

Clarif. #2 / OK.
4-30-21



Appendix B: Coordinator for Arizona's Sexual Violence and I/DD Response Collaborative Revised Budget Narrative and Budget Request Form

Personnel/Salaries

This section outlines the cost of each staff person assigned to the project over the 12-month period. All calculations are based on annual salaries multiplied by the FTE assigned to the project.

Leigh Ann Davis, Director, Criminal Justice Initiatives: 23% FTE (\$25,514)

Annual Salary: \$110,931

Anticipated Project Hours: 460 hours in Year 1 (about 38 hours per month)

The Director of Criminal Justice Initiatives will oversee all project activities, offer subject matter expertise on sexual violence prevention for all aspects of the Collaborative's work, and lead efforts to create the Strategic Plan and to analyze/improve the effectiveness and efficiency of the Collaborative's processes and functioning. Given her expertise working with law enforcement, social services systems, and advocates and self-advocates on issues of abuse and neglect, Ms. Davis will carry primary responsibility for planning and presenting the trainings outlined in the Year 1 project plan. She will also oversee the program support work of Kristi Short and Reginald Thomas. Grant funds are requested to support approximately 23% of Ms. Davis' time during the project period.

Jon Meyers, Executive Director, The Arc of Arizona: 20% (\$19,757)

Annual Salary: \$97,308

Anticipated Project Hours: 300 hours in Year 1 (about 25 hours per month)

The Executive Director will act as point-of-contact for work group leaders; participate in all work group meetings, as well as remain chair of the Criminal Justice & the ADA work group; provide public policy subject matter expertise related to possible publications and to the individual work groups; be responsible for outreach to project partners and work group members; assist with planning and implementation of trainings and other events included in the Year 1 project plan; and lead efforts to recruit and retain relevant Arizona-based organizations and advocates not already engaged with the Collaborative. Grant funds are requested to support approximately 20% of Mr. Meyers' staff time during the project period.

Ariel Simms, Senior Program Manager, Access, Equity, & Inclusion: 1% (\$910)

Annual Salary: \$91,000

Anticipated Project Hours: 20 hours in Year 1 (about 1.7 hours per month)

The Senior Program Manager will provide guidance on project activities related to working with and supporting marginalized communities, including leading a training on this topic for the Collaborative members in Year 1. Grant funds are requested to support approximately 1% of this position's time during the project period.

Kristi Short, Executive Assistant, Operations, The Arc of Arizona: 4% (\$2,120)

Annual Salary: \$53,000

Anticipated Project Hours: 80 hours in Year 1 (about 6.7 hours per month)

The Executive Assistant will offer administrative support for the work groups and their members, communicating with them about meetings, scheduling group calls and meetings, and taking and disseminating minutes; providing support such as registration and follow-up for trainings and other events; and gathering website resources and working with the web administrator to ensure timely posting of those resources. Grant funds are requested to support approximately 4% of Ms. Short's staff time during the project period.

Reginald Thomas, Senior Program Associate, National Initiatives: 3.3% (\$1,672)

Annual Salary: \$50,400

Anticipated Project Hours: 66 hours in Year 1 (about 5.5 hours per month)

The Senior Program Associate will provide administrative support and assistance for the project. Mr. Thomas has more than two years of experience assisting Ms. Davis with various criminal justice programs and interacts extensively with the NCCJD's partner organizations across the U.S. Grant funds are requested to support approximately 3.3% of Mr. Thomas' staff time during the project period.

Marketing and Communications Staff (blended rate): 5% (\$3,820)

Annual Salary: \$76,400

Anticipated Project Hours: 100 hours in Year 1 (about 8.3 hours per month)

Various marketing and communications staff will participate in the project, primarily to assist with the development and marketing of deliverables. Since multiple staff members may participate in the project at any given time, we have used a blended salary rate for budgeting purposes. Grant funds are requested to support approximately 5% of this team's staff time during the project period.

Subtotal: \$25,514 + \$14,596 + \$910 + \$3,820 = \$48,633

Personnel Match (Source: The Arc of the United States): \$26,048

Fringe Benefits

These expenses include fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, and retirement contributions. The total cost is calculated based on 25% of employee salaries.

Subtotal: \$48,633 x .25 = \$12,158

Supplies/Operating Expenses (Allocated Expenses)

This category includes funds requested to cover operational expenses associated with this project for The Arc of the United States which are not included in our indirect costs. Operational expenses are standard allocations on all programs based on the total staff FTE assigned to the project (0.513). Requested expenses were calculated

accordingly based on The Arc's actual expenses in these categories for the fiscal year divided by the number of staff. In 2020, actual expenses broke down into the following:

2020		Total	Average # of Employees in 2020	
			Annual per FTE	Monthly per FTE
Office Supplies	01-6100-725	\$ 12,674.14	\$ 244.00	\$ 20.00
Telephone & Internet	01-6105-725	\$ 52,890.78	\$ 1,017.00	\$ 85.00
Postage, Freight and Mailhouse	01-6115-725	\$ 6,316.05	\$ 121.00	\$ 10.00
Small Equipment Maintenance and Rent	01-6120-725	\$ 12,393.25	\$ 238.00	\$ 20.00
Website and Computer Related Expense	01-6125-725	\$ 295,873.53	\$ 5,690.00	\$ 474.00
Membership Dues	01-6130-725	\$ 20,026.50	\$ 385.00	\$ 32.00
Subscriptions	01-6132-725	\$ 10,067.49	\$ 194.00	\$ 16.00
Occupancy	01-6800-725	\$ 569,390.87	\$ 10,950.00	\$ 913.00
Total Allocable Operating Costs		\$ 979,632.61	\$ 18,839.00	\$ 1,570.00

Subtotal: Total Project FTE (0.513) x (The Arc's current base rate per FTE (\$18,839) – Occupancy (\$10,950) = \$4,048

In addition to these allocated costs, we anticipate using Zoom throughout the project for meetings and virtual trainings, so \$360 will be allocated to Zoom licenses for the 12-month project period (\$30 per month).

Subtotal with Zoom Expenses: \$4,048 + \$360 = \$4,408

Travel

No travel is anticipated for Year 1.

Rent or Cost of Space

Occupancy is typically calculated as part of The Arc's allocated expenses, but for purposes of this narrative, we are separating occupancy from the other allocated costs. For 2020, the annual cost per FTE for occupancy was \$10,950.

Subtotal: Total Project FTE (0.513) x \$10,950 (Occupancy per FTE) = \$5,619

Contracted Services/Professional Services

Subcontracts (\$10,000)

This funding is requested to ensure the meaningful participation of individuals with intellectual and developmental disabilities (also known as self-advocates) throughout the project period. It will also support the involvement of two equity organizations that will be identified in the first quarter of the project period. Stipends will help support the involvement of these organizations, as well as any translation needs that may arise in Year 1. We anticipate hosting the project's central repository on a new page of The

Arc of Arizona's website. We currently contract with a web developer at the rate of \$50 per hour and anticipate about 20 hours of labor to create and maintain the new webpage.

Self-Advocate Subtotal: \$50 per hour x 25 hours of work per consultant x 4 individual consultants = \$5,000

Equity Organization Subtotal: \$2,500 stipends x 2 organizations = \$5,000

Web Developer Subtotal: \$50 per hour x 20 hours of work = \$1,000

Subtotal: \$10,000

Administrative/Indirect Costs

Indirect costs are calculated by applying our federally approved indirect rate (14.83%) to Direct Expenses. For this proposal, however, indirect is capped at 10%, so we have used the remainder as part of our match requirement.

Subtotal: $\$81,818 \times 0.1 = \$8,182$

Indirect Match (Source: The Arc of the United States): \$3,952

Total

Total costs are calculated by adding the Direct Expenses (personnel, fringe benefits, program/direct expenses, and allocated expenses) and Indirect Expenses.

Subtotal: Direct Costs (\$81,818) + Indirect Costs (\$8,182) = \$90,000

Total Project Request Amount: \$90,000

Total Budget (with Match from The Arc of the US): \$120,000

Budget Request Form

Contractor Name: The Arc of the United States

Contractor Address: 1825 K St NW, Suite 1200, Washington, DC 20006

Street Address City State Zip

Project Name: Coordinator for Arizona's Sexual Violence and I/DD Response Collaborative

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	\$48,633		\$26,048	\$74,681 -
Fringe Benefits	\$12,158			\$12,158 -
Supplies / Operating Expenses	\$4,408			\$4,408 -
Travel				-
Rent or Cost of Space	\$5,619			\$5,619 -
Contracted Services / Professional Services	\$11,000			\$11,000 -
Administrative / Indirect Costs	\$8,182		\$3,952	\$12,134 -
Total Costs	\$90,000 -	-	\$30,000 -	\$120,000 -

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.

Peter V. Berns

Name of Certifying Official

Chief Executive Officer

Title of Certifying Official

202-534-3701

Phone

berns@thearc.org

Email



*For people with intellectual
and developmental disabilities*

Clarif. #1/OK
4-16-21

The Arc
1825 K Street NW, Suite 1200
Washington, DC 20006

T 202 534-3700
F 202 534-3731
thearc.org

April 16, 2021

Marcella Crane
Contracts Manager
Arizona Developmental Disabilities Planning Council
3839 North 3rd Street, Suite 306
Phoenix, Arizona 85012

Dear Ms. Crane and Members of the Evaluation Committee:

Thank you for the opportunity to clarify activities, staffing, and requested funds for the RFGA, "Coordinator for Arizona's Sexual Violence and I/DD Response Collaborative" (FFY21-CLBFT-0221). We have included responses to your specific queries below, and attached, you will find a (1) revised project timeline/implementation plan; (2) revised budget narrative; and (3) revised budget request form.

- 1) Clarify the staff assigned to the project, as assigned with their tasks and hours devoted during the 12-month period to accomplish the activities in the timeline. Will other personnel be added, or tasks shifted to other staff, new staff brought on, or personnel costs reduced? Will additional activities be added to justify the total costs for personnel? The justification with this question is this the best usage of time and money for the tasks listed in the 12-month implementation plan.**

To ensure project leadership can dedicate their time to work most appropriate to their expertise, adjustments have been made to the staffing structure of the project. Since our original proposal, we have added two additional staff to the project to provide logistical and administrative support. The following staff are now assigned to the project:

Leigh Ann Davis, Director, Criminal Justice Initiatives

Anticipated Project Hours: 460 hours in Year 1 (about 38 hours per month)

The Director of Criminal Justice Initiatives and will oversee all project activities, offer subject matter expertise on sexual violence prevention for all aspects of the Collaborative's work, and lead efforts to create the strategic plan and to analyze/improve the effectiveness and efficiency of the Collaborative's processes and functioning. Given her expertise working with law enforcement, social services systems, and advocates and self-advocates on issues of abuse and neglect, Ms. Davis will carry



primary responsibility for planning and presenting the trainings outlined in the Year 1 project plan. She will also oversee the program support work of Kristi Short and Reginald Thomas. Grant funds are requested to support approximately 23% of Ms. Davis' time during the project period.

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The Executive Director will act as point-of-contact for work group leaders; participate in all work group meetings, as well as remain chair of the Criminal Justice & the ADA work group; provide public policy subject matter expertise related to possible publications and to the individual work groups; be responsible for outreach to project partners and work group members; assist with planning and implementation of trainings and other events included in the Year 1 project plan; and lead efforts to recruit and retain relevant Arizona-based organizations and advocates not already engaged with the Collaborative. Grant funds are requested to support approximately 20% of Mr. Meyers' staff time during the project period.

Ariel Simms, Senior Program Manager & Attorney, Access, Equity, & Inclusion

Anticipated Project Hours: 20 hours in Year 1 (about 1.7 hours per month)

The Senior Program Manager will provide guidance on project activities related to working with and supporting marginalized communities, including leading a training on this topic for the Collaborative members in Year 1. Grant funds are requested to support approximately 1% of this position's time during the project period.

Kristi Short, Executive Assistant, Operations, The Arc of Arizona

Anticipated Project Hours: 80 hours in Year 1 (about 6.7 hours per month)

The Executive Assistant will offer administrative support for the work groups and their members, communicating with them about meetings, scheduling group calls and meetings, and taking and disseminating minutes; providing support such as registration and follow-up for trainings and other events; and gathering website resources and working with the web administrator to ensure timely posting of those resources. Grant funds are requested to support approximately 4% of Ms. Short's staff time during the project period.

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Anticipated Project Hours: 66 hours in Year 1 (about 5.5 hours per month)

The Senior Program Associate will provide administrative support and assistance for the project. Mr. Thomas has more than two years of experience assisting Ms. Davis with various criminal justice programs and interacts extensively with the NCCJD's partner



organizations across the U.S. Grant funds are requested to support approximately 3.3% of Mr. Thomas' staff time during the project period.

Marketing and Communications Staff

Anticipated Project Hours: 100 hours in Year 1 (about 8.3 hours per month)

Various marketing and communications staff will participate in the project, primarily to assist with the development and marketing of deliverables. Since multiple staff members may participate in the project at any given time, we have used a blended salary rate for budgeting purposes. Grant funds are requested to support approximately 5% of this team's staff time during the project period.

It is essential to note that, although based in Texas, Ms. Davis will in no way be limited in her ability to perform the functions necessary as Project Lead. As with various other projects funded by the Council, this effort includes a combination of in-state and out-of-state staff, all of whom bring the necessary knowledge and attributes necessary to achieve the stated goals. Mr. Meyers has been involved with the Collaborative's work since its inception and has a solid understanding of the Arizona landscape; Ms. Davis not only has broad understanding of the systems addressing abuse and neglect issue in other states, she has participated in various meetings of the Collaborative over the past 12 months and serves as an Advisory Committee member on the Council-funded research project currently being undertaken by Dr. Lynne Tomasa of the Sonoran UCEDD (on which Mr. Meyers of The Arc of Arizona also serves as project partner). In addition, Ms. Davis and Mr. Meyers have co-presented on the topic of sexual violence against people with I/DD. This combination of experience on both the state and national levels is what enables our team to bring comprehensive subject matter expertise to this work.

Moreover, with the COVID-19 pandemic still affecting many aspects of life and the vast majority of meetings and events occurring virtually, physical presence in the state will, for the foreseeable future, be far less important than the ability to effectively interact with partners via the electronic communications channels that have become routine over the past year. This, again, is an area in which both Ms. Davis and Mr. Meyers have both familiarity and experience.

To justify the total cost of personnel, the following activities have been added since our original proposal:

- Training events for individuals not currently engaged with the Collaborative.



- At a minimum, one virtual training event will be held in Year 1 focused on increasing the knowledge and capacity of law enforcement and healthcare professionals when working with victims of sexual violence who have I/DD and their caregivers. This training is expected to occur during the second quarter of the project year.
- In addition, as part of the strategic planning process, we suggest looking to the work groups for guidance on where training is lacking for certain professional groups, then determining topics and audiences to target based on this input. We anticipate any additional conferences/trainings will take place after a needs assessment within the Collaborative is completed (during the first quarter). Additional event(s) will likely to be held in the third or fourth quarter of Year 1.
- Creation of a handbook for Collaborative members that will provide an overview of how the Collaborative operates, its mission, and an explanation of work groups and internal processes (such as how new members are onboarded)

2) What new activities or tasks will be added or clarified in the 12-month implementation plan. Provide updated implementation plan.

The implementation plan will focus on strategic planning, evaluating, and improving overall functioning of the Collaborative, and finding ways to formalize its work to maximize the group's collective efforts and statewide impact. While the Collaborative has been able to complete a significant amount of work since its inception, there has been little opportunity to take a step back and consider how all of the work fits together, what is working best within the Collaborative's structure, practices and processes, what isn't working as well, and how the Collaborative can work more effectively in the future.

Developing a strategic plan will be a key focus of the Collaborative's work within the 12-month period and will lay a critical foundation for the Collaborative over the next five years. To ensure long-term sustainability of The Collaborative's work together, it is imperative to create a strategic plan that is informed by its members that can guide and measure the impact of future work. Relying on both content and strategic planning expertise and experience, Ms. Davis will oversee the strategic planning process. This process will be informed by similar efforts NCCJD has supported, such as The Arc of New Jersey's strategy to hold statewide conferences, develop solutions related to sexual violence prevention, and create a statewide report. Other tools will be utilized, such as NCCJD's Pathways to Justice® model, to highlight challenges victims face when going through the criminal justice system. We will also research and consider how various disability and sexual violence prevention organizations have successfully



created and currently use strategic planning as a foundational approach to building sustainability of their efforts.

A second key activity new to the Collaborative will be analyzing its methods, practices, and processes to improve workflow, communication, and maximize its overall impact. Project staff will assess current work groups for missing expertise, lived experience, and diverse perspectives (which will likely include individuals such as self-advocates, family members, providers, tribal communities, members of the legal, law enforcement, and criminal justice communities, and healthcare professionals). Members of the Collaborative will be asked to provide feedback through online surveys to identify areas for improvement, and at least one conversation group with Collaborative members and/or work group leaders will be held to discuss current work practices and ways to improve processes.

Finally, we will consider ways to formalize the work of the Collaborative to ensure it can effectively meet goals in a timely fashion, successfully onboard new members, and build-in processes in place to evaluate performance and impact. For example, we will examine how information, expertise, and skillsets are being shared across work groups to meet the goals of the Collaborative overall. We will consider what recruiting and onboarding processes need to be in place to ensure more representation from specific groups. As new communities are identified, they will either be absorbed into pre-existing work groups or new work groups will be created to ensure the Collaborative is building in representation from a broad, diverse membership. Another task will be creating a handbook for Collaborative members that will provide an overview of how the Collaborative operates, its mission, and an explanation of work groups and internal processes (such as how new members are onboarded). The strategic planning process will help inform this task.

3) If funded for a second year, what new activities may be addressed that is different than the first year?

Year 2 activities will in large part be informed by the findings of the strategic planning process, which will consider needs, opportunities, and activities for the next five years.

Other facets of the project will be incorporated into the Year 2 work plan regardless of the strategic planning results:

- Strengthen the evaluation capabilities of the Collaborative and create stronger evaluation tools that can measure key performance metrics across all work groups.

- Identify the potential for, and develop as appropriate, legislation related to preventing sexual violence against people with disabilities and other vulnerable adults.
- Hold in-person conference, building on Year 1 virtual conference. Consider if/how to develop this as an annual event on the topic of abuse and neglect prevention as a way to inform the state on these issues and hold the Collaborative accountable for reaching its goals.
- Improve website content and functionality in Year 2 to improve the user experience and overall sophistication, continue to add resources, and create a search feature.
- Determine how to increase training on this topic for key target audiences currently being engaged by the work groups and/or not currently involved in this work. Create a strategic planning methodology for the state.

4) Clarify the need for surveys and focus groups. What is the purpose of conducting these activities/ what information do you hope to receive and how will the information be used?

The plan to include surveys and focus groups in the Year 1 work plan is based on a belief that these efforts will (1) better inform the strategic planning process by identifying gaps in representation in these groups; and (2) help to increase participation of work group and Collaborative members who have become disengaged. With the additional insights gained from these members, whether individually or in small groups, the project team will be better able to work toward ensuring all relevant groups, agencies, and populations are spoken for in the makeup of the Collaborative and that those who are on the roster of members feel their commitment of time and effort is valuable.

We want to emphasize that the survey/focus group element is inward-facing rather than outward-facing. It is focused on gathering information and perspectives from current Collaborative and work group members, not from the public at large. We understand the many challenges of getting self-advocates and caregivers to speak on the topic of sexual abuse, and it is not our intention to duplicate work already done by other projects. We further understand the Collaborative has existed for several years, thus there is no need to “start from square one” in identifying the types of information related to what it seeks to accomplish.

Instead, we expect to devote a relatively brief period of time at the beginning of the project gathering information from individuals already invested in the work, then utilizing this information to help guide next steps in developing a strategic plan for the



Collaborative's future. Much of the need for a Coalition Coordinator stems from the fact that individual work groups have evolved, for the most part, autonomously of one another. While this provides them freedom to approach their subject matter as they see fit, it also results in a lack of optimal coordination and strategic thinking about what the Collaborative as a whole can and should accomplish.

5) Costs for translation services for any survey or focus groups shall be part of the budget. Consider adding to requested funds summary page.

We do currently anticipate the need for translation services in Year 1. However, as part of our partnership with equity organizations representing target communities (Indigenous and Latino communities), we anticipate that translation services will be one these partners' in-kind contributions. We plan to provide each equity organization with a \$2,500 stipend to provide support during the project period.

6) Clarify the role of four (4) self-advocates with the project and the need to pay them. What is the total amount to pay for their participation, and what is the justification for their pay?

Self-advocate input into work that pertains directly to their lives is vital to success in all areas of the disability world – and in no area more so than when dealing with sexual violence against people with disabilities. At present, the Collaborative has almost no self-advocate representation (the exception being an ad hoc group formed by the Council to review and revise materials being developed for public use by the Division of Developmental Disabilities), which severely limits its effectiveness as a voice for self-advocates.

In the spirit of the disability community's creed, "Nothing About Us Without Us," and in keeping with The Arc's philosophy that self-advocates are as deserving of compensation for the experience and expertise they bring to professional endeavors as anyone else, we intend to hire up to four self-advocates from Arizona as independent project consultants in Year 1. Their role will be to provide input and guidance during the development of the strategic plan, add new perspectives to the efforts of individual work groups, assist with identifying appropriate resources for inclusion in the online resource directory, and participate in the planning and implementation of training events/conferences. Additional responsibilities may be added as appropriate to the particular skills of the self-advocates and needs of the project.



The individuals selected for these positions will have experience with self-advocacy, ideally in policy-related settings, with at least a basic understanding of the issue of sexual violence against persons with disabilities. As reflected in the budget, the total financial commitment for these four self-advocate consultants is \$10,000. Appropriate steps will be taken to ensure compensation for this work does not negatively affect any public benefits they may be receiving.

7) Clarify what is meant by the two equity organizations listed in the proposal and budget. Who are they, what is their role with this proposal, and why are they paid?

The project team plans to work closely with the Executive Committee and other key stakeholders to identify communities who are currently unserved or underserved. We anticipate this will likely include Indigenous and Latino communities in Arizona. The two equity organizations we referred to in the proposal will reflect these communities, i.e., one organization working to advance equity for Latino communities and one organization working to advance equity for Indigenous communities. The exact organizations will be identified in the first quarter of the project period.

The Arc of Arizona has already begun building relationships with these communities, through its ongoing advocacy efforts and existing partners, the Native American Disability Law Center, Arizona Center for Disability Law, and Ideal Care LLC, a prominent Phoenix-based home and community-based services provider primarily serving Spanish-speaking families. For the past two years, The Arc of Arizona has also deepened its work on behalf of refugee and immigrant communities, connecting families of children with disabilities to key referral and service pipelines through an ADDPC-sponsored collaboration.

Our project budget includes funds to support at least two equity organization partners. These partners will inform the project in many ways, including connecting the Collaborative with additional survivors of sexual violence who can share their experiences with services in Arizona and identifying ways to enhance responses to marginalized survivors. Their roles will also include providing input and guidance during the development of the strategic plan and identifying appropriate resources for inclusion in the online resource directory. We anticipate the organizations will also provide some language support and co-host listening sessions with the project team. For their contributions in Year 1, we anticipate paying each equity organization a \$2,500 stipend to support their role. In the world of equity work, it is essential to pay individuals and organizations for sharing their expertise and experience – too often, these communities



are expected to provide labor and expertise for free. Paying these organizations in Year 1 will help build trust and set the stage for further collaboration in Year 2 and beyond.

- 8) Clarify how the applicant will consider and review existing in-state organizations to be the central repository for the information the CoP has developed/collected and will develop because of this grant. Consider adding costs to the budget to support this activity.**

The Arc of Arizona will act as central repository for all materials created by the Collaborative. A new page will be created on The Arc of Arizona website dedicated to resources on sexual violence against persons with disabilities. We have added \$1,000 to the project budget to reflect costs associated with this work in Year 1.

- 9) Agree to and clarify that a minimum of training will be conducted to outside groups that are not the CoP work groups. Will the applicant consider providing more than one training? What topics will be considered?**

Year 1 project activities will include training events for individuals not currently engaged with the Collaborative. At a minimum, one virtual training event will be held in the first year focused on increasing the knowledge and capacity of law enforcement and healthcare professionals when working with victims of sexual violence who have I/DD and their caregivers. This training is expected to occur during the second quarter of the project year.

In addition, as part of the strategic planning process, we suggest looking to the work groups for guidance on where training is lacking for certain professional groups, then determining topics and audiences to target based on this input. We anticipate any additional conferences/trainings will take place after a needs assessment within the Collaborative is completed (during the first quarter). Additional event(s) will likely to be held in the third or fourth quarter of Year 1.

- 10) Aside from targeting Spanish speaking or Indigenous communities, clarify how the recruitment and retention of new members will be addressed.**

We will work with the work group leaders to reach important groups either unrepresented or underrepresented in the Collaborative: educators, who play a front-line role in identifying signs of abuse; people from rural communities, largely absent from the work groups with the Collaborative's membership being primarily urban; first responders and 911 dispatchers; and representatives of refugee and refugee-serving



organizations, all of whom can face challenges with understanding, accessing, and in some cases accepting assistance from the systems designed to serve individuals with disabilities. NCCJD will bring its expertise in creating the Talk About Sexual Violence project to the challenge of engaging more health care professionals.

Retention depends, in large part, on providing participants the opportunity to contribute meaningfully to the work groups. Every effort will be made to ensure participants have precisely that opportunity by helping to define and refine the work groups' plans so they have the appropriate balance between focusing on specific goals and the flexibility to explore multiple avenues of work, as desired by members.

11) Clarify what other baseline data/performance measures may be captured outside of the ADDPC's required data.

The strategic plan produced during the first year of this project will include recommendations and plans for how to measure and evaluate the Collaborative's work over the five-year life of the plan. For Year 1 of this project, a specific list of items to be measured will be decided upon based on the key goals and objectives of the Collaborative. Examples of the metrics to be employed include, but are not necessarily limited to:

- changes in policy or practice implemented by state agencies/departments, providers, and other entities as a result of the Collaborative's advocacy;
- changes in the number of groups or professional fields represented among the work groups;
- activities of work group members, including production of new resources, toolkits, etc., for use by individuals with disabilities, caregivers, and professionals in relevant fields; and
- evaluations and other feedback from conference and trainings provided by the project leaders.

Each of these measurements, and possibly others, will help inform the potential need for additional work groups, new focus areas, outreach and education efforts, work group projects, etc., to be included in the final strategic plan.

12) Clarify what is meant by Allocated Expenses at \$9,288 and how it is different from indirect costs. Is this a necessary cost added to all proposals? Justify why this should be a direct cost in the grant.



Allocated expenses include funds requested to cover operational expenses associated with this project for The Arc which are not included in our indirect costs. Operational expenses are standard allocations on all programs based on the total staff FTE assigned to the project (0.513). These are necessary costs for all project proposals. Requested expenses were calculated accordingly based on The Arc's actual expenses in these categories for the fiscal year divided by the number of staff.

In 2020, actual expenses broke down into the following categories:

2020		Total	Average # of Employees in 2020	
			Annual per FTE	Monthly per FTE
			52	
Office Supplies	01-6100-725	\$ 12,674.14	\$ 244.00	\$ 20.00
Telephone & Internet	01-6105-725	\$ 52,890.78	\$ 1,017.00	\$ 85.00
Postage, Freight and Mailhouse	01-6115-725	\$ 6,316.05	\$ 121.00	\$ 10.00
Small Equipment Maintenance and Rent	01-6120-725	\$ 12,393.25	\$ 238.00	\$ 20.00
Website and Computer Related Expense	01-6125-725	\$ 295,873.53	\$ 5,690.00	\$ 474.00
Membership Dues	01-6130-725	\$ 20,026.50	\$ 385.00	\$ 32.00
Subscriptions	01-6132-725	\$ 10,067.49	\$ 194.00	\$ 16.00
Occupancy	01-6800-725	\$ 569,390.87	\$ 10,950.00	\$ 913.00
Total Allocable Operating Costs		\$ 979,632.61	\$ 18,839.00	\$ 1,570.00

A revised budget narrative is attached. In the revised narrative, we have separated occupancy from the other allocated costs to mirror the budget request form.

13) Budget Summary and Budget Narrative. Ensure the language used to describe the narrative of costs match the budget line items. Consider all costs related to translation services, central repository storage and maintenance, training, personnel costs, and allocated expenses.

Please find a revised budget narrative attached.

Thank you for your time and consideration of our proposal. If we can provide any further information, please don't hesitate to contact us.

Sincerely,

Peter V. Berns
 Chief Executive Officer
 The Arc of the United States



Appendix A: Revised Timeline and Implementation Plan

The Arc's NCCJD will partner with The Arc of Arizona to formalize, strengthen, coordinate, and expand the work of the Collaborative and include more representation from self-advocates, members of the legal, law enforcement, and criminal justice communities, as well as healthcare professionals. NCCJD will work closely with the Collaborative to create a strategic plan and core principles that define the overall work of the Collaborative, as well as create measurable outcomes that can be used to evaluate progress. In addition to providing support for strategic and ongoing action planning, NCCJD will provide technical assistance to each of the Collaborative's four work groups as they develop their own tools, publications, and resources to achieve their goals.

To make certain the work groups are working toward the same overall vision, NCCJD will act as a project coordinator for information, activities, and goals for the Collaborative, ensuring ongoing and timely communication between work groups, while overseeing the progress and communication of achievements to all involved. NCCJD will work with self-advocate consultant leaders and organizations to obtain ongoing input from the self-advocacy community throughout the strategic and action planning processes. Also of critical importance is ensuring that the Collaborative is reaching multiply marginalized communities who face daunting challenges in accessing healing services after victimization occurs. NCCJD will consult with equity organizations, particularly those representing Latino and Indigenous communities in Arizona, as the strategic planning process is underway, to confirm access, equity, and inclusion are at the foundation of the Collaborative's work.

In Year 1 of the project, building on the Collaborative's rich history, NCCJD and the Collaborative will jointly put procedures in place to formalize their work and begin a strategic planning process through collaboration with all work group members, self-advocacy groups/consultants, as well as equity organizations and consultants. NCCJD will coordinate with each work group to determine their objectives and a timeline to meet their goals.

Senior Level Staff Responsibilities:

The Director of Criminal Justice Initiatives and will oversee all project activities, offer subject matter expertise on sexual violence prevention for all aspects of the Collaborative's work, and lead efforts to create the strategic plan and to analyze/improve the effectiveness and efficiency of the Collaborative's processes and functioning. Ms. Davis will also carry primary responsibility for planning and presenting



the trainings outlined in the Year 1 project plan. She will also oversee the program support work.

The Executive Director of The Arc of Arizona will act as point-of-contact for work group leaders; participate in all work group meetings, as well as remain chair of the Criminal Justice & the ADA work group; provide public policy subject matter expertise related to possible publications and to the individual work groups; be responsible for outreach to project partners and work group members; assist with planning and implementation of trainings and other events included in the Year 1 project plan; and lead efforts to recruit and retain relevant Arizona-based organizations and advocates not already engaged with the Collaborative.

The Senior Program Manager will provide guidance on project activities related to working with and supporting marginalized communities, including leading a training on this topic for the Collaborative members in Year 1. Grant funds are requested to support approximately 1% of this position's time during the project period.

Support Staff Responsibilities:

The Executive Assistant will offer administrative support for the work groups and their members, communicating with them about meetings, scheduling group calls and meetings, and taking and disseminating minutes; providing support such as registration and follow-up for trainings and other events; and gathering website resources and working with the web administrator to ensure timely posting of those resources. The Senior Program Associate will provide general administrative support and assistance for the project. Various marketing and communications staff will participate in the project, primarily to assist with the development and marketing of deliverables.

Specifically, project team will be responsible for the following activities:

Months 0-3:

- Host project kick-off meeting with the Executive Committee (comprised of current work group facilitators and ADDPC representatives)
 - Review project activities and timeline
- Attend and observe work group meetings to identify current gaps, challenges, and strengths
 - Assess work groups for missing expertise, lived experience, and diverse perspectives, which will likely include self-advocates, family members, providers, tribal communities, members of the legal, law enforcement, and criminal justice communities, and healthcare professionals

- Conduct focus groups and share survey with work group members to deepen analysis of what's working and where there are opportunities to improve facilitation, communication, workload distribution, systems, and outreach to multiply marginalized communities
- Provide other support and technical assistance to the work groups as needed
- Identify, then begin outreach and relationship-building with equity organizations, with a focus on the Latino and Navajo communities
 - Train all members of the Collaborative on working with marginalized groups and communities
- Hire self-advocate consultants who will bring both lived experience with victimization, as well as diverse identities and perspectives, to the project
 - Formalize self-advocate Advisory Council to the Collaborative
- Monitor and engage in advocacy on regulatory and legislative changes related to sexual abuse reporting, monitoring, enforcement, and support that may impact individuals with I/DD and other marginalized communities
- In partnership with the Advisory Council, begin identifying key recommendations to improve processes, systems, and communication across the four work groups
 - Build Structure Overview document to help participants visualize the overall Collaborative and how the work groups come together
- By the end of Month 3, provide ADDPC, the Advisory Council, and work group leaders a quarterly progress report

Months 4-6:

- Convene full Collaborative meeting to (1) facilitate information-sharing between the work groups and (2) begin strategic planning efforts with a group brainstorming session to identify the overarching goals of the Collaborative, ultimate vision to guide the group's activities, and key guiding principles
 - Project team will coalesce the Collaborative's ideas into a renewed vision statement, goals, and guiding principles to disseminate for further feedback from all stakeholders
- In partnership with the work groups, identify 3-4 needed resources for the field and create product development plan with timeline
 - Proposed resources may include publications, webinars, presentations, trainings, legislation, talking points, etc.
- Create a handbook for Collaborative members that will provide an overview of how the Collaborative operates, its mission, and an explanation of work groups and internal processes (such as how new members are onboarded)
- Provide support, training, and technical assistance to the work groups as needed
- Continue relationship-building with equity organizations identified in the first quarter of the project period

- Develop central repository of information, activities, products that meet the needs of the Collaborative, its work groups, ADDPC, and other stakeholders (informed by focus groups, surveys, and observations of the first quarter)
- Orient all stakeholders to the central repository
- Monitor and engage in advocacy on regulatory and legislative changes related to sexual abuse reporting, monitoring, enforcement, and support that may impact individuals with I/DD and other marginalized communities
- Host a virtual training event focused on increasing the knowledge and capacity of law enforcement and healthcare professionals when working with victims of sexual violence who have I/DD and their caregivers
- By the end of Month 6, present each work group leader with a list of formal recommendations and facilitate work group meetings to incorporate these recommendations into the groups' activities
- By the end of Month 6, clearly identify priorities, opportunities, and threats to address in the coming legislative session
- By the end of Month 6 provide ADDPC, the Advisory Council, work group leaders, and other key stakeholders the renewed vision, goals, and principles of the Collaborative
- By the end of Month 6, provide ADDPC, the Advisory Council, and work group leaders with a quarterly progress report

Months 7-9:

- Convene full Collaborative meeting to (1) facilitate information-sharing between the work groups and (2) continue strategic planning process by brainstorming the key strategies to advance the Collaborative's new goals and vision, as well as outcome measures to ensure progress accountability
 - Brainstorming will also take place in the work group meetings
 - Project team will coalesce the Collaborative's ideas into a final set of proposed strategies and measures to disseminate for further feedback from all stakeholders
- Support the work groups as they implement the product development plan
- Provide support, training, and technical assistance to the work groups as needed
- Continue relationship-building with equity organizations identified in the first quarter of the project period
- Identify and begin relationship-building with statewide groups working in the space of sexual violence prevention, response, and support, leveraging the collective expertise of the work groups
 - Create opportunities for information and resource exchanges, including gatherings at conferences, lunch and learns, ongoing communication, etc.
- Monitor and engage in advocacy on regulatory and legislative changes related to sexual abuse reporting, monitoring, enforcement, and support that may impact individuals with I/DD and other marginalized communities



- By the end of Month 9 provide ADDPC, the Advisory Council, work group leaders, and other key stakeholders the draft strategic plan of the Collaborative and invite final input and revision
- By the end of Month 9, provide ADDPC, the Advisory Council, and work group leaders with a quarterly progress report

Months 10-13:

- Convene full Collaborative meeting to facilitate information-sharing between the work groups
- Support the work groups as they implement the product development plan
- Monitor and engage in advocacy on regulatory and legislative changes related to sexual abuse reporting, monitoring, enforcement, and support that may impact individuals with I/DD and other marginalized communities
- Continue relationship-building with statewide groups working in the space of sexual violence prevention, response, and support
- Host a virtual training event on topic to be determined with input from the various work groups
- By the end of Month 12, disseminate final strategic plan to ADDPC, all work groups, and key stakeholders in Arizona
- By the end of Month 13, provide ADDPC, the Advisory Council, and work group leaders with a final project report, summarizing all key activities, findings, recommendations, and proposed action steps for Year 2



Offer and Acceptance

**AZ Developmental Disabilities
Planning Council**

SOLICITATION NO.: ADDPC-FFY21-CLBFT-0221

PAGE
1

3839 North Third Street, Ste. 306

OFFFEROR:

OF
1

Phoenix, AZ 85012

OFFER

TO THE STATE OF ARIZONA:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies Small Business status.

The Arc of the United States

Company Name

1825 K St NW, Suite 1200

Address

Washington, DC 20006

City

State

Zip

&

Boyer@thearc.org

Contact Email Address

Peter Berns

Signature of Person Authorized to Sign Offer

Peter Berns

Printed Name

Chief Executive Officer

Title

Phone: 202.534.3701

Berns@thearc.org

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Offer did not involve collusion or other anticompetitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror certifies that the above referenced organization IS/ IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.
5. The Offeror is not debarred by, or otherwise prohibited from participating in any publicly-funded contract awarded by any Federal, State or local jurisdiction.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

This Contract shall henceforth be referred to as Contract No. _____.

The effective date of the Contract is _____.

The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona

Awarded this _____ day of _____ 20 _____

Erica McFadden, PhD, MSW, Executive Director

Arizona Developmental Disabilities Planning Council
Coordinator for Arizona's Sexual Violence and I/DD Response
Collaborative Project Narrative

List the organization and team member(s) assigned to project activities. Describe their experience with the I/DD community, sexual violence, state systems, group facilitation, outcome measure development, regulatory or legislative changes, strategic planning, and any notable accomplishments of the team member(s) in this area (do not attach resumes).

The team members for this this project will include: Leigh Ann Davis, Director of Criminal Justice Initiatives at The Arc of the United States, Jon Meyers, Executive Director of The Arc of Arizona; and Ariel Simms, Senior Program Manager & Attorney for Access, Equity, & Inclusion at The Arc of the United States.

Ms. Davis (she/her) is the Director of Criminal Justice Initiatives at The Arc of the United States and leads The Arc's National Center on Criminal Justice and Disability® (NCCJD®). With more than 25 years of experience working at the intersection of I/DD and criminal justice, she strives to build stronger lines of open communication and understanding between these two worlds. Ms. Davis has authored numerous publications and presents nationally and internationally on a broad array of criminal justice and disability topics. In 2013, she worked with The Arc to secure funding and fulfill a long-term dream she shared with her late mentor, Bob Perske, to create NCCJD, the first national center in the U.S. to address both victim and defendant issues concerning people with I/DD. She oversaw the development of NCCJD's signature training program: Pathways to Justice® and passionately works to establish NCCJD and The Arc's 600 plus chapter network as the go-to place for information and training on justice and disability. Since its inception, NCCJD has responded to thousands of information and referral requests, created timely resources and publications, and worked with chapters to train over 5,000 criminal justice and disability professionals and create Disability Response Teams in more than twenty-five sites around the country. As a subject matter expert on the topic of justice and I/DD, she provides consultation to federal and non-profit agencies, White House officials, and is often interviewed by national media outlets. Her mission is to ensure that people with I/DD have a platform and the training they need to advocate for themselves, especially as individuals who are too often overrepresented in the criminal legal system as both victims and those accused of crimes. As a childhood survivor of sexual abuse in her own home, she intuitively understands and grapples with the deep complexities inherent in the criminal legal system for both crime victims and defendants and is compelled to educate others about the unique challenges people with I/DD face in a system where they are too often misunderstood, invisible, and forgotten. She holds a Master of Science in Social Work and a Master of Public Administration from the University of Texas at Arlington.

Mr. Meyers (he/him) has been Executive Director of The Arc of Arizona since August 2013 and has spent more than 30 years as a non-profit executive specializing in resource development and organizational management. In his role with The Arc of

Arizona, he oversees state and federal public policy, advocacy, and outreach efforts supporting the civil rights and community inclusion of individuals with I/DD, including the organization's three major annual events – Wings for Autism, the Sprout Film Festival, and the Autism and I/DD Resources Conference. During his time with The Arc of Arizona, the organization has successfully advocated for passage of key pieces of legislation to benefit Arizonans with I/DD. His prior experience includes work in higher education, the arts, animal welfare, and human services. Mr. Meyers has been participating in the Sexual Violence & I/DD Response Collaborative (the Collaborative) since its inception in September 2018. Since the outset, he has taken on the lead facilitator role for the Criminal Justice Workgroup. Under his leadership, the workgroup has made significant progress toward ending sexual violence against individuals with I/DD. Mr. Meyers received his Bachelor of Arts degree in History and Theatre Arts from Santa Clara University. He also completed the Global Leadership Certificate Program from the Thunderbird School of Global Management in Glendale, Arizona.

Ariel Simms (she/her or they/them) leads The Arc of the United States' work in promoting full access, equity, and inclusion, ensuring that The Arc's advocacy is intersectional and responsive to the needs of multiply marginalized communities. Ariel also leads The Arc's work in recruiting new chapters and nonprofit associate members. For more than four years, Ariel has advocated for people with developmental disabilities who become entangled in the criminal legal system as victims, suspects, defendants, witnesses, and incarcerated persons through The Arc's NCCJD. Ariel is the lead trainer/facilitator and content developer for the Pathways to Justice program, which targets law enforcement, legal professionals, and victim advocates. In addition to these roles at The Arc, Ariel is a Scholar in Residence with the Philosophy & Religion Department of American University, where Ariel teaches Human Rights & Disability and Disability Law & Ethics. Early in their career, Ariel worked as a Mental Health Counselor on an inpatient psychiatric unit of a hospital. After that experience, Ariel became a disability and human rights advocate, especially on behalf of those living with psychosocial disabilities. Ariel has worked on disability rights issues both in the United States and abroad, including in the realms of healthcare policy, human rights, and access to justice. Ariel has expertise in various areas of social justice work, including intersectional advocacy, gender justice, legal capacity, supported decision-making, mass incarceration, conditions of confinement, and policing. In addition to subject matter expertise in equity and social justice, Ariel also brings deep experience with strategic planning, fundraising, project management, facilitation, and training to the team. Ariel completed their Juris Doctor degree at Harvard Law School.

What key activities will be completed in the first year? Please include a detailed timeline or implementation plan that shows tasks that team members are responsible for.

The Arc's NCCJD will partner with The Arc of Arizona to formalize, strengthen, coordinate, and expand the work of the Collaborative and include more representation from self-advocates, members of the legal, law enforcement, and criminal justice communities, as well as healthcare professionals. NCCJD will work closely with the

Collaborative to create a strategic plan and core principles that define the overall work of the Collaborative, as well as create measurable outcomes that can be used to evaluate progress. In addition to providing support for strategic and ongoing action planning, NCCJD will provide technical assistance to each of the Collaborative's four workgroups as they develop their own tools, publications, and resources to achieve their goals.

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In Year 1 of the project, building on the Collaborative's rich history, NCCJD and the Collaborative will jointly put procedures in place to formalize their work and begin a strategic planning process through collaboration with all workgroup members, self-advocacy groups/consultants, as well as equity organizations and consultants. NCCJD will coordinate with each workgroup to determine their objectives and a timeline to meet their goals. Specifically, project team members will be responsible for the following activities:

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- Conduct focus groups and share survey with workgroup members to deepen analysis of what's working and where there are opportunities to improve facilitation, communication, workload distribution, systems, and outreach to multiply marginalized communities
- Provide other support and technical assistance to the workgroups as needed
- Begin outreach and relationship-building with equity organizations, with a focus on the Latino and Navajo communities

- Train all members of the Collaborative on working with marginalized groups and communities
- Hire self-advocate consultants who will bring both lived experience with victimization, as well as diverse identities and perspectives, to the project
 - Formalize self-advocate Advisory Council to the Collaborative
- Monitor and engage in advocacy on regulatory and legislative changes related to sexual abuse reporting, monitoring, enforcement, and support that may impact individuals with I/DD and other marginalized communities
- In partnership with the Advisory Council, begin identifying key recommendations to improve processes, systems, and communication across the four workgroups
 - Build Structure Overview document to help participants visualize the overall Collaborative and how the workgroups come together
- By the end of Month 3, provide ADDPC, the Advisory Council, and workgroup leaders a quarterly progress report

Months 4-6:

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 - Project team will coalesce the Collaborative's ideas into a renewed vision statement, goals, and guiding principles to disseminate for further feedback from all stakeholders
- In partnership with the workgroups, identify 3-4 needed resources for the field and create product development plan with timeline
 - Proposed resources may include publications, webinars, presentations, trainings, legislation, talking points, etc.
- Provide support, training, and technical assistance to the workgroups as needed
- Continue relationship-building with equity organizations identified in the first quarter of the project period
- Develop central repository of information, activities, products that meet the needs of the Collaborative, its workgroups, ADDPC, and other stakeholders (informed by focus groups, surveys, and observations of the first quarter)
- Orient all stakeholders to the central repository and train workgroup leaders on efficient use of the platform
- Monitor and engage in advocacy on regulatory and legislative changes related to sexual abuse reporting, monitoring, enforcement, and support that may impact individuals with I/DD and other marginalized communities
- By the end of Month 6, present each workgroup leader with a list of formal recommendations and facilitate workgroup meetings to incorporate these recommendations into the groups' activities
- By the end of Month 6, clearly identify priorities, opportunities, and threats to address in the coming legislative session
- By the end of Month 6 provide ADDPC, the Advisory Council, workgroup leaders, and other key stakeholders the renewed vision, goals, and principles of the Collaborative

- By the end of Month 6, provide ADDPC, the Advisory Council, and workgroup leaders with a quarterly progress report

Months 7-9:

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 - Brainstorming will also take place in the workgroup meetings
 - Project team will coalesce the Collaborative's ideas into a final set of proposed strategies and measures to disseminate for further feedback from all stakeholders
- Support the workgroups as they implement the product development plan
- Provide support, training, and technical assistance to the workgroups as needed
- Continue relationship-building with equity organizations identified in the first quarter of the project period
- Identify and begin relationship-building with statewide groups working in the space of sexual violence prevention, response, and support, leveraging the collective expertise of the workgroups
 - Create opportunities for information and resource exchanges, including gatherings at conferences, lunch and learns, ongoing communication, etc.
- Monitor and engage in advocacy on regulatory and legislative changes related to sexual abuse reporting, monitoring, enforcement, and support that may impact individuals with I/DD and other marginalized communities
- By the end of Month 9 provide ADDPC, the Advisory Council, workgroup leaders, and other key stakeholders the draft strategic plan of the Collaborative and invite final input and revision
- By the end of Month 9, provide ADDPC, the Advisory Council, and workgroup leaders with a quarterly progress report

Months 10-13:

- Convene full Collaborative meeting to facilitate information-sharing between the workgroups
- Support the workgroups as they implement the product development plan
- Monitor and engage in advocacy on regulatory and legislative changes related to sexual abuse reporting, monitoring, enforcement, and support that may impact individuals with I/DD and other marginalized communities
- Continue relationship-building with statewide groups working in the space of sexual violence prevention, response, and support
- By the end of Month 12, disseminate final strategic plan to ADDPC, all workgroups, and key stakeholders in Arizona
- By the end of Month 13, provide ADDPC, the Advisory Council, and workgroup leaders with a final project report, summarizing all key activities, findings, recommendations, and proposed action steps for Year 2

What methods will be used to recruit targeted communities, especially in unserved/underserved areas of the state for participation in the CoP?

The project team plans to work closely with the Executive Committee and other key stakeholders to identify communities who are currently unserved or underserved. We anticipate this will likely include Indigenous and Latino communities across Arizona. In reaching out to these communities, the project team's goal is not to collaborate for this one project, but to establish deeper and longer-lasting relationships to explore and advocate at the intersection of race and disability for many years to come.

The Arc of Arizona has already begun building relationships with these communities, through its ongoing advocacy efforts and existing partners, the Native American Disability Law Center, Arizona Center for Disability Law, and Ideal Care LLC, a prominent Phoenix-based home and community-based services provider primarily serving Spanish-speaking families. For the past two years, The Arc of Arizona has also deepened its work on behalf of refugee and immigrant communities, connecting families of children with disabilities to key referral and service pipelines through an ADDPC-sponsored collaboration. NCCJD will bring experience working with marginalized communities around the country through its community-driven Pathways to Justice program.

Recruitment of diverse collaborators and consultants will start with existing relationships and partners and work outwards. Our goal with recruitment activities is to build trust and identify shared interests and key areas for collaboration. In addition to working through partner organizations, we will also talk about the Collaborative with these communities through targeted outreach efforts, including social media, web-based meetings, and recruitment flyers (including flyers in-language).

To establish strong relationships with the targeted communities, the project team will conduct a series of listening sessions, in-language, with representatives and survivors from these communities. The goal is to learn about and better understand the experience of marginalized survivors and to identify key gaps in reporting, the legal system's response, and the existence and accessibility of healing services. For many marginalized communities, there has been a shift away from the traditional legal system to transformative justice, and the project team plans to collaborate with these communities to more meaningfully incorporate elements of transformative justice into Arizona's response to sexual violence.

In addition to targeting Latino and Indigenous communities, the project team also plans to identify at least four self-advocates who can bring intersectional lived experience to the Advisory Council and the overall project. We have seen, time and time again, the magnified impact of sexual violence on multiply marginalized communities, and we plan to center the needs of those living at multiple intersections throughout the project.

Our project budget includes funds to support at least two equity organization partners, as well as four independent consultants/experts who can bring their lived experience to

the Collaborative. If funded in future project years, we expect to build in additional resources to support these groups and consultants, as well as expand our ability to provide culturally relevant resources, training, and education in-language.

Describe your experience with Arizona state and community-based systems that address sexual violence/abuse towards the I/DD community. How have you worked with multiple stakeholders to work on this issue?

As Executive Director for The Arc of Arizona, as well as the leader of the Criminal Justice Workgroup, Jon Meyers brings deep expertise to the project team with Arizona state and community-based systems that address sexual violence towards the I/DD community. The other project team members also have experience working on sexual violence in the Arizona context – both have provided technical assistance in the past to the Collaborative through NCCJD.

Even before the December 2018 incident at Hacienda HealthCare in Phoenix, during which a non-verbal resident with significant intellectual disabilities gave birth to a child after having been raped by a facility employee, The Arc of Arizona was actively involved in work focused on sexual abuse and violence against individuals with disabilities.

While the Hacienda incident galvanized public attention around the issue, recognition of its impact among disability advocacy and service organizations existed well in advance of that moment. A series of stories aired on National Public Radio in early 2018 shined a spotlight on the prevalence of sexual and physical abuse within the disability community across the nation. ADDPC convened stakeholders in September 2018 to begin addressing Arizona-specific concerns in this area, and Mr. Meyers was an original member of that stakeholder group. Since that time, in addition to chairing the Collaborative's Criminal Justice Workgroup, he has participated regularly with the other three workgroups and with the Criminal Justice & Self Advocacy: Information Vetting & Planning process created to ensure self-advocate perspectives are incorporated into the updated communications materials and personnel procedures developed by the Division of Developmental Disabilities, Adult Protective Services, and Arizona Health Care Cost Containment System to improve member safety and awareness of how to report abuse. The Arc of Arizona is also a primary collaborator with the Sonoran University Center for Excellence in Developmental Disabilities and Dr. Lynne Tomasa on a current Council-funded research grant, "Crisis of Sexual Violence Against Children and Adults with Intellectual and Developmental Disabilities in Arizona: A Comprehensive Systems Evaluation to Inform Prevention and Policy Change."

In addition, Mr. Meyers advocates with legislators and policymakers, in the media, in communities across the state, and in national venues for greater action to remedy the problem of sexual violence against individuals with disabilities.

How do you plan to develop the baseline measures for the CoP?

As part of the strategic planning process, the project team will develop baseline measures to ensure the Collaborative's progress and accountability. Phase 1 of the strategic planning process will involve brainstorming a renewed vision, goals, and guiding principles for the Collaborative's work together. This phase is crucial to ensure that all Collaborative members are on the same page and working toward the same overarching goals. This also creates the opportunity for those with varying perspectives to share their ideas and discover common interests, which will reinforce working relationships and a sense of ownership of the Collaborative's renewed vision.

With the key groundwork laid in Phase 1, Phase 2 will allow the Collaborative to explore the strategies and specific actions that will lead to successfully achieving the overarching goals and vision of Phase 1. Each strategy will be accompanied by a list of proposed outcomes, which will be measurable. The Executive Committee will review the outcomes and implement the necessary data-gathering and data-tracking procedures across the workgroups. We anticipate that in future project years, the Executive Committee will be responsible for assessing the data on at least a quarterly basis and reporting back to the larger Collaborative on overall progress.

In addition to measures developed as part of the strategic planning process, the Executive Committee, with support from the project team, will also track the following, which includes ADDPC required data:

- Number of individuals with I/DD who participate in a funded ADDPC activity designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems they interact with.
- Number of family members who participate in a funded ADDPC activity designed to increase their knowledge of how to take part in decisions that affect the lives of people with I/DD that they directly care for.
- Number of people (other than those with I/DD or family members) who participated in a funded ADDPC activity.
- Number of new people/stakeholders reached during the project period and overall impact on the project as well as the new participants.
- Participant attendance at all project meetings, webinars, and or trainings.
- Participant satisfaction for project webinars and trainings.
- Product and resource dissemination outcomes (e.g., clicks, downloads, shares, media hits, etc.)
- The number of evidence-based, best, or promising practices used by the Collaborative and/or project team.

We are grateful to the ADDPC for their leadership of the Collaborative and for their time and consideration of this proposal. Together, we can work toward reducing the incidence of sexual violence against individuals with I/DD across Arizona and creating a replicable model for other states.



March 10, 2021

Grants Review Committee
Arizona Developmental Disabilities Planning Council
3839 N. Third Street, Suite 306
Phoenix, AZ 85012

Dear Grants Committee Members:

The Arizona Coalition to End Sexual and Domestic Violence (ACESDV) strongly supports The Arc's application for funding under RFGA #: ADDPC-FFY21-CLBFT-0221 - Coordinator for Arizona's Sexual Violence and I/DD Response Collaborative. The Arc of Arizona and ACESDV have been fostering an ongoing partnership since 2018 to address the needs of sexual violence survivors with disabilities and their loved ones. Given this ongoing partnership, and knowing of The Arc of the United States' commitment to developing effective new means of protecting the I/DD population from sexual violence through the work of its National Center on Criminal Justice and Disability (NCCJD), ACESDV looks forward to this opportunity to work together toward the goal of refining and building upon the achievements of the Collaborative to date.

Founded in 1980, ACESDV is the federally-designated statewide coalition addressing sexual and domestic violence in Arizona. Our membership includes direct service programs for survivors of sexual assault, domestic violence, and human trafficking. We engage in public policy advocacy and public awareness activities related to sexual and domestic violence, support survivors and their loved ones through the Arizona Sexual and Domestic Violence Services Helpline, and provide training and technical assistance to victim service providers, domestic and sexual violence responders, and the community. ACESDV specializes in developing sustainable, survivor-centered services and multidisciplinary responses to sexual and domestic violence, with particular focus on underserved communities.

ACESDV believes The Arc's NCCJD is ideally positioned to lead this coordination effort. NCCJD's leadership possesses extensive experience in all aspects of the intersection of criminal justice and disabilities. Since 2013 NCCJD has served as a bridge between the criminal justice and disability communities, pursuing and promoting safety, fairness, and justice for people with I/DD, especially those with hidden disabilities and marginalized identities, as victims, witnesses, suspects, defendants, and incarcerated persons. To ensure access to justice for those with I/DD, NCCJD works to advocate with and for people with I/DD facing criminal justice involvement; empower The Arc's chapter network to become the go-to resources on criminal justice and disability in their communities; increase training, knowledge, and awareness of criminal justice professionals about people with I/DD, including their legal obligations toward the disability community; ensure people with disabilities are leading the charge on all policy and related efforts to reform the criminal justice system; and, support effective research and evaluation to promote innovative best practices, including the collection and publication of key resources for the field.





ACESDV brings expertise on sexual assault service provision and response for diverse populations within multiple systems, and has a Sexual Violence Response Department dedicated to these efforts. We recognize the pressing need to prevent sexual violence among children and adults with developmental disabilities, as well as to create a culture of healing in this community. In this spirit, ACESDV is eager to continue working with The Arc to ensure Arizona's Sexual Violence and I/DD Response Collaborative accomplishes all within its power in the most efficient, deliberate, and thoughtful manner. ACESDV fully supports The Arc's application for the Coalition Coordinator grant and we thank you for consideration of this proposal. Please contact me if I can be of any further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Jenna Panas". The signature is fluid and cursive, with the first name being more prominent.

Jenna Panas, Chief Executive Officer
jenna@acesdv.org



Douglas A.
Ducey
Governor



Arizona Commission

for the deaf and the hard of hearing

100 N 15th Avenue □ Suite 104 □ Phoenix, AZ 85007

acdhh.org

Sherri L. Collins
Executive
Director

March 23, 2021

Grants Review Committee
Arizona Developmental Disabilities Planning Council
3839 N. Third Street, Suite 306
Phoenix, AZ 85012

Dear Grants Committee Members:

The Arizona Commission for the Deaf and the Hard of Hearing strongly supports The Arc's application for funding under RFGA #: ADDPC-FFY21-CLBFT-0221 - Coordinator for Arizona's Sexual Violence and I/DD Response Collaborative. The Arc of Arizona and ACDHH have been fostering an ongoing partnership since 2018 to address the needs of sexual violence survivors with disabilities and their loved ones. Given this ongoing partnership, and knowing of The Arc of the United States' commitment to developing effective new means of protecting the I/DD population from sexual violence through the work of its National Center on Criminal Justice and Disability (NCCJD), ACDHH looks forward to this opportunity to work together toward the goal of refining and building upon the achievements of the Collaborative to date.

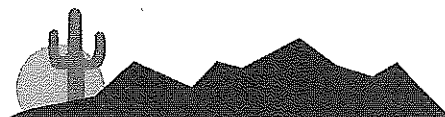
The purpose of the Arizona Commission for the Deaf and the Hard of Hearing (ACDHH) is to ensure, in partnership with the public and private sector, accessibility for the deaf and hard of hearing to improve their quality of life. Our goal is to identify current services being provided, identify gaps in service, build collaboration between service providers, and to establish a service model for provision of services to Arizona Deaf and Hard of Hearing sexual violence victims.

The Arc's NCCJD is ideally positioned to lead this coordination effort. NCCJD's leadership possesses extensive experience in all aspects of the intersection of criminal justice and disabilities. Since 2013 NCCJD has served as a bridge between the criminal justice and disability communities, pursuing and promoting safety, fairness, and justice for people with I/DD, especially those with hidden disabilities and marginalized identities, as victims, witnesses, suspects, defendants, and incarcerated persons. To ensure access to justice for those with I/DD, NCCJD works to advocate with and for people with I/DD facing criminal justice involvement; empower The Arc's chapter network to become the go-to resources on criminal justice and disability in their communities; increase training, knowledge, and awareness of criminal justice professionals about people with I/DD, including their legal obligations toward the disability community; ensure people with

602-364-0990 TTY □ 602-542-3323 V □ 480-559-9441 VP □ 800-352-8161 V/TTY □ 602-364-0581 FAX □ info@acdhh.az.gov

The mission of the Arizona Commission for the Deaf and the Hard of Hearing is to ensure, in partnership with the public and private sectors, accessibility for the deaf, deaf-blind, hard of hearing, and persons with speech difficulties to improve their quality of life.

Douglas A.
Ducey
Governor



Sherri L. Collins
Executive
Director

Arizona Commission

for the deaf and the hard of hearing

100 N 15th Avenue □ Suite 104 □ Phoenix, AZ 85007

acdhh.org

disabilities are leading the charge on all policy and related efforts to reform the criminal justice system; and, support effective research and evaluation to promote innovative best practices, including the collection and publication of key resources for the field.

ACDHH has partnered with the I/DD collective to create a unified voice for those who sometimes don't have a voice, and to empower Deaf and Hard of Hearing individuals to understand their rights, as well as empowering them to be self-advocates.

We recognize the pressing need to prevent sexual violence among children and adults with developmental disabilities, as well as to create a culture of healing in this community. In this spirit, the Arizona Commission for the Deaf and the Hard of Hearing is eager to continue working with The Arc to ensure Arizona's Sexual Violence and I/DD Response Collaborative accomplishes all within its power in the most efficient, deliberate, and thoughtful manner. ACDHH fully supports The Arc's application for the Coalition Coordinator grant and thanks you for consideration of this proposal. Please contact me if I can be of any further assistance.

Sincerely,

A handwritten signature in black ink that reads "Sherri Collins". The signature is fluid and cursive.

Sherri Collins, M.Ed.

Executive Director

Arizona Commission for the Deaf and the Hard of Hearing

March 12, 2021

Grants Review Committee
Arizona Developmental Disabilities Planning Council
3839 N. Third Street, Suite 306



Dear Grants Committee Members:

The Opportunity Tree strongly supports The Arc's application for funding under RFGA #: ADDPC-FFY21-CLBFT-0221 - Coordinator for Arizona's Sexual Violence and I/DD Response Collaborative. The Arc of Arizona and The Opportunity Tree have been fostering an ongoing partnership since 2018 to address the needs of sexual violence survivors with disabilities and their loved ones. Given this ongoing partnership, and knowing of The Arc of the United States' commitment to developing effective new means of protecting the I/DD population from sexual violence through the work of its National Center on Criminal Justice and Disability (NCCJD), The Opportunity Tree looks forward to this opportunity to work together toward the goal of refining and building upon the achievements of the Collaborative to date.

For 58 years, The Opportunity Tree has been committed to providing quality, individualized supports to people with intellectual and developmental disabilities (I/DD). Through an array of services including day habilitation, employment services, community living options and youth after school & summer programming, we support our mission to promote the development of a society that fully embraces individuals with I/DD through inclusion, advocacy and opportunities. Our center-based services occur on three (with a fourth coming soon!) campuses in Maricopa and Pinal Counties and our community living program includes both licensed and private homes in the greater Phoenix area and Casa Grande. We strive to be on the forefront of based practice, evidence-based programming models and collaborative efforts to address all of the barriers and challenges influencing our community.

The Opportunity Tree has participated in the Arizona Sexual Violence and I/DD Response Collaborative since its inception and has been actively involved in various work groups and community training efforts through the Collaborative to help move the needle. Safety and security is the baseline of our commitment to our Members, thus underlying our commitment to preventing sexual abuse in our community. We will continue to support the community response activities in this effort. Furthering the commitment to safety; proactive, collaborative, educational approaches to empowerment and awareness are necessary within the I/DD community and The Opportunity Tree supports all commitments toward this goal. We recognize the necessity of a Coordinator for Arizona's Sexual Violence and I/DD Response Collaborative, and we are committed to continuing our partnership these efforts.

The Arc's NCCJD is ideally positioned to lead this coordination effort. NCCJD's leadership possesses extensive experience in all aspects of the intersection of criminal justice and disabilities. Since 2013 NCCJD has served as a bridge between the criminal justice and disability communities, pursuing and promoting safety, fairness, and justice for people with I/DD, especially those with hidden disabilities and marginalized



identities, as victims, witnesses, suspects, defendants, and incarcerated persons. To ensure access to justice for those with I/DD, NCCJD works to advocate with and for people with I/DD facing criminal justice involvement; empower The Arc's chapter network to become the go-to resources on criminal justice and disability in their communities; increase training, knowledge, and awareness of criminal justice professionals about people with I/DD, including their legal obligations toward the disability community; ensure people with disabilities are leading the charge on all policy and related efforts to reform the criminal justice system; and, support effective research and evaluation to promote innovative best practices, including the collection and publication of key resources for the field.

As a provider of quality services and supports to individuals with I/DD, The Opportunity Tree is proud to partner with the stakeholders on the Collaborative and to contribute the provider voice. Direct Service Providers (DSPs) have continuous, on-going and often minimally supervised access to the Members we serve. It is necessary for providers to contribute to the problem-solving efforts and to implement the recommendations and we are on the front lines of this crisis. We have a direct line to the Members and to the DSPs that work with them every day. Both of these audiences are integral to ensuring our Members are protected and empowered.

We recognize the pressing need to prevent sexual violence among children and adults with developmental disabilities, as well as to create a culture of healing in this community. In this spirit, The Opportunity Tree is eager to continue working with The Arc to ensure Arizona's Sexual Violence and I/DD Response Collaborative accomplishes all within its power in the most efficient, deliberate, and thoughtful manner. We fully support The Arc's application for the Coalition Coordinator grant and thank you for consideration of this proposal. Please contact me if I can be of any further assistance.

Sincerely,

Kelli O'Toole

CEO

The Opportunity Tree



March 17, 2021

Grants Review Committee
Arizona Developmental Disabilities Planning Council
3839 N. Third Street, Suite 306
Phoenix, AZ 85012

2101 N. Front Street
Governors Plaza North, Bldg #2
Harrisburg, PA 17110

Toll Free: 877-739-3895
Phone 717-909-0710
Fax: 717-909-0714
TTY: 717-909-0715

Dear Grants Committee Members:

www.nsvrc.org

The National Sexual Violence Resource Center (NSVRC) strongly supports The Arc's application for funding under RFGA #: ADDPC-FFY21-CLBFT-0221 - Coordinator for Arizona's Sexual Violence and I/DD Response Collaborative. Since 2018 The Arc of the United States and NSVRC partnered through the National Sexual Assault Awareness Month campaign to raise awareness about the impact of sexual violence on persons with disabilities. This ongoing partnership developed from valuable technical assistance from The Arc's National Center on Criminal Justice and Disability (NCCJD) and their "Talk About Sexual Violence" project reveals the unique barriers survivors with disabilities face and the importance of preventing sexual violence within the I/DD population. NSVRC looks forward to the opportunity to further build on our collaboration with NCCJD in supporting their work to give survivors with I/DD equal access to justice and healing services.

NSVRC was founded in 2000 by the Pennsylvania Coalition Against Rape (PCAR) — the oldest and one of the largest state sexual assault coalitions — to address the causes and impact of sexual violence through collaboration, prevention, and resources. NSVRC partners with state, territory, and tribal sexual assault coalitions, community-based programs, and Departments of Health to provide resources and promote promising initiatives. NSVRC translates research and trends in sexual assault prevention into best practices that help individuals, communities, and service providers achieve real and lasting change. The center also works with the media to promote informed reporting and leads a Sexual Assault Awareness Month (SAAM) prevention campaign each April. NSVRC's library has the world's most extensive collection of sexual violence resources.

NSVRC believes The Arc's NCCJD is ideally positioned to lead this coordination effort in the state of Arizona. NCCJD's leadership possesses extensive experience in all aspects of the intersection of criminal justice and disabilities. Since 2013 NCCJD has served as a bridge between the criminal justice and disability communities, pursuing and promoting safety, fairness, and justice for people with I/DD, especially those with hidden disabilities and marginalized identities, as



victims, witnesses, suspects, defendants, and incarcerated persons. To ensure access to justice for those with I/DD, NCCJD works to advocate with and for people with I/DD facing criminal justice involvement; empower The Arc's chapter network to become the go-to resources on criminal justice and disability in their communities; increase training, knowledge, and awareness of criminal justice professionals about people with I/DD, including their legal obligations toward the disability community; ensure people with disabilities are leading the charge on all policy and related efforts to reform the criminal justice system; and, support effective research and evaluation to promote innovative best practices, including the collection and publication of key resources for the field.

NSVRC brings expertise on sexual violence prevention and response and the disproportionate impact of sexual harassment, assault, and abuse on marginalized individuals and communities. We recognize the pressing need to prevent sexual violence among children and adults with developmental disabilities and create a culture of healing in this community. In this spirit, NSVRC is eager to continue working with The Arc to ensure Arizona's Sexual Violence and I/DD Response Collaborative accomplishes this initiative's goals and serves as a model for states across the country. NSVRC fully supports The Arc's application for the Coalition Coordinator grant, and we thank you for your consideration of this proposal. Please contact me if I can be of any further assistance.

Sincerely,

Yolanda Edrington
NSVRC Chief Operations Officer