

Year 3 Renewal Application  
LEAP Program  
Contract Number ADDPC-FFY-10-1112-00  
Contract Period July 1, 2013 – June 30, 2014

Submitted by

Lynn Kallis  
Pilot Parents of Southern Arizona  
2600 N. Wyatt Drive  
Tucson, AZ 85712

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- I. LEAP program materials have been disseminated for scholarship applicant recruitment and to solicit training opportunity information for the on-line training registry. The materials have been disseminated state-wide by numerous partner agencies/organizations via newsletter, list serve, email, conference/booth attendance, etc.

The program is on-time with the implementation plan. Each month, a minimum of six training opportunities have been added to the on-line training registry. Scholarship applicants have received notice, completed post-event evaluation and received reimbursement within the implementation plan time frames.

Individuals with developmental disabilities and family member from across the state have submitted applications to attend numerous training opportunities.

For program evaluation, each program participant is required to complete a post-event survey that includes the Consumer Satisfaction Survey provided by the Arizona Developmental Disabilities Planning Council. This survey includes ratings of: the application and award process; how the event met the attendee's expectations; and the attendees increase in advocacy skills after event attendance. The feedback Pilot Parents has received regarding the LEAP program has been very positive. Post-event surveys reveal that 100 percent of attendees rate the application and award process as good or very good. Ninety percent of respondents noted a definite increase in advocacy skills due to their training attendance. Satisfaction with the program is high with one-hundred percent reporting that they strongly agree with the statement "I am satisfied with the LEAP program".

The key process outcomes are that individuals with developmental disabilities and family members are provided with the opportunity to increase knowledge and develop and/or enhance skills that increase quality of life. To date, Pilot Parents has received 34 applications to attend various local, state and national events. Eighteen awards have been extended totaling over \$15,600 in financial assistance.

Having a shortened program year (from 12 months to 9 months) during this contract has been a barrier to getting the entire amount of contract funds spent. Pilot Parents choose to increase the amount of money awarded in scholarships to make opportunities available to more individuals to attend events. We believe that we can successfully spend the contract amount within a one year time frame. Another barrier was that we were not able to extend awards in a timely manner to individuals that applied to attend an event taking place in the next contract year. This barrier is being addressed by the ADDPC as we are beginning the contract renewal and award process earlier to prevent this from happening in future years.

The LEAP program is trying to achieve the overall target measurement in the category of Advocacy. Participants have the opportunity to attend training, conferences and other learning events that increase their knowledge, enhance their current advocacy skills, promote inclusion, self-determination and informed decision making about choices and quality of life.

- II. Please see Attachment A & B

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- III. The LEAP program supports the ADDPC's third goal of empowering persons with developmental disabilities, their families, and people who support them by linking them to information that promotes informed decision making about their choices and their quality of life. The program allows participants to acquire reliable information on a variety of topics that are important to individuals with developmental disabilities, their families, and people who support them by financially supporting their attendance at various educational events locally, state-wide and nationally. Pilot Parents intends to award \$30,000 in financial assistance to eligible individuals to attend valuable learning opportunities by June 30, 2014. These training events educate individuals with developmental disabilities about how to access the information they need and want. The LEAP program also assists the target population by posting learning opportunities to the Pilot Parents website training registry where individuals can learn of opportunities available to them.
- IV. LEAP program materials have been translated into Spanish to accommodate the large Spanish speaking population within the State. We seek to identify underserved ethnic populations and individuals residing in more remote areas of the state to participate in the LEAP program. As the need arises Pilot Parents staff assists individuals with developmental disabilities in the completion of program forms and in the gathering of supplemental materials.
- V. Pilot Parents will continue to recruit program participants by utilizing mass mail, e-mail, referrals from community organizations, advertisement in community agency newsletters and by participating in outreach events such as conference/fair booths. These methods strategically target entities that provide service and support to individuals with developmental disabilities and their family members. Input from persons with developmental disabilities and/or their family members/caregivers are used to enhance program implementation. This is done by having each program participant complete a post-event survey. This survey not only rates the educational event but also the application and award process. This information is used to enhance the program's implementation.
- VI. Please see Attachment C
- VII. There are no staff training requirements at this time and Pilot Parents does not anticipate the need for staff training during the contract year.
- VIII. Karen Kelsch will function in the role as Program Coordinator and Cheryl McKenzie in the role of Administrative Support for the LEAP program.  
Please see Attachment F: short summary of job responsibilities for project

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IX. Pilot Parents relies upon strong community collaboration for the success of the LEAP program. We involve community partners by utilizing their assistance with program information dissemination and recruitment efforts. For example, numerous agencies and organizations have written and disseminated articles about the LEAP program in agency newsletters and publications. Collaborators are asked for and regularly provide detailed information on upcoming training opportunities that Pilot Parents posts to the on-line training registry.  
Please see Attachment D

X. The LEAP program was created to assist the Arizona Developmental Disabilities Planning Council in the dispersal of funds for individuals with developmental disabilities and their families to attend valuable learning opportunities. This program will not be sustained without continued Council funding.

XI. With community and Council input Pilot Parents developed a post-event survey to be completed by each awardee after the approved event. This survey rates the application and award process, provides an area for recommendations on the process, rates the event, rates whether the event increased the attendees advocacy skills and asks the attendee to list the three most significant things they learned at the event. On the back of this survey is the Consumer Satisfaction Survey provided by the Council for federal reporting purposes. This survey asks the attendee whether they were treated with respect, have more control, can do more things in the community, program and life satisfaction level, knowledge of rights and ability to protect self from harm. There is also an area to note what has been helpful or not helpful about the program.

Pilot Parents staff mail the post-event survey with the notification letter and evaluation and reimbursement instructions. Before reimbursement is issued Pilot Parents must have the completed evaluation form returned. Upon receipt of the evaluation the Program Coordinator reviews the results and notes the findings. This data is collected, analyzed and reported to the Council on the quarterly narrative report. Year-end evaluation data will be compiled and delivered to the Council within 30 days of the contract end date. This data is used to monitor the effectiveness of the program and make changes if deemed necessary.

Please see Attachment E

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# Budget Request Form

Contractor Name: Pilot Parents of Southern Arizona

Contractor Address: 2600 N. Wyatt Drive Tucson AZ 85712  
Street Address City State Zip

Project Name: LEAP (Leadership Education Advocacy Partnership) Program

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	13,572	-	-	13,572
Fringe Benefits	2,500	-	2,400	4,900
Supplies / Operating Expenses	-	-	1,700	1,700
Travel	30,000	-	-	30,000
Rent or Cost of Space	-	-	6,440	6,440
Contracted Services / Professional Services	-	-	2,670	2,670
Administrative / Indirect Costs	3,928	-	3,540	7,468
<b>Total Costs</b>	<b>50,000</b>	<b>-</b>	<b>16,750</b>	<b>66,750</b>

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.

Lynn Kallis  
Name of Certifying Official

Executive Director  
Title of Certifying Official

(520) 324-3150 Lynn@pilotparents.org  
Phone Email

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**Attachment B  
Year 3 LEAP  
Budget Narrative**

**Personnel Salaries:**

The project budget includes personnel salary costs for two individuals which are both current employees of Pilot Parents of Southern Arizona. Total requested salary costs are \$13,572.00.

Employee	Title	Hourly Rate	Hours/ Contract	Personnel Cost
Karen Kelsch	Project Coordinator	\$19.75	572	\$11,270
Cheryl McKenzie	Administrative Support Staff	\$12.50	182	\$2,275

**Fringe Benefits:**

11% of salaries for this grant have been calculated to cover fringe benefits. This amount of \$1,500 includes social security, Medicare, and workers compensation. An additional \$1,000 has been budgeted toward the health insurance costs of the program coordinator. The total of this line item is \$2,500. PPSA will provide \$2400 in-kind match for the administrator's health insurance coverage.

**Supplies/Operating Expenses:**

Pilot Parents is not requesting funds from the ADDPC for this line item. PPSA will provide \$1700 of in-kind match for supplies/operating expenses.

**Travel:**

These funds will be allocated for registration fees, mileage, hotel and accommodations for qualified individuals who are selected to attend trainings under this contract. These expenses will vary depending on the applications received, accommodations requested and funding available. \$30,000 has been allocated in the program budget for these expenses.

Registration Fees	\$ 7,000
Overnight Accommodations	\$ 7,000
Travel expenses	\$10,000
Attendant Care, Respite, Other	\$ 6,000

**Rent or Cost of Space:**

PPSA is not requesting rent or cost of space from ADDPC Funds. PPSA will use in-kind match of \$6,440 in rent or cost of space.

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**Contracted Services/Professional Services:**

Pilot Parents is not requesting ADDPC funds for this category. PPSA will provide \$2,670 of in-kind match towards expenses in this category. These expenses include taxes, accounting and computer services.

**Administrative/Indirect Costs:**

\$3,928 of ADDPC funds are being requested in this category. This amount will cover administrative oversight (\$3000) and partial PPSA Insurance fees (\$928). PPSA will provide \$3,540 in this category for in-kind match.

**IN-KIND MATCH**

**Fringe Benefits**

\$1600 towards administrator health insurance

**Supplies and Operating Expenses**

\$1700

**Rent**

\$6,440 towards office and storage space

**Contracted Services/Professional Services**

\$2,670 to be divided between PPSAs contracted services for tax preparations, accounting and computers

**Administrative/Indirect Costs**

\$3,540 towards administrator oversight

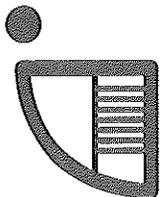
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**Attachment C  
Year 3 LEAP Implementation Plan**

Type of Activity	Person Responsible	Date Activity Will Be Completed	Type of Support Documentation
No less than 6 training opportunities posted to training registry each month (July 1, 2013 – June 30, 2014)	Karen Kelsch	Last day of each month	Print copy of training opportunities added to training registry
Notice of Award	Karen Kelsch	Within 15 days of receipt of application	Copy of award letters
Completion of post-event survey	Karen Kelsch	Within 30 days of event	Print copy of post-event surveys
Reimbursement sent to awardee	Cheryl McKenzie	Within 10 business days of receipt of completed paperwork	Print copy of reimbursement check
Program Evaluation	Karen Kelsch	July 31, 2013	Evaluation report

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April 1, 2013

Lynn Kallis  
Executive Director  
Pilot Parents of Southern Arizona  
2600 N. Wyatt Drive  
Tucson, AZ 85712

Dear Lynn Kallis,

As the Executive Director of Individual Achievements Association dba GaitWay, I am happy to write in support of the LEAP program application for Pilot Parents of Southern Arizona to the Arizona Developmental Disabilities Planning Council. The LEAP program is instrumental in allowing individuals with disabilities as well as their parents to build their knowledge of advocacy and community awareness throughout Arizona.

GaitWay is a 501(c)(3) not-for-profit organization providing serves to adults and children with motor disabilities in Tucson and Phoenix. For the past 15 years, GaitWay has worked with our students to develop skills for helping increase independence throughout their lives.

Prior to starting at GaitWay, I used LEAP to attend classes to build my knowledge, in order to help organization that provided services to my son, he is multiply disabled. My goal was to volunteer my services to help build programs to better meet the needs of their clients, as well as my child, and still be cost effective to the organization. It has been a necessary resource for me and for any of the parents whose child is in our program to help with the financial obligations to attending classes and seminars, educating us to better serve our families. We encourage the adults attending our program and the parents of the children attending our program to use Pilot Parents of Southern Arizona as a resource for not only LEAP but also Partners in Policy Making Program.

Sincerely,

Tammy Koopman, Executive Director  
Individual Achievements Association dba GaitWay

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April 5, 2013

Karen Kelsch  
Program Coordinator  
Pilot Parents of Southern Arizona  
2600 N. Wyatt Drive  
Tucson, AZ 85712  
(520) 324-3158  
1-877-365-7220

Dear Ms. Kelsch,

Southwest Institute for Families and Children is pleased to provide Pilot Parents of Southern Arizona a letter of support for the renewal of Project Leap by the Arizona Developmental Disabilities Planning Council.

As an organization that works closely with people with developmental disabilities, SWI has found Project Leap to be instrumental in providing funding to people with developmental disabilities who would like to attend disability related conferences. We urge the DDPC to continue funding Project Leap so that others with developmental disabilities may attend conferences and bring back the knowledge they've acquired to strengthen the self advocacy movement in Arizona.

Sincerely,

A handwritten signature in cursive script that reads "George Garcia".

George Garcia MSW  
Youth Services Manager  
Southwest Institute for Families and Children  
5111 N. Scottsdale Rd. Suite 151  
Scottsdale, AZ 85250  
(480) 222-8800 ext. 314  
fax: (480) 222-1080  
g.garcia@swifamilies.org

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# LEAP Post-Event Survey

Name \_\_\_\_\_ Event Attended \_\_\_\_\_

Please rate the LEAP application and award process:

- Very Good     Good     Fair     Poor     Very Poor

What improvements would you recommend?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please rate how the training event met your expectations:

- Very Good     Good     Fair     Poor     Very Poor

Would you recommend this particular event to others?

- Yes     No

Please rate whether this event has increased your advocacy skills:

- Definitely     Somewhat     Not at All

What are the three most significant things you learned at the event?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

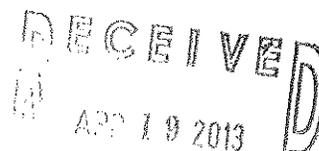
How will you use your increased advocacy skills (personally, within the community and state-wide)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like more information on programs and services available through Pilot

- Parents?     Yes     No

*Please complete both sides of this form.*



## LEAP Post-Event Survey

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**Directions** – Please check the category that best describes you

- Individual with a disability       Family member       Other \_\_\_\_\_

**Directions** – Please circle either **Yes** or **No** to tell us your opinion about the following statements.

1. I was treated with respect during the LEAP application, award, and reimbursement process.  
**Yes    No**
  
2. I have more choice and control as a result of attending the LEAP funded event.  
**Yes    No**
  
3. I can do more things in my community as a result of the LEAP funded event.  
**Yes    No**

**Directions** – Please circle the number that best describes your opinion.

4. I am satisfied with the LEAP program.

4	3	2	1
Strongly	Agree	Disagree	Strongly
Agree			Disagree

5. My life is better because of participating in the LEAP program.

4	3	2	1
Strongly	Agree	Disagree	Strongly
Agree			Disagree

What has been helpful or not helpful about the LEAP program? \_\_\_\_\_

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6. Because of the LEAP program, I know my rights.  
**Yes    No**
  
7. I am more able to be safe and protect myself from harm as a result of the LEAP program.  
**Yes    No**

Please return this completed form to  
**Pilot Parent of Southern Arizona**  
2600 N. Wyatt Dr. Tucson AZ 85712  
fax (520) 324-3152  
email ppsa@pilotparents.org

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## Attachment F

### LEAP Staff Responsibilities

#### Program Coordinator

- Responsible for the on-line training registry: technical website maintenance; identifying, posting and updating training opportunities
- Determine applicant and event eligibility
- Notify applicants of award status and agreement of program terms
- Ensuring applicant completion of reimbursement and evaluation forms
- Recruitment of program participants
- Write and submit quarterly narrative reports to the ADDPC
- Complete program final evaluation and report to ADDPC
- Update forms, policies & procedures, evaluation tools as deemed necessary
- Promote the program throughout the state

#### Administrative Support Staff

- Maintain necessary program accounting records
- Issue awardee reimbursement checks
- Complete and submit monthly budget reports to the ADDPC
- Submit budget support documentation as requested by the ADDPC

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**ASSURANCE FOR NON CONSTRUCTION PROGRAMS**

OMB Approval No. 0348-0040

**REWNEAL APPLICATION**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to the nondiscrimination in the sale, rental or financing or housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

**ASSURANCE FOR NON CONSTRUCTION PROGRAMS**

OMB Approval No. 0348-0040

**REWNEAL APPLICATION**

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276C and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

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SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL <i>Amy Kallis</i>	TITLE <i>Executive Director</i>
OFFEROR ORGANIZATION <i>Pilot Parents of So. Ariz.</i>	DATE <i>March 25, 2013</i>

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