

**Spina Bifida Association of Arizona (SBAAZ)
RENEWAL APPLICATION**

due: 5/11/2018

current contract: ADDPC-FFY17-SA-010

1. Purpose of Lead the Way – Phase II, ADDPC Goal Alignment & funding validation

Lead the Way- Phase II will expand demographics to reach transitional youth with I/DD and their families who have expressed or demonstrated need for increased self-advocacy. Through personal awareness and values assessment, transitioning youth and adults will identify with adult self-advocates of similar function levels and develop skills sets needed to become active in their community through application to, participation in, or establishment of boards, coalitions or groups.

SBAAZ seeks continued financial support of this program to assist with providing services to marginalized clients with spina bifida due to Arizona's restrictive definition of a developmental disability and consequently the limitation of resources. Clients who have completed Lead the Way- Phase I have formed a focus group to take steps to remedy this discrepancy.

2. Summary of initial Lead the Way achievements, key activities, success & barriers and role of community partners.

Lead the Way – Phase I, Module 1 has 15 documented course completions of 12 classroom hours each with 100% of clients participating in post-session roles within boards, coalitions, or groups. (180 hours of programming received)

To date, LTW- Phase I, Module 2 (in mid-session) has 12 new clients who have received 6 classroom hours, with 5 mentor graduates in attendance. (102 hours mid session)

Retention has been excellent. Participants are largely not employed and have reported no prior involvement with boards, groups or coalitions.

Transportation has been the main barrier for participants. SBAAZ has provided resourcing that has worked with clients to assist. United Access, Golden Sun Community, Dial-a-Ride, and private sources have made arrangements with participants to facilitate transportation. Grant funds offered for successful completion based on attendance and follow through criteria have been ear-marked by clients to offset participation costs. With consideration to the travel distances in Maricopa County, several off campus sites will be utilized upon renewal award for Phase II.

3. LTW Phase I feedback & integration

Based on initial surveys, participants do not qualify for assistance to day programs and lack opportunities for community engagement that is within their comfort zone. Most participants have never applied to nor held positions of leadership within boards, coalitions or groups of interest to them.

Feedback upon completion of Module I records 100% client fulfillment of leadership capacity among existing and newly created entities. Clients reported high levels of satisfaction with materials, topics, facilitation style and course activities. SBAAZ will keep these elements consistent in future programming. The objective of topics is to increase the comfort zone by broadening

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perspectives, strengthening self image through skill development, inspiring passion based on values, and providing opportunity for safe engagement.

Professionals and stakeholders have encouraged continued collaborations and expressed interest in modifying course materials for their constituent base.

In response to reported successes, parents of transition-age youth have requested participation for their teen affected by SB, as have clients residing in Pima County. SBAAZ intends to offer mini-sessions within the Phase II funding to locations in Tucson and extended areas of Maricopa County, also to include a concurrent session for adult family support providers, in most cases parents. Topics will address issues raised in comments from current participants and facilitate value based boundaries.

4. Reaching unserved/underserved and certain overlooked populations

Lead the Way reaches non-engaged members of the spina bifida community and others with I/DD who struggle with social settings, transportation and executive function. Most of these clients do not experience significant cognitive implications by comparison to the general I/DD community and therefore are not candidates for existing programming. Effective case management has been critical in overcoming these barriers to recruit participants.

5. Numbers served, satisfaction levels and performance measures

Lead the Way – Phase I, Module 1 has 15 documented course completions of 12 classroom hours with 100% of clients participating in post-session roles within boards, coalitions, or groups. (180 hours of programming received)

To date, LTW- Phase I, Module 2 (in mid-session) has 12 new clients who have received 6 classroom hours, with 5 mentor graduates in attendance. (102 hours mid session)

Participants have stated verbally and within their feedback surveys that they are better able to share their story with less stress after completing LTW sessions.

6. Changes for year 2 (program design, target numbers, collaborators, implementation, staffing, evaluation and other activities)

Moving into Phase II, content will remain the same with the addition of a concurrent mini-session for parents of transitioning youth or extended-transition adults to address feedback from adults that participated in Phase I. Format will be modified to include additional off campus workshops and community meetings. Additional collaborators will be sought from surrounding areas.

Phase II staffing will change with the addition of new talent in employee capacity as Program Manager. (vs contract position) PM will coordinate skills sessions within the project meetings to provide interest items that participants can utilize to bring value to their roles within boards, groups or coalitions.

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Contract talent will be topic oriented and include instruction in skills that provide opportunity for clients to bring awareness to the differently abled, demonstrate independence and share self-advocacy accomplishments. SBAAZ intends to reach at least 80 household units through Phase II activities.

7. Sustainability efforts, commitment of funding and sources leveraged.

Volunteer engagement of program graduates will encourage sustainability without requiring finances. Partners of SBAAZ have agreed to provide enrichment sessions as in-kind donations and to support the program after ADDPC funding concludes. SBAAZ board of directors have committed continued funds to develop adult services and advocacy programming and to retain staff positions following the conclusion of grant funding. Adult advocates that formed or joined groups within SBAAZ as a result of LTW have expressed interest in establishing funding sources for expanded programming. Partnerships with Civitan, Golden Sun Community, United Access and Arizona Spinal Cord Injury Association have strengthened and include commitments of assistance with transportation, continued educational materials, opportunities for leadership service and use of space in outlying areas.

8. Implementation plan: Activities (tasks), responsible party, completion date & measurement (method of determining) – (Attached)

9. Budget Request w Match. Include narrative.(Attached)

10. List of key staff, responsibilities, training or certification required.

Sharri Runnels*, Program Director

Implementation plan target & compliance, Program Manager support, oversight of content production, administration of grant admin requirements, leadership of staff cohesiveness & meetings, session/workshop presentation as needed, provide agenda for Program staff meeting.

Jay Dashefsky*, Program Manager

Recruitment of additional partners and program participants, design and production of collateral materials, electronic communications, project development for mentor training, workshop coordination, session presentation, intern will be direct report of PM, reporting of measurable outcomes and other data collected, facilitate program staff meeting and keep notes.

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Angela Chaput, Program Assistant

Will support PM and Program Director with follow up, occasional errands, ordering and supply management, weekly meeting attendance, client information management, phone support.

TBD*, program intern/host

Attend workshops & provide assistance with set up, packing/unpacking, fulfill tasks as assigned by Program Manager, occasional errands.

*= needs fingerprint clearance

Date	Type of Activity	Staff	Documentation type
Weeks 1 -8	Onboarding Program Manager, format recruiting & participant material for community meetings, promotional strategy, recruitment outreach for partnerships	Director, Prog Mgr, Admin	Hard copies of promo, recruiting logs & timesheets
Weeks 9-14	Constituent recruit calls for community meetings-electronic recruitment application completed, Comm Mtg format & materials for mentor sessions	Director, Prog Mgr, Admin	recruiting log, timesheets
Week 15,16	Finalization for and completion of Comm Mtg 1, gather supplies	Director, Prog Mgr, Admin	materials, recruiting log, timesheets, attendance & eval sheets from meetings
Weeks 17-18	Details for Comm Mtg 2, processing applications, student course materials and evaluation/measurement - assimilate feedback from community meetings-compile minutes per ADDPC requirement	Director, Prog Mgr, Admin	Hard copies of materials, recruiting logs & timesheets
Weeks 19-21	Prep for Community meeting 3 & Materials for Module 3 Workshop 1 - 3	Director, Prog Mgr, Admin	registration list, logs, time sheets
Weeks 22-24	Facilitate Comm Mtg 3- follow up module calls. Verify transportation	Director, Prog Mgr, Admin	Eval/feedback sheets
Week 25-26	HOLIDAY WEEKS fall within dates	Director, Prog Mgr, Admin	
Weeks 27-30	Phase II, Module workshops begin: intro calls, reminder and follow up	Director, Prog Mgr, Admin	phone logs, time sheets, eval records from calls
Weeks 31-35	Phase II, Module workshops begin: intro calls, reminder and follow up	Director, Prog Mgr, Admin	phone logs, time sheets, eval records from calls
Week 36-40	TUCSON Workshop & Phase II, Module workshops begin: intro calls, reminder and follow up	Director, Prog Mgr, Admin	registration list, report, timesheets
Weeks 41-45	Phase II, Module workshops begin: intro calls, reminder and follow up	Director, Prog Mgr, Admin	phone logs, time sheets, eval records from calls

ADDPC-FFY17-SA-010 RENEWAL

Spina Bifida Assoc of AZ

Timeline of events/Implementation plan

Weeks 46-49	Phase II, Module workshops begin: intro calls, reminder and follow up	Director, Prog Mgr, Admin	phone logs, time sheets, eval records from calls
Weeks 50-52	Summary & statistics, project outcomes & ADDPC reporting	Director, Prog Mgr, Admin	Evaluation tools, timesheet report



May 25, 2018

**Response dated: 5/30/2018
Inserted within body.**

Sharri Runnels
Spina Bifida Association of AZ, Inc.
1001 E. Fairmount Avenue
Phoenix, AZ 85017-4806

RE: Year 2 Renewal ADDPC Self-Advocacy Project

Dear Ms. Runnels:

The ADDPC has reviewed the Year 2 renewal application and additional information is being sought before a determination can be made. Please provide a written response, attach further documentation as requested in this letter and in previous conversations, and email to Marcella Crane (mcrane@azdes.gov) no later than June 1, 2018.

1. Will the program take place in Phoenix, or is the intent of the Year 2 program to take place in Tucson? **One workshop will take place in Tucson, all other programming is in Phoenix.**
2. What type of follow up will be done with the Year 1 program participants?
Year 1 participants are either connected with a partnership organization or integrated within the SBAAZ community. These participants are encouraged to participate as appropriate in 2nd year programming and are on calling and email lists for information.
3. How many Year 1 program participants were able to apply and join on community or other boards? Provide a break out of the number applied, where they are serving, and if you know if they are still serving. **This is reported in attachment.**

ONE Community Working Together



4. What types of activities have been implemented for self-advocates that participate in the program to help them find a community or other board to apply and serve on?
Session 5 of the program material focuses on their deliverables and potential agencies and contact info. Templates of email and letters for a generic application are provided and Program Manager works with each participant individually to ensure they follow through.
5. Provide further detail on the purpose of the parent programming component for Year 2.
Because of the intent to lower the age group to include transitioning youth between the ages of 14 and 18, parents will be informed as to the scope of the workshop, ways their student can be involved in boards, groups, coalitions near home, and how they can assist in facilitating independence.
6. Community meetings are not required in Year 2. Describe the purpose to conduct three in Year 2.
By offering sessions in various locations, one objective is to involve community partnerships that are close to the participants residence. Three suburban locations will be used as orientation meetings for interested parties and community resources.
7. Budget clarification: Clarify who are the three receiving a fingerprint clearance cards.
Staff members directly serving minors will receive cards. Sharri Runnels, Jay Dashefsky and intern TBD
8. Budget clarification: Match for budget categories Rent and Indirect appear to be the same. Contractors are prohibited from using a source of funds that is already designated as Match towards an existing program and applying it as Match towards the proposed program.
Match for rent is designated facility for conducting sessions. Match for Indirect is the separate location and costs to administer the program, recruitment, staff meetings, prep of supplies, case mgmt, partnership interactions, etc.
9. Budget clarification: Remove the word 'honorariums' to pay for presenters under budget line item Contractors/Professional Services. Use the words "speakers' fee'. **Done & attached**

Respectfully submitted on 5/30/2018


Sharri Runnels
Executive Director, SBAAZ

ONE Community Working Together

Spina Bifida Association of Arizona
1001 E Fairmount Ave - Phoenix, AZ 85014

May 30, 2018

Re: interim report on Lead the Way (ADDPC-FFY1-SA-010)

Hi Marcy

Since our sessions didn't begin until January 9, 2018, none of the services and outcomes were reported on the December report so I wanted to report on the progress so far, which will be recapped in the June 30 report also.

Our program was designed in two modules, each containing six sessions (12 hours total class time)

Module 1 was completed on March 20, 2018 with 26 registered, 18 in attendance, and 15 who successfully completed (minimum of 8 hours of class time)

Of the 15 who completed:

3 participants in partnership with Civitan formed a group to share what they learned from each of the 6 topics through mini-testimonials.

4 participants in partnership with the ARCH (AZ Recreation Center for the Handicapped) formed a group to share in advocacy training at the ARCH topics that were relevant to them.

2 participants made application and were accepted to leadership with an overnight camp for children in Arizona.

1 participant joined a committee organizing an adaptive cycle placement event for full time wheelchair users.

1 participant was accepted on the leadership team of an adult disabilities support group.

2 participants have developed an advocacy group for adults with spina bifida and are defining their agenda items such as exploring the state's definition of developmental disability to include spina bifida, adult wellness clinic & medical provider's list, advancing transition via mentorship with Lead the Way topics, and inclusive activities.

2 participants have made application to groups of interest but have not actively participated.

Module 2 will conclude on June 12 and currently has 20 enrolled, including 4 participants from Module 1 who are active in the presentations and assisting as mentors.

Spina Bifida Association of Arizona
1001 E Fairmount Ave - Phoenix, AZ 85014

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Re: ADDPC-FFY17-SA-010

Regarding the expenditure of funds prior to the start of sessions:

SBAAZ elected to utilize the staffing services of Experience Matters for the Program Manager position of the first year of funding. Their agreement included \$4,500 placement free to be paid upon the start of the contact talent, and the remainder to be paid to their placement incrementally through the term of the contract. Since the largest part of the time was dedicated to recruitment, this expense was incurred in late 2017 when placement began working with SBAAZ. Program Manager has been receiving compensation bi-monthly for services rendered.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sharri Runnels".

Sharri Runnels
Executive Director

**Budget Request Form
ADDPC-FFY17-SA-010 RENEWAL**

Contractor Name: Spina Bifida Association of Arizona, Inc

Contractor Address: 1001 E Fairmount Ave, Phoenix, AZ 85014

Project Name: Lead the Way (PHASE 2) Define Your Passion & Impact Your Community

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	\$20,400.00	\$2,880.00		\$23,280.00
Fringe Benefits		\$2,328.00		\$2,328.00
Supplies / Operating Expenses	\$4,600.00		\$350.00	\$4,950.00
Travel	\$400.00			\$400.00
Rent or Cost of Space	\$3,000.00		\$3,000.00	\$6,000.00
Contracted Services / Professional	\$2,200.00		\$2,200.00	\$4,400.00
Administrative / Indirect Costs			\$3,000.00	\$3,000.00
Total Costs	\$30,600.00	\$5,208.00	\$8,550.00	\$44,358.00

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 Sharri Runnels 5.10.2018

Name of Certifying Official _____ Date

Executive Director _____
Title of Certifying Official

602.274.3323 _____
Phone Email

Spina Bifida Assoc of AZ - Budget Narrative**Personnel – Requested \$ 20,400**

Director- 10 hrs/week @ \$20.00/hour, 48 weeks (\$9,600)

Manager- 15 hrs/week @ \$15.00/hour, 48 weeks (\$10,800)

Personnel – MATCH*Admin Support- 5 hrs/week @ \$12/hour, 48 weeks (MATCH \$2,880)***Fringe- Requested \$0****Fringe- MATCH \$ 2,328***\$ 2,328. = (10% of salaries both grant funded & match
Employer's taxes & workman's comp***Supplies – Requested \$ 4,600**

\$ 1,500. = (\$100 x 15, snacks for meetings)

\$ 2,000. = (\$25 x 80, participant's course material and supplies)

\$ 250. = (\$80 x 3, fingerprint clearance)

\$ 850. = (rolling tiered cart for transporting materials to sites,
laptop to facilitate sessions and registration & program staff use)**Supplies – MATCH \$ 350***\$ 350 = Medic Alert registration waivers for adult clients (10)***Travel – Requested \$ 400**\$400 = 2 rooms, one night \$100 per room, \$100 for two people, 2 days meals
(below per diem allowance)**Rent/Cost of Space – Requested \$ 3,000.**

\$ 3,000. = (\$200/use discounted for 15 uses to include utilities and cleaning)

Rent/Cost of Space – MATCH \$ 3,000.*\$ 3,000. = (\$200/use match for 15 uses to include utilities and cleaning INKIND)***Contracted/Professional costs – Requested \$2,200**

Presenters for various skills and enrichment, \$150 speaker's fee

Contracted/Professional costs – MATCH \$2,200volunteer life coaches, industry specialists,(\$1,000) and
donated technical service (\$1,200)**Admin – Requested \$ 0 Admin – MATCH \$3,000 – 10% of requested total**

Match amount is \$250/month based on number of weekly hours of use of admin space to perform all tasks exclusive of direct session time with clients. Amount includes cost of utilities, use of telephones, printer, furnishings, basic supplies and property insurance for admin portion of property.