

Executive Committee, May 9, 2014; Agenda Item E

Approval of proposal by Direct Center for Independence for \$81,492. One year Contract (June-July)

Executive Summary

Direct Center for Independence proposed program, *Say So of Southern Arizona – Advocacy in Action*, aims to improve the effectiveness and sustainability of self-advocacy groups for people with developmental disabilities in Pima, Santa Cruz and Graham counties. These self-advocacy groups will be identified for ongoing support and training, but will be led by persons with developmental disabilities and their group members.

The program will implement the following strategies to work with identified self-advocacy groups: Training and technical assistance; Outreach through various methods; Supporting and educating local communities; identification of barriers and ways to find solutions; System design and redesign efforts; Coalition development and citizen participation; Civic engagement opportunities; Skill development for strengthening and expanding existing self-advocacy groups; and Resource development.

Direct Center for Independence will accomplish this through three phases:

- 1) During the first four months of the project, staff will assess and identify existing self-advocacy groups in the targeted counties/communities. In conjunction with this, the applicant will assess each group's needs for training and support. If there are no self-advocacy groups in the area, the Program Coordinator (to be hired) will meet with community members, persons with developmental disabilities and encourage and support them to form a self-advocacy group.
- 2) During the second phase of the project, the Program Coordinator will continue to provide training and technical assistance the identified self-advocacy groups and will implement the mini-grants to those that demonstrate need and discuss how the requested dollars will improve their capacity (max. amount of mini-grants is \$2,250). Mini-grants will increase their efficiency, sustainability and capacity.
- 3) The last phase will encompass a Regional Summit to be held in a central location in Southern Arizona that will provide an opportunity for the self-advocacy groups in the targeted communities to network, discuss what has worked/what hasn't and a plan for continuation and to be a part of the Self-Advocacy Alliance.

Key Staffing: Direct Center will hire the Program Coordinator, with oversight and support by Direct Center staff. 501 Navigation will be Consultants on this project, and they will provide training and evaluation

Background: Direct Center for Independence has over 30 years of experience as the independent Living Center for Southern Arizona. They have excellent and multiple relationships with stakeholders and professionals that work with and serve persons with developmental disabilities and their families.

Total Request: \$81,491.61; Match Contribution: \$9055.00; Total Program Cost: \$90,546.61

REVISED BUDGET SUMMARY
APPLICATION NO. ADDPC-FFY14-SA-00

Budget Request Form

Contractor Name: DIRECT Center for Independence

Contractor Address: 1023 N. Tyndall Ave. Tucson AZ 85719
Street Address City State Zip

Project Name: Say So of Southern Arizona - Advocacy in Action

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	\$40,384.00		\$3,400.00	\$43,784.00 -
Fringe Benefits	\$ 10,904.00		\$ 918.00	\$11,822.00 -
Supplies / Operating Expenses	\$ 12,275.00			\$12,275.00 -
Travel	\$ 1,256.61			\$ 1,256.61 -
Rent or Cost of Space	---		\$2,007.00	\$ 2,007.00 -
Contracted Services / Professional Services	\$ 9,264.00			\$ 9,264.00 -
Administrative / Indirect Costs	\$ 7,408.00	\$2,730.00		\$10,138.00 -
Total Costs	\$81,491.61 -	\$2,730.00 -	\$6,325.00 -	\$90,546.61 -

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.

Wendy Dewey

Name of Certifying Official

Executive Director

Title of Certifying Official

520-561-8780

wendyd@directilc.org

Phone

Email

REVISED Budget Narrative for DIRECT Center for Independence

Proposed Program: Say So of Southern Arizona - Advocacy In Action

Year One

Personnel

Program Coordinator (to be hired) 1 FTE, 100% of time spent on this program, coordinating trainings for self-advocacy groups, coalescing information gathered, contacting self-advocacy group members, assisting in facilitating meetings if required, assisting in obtaining transportation for members if required, assist in identifying what groups would benefit from a mini-grant, assist with problem-solving and day-to-day support as needed for self-advocacy groups, including information and referral to other services

Salary \$35,000, average starting salary for this type of position, not expected to increase during year one

Shannon Bergman, *This is MY Life* Self-Determination Coach .10 FTE, 10% of time spent on this program, providing in-house consulting and mentoring to Program Coordinator in program implementation

Salary \$3,400 (10%) not expected increase in year one. This salary will be used as part of the match requirement

Marti Vendor, Director of Operations, .05 FTE, 5% of time spent on this program, supervisor of Program Coordinator, assist in program oversight

Salary \$2,000 (5%), not expected increase in year one.

Ganga Samarasinha, Accountant, .05 FTE, 5% of time spent on this program, assisting with fiscal oversight, including mini grants, tracking expenses and maintaining accurate records for reporting

Salary \$2,184 (5%), not expected increase in year one.

Wendy Dewey, Executive Director, .02 FTE, 2% of time spent on this program, general program oversight

Salary \$1,200 (2%), not expected increase in year one.

Total personnel (ask) \$40,384

Personnel costs to match \$3,400 (source state funding)

Match

Fringe Benefits

Employer paid benefits include health, dental Short Term/Long Term disability insurance and worker's compensation. Approximately 61% of total are benefits, 37% is payroll taxes and 2% is 401K employer match.

Fringe benefit total is averaged at 27% of salary.

ERE expenses (ask) \$10,904

ERE expenses match \$918

Supplies/Operating Expenses

For new employee: Laptop \$1,000

For the proposed program: Material duplication of curriculum and information for self-advocacy groups we will work with, estimate cost at .5 cents a page, estimate 2500 copies (or 50 pages for each attendee, estimate 50 attendees). Total cost \$125

For Regional Summit: Estimated costs for space \$900, food (breakfast and lunch) estimated cost \$15 per person, \$750 (estimate 50 attendees), transportation (van rental) \$500, to ensure people are able to attend. Total costs \$2,150

For the proposed program: Mini grants as requested by self-advocacy groups, we estimate we will award 4 grants in year one, average \$2,250 for each grant, total mini grants for year one \$9,000

Total supplies (ask) \$12,275

Travel

Costs for Program Coordinator to travel to attend self-advocacy meetings and meet with self-advocacy members in the target area of Pima, Santa Cruz and Graham counties, estimates as follows:

In Pima County

Travel in Tucson estimated at 20 miles a month, attend one meeting each month plus additional one to one meetings, 240 miles a year X 44.5 cents a mile per state of Arizona travel policy, total \$106.80

Travel to rural areas of the county including Sahuarita (47 miles round trip) and Vail (48 miles round trip), total miles 95 X 44.5 cents a mile, total \$42.28. Estimate one trip to each location during year one.

Per diem for 2 lunch meals estimated for rural trips, total for Pima County \$20 (\$10 each meal per state of Arizona default rate). We don't anticipate overnight travel for these locations.

Total travel costs in Pima County \$169.08

In Santa Cruz County

Travel to Nogales (138 miles round trip), total miles 138 X 44.5 cents a mile, total \$61.41, total \$184.23; estimate three trips during year one with follow up via telephone and email as required.

Per diem estimated at 2 meals each trip or \$20 (per state of Arizona default rate), total per diem \$60.

Total travel costs in Santa Cruz County \$244.23

In Graham County

Travel to Safford (254 miles round trip) anticipate two trips during year one with follow up via telephone and email as required. Mileage X 44.5 cents a mile, \$113.03 each trip, \$226.06 total. Per diem estimated \$34 per default rate, total \$68, overnight stay cost \$60 per default rate; total is \$120.

Total travel costs in Graham County \$414.06

Travel for staff to attend training in Phoenix

If awarded, the Program Coordinator and Director of Operations will travel to Phoenix for ADDPC training on evaluation. Estimated mileage at 232, X 44.5 cents a mile, \$103.24. Per diem estimate 2 meals, \$54 per Maricopa rate, total \$108. Lodging estimated at \$109 each for one night, total \$218.

Total for Phoenix training \$429.24

Total travel (ask) \$1,256.61

Rent or Cost of Space

Cost of space for DIRECT offices, **\$2,007** (3% of total cost of \$66,912). This will be used as an in-kind match.

Contracted Services/Professional Services

Training - DIRECT anticipates hiring consultants from 501 Navigation to conduct trainings for self-advocacy groups. Costs are estimated as follows:

Conduct trainings in 501 Navigation areas of expertise for self-advocacy groups in the target area. Final training topics to be identified by the self-advocacy groups but are anticipated to include fundraising, grant writing, marketing, communication and sustainability. Anticipate conducting 6 trainings in year one with three trainings in Tucson in Pima County, two in Santa Cruz County and one in Safford in Graham County. Each training is estimated at two hours with four hours for preparation at \$85 an hour or \$500 for each training plus mileage estimated at \$15 for each Tucson training, \$55 for each Santa Cruz County and \$109 for Safford or \$264.00 for mileage. Total estimate for consultants to conduct training \$3,264.00

Program Evaluation – conduct evaluation during year one including creating surveys and evaluating results, \$5,000

Translation services – Estimated costs to translate program materials into Spanish, \$1,000

Total Professional Services \$9,264

Administrative/Indirect Costs

DIRECT does not have a federally approved indirect rate, therefore we request 10% of the request total for administrative expenses, or \$7,408

Match Required \$9,055

In-kind match \$4,318 (Shannon Bergman's salary and ERE) plus \$2,007 for rent costs total \$6,325 in-kind match

Remainder \$2,730 provided in cash match via parking fees and ABIL contract fees