

1. Summary of your current program, to date, in achieving what was proposed.

- a. Southwest Institute for Families and Children is in the second year of the Supporting People in Empowerment, Advocacy, and Knowledge (SPEAK!) grant. As a continuation from the first year of the grant, SWI has continued to work with five self advocacy organizations located in the counties of Maricopa and Pima. Through SPEAK!, each self advocacy organization has undergone an assessment to determine their strengths and weaknesses, as well as their sustainability. The assessment allows SPEAK! staff to determine the curriculum required by each participating organization.

Each self advocacy organization is currently in the process of completing the curriculum. Throughout the second year of this grant, SPEAK! staff have worked with each organization to establish a strong foundation based on a mission, vision, and clear goals. With clearly defined goals and objectives, self advocacy organization members are beginning to work on achieving their agreed-upon objectives.

Aside from working with the five self advocacy organizations first chosen during the beginning of the grant, SWI has been working hard to establish a self advocacy organization in Kayenta, Arizona on the Navajo reservation. SPEAK! staff members Pauline Yazzie and Armondo Ree Duran, have received extensive training on implementing the SPEAK! curriculum, and have begun the steps necessary to establishing a self advocacy group in Kayenta.

To improve the effectiveness of self advocates advocating on the legislative level, SWI has worked with David Carey from Arizona Bridge to Independent Living to create legislative training curriculum. The curriculum teaches self advocates how to speak with their legislators and advocate on issues that may concern the self advocacy organization. Furthermore, SPEAK! staff members worked with David Carey to establish the Grassroots Advocacy Group. The purpose of the group is to meet on a monthly basis to discuss issues that concern people with disabilities and to work together to foment change through awareness and advocacy.

- b. SPEAK! evaluates the self advocacy organizations we are working with through the product they create after each curriculum section is completed. The curriculum is taught in a manner that is culturally appropriate and mindful of the age and gender of all organization members. Staff members use people first plain language to ensure understanding of the curriculum. SPEAK! staff members then work with each organization to create the product required of the curriculum.

While outreach is no longer required to people with developmental disabilities and their families when it comes to working with the five self advocacy organizations located in Maricopa and Pima counties, outreach is required in Kayenta, Arizona. SPEAK! staff members have reached out to all organizations and agencies that work with people with disabilities to inform them of the creation of a new self advocacy organization. Flyers created for each meeting use people first plain language. To ensure accessibility, SPEAK! staff members have received permission from the director of a local dialysis clinic to use their space for monthly meetings.

- c. Working with five self advocacy organizations for the past two years has allowed SPEAK! to achieve several project outcomes. Based on our assessment we conduct with each organization, the graphs below provide in detail information on where each self advocacy organization was before SPEAK! and where they are now.

| Supporting People in Empowerment, Advocacy, and Knowledge Self Advocacy Organization prior to SPEAK! | | | | | |
|---|-------------------------|--------|-------|---------|------------------------|
| Name of Organization | People First of Arizona | YAC-AZ | OASIS | Compass | People First of Tucson |
| Does the organization have a mission and values statement? | Yes | Yes | Yes | No | No |
| Has the organization conducted a SWOT analysis? | No | No | No | No | No |
| Does the organization have goals? | No | No | No | No | No |
| Does the organization have measurable objectives? | No | No | No | No | No |
| Does the organization have bylaws written? | Yes | No | Yes | No | No |
| Does the organization have an established leadership structure? (i.e. Officers) | Yes | Yes | Yes | No | Yes |
| Does the organization have a budget design? | No | No | Yes | No | No |
| Does the organization have a brand (i.e. logo and motto)? | Yes | Yes | Yes | No | No |
| Does the organization have a recruitment plan? | No | No | No | No | No |
| Has the organization undergone member retention strategy training? | No | No | No | No | No |
| Do organization members understand and practice delivering an elevator speech about the organization? | No | No | No | No | Yes |
| Is the organization using social media? | No | Yes | No | No | No |

| Supporting People in Empowerment, Advocacy, and Knowledge Self Advocacy Organization prior to SPEAK! | | | | | |
|---|-------------------------|--------|-------|---------|------------------------|
| Name of Organization | People First of Arizona | YAC-AZ | OASIS | Compass | People First of Tucson |
| Does the organization have a newsletter? | No | No | No | No | No |
| Does the organization have, or is actively seeking, community partnerships? | Yes | Yes | Yes | Yes | Yes |
| Does the organization have a plan to raise funds? | No | Yes | Yes | No | No |
| Is the organization a 501(c) 3 nonprofit or seeking nonprofit status? | Yes | No | No | No | No |

= Had before working with SPEAK = Does not have

The graph below shows the advances each self advocacy organization is made while working with SPEAK! Each square in blue indicates the investments made while working with SPEAK!

| Supporting People in Empowerment, Advocacy, and Knowledge Self Advocacy Organization currently with SPEAK! | | | | | |
|---|-------------------------|--------|-------|---------|------------------------|
| Name of Organization | People First of Arizona | YAC-AZ | OASIS | Compass | People First of Tucson |
| Does the organization have a mission and values statement? | Yes | Yes | Yes | Yes | Yes |
| Has the organization conducted a SWOT analysis? | Yes | Yes | Yes | Yes | Yes |
| Does the organization have goals? | Yes | Yes | Yes | Yes | Yes |
| Does the organization have measurable objectives? | Yes | Yes | Yes | Yes | Yes |
| Does the organization have bylaws written? | Yes | Yes | Yes | No | No |
| Does the organization have an established leadership structure? (i.e. Officers) | Yes | Yes | Yes | No | Yes |
| Does the organization have a budget design? | Yes | No | Yes | No | No |
| Does the organization have a brand? (i.e. logo and motto) | Yes | Yes | Yes | No | No |
| Does the organization have a recruitment plan? | Yes | Yes | Yes | Yes | Yes |
| Has the organization undergone member retention strategy training? | Yes | Yes | Yes | Yes | Yes |

| Supporting People in Empowerment, Advocacy, and Knowledge Self Advocacy Organization currently with SPEAK! | | | | | |
|---|-------------------------|--------|-------|---------|------------------------|
| Name of Organization | People First of Arizona | YAC-AZ | OASIS | Compass | People First of Tucson |
| Do organization members understand and practice delivering an elevator speech about the organization? | Yes | Yes | Yes | No | Yes |
| Is the organization using social media? | No | Yes | No | No | Yes |
| Does the organization have a newsletter? | No | No | No | Yes | Yes |
| Does the organization have, or is actively seeking, community partnerships? | Yes | Yes | Yes | Yes | Yes |
| Does the organization have a plan to raise funds? | Yes | Yes | Yes | Yes | No |
| Is the organization a 501(c) 3 nonprofit or seeking nonprofit status? | Yes | No | No | No | No |

 = Had before working with SPEAK  = Developed with SPEAK  = Does not have

d. Few barriers have been encountered while working with the five self advocacy organizations in Maricopa and Pima counties. Each organization is receptive to the trainings and have made great strides in improving their organizations. Members are welcoming and actively participate in each training session. The greatest barrier to implementing the curriculum is time. The self advocacy organizations we work with only meet on a monthly basis. This limits our time to teach the curriculum since our allotted time only begins after the organization has resolved any other business concerning the organization. To ensure SPEAK! staff members have enough time to implement the curriculum effectively, the curriculum is broken up into various sections that may be done in the span of 2 to 3 meetings.

Establishing a new self advocacy organization in Kayenta, Arizona has encountered several barriers. Kayenta is located in Northern Arizona in Navajo County on what is part of the Navajo reservation. The area is rural with limited infrastructure and high poverty levels. The need for advocacy for people with disabilities, in particular those with developmental disabilities, is great, yet has proven to be difficult due to the living situations of the community.

To overcome the barriers faced in Kayenta, SPEAK! staff members have formed a partnership with a local dialysis clinic to hold monthly meetings in their building for the self advocacy organization. While the building is accessible, the dialysis clinic is working to improve accessibility by building a new wheelchair accessible ramp for the location.

In continuation with year three of the grant, a partnership will be explored with ASSIST to Independent Living, a Center for Independent Living located in Tuba City, Arizona in Coconino county . If a partnership is obtained, the partnership will give access to the newly formed self advocacy group to resources and information provided by ASSIST as well as access to the larger independent living movement.

Furthermore, SPEAK! will work with ASSIST staff to develop a new self advocacy organization on the Navajo County using the SPEAK! curriculum. To do so, SPEAK! staff members will train Mia Seimy from ASSIST in a train the trainer mode to use the curriculum to establish a self advocacy organization in Tuba City, Arizona.

- e. SPEAK! is trying to achieve capacity building and sustainability among the self advocacy organizations the project is currently working with.

Capacity Building

When speak staff members first assessed the self advocacy organizations that agree to work with the project, many lacked clearly defined goals and objectives that were in line with the initial mission of the organization. Instead of being concerned about achieving goals that are in line with the self advocacy movement, the primary concern of each organization centered on funding and long-term sustainability. While funding and long-term sustainability are important issues that must be addressed by each self advocacy organization, they should not be the sole concern of any organization. In order to attract members, build partnerships, and foment change in the community, self advocacy organizations must focus their goals on issues that affect people with disabilities.

To increase the ability of self advocacy organizations to address issues that affect people with disabilities using the limited resources each organization has, SPEAK! has focused on capacity building. The goal of capacity building is to increase the ability of the organization to achieve its goals by instituting any change necessary. During the two years of the grant, SPEAK! staff have worked with each organization to revise their mission and vision as well as develop goals that are based on the strengths and weaknesses of each organization. To ensure that goals are met, SPEAK! staff have worked with each organization to develop smart objectives that are manageable and hold organization members accountable for their completion.

Capacity building is not solely based on achieving goals. For year three of the grant, SPEAK! staff plan to work with each organization to increase membership and develop new partnerships. To do so, SPEAK! staff will work with each organization to develop recruitment and retention plans that help attract and keep members, staff, and volunteers that help improve the capacity of the organization to meet its goals. SPEAK! staff will also work with each organization during the third year of the grant to strengthen their community ties by establishing partnerships with other community organizations that share similar values or goals.

Sustainability

Having a long-term sustainability strategy is important for any effective self advocacy organization. Sustainability strategies may include various aspects from capacity building, but sustainability also means having enough funding to support an organization's activities. With budget cuts due to poor economic times, many organizations and agencies that once supported self advocacy organizations have had to cut or reduce their financial support. The results being that many self advocacy organizations have ceased to exist.

The organizations that SPEAK! is working with have managed to survive but find it difficult to achieve their goals under the current financial hardship. For year three of the grant, SPEAK! staff will work with each self advocacy organization to develop multiple funding streams through the development of an effective fundraising plan. Funding streams may include the establishment of small businesses, grant writing, and fundraising.

2. Budget and match

See attachments A and B for Budget Form and Budget Narrative.

3. Describe how the program supports the Council's goals as stated in the 2012 through 2016 state plan.

SPEAK! supports the council in its efforts to "build a self advocacy coalition comprised of diverse advocacy organizations that is led by persons with developmental disabilities" as outlined in the 2012 to 2016 state plan. To that effort, SPEAK! contributed to each of the advocacy objectives chosen for the 2012 to 2016 state plan.

Objective 1: Develop/strengthen and pilot a self-advocacy in one urban county (Maricopa) and at least one rural county.

SPEAK! is working with six self advocacy organizations in Maricopa, Pima, Navajo, and Coconino counties. The purpose of SPEAK! is to strengthen each organization by providing them with technical assistance in all aspects of organization development and sustainability.

Objective 2: Provide and/or link the Coalition to training, technical assistance, and other resources to meet identified needs.

SPEAK! has developed a 10 part curriculum that is available free of charge online to anyone looking to develop or strengthen their self advocacy organization. The curriculum focuses on structured development and includes topics such as mission and values development, choosing a Board of Directors, SWOT assessment, marketing and sustainability among others.

Objective 3: Expand the Coalition to other areas of the state, particularly those that are underserved or underserved by self-advocacy organizations.

SPEAK! is in the process of developing a self advocacy organization in Kayenta, Arizona. Located in Navajo County, Kayenta is a small town in a rural part of Arizona where unemployment rates are high and there is a need for self advocacy organizations. Pauline Yazzie and Armondo Ree Duran are working with community members to establish a self advocacy organization using the curriculum created by SPEAK!.

Because of the lack of resources for many individuals living on the Navajo reservation, attending self advocacy organization meetings in Kayenta may be difficult for people who do not live in or near Kayenta. To increase the number of people with developmental disabilities participating in self advocacy organizations, SPEAK! staff will work with ASSIST to Independent Living to establish a self advocacy organization in Tuba City.

4. Describe how the program is culturally competent, age-appropriate and gender responsive.

Presentations and activities are and will continue to be interactive and engaging to all participants. Each presentation and activity uses plain language and is designed in a step-by-step process that allows participants to follow along and understand each process until achieving their intended goal for the training. Feedback is always encouraged and changes to the presentations and activities are done as requested or required by participants while presenters are giving their presentations.

5. Describe how the target population will be recruited and retained for the program.

SPEAK! has successfully worked with five self advocacy organizations for people with developmental disabilities throughout the duration of the grant. SPEAK! staff work with each organization, and their support staff, to incorporate SPEAK! trainings that are pertinent to the organization within their meeting schedules. Trainings are determined through the SPEAK!

assessment as well as discussions with each organization to determine the interests of organization members.

Implementation of the program is determined by the individual needs of each self advocacy organization and their members. SPEAK! staff provide trainings through a variety of different methods and encourage participation of all members during training. By encouraging full participation, each member contributes to the development of the organization and becomes an invested member with a stake in the success of the organization.

SPEAK! will also help develop self advocacy organizations in Tuba City Arizona. To do so, SPEAK! will partner with ASSIST to Independent Living to train a staff member to utilize the curriculum to develop a self advocacy organization. To ensure the curriculum is implemented in an accessible manner, SPEAK! staff will work with ASSIST staff to ensure they are capable of providing trainings in people first plain language.

6. Provide an implementation plan that lists out sequentially the key activities.

See attachment C for Implementation Plan.

7. Describe if any trainings will be needed for existing and or new staff.

Ongoing training and organization evaluation may be required for SPEAK! staff in Kayenta, Arizona. SPEAK! Director George Garcia, Co-director Teresa Moore, and Project Coordinator Juliana Huereña will travel to Kayenta to assess the self advocacy organization development activities facilitated by Pauline Yazzie and Armondo Ree Duran to determine their effectiveness. Any re-trainings needed will be done on location.

To expand the number of self advocacy organizations on the Navajo reservation, SPEAK! staff will work with Mia Seimy from ASSIST to Independent Living in Tuba City Arizona to become a trainer versed in SPEAK! curriculum. Trainings will involve meeting with Mia Seimy for an all-day training session where each portion of the curriculum will be discussed and delivery methods practiced. To ensure proper delivery and practice, SPEAK! staff will serve as advisors and program evaluators to all newly formed self advocacy organizations.

8. Describe the role of each key staff involved with the project either in a paid or unpaid position.

George Garcia, Project Co-Director
Juliana Huereña, Project Coordinator
Teresa Moore, Project Co-Director
Pauline Yazzie, Navajo County Coordinator
Armondo Ree Yazzie, Navajo County Youth Coordinator
Karen Burstein, Director of SWI
Mia Seimy and ASSIST, Coordinator at ASSIST

See attachment VIII for Job Responsibilities.

9. Describe the effort to involve and increase community collaboration in the program.

The self advocacy organizations currently working with SPEAK! have already established collaborations and partnerships with organizations and agencies in their respective communities. With that said, SPEAK! will work with each self advocacy organization to establish new collaborations and partnerships within their communities to assist in long-term sustainability.

To further promote SPEAK!, partnerships have been established with Self Advocates Becoming Empowered (SABE), a national self advocacy organization for people with developmental disabilities. SABE has also written a letter of support, which is available for your review. Through SABE's Our Community United grant, SPEAK! curriculum will be shared with self advocacy organizations nationally via online webinars and links on SABEUSA.org and to the YAKKIT.org website.

Attachment D 2 Letters of Support.

10. Describe how the program can operate without ADDPC funding.

All curriculum developed by SPEAK! will continue to be hosted on the YAKKIT.org website. Self advocacy organizations who have participated in the project will continue to have access to the curriculum via the website. As part of the features of the website, users have the opportunity to post questions and comments on each video. This gives users the opportunity to develop a dialogue along best practices when it comes to developing self advocacy organizations. Furthermore, SPEAK! staff will remain available through the website to develop technical support to any self advocacy organization implementing the curriculum.

Along with providing curriculum online, SPEAK is also establishing partnerships with state and national organizations to ensure long-term sustainability. Currently, SPEAK! is working with SABE to provide SPEAK! curriculum to self advocacy organizations throughout the nation using the SABEUSA.org website.

11. Describe the evaluation plan for ongoing monitoring and achieving measurable outcomes.

SPEAK! utilizes an assessment tool, created by SPEAK! staff, that measures a self advocacy organization's structure, components, and sustainability to determine the strengths and weaknesses of the organization. The assessment is administered by SPEAK! staff at the beginning of the program to help determine which trainings would be best appropriate for the organization at that particular point. Once SPEAK! staff and organization members have chosen a curriculum they would like to learn from, trainings are given with activities and goals that must be accomplished to meet the requirements of the assessment.

Activities and goals met indicate to the staff that the organization has met the standard as to what constitutes an effective self advocacy organization. Upon completion of all trainings agreed upon, SPEAK! staff reassess the organization to determine how much has the organization improved and if any further training is required or requested.

ADDPC survey included.

Sign Assurance of Non-Construction Programs included.

See attachment G for a copy of the SPEAK! Assessment.

Budget Request Form

Contractor Name: Southwest Institute for Families and Children

Contractor Address: 5111 N. Scottsdale Rd, Suite 151, Scottsdale, AZ 85250
Street Address City State Zip

Project Name: Supporting People in Wmpowerment, Advocacy and Knowledge (SPEAK!) Year 3

| Budget Category | Requested ADDPC Funds | Non-Federal Cash Match | Non-Federal In-Kind Match | Total Program Cost |
|---|-----------------------|------------------------|---------------------------|--------------------|
| Personnel/Salaries | 52,707 | | 15,950 | 68,657 |
| Fringe Benefits | 8,012 | | 3,413 | 11,426 |
| Supplies / Operating Expenses | | | 2,400 | 2,400 |
| Travel | 2,903 | | | 2,903 |
| Rent or Cost of Space | | | 8,400 | 8,400 |
| Contracted Services / Professional Services | 11,440 | | | 11,440 |
| Administrative / Indirect Costs | 7,506 | | | 7,506 |
| Total Costs | 82,568 | - | 30,163 | 112,732 |

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.

Karen Burstein
Name of Certifying Official

Director
Title of Certifying Official

480-222-8800
Phone

K.burstein@swifamilies.org
Email

Attachment B
SPEAK! Budget Narrative Year 3

Funds are requested for the following allowable costs in accordance with the Office of Management and Budget circulars for non-profit accounting.

PERSONNEL/SALARIES, \$68,658.00

- a. Co-Director, George Garcia, MSW 0.45 FTE (\$23,587.20) X \$52,416.00/annual wage to serve as senior administrator, provides programmatic oversight, train new coordinators, facilitate new group in Navajo County and manages yakkit.org.
- b. Project Coordinator, Juliana Huereña, MT-BC 0.45 FTE (\$18,720.00) X \$41,600/annual wage to support Moore and Garcia to review and prepare materials and logistics for the team.
- c. Navajo County Coordinator, Pauline F. Yazzie \$6,240 (8 hours X \$15.00 X 52 weeks) She will learn the curriculum, start and facilitate a new self advocacy group for people with developmental disabilities.
- d. Navajo County Youth Coordinator, Armondo Ree Duran \$4,160 (8 hours X \$10.00 X 52 week) will assist Pauline Yazzie in the start and facilitating a new self advocacy group for people with developmental disabilities.

The total amount is **\$52,707.20**

- e. IN-KIND COSTS CONTRIBUTED BY SWI: **\$15,950.80**
 1. Director of SWI, Karen Burstein, PhD, 0.1 (\$11,250) \$150,000.00/annual wage will provide the formative and summative evaluations of SPEAK, and provide administrative and fiscal oversight.
 2. George Garcia 0.05 X \$52,416 = \$2,620.80 to support ASSIST Tuba City self advocacy group.
 3. Juliana Huereña 0.05 X \$41,600 = \$2,080 to support ASSIST Tuba City self advocacy group.

FRINGE BENEFITS, \$11,425.59

Employee Related Expenses –SWI has a formula FICA 6.2%, Medicare 1.45%, FUTA 6.2% = 13.85% and 10% for Insurance. George Garcia's fringe benefits amount is (\$23,587.20 X 13.85%) \$3,268.01, Juliana Huereña fringe benefits amount is (\$18,720 X 17.65%) \$3,304.08, Pauline Yazzie's fringe benefits amount is (\$6,240 X 13.85%) \$864.24, Armondo Ree Duran's fringe benefits amount is (\$4,160 X 13.85%) \$576.16. The total amount is **\$8,012.49**.

IN-KIND FRINGE BENEFITS \$3,413.10

1. Karen Burstein's fringe amount is (\$11,250 X 23.85%=\$2,683).
2. George (\$2,620.80 X 13.85% = \$362.98).
3. Juliana (\$2,080 X 17.65% = \$367.12).

SUPPLIES/OPERATING EXPENSES, \$2,400

**Attachment B
SPEAK! Budget Narrative Year 3**

IN-KIND supplies/operating expenses include pens, paper, black and color ink for printer for the amount of \$200/month X 12 months = \$2,400

TRAVEL, \$2,902.68

- a. General 50 miles X 12 months = 600 X .445 = \$267
- b. Kayenta 588(2) miles roundtrip 2 times x \$.455/mi. = \$1,046.64
- c. Tucson 1 trip 336(2) miles round trip x \$.455/mi. = \$299.04
- d. Lodging for 5 person (3 SWI staff and 2 attendants)
 Kayenta hotel trips 2 nights X 2 rooms X \$150.00 = \$600
- e. Meals 5 people X \$46 X 3 trips (Tucson and Kayenta) = \$690

RENT OR COST OF SPACE, \$8,400 (In Kind)

Office space at the main office in Scottsdale is \$28/ sq.ft. X 300 sq.ft. = \$8,400.00

CONTRACTED SERVICES/PROFESSIONAL SERVICES, \$11,440

Co-Director Teresa Moore's fee (52 weeks x \$220.= \$11,440) to serve as the lead networking consultant for self advocacy organizations across the state, oversee, provide programmatic development, and is the lead consultant. Moore is also responsible for building the network of statewide self advocacy organizations for long-term sustainability.

ADMINISTRATIVE/INDIRECT COSTS, \$

SWI has an approved Indirect Cost Rate of 20% from the cognizant agency HHS for all non-construction programmatic activities for the period of January 1, 2011 to December 31, 2013. SWI will forgo 50% of this rate as an additional in-kind contribution to the SPEAK project. We will claim the applied cost of \$7,480.

TOTAL REQUESTED FROM ADDPC \$82,568

TOTAL NON-FEDERAL IN-KIND MATCH \$30,163

TOTAL PROGRAM COST \$112,732

Attachment C
SPEAK! Year 3 IMPLEMENTATION/TASK PLAN

| Activity | SPEAK! Year 3 | | | | | | | | | | | | Supporting Documentation | | |
|--|---------------|---|---|----|----|----|---|---|---|---|---|---|--------------------------|--|--|
| | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | | Date of Completion | Responsible Person |
| SPEAK! curriculum Train the Trainer with ASSIST | X | X | X | X | | | | | | | | | June 30, 2014 | | |
| Provide technical assistance calls to SPEAK! Staff for Kayenta | X | X | X | X | X | | | | | | | X | June 30, 2014 | George Garcia Teresa Moore Juliana Huereña | Leaders create sustainability plan Complete Eval |
| Provide technical assistance calls to SPEAK! Staff for ASSIST Tuba City | | | | | X | | | | | | | X | June 30, 2014 | George Garcia Teresa Moore Juliana Huereña | Leaders create sustainability plan Complete Eval |
| OASIS complete goals, training identify supports | X | X | X | X | X | | | | | | | X | June 30, 2014 | George Garcia Teresa Moore Juliana Huereña | Expand Sustainability plan Complete Eval |
| YAC-AZ complete goals, training and identify supports | X | X | X | X | X | | | | | | | X | June 30, 2014 | George Garcia Teresa Moore Juliana Huereña | Expand Sustainability Plan Complete Eval |
| PFaz People First of Arizona-Phoenix Chapter complete training goals and identify new supports | X | | X | X | X | | | | | | | X | June 30, 2014 | George Garcia Teresa Moore Juliana Huereña | Expand Sustainability Plan Complete Eval |
| COMPASS to complete training goals and expand supports | X | X | X | X | X | | | | | | | X | June 30, 2014 | Teresa Moore Juliana Huereña | Speak training Sustainability Plan |
| People First of Arizona-Tucson Chapter to complete training goals Identify new supports | X | X | X | X | X | | | | | | | X | June 30, 2014 | George Garcia Teresa Moore Juliana Huereña | Expand Sustainability Plan Complete Eval |
| SPEAK! Collaborate with *SABE to have presentations considered for Resource Center | X | X | X | X | X | X | | | | | | | Jan 31, 2014 | George Garcia Teresa Moore Juliana Huereña | Speak! and SABE resources for Sustainability |
| Quarterly Reports and Final Report | X | X | X | X | X | X | | | | | | X | June 30, 2014 | George Garcia Teresa Moore Juliana Huereña | Completed Reports |

*Self Advocates Becoming Empowered Our Community United Grant * Assist to Independence Independent Living Center

Attachment VIII

Speak! Year 3 Job Responsibilities

George Garcia will be a SPEAK! Year 3 Co-Director. He will serve as senior administrator and provide project oversight. These responsibilities include providing required reports to DDPC. Mr. Garcia will co-facilitate the continued training and technical assistance to the Kayenta staff. He will support the train the trainer of the ASSIST to Independent Living Center to develop a new group in Tuba City. Mr. Garcia will co-facilitate the continued training and technical assistance with the 5 self advocacy groups with goals for sustainability.

Juliana Huereña will be the SPEAK! Year 3 Project Coordinator. These responsibilities include logistics for the staff members. She will assist with completing reports to DDPC. Ms. Huereña also supports Mr. Garcia and Ms. Moore with preparation of materials and will co-facilitate the continued training and technical assistance with the 5 self advocacy groups with goals for sustainability. Ms. Huereña will co-facilitate the continued training and technical assistance to the Kayenta staff. He will support the train the trainer of the ASSIST to Independent Living Center to develop a new group in Tuba City.

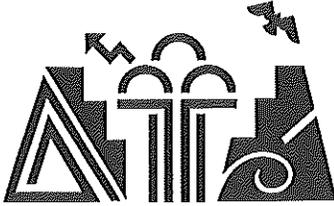
Teresa Moore is a sub-contractor serving with Mr. Garcia as a SPEAK! Year 3 Co-Director. She will support program oversight and reports to DDPC. Ms. Moore will work with Mr. Garcia and Ms. Huereña in the preparation of materials, co-facilitation of the training and technical assistance and networking of self advocacy groups. Ms. Moore will co-facilitate the training and technical assistance to the Kayenta staff. She will also support ASSIST to Independent Living Center SPEAK! train the trainer meetings to develop a new group in Tuba City.

Pauline F. Yazzie will continue as the SPEAK! Year 3 Navajo County Project Coordinator. Ms. Yazzie will facilitate and continue increase the use of the SPEAK! curriculum with Kayenta area self advocacy group. She will attend ASSIST to Independent Living Center - SPEAK! train the trainer meetings to develop a new group in Tuba City. Thus, improving the collaboration of groups in the Navajo County.

Armondo Ree Duran will continue as the SPEAK! Year 3 Navajo County Youth Coordinator. Mr. Duran will facilitate and continue increase the use of the SPEAK! curriculum with Kayenta area self advocacy group youth. He will attend ASSIST to Independent Living Center - SPEAK! train the trainer meetings to increase youth participation in the new group in Tuba City. Mr. Duran will support the collaboration of groups in the Navajo County.

Mia Seimy, Independent Living Coordinator will attend ASSIST to Independent Living Center - SPEAK! train the trainer meetings to develop new group in Tuba City. Ms. Seimy will facilitate and continue increase the use of the SPEAK! curriculum with Tuba City, Arizona area self advocacy group. Lorraine Jones-Noline is the Executive Director, ASSIST To Independence in Tuba City, Arizona will support the in-kind SPEAK! participation.

Karen Burstein, Executive Director of Southwest Institute for Families and Children will continue supporting SPEAK! Year 3 with in-kind support. Dr. Burstein will provide formative and summative evaluations, and provide administrative and fiscal oversight of SPEAK!



Attachment D Letters of Support

ASSIST! to Independence

P.O. Box 4133

Tuba City, Arizona 86045

www.ASSISTtoIndependence.org

18 April 2013

George Garcia
Southwest Institute for Families and Children
5111 North Scottsdale Road Suite 151
Scottsdale, Arizona 85250

RE: Grant Application

Dear Mr. Garcia:

ASSIST! to Independence fully supports the Southwest Institute application for continued funding. ASSIST! is a community based, American Indian operated non-profit organization that was established for people with disabilities to help fill some of the gaps in service delivery. ASSIST! provides four-core services to people with disabilities: information and referral, independent living skills training, peer counseling/mentoring and individual/systems advocacy. ASSIST! emphasizes enhancing quality of life and community life through maximizing independence and improving functional skills by providing the tools necessary for individuals to make informed choices and decisions; to maintain a maximum level of independent living; to achieve equality of opportunity inclusion and integration in the community and society; and for economic and social self-sufficiency.

Southwest Institute for Families and Children provides technical assistance to people with disabilities in areas that include self-advocacy and advocacy groups on the Navajo reservation. ASSIST! and the Southwest Institute for Families and Children will partner on training, education and organizing support services and advocacy and make it available in the communities of the Navajo reservation.

ASSIST looks forward to launching and partnering with SWI to promote advocacy and leadership for People with Disabilities to enhance their quality of life.

If you have questions, please call 928.283.6290.

Sincerely,

Lorraine Jones-Noline
Executive Director
assistnoline@frontier.com



People First of Arizona

April 13, 2013

Arizona Developmental Disabilities Planning Council
1740 West Adams Street Suite # 410
Phoenix, Arizona 85007

Dear Mr. Clausen:

People First of Arizona (PFAz) welcomes the opportunity to recognize the work of Supporting People in Empowerment, Advocacy and Knowledge the (SPEAK!) project. Our group hopes that the ADDPC will continue its work with self advocacy groups by renewing the grant.

SPEAK! has been very helpful because it teaches us how to be a better organization and strengthens what we want to do in the future.

If you have any other questions please contact me.

Sincerely,

John Britton, President

5. My life is better because of this project activity.

| | | | |
|-------------------|-------|----------|----------------------|
| 4 | 3 | 2 | 1 |
| Strongly Agree | Agree | Disagree | Strongly Disagree |

What has been **helpful** or **not helpful** about this project activity?

Questions 6 & 7 are optional questions to be used when a project activity includes rights and protection issues.

6. Because of this project activity, I (*or my family member*) know my rights.

Yes No

7. I (*or my family member*) am more able to be safe and protect myself from harm as a result of this project activity.

Yes No

Thank you -

The Arizona Developmental Disabilities Planning Council

1740 W. Adams, Suite 410

Phoenix, AZ 85007

www.azdes.gov/addpc

One Community Working Together

ORGANIZATION'S NAME
ASSESSMENT TOOL

Attachment G

| | A | B | C | D | E |
|----|--------------------------|---|------------|-----------|--------------|
| 1 | Topic | Question | Yes | No | Notes |
| 2 | | 1. Are you part of a larger organization? | | | |
| 3 | Values | 2. Does your group have a value's statement that was written by your members? | | | |
| 4 | Values | 3. Does your group have an updated values statement? | | | |
| 5 | Mission Statement | 4. Does your group have a mission statement? | | | |
| 6 | Mission Statement | 5. Have you reviewed your mission statement within the last year? | | | |
| 7 | Mission Statement | 6. Does every member of your group understand and believe in the mission? | | | |
| 8 | Mission Statement | 7. Is your mission statement available to the public? | | | |
| 9 | Strategic plan | 8. Do you have specific goals and objectives? | | | |
| 10 | Strategic plan | 9. Have you and your members identified the strengths and needs of your group (have you written them down)? | | | |
| 11 | Strategic plan | 10. Were the strengths and needs taken into consideration when you developed goals and objectives? | | | |
| 12 | Strategic plan | 11. Do your goals and objectives match your mission? | | | |
| 13 | Strategic plan | 12. Are your objectives SMART (specific, measureable, achievable, reachable, time bound)? | | | |
| 14 | Strategic plan | 13. Do you use language that is clear and that all people will understand? | | | |

ORGANIZATION'S NAME
ASSESSMENT TOOL

Attachment G

| | A | B | C | D | E |
|----|--------------------|---|---|---|---|
| 15 | Budget | 14. Do you have an annual budget? | | | |
| 16 | Budget | 15. Do you review your budget periodically? | | | |
| 17 | Budget | 16. Do you have a way of keeping track of your income and expenses? | | | |
| 18 | Budget | 17. Do you have more than one person that manages your budget? | | | |
| 19 | Logos | 18. Do you have a logo? | | | |
| 20 | Logos | 19. Was the logo developed by the members? | | | |
| 21 | Logos | 20. Do you share this logo with your sponsoring agency? | | | |
| 22 | Logos | 21. Do you use your logo on materials you give out? | | | |
| 23 | Mottos | 22. Do you have a motto? | | | |
| 24 | Mottos | 23. Was the motto developed by the members? | | | |
| 25 | Mottos | 24. Do you share that motto of your sponsoring agency? | | | |
| 26 | Mottos | 25. Do you use your motto on materials you give out? | | | |
| 27 | Recruitment | 26. Do you have a recruitment plan for your members ? | | | |
| 28 | Recruitment | 27. Does your membership plan take into consideration the current and future needs of your organization? | | | |
| 29 | Recruitment | 28. Do you have membership recruitment drives or events? | | | |
| 30 | Leadership | 29. Do you know who the leaders of your group are? | | | |
| 31 | Leadership | 30. Do the quiet members of the group speak up during meetings especially during difficult decision-making times? | | | |

ASSESSMENT TOOL

| | A | B | C | D | E |
|----|------------------------------|---|---|---|---|
| 32 | Leadership | 31. Are there members in your group that feel scared to share their opinions because it might make other members angry? | | | |
| 33 | Leadership | 32. Do members in your group get so angry that the communication breaks down? | | | |
| 34 | Leadership | 33. Are decisions generally made by a couple of the leaders because it's just much easier to get things done that way? | | | |
| 35 | Organizational design | 34. Is your group a non-profit organization? | | | |
| 36 | Organizational design | 35. Are you a 501c3? | | | |
| 37 | Organizational design | 36. Does your group have a board of directors that represents your community? | | | |
| 38 | Organizational design | 37. Do you have bylaws? | | | |
| 39 | Organizational design | 38. Do you have articles of incorporation? | | | |
| 40 | Recruitment | 39. Does your organization decide what types of people to recruit depending on the need of the organization? | | | |
| 41 | Recruitment | 40. Are the resources of the organization taken into consideration when recruiting new members? | | | |
| 42 | Retention | 41. Do you communicate with your members between meetings? | | | |
| 43 | Retention | 42. Do you have an opportunity to show member appreciation? | | | |
| 44 | Retention | 43. Do you offer new members training and others leadership opportunities? | | | |

ORGANIZATION'S NAME
ASSESSMENT TOOL

| | A | B | C | D | E |
|----|-----------------------|---|---|---|---|
| 45 | Retention | 44. Are members involved with the day to day running of the organization? | | | |
| 46 | Retention | 45. Do members participate in community activities to show they support the organization's mission? | | | |
| 47 | Multimedia | 46. Do you publish a newsletter that shares the accomplishments of the organization, as well as highlights the problems faced by people with disabilities within the community? | | | |
| 48 | Multimedia | 47. Do you use social media to promote and communicate with members and the community? | | | |
| 49 | Multimedia | 48. Do you use proper precautions when sharing information online? | | | |
| 50 | Multimedia | 49. Are your members prepared to speak a short talk about the organization? | | | |
| 51 | Sustainability | 50. Does your organization do any fund raising? | | | |
| 52 | Sustainability | 51. Does your organization have a fund-raising plan that takes into consideration the needs and the resources of the organization? | | | |
| 53 | Sustainability | 52. As a 501(c)3, does your organization make any profit income? | | | |
| 54 | Sustainability | 53. Does your organization understand the difference between related business income and unrelated business income? | | | |
| 55 | Grant writing | 54. Have you or you organization ever written a grant? | | | |

ORGANIZATION'S NAME
ASSESSMENT TOOL

| | A | B | C | D | E |
|----|---------------------------|--|---|---|---|
| 56 | Grant writing | 55. Do you know a local grant writer? | | | |
| 57 | Grant writing | 56. Are you connected to an organization that writes grants? | | | |
| 58 | Grant writing | 57. Do you know where to look for grant funds? (private, state, corporate, government) | | | |
| 59 | Grant writing | 58. Are your activities dependent on grants? | | | |
| 60 | Grant writing | 59. Do any board members have grant writing experience? | | | |
| 61 | Community partners | 60. Do you have at least 2 organizations that you partner with on activities? What are these activities? | | | |
| 62 | Community partners | 61. Do you talk to other organizations about people with disabilities'? How often? | | | |
| 63 | Community partners | 62. Do your community partners do any training on attitudes, perceptions of or about people with disabilities? | | | |
| 64 | TOTAL YES/NO | | | | |

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

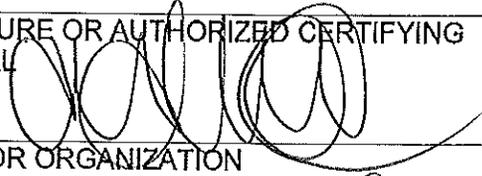
NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

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.

| | |
|--|-------------------------|
| SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL  | TITLE Office Manager |
| OFFEROR ORGANIZATION Southwest Institute for Families and Children | DATE 4/24/13 |