavior Support (APBS) national conference. It includes an estimated 2 nights lodging at an average rate \$106 per night for in-state travel, the mileage rate will be based on NAU state car rate at \$30 per day plus 15 cents per mile, and per diem rate based on the actual destination per NAU travel policy.

Subcontract KOI Education: (\$58,300) with (\$19,433) as in kind. Detail budget with budget justification attached.

Subcontract ACDL: (\$12,236) with (\$4,450) as in kind. Detail budget with budget justification attached.

Subcontract Sonoran Center: (\$5,000) with (\$1,667) as in kind. Detail budget with budget justification attached.

Subcontracts with LEAs: (\$120,000) with (\$40,000) as in kind. Is requested to support the selected LEAs in their second year of training and technical assistance. This is based on the expectation that four LEAs will continue, each having at least two schools (8 total), and a fixed amount of \$30,000 per LEA (or \$15,000 per school). LEAs will be able to use contract funds for any of the following expenses: professional fees of the PBIS trainer they select, travel expenses for each school team to attend training, expenses required to hire substitute teachers while team members are away at training, fees associated with entering outcome data into a database and generating reports as required by the project, training materials or other supplies required to participate in the training and technical assistance.

It should be noted that \$30,000 per LEA (\$15,000 per school) is a closer approximation of the costs that was included in year 2. This is included in Year 3, after the LEAs have demonstrated their commitment to PBIS, in an effort to better cover their actual costs. LEAs must show commitment to PBIS in part by meet project criteria for Year 3 before continued funding will be awarded for Year 4.

It should be noted that \$5,000 per LEA is only intended to offset some of the their costs. It will not cover their entire expenses. LEAs must show commitment to PBIS in part by finding a way to fund the remaining costs. LEAs that meet project criteria for Year 2, however, will be awarded larger subcontracts in Years 3 and 4 (see Appendix).

Other: (\$1,500) for printing and materials required for the public awareness trainings, Advisory Committee participation, and reports to ADDPC.

Indirect Cost: 10% TDC of the budget, which is the approved indirect cost rate by the funding agency. The NAU has an approved negotiated Federal (Department of Health and Human Services) Funding Indirect cost rate of 30.9% for this type of project. The difference between what is being charged 10% and the approved rate will be used towards the in-kind contributions (\$13,145) requirements (25%) by the funding agency.

Budget (Yr 4)

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Arizona Developmental Disabilities Planning Council
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 Phoenix, AZ 85007
 Office: 602-542-8970//Fax:602-542-8978

Contractor Name: Northern Arizona University/Institute for Human Development

Project Name: ADDPC-PBS Project

Project/Contract Number:

Service Start Date: 7/1/2015

Service End Date: 6/30/2016

Budget Category	Description	Requested Funds	Non-Federal In-Kind Match	Total Cost
Salaries (12 mo)	Dan Davidson (25%)	19,048		19,048
Fringe Benefits	Dan Davidson (25%)	7,238		7,238
Salary (12mo)	Jie Kunkel (7%)		4,165	4,165
Fringe Benefits	Jie Kunkel (7%)		2,021	2,021
Salary (12 Mo)	Tom Uno (9%)		7,233	7,233
Fringe Benefits	Tom Uno (9%)		2,832	2,832
Supplies				
Staff Travel	1,000/In-state 2,000/Out-of-state	3,000		3,000
Contracted Service				
	Subcontract to KOI	58,300	19,433	77,733
	Subcontract to ACDL	12,236	4,450	16,686
	Subcontract to Sonoran Center	5,000	1,667	6,667
	Subcontract to LEAs	80,000	26,667	106,667
Other	Printing, copying and Project supplies	1,500		1,500
Indirect Costs	10% of TDC	18,633		18,633
Total Costs		204,955	68,468	273,423

Budget Justification (Yr 4)

The budget justification that follows is based on the understanding that the only way to help selected LEAs implement PBIS with fidelity, and reduce dangerous and unnecessary instances of seclusion and restraint, is to provide them with training and technical assistance over the next three years. And that the changes required to sustain a coordinated statewide system of support for new LEAs pursuing PBIS will take several years to achieve.

A total contract amount of \$204,955 for Year 4 (12 months), is detailed above and described below. Estimated budgets for years 3 and 4 are included in the Appendix.

Year 4 (7/1/15 – 6/30/16)

Project Director: (\$26,286) for 0.25 FTE (12 month) salary and ERE (\$7,238). Dr. Daniel Davidson will: 1) oversee the subcontracts to ensure all are fulfilling their responsibilities; 2) travel to participate in the Advisory Committee meetings; 3) travel to conduct awareness training (in collaboration with ACDL staff) regarding seclusion, restraints, parent rights/resources; 4) monitor the implementation and student outcomes of the LEAs; 5) continue to oversee the State Network (affiliate with national); and 6) submit final reports to ADDPC.

Business Manager: (\$4,165) for 0.07 FTE (12 Month) salary and ERE (\$2,021) will be contributed as in kind. Funds are requested for Ms. Kunkel who will provide administrative and budgetary oversight to the project and assure all expenditures are in accordance to federal, state and university policies.

Associate Director: Tom Uno (\$7,233) for 0.09 FTE (12 month) salary and ERE (\$2,832) will be contributed as NAU in kind. Mr. Uno will assist the Project Director in maintaining the focus of the project in meeting its goals and objectives.

Travel: (\$3,000) to be divided in this way: (\$1,000) for in state travel required to attend the six AC meetings and conduct the awareness trainings, and (\$2,000) to attend the annual Association for Positive Behavior Support (APBS) national conference. It includes an estimated 2 nights lodging at an average rate \$106 per night for in-state travel, the mileage rate will be based on NAU state car rate at \$30 per day plus 15 cents per mile, and per diem rate based on the actual destination per NAU travel policy.

Subcontract KOI Education: (\$58,300) with (\$19,433) as in kind. Detail budget with budget justification attached.

Subcontract ACDL: (\$12,236) with (\$4,450) as in kind. Detail budget with budget justification attached.

Subcontract Sonoran Center: (\$5,000) with (\$1,667) as in kind. Detail budget with budget justification attached.

Subcontracts with LEAs: (\$80,000) with (\$26,667) as in kind is requested to support the selected LEAs in their third year of training and technical assistance. This is based on the expectation that four LEAs will continue, each having at least two schools (8 total), and a fixed amount of \$20,000 per LEA (or \$10,000 per school). LEAs will be able to use contract funds for any of the following expenses: professional fees of the PBIS trainer they select, travel expenses

for each school team to attend training, expenses required to hire substitute teachers while team members are away at training, fees associated with entering outcome data into a database and generating reports as required by the project, training materials or other supplies required to participate in the training and technical assistance.

It should be noted that \$20,000 per LEA (\$10,000 per school) is based on the expectations that in year 4 the costs of training and technical assistance will reduce from the previous year.

Other: (\$1,500) for printing and materials required for the public awareness trainings, Advisory Committee participation, and reports to ADDPC.

Indirect Cost: 10% TDC of the budget, which is the approved indirect cost rate by the funding agency. The NAU has an approved negotiated Federal (Department of Health and Human Services) Funding Indirect cost rate of 30.9% for this type of project.