



Clarif. 2 /OK

4-27-21

**ACESDV Second Clarification Response on Proposal Submitted to ADDPC  
April 27, 2021**

1. Verify the target population for the proposed training.

The target population for the education plan is providers serving the Intellectual and Developmental Disability (I/DD) community, including staff at group homes, day treatment centers, independent living centers, community-based disability advocacy organizations, and long-term care facilities.

2. Clarify if the curriculum has already been developed or is new material to use for the target population.

ACESDV will expand and modify existing curricula ACESDV has developed on appropriate responses to sexual abuse survivors with disabilities to use for the target population. Additional materials that will be created include a handout on updating organizational policies to protect survivors and their wellbeing, including anti-retaliation language.

3. Clarify how long the training is, what type of evaluation is developed (pre/post) and what outcome measurements will be tracked (i.e. knowledge change, policy changes, etc.)

The training is 4-hours. ACESDV will provide training evaluations to all participants to determine attendees' satisfaction with the materials and how they will implement what they have learned, as well as pre- and post-tests to assess knowledge increase. Specifically, attendees will be asked to rate the training on a scale of 1 (Unsatisfied) to 5 (Exceptional), take a 10-question pre and posttest, and provide written responses on what information is the most useful in their work and how they plan to create individual and organizational change. Lastly, these data will be analyzed to determine if modifications to the curriculum or training method are necessary to meet desired outcomes.

ACESDV also plans to conduct a 3-month follow-up survey with attendees to gauge individual and organizational change made as a result of the training.

4. Clarify the training modality that will be implemented. How many trainings will be done in- person, virtual or in other ways. Describe how participants will access training materials in advance. What is the expected number of participants per training.

- ACESDV will conduct one in-person training and two live webinars. In addition, we will rerecord one 4-hour training to be made available on our learning management system, Coalition Manager. Attendees can register and attend the prerecorded training at any time. Coalition Manager is an interactive learning platform that allows ACESDV to require registration, track course participation and complete a pre/posttest evaluation. This will allow ACESDV to track who completes the training.

- During registration, ACESDV will ask attendees for their accessibility needs and accommodate accordingly. If a participant needs the materials in advance to accommodate their learning needs, ACESDV will send the materials electronically or through the mail as desired.



- ACESDV expects to train at least 100 participants during the grant cycle. ACESDV expects to train at least 20 people in-person, 60 people by webinar, and 20 through the learning management system (Coalition Manager).

5. Will ACESDV trainers be available at each training, to address concerns and questions for all proposed trainings? If not, explain how follow-up will occur.

ACESDV trainers will conduct all live and pre-recorded trainings. ACESDV will not be physically present when learners are utilizing the pre-recorded training on our learning management system (Coalition Manager). ACESDV is committed to ensuring learners feel comfortable with the training material. ACESDV includes email and phone number for learners to contact trainers with any concerns or questions they have about the training or materials.

6. Address if interpretation is part of the budget and proposed training.

Interpretation is part of the budget and proposed training. ACESDV is allocating for ASL interpreters @ \$90-hour x 2. ACESDV will conduct three live 4-hour trainings, one in-person and two webinars. Additionally, ACESDV will utilize separate funds to provide Spanish interpretation at all live trainings and other languages, as requested by participants.

7. Provide an updated implementation plan.

There are no updates that need to be made from the previously revised implementation plan.

8. Provide an updated budget summary and narrative (if costs change).

There are no changes from prior submission.



Clarif. #1/OK  
4-22-21

**ACESDV Clarification Response on Proposal Submitted to ADDPC  
April 21, 2021**

1. Expand on more detail on how the target groups will be chosen, ensuring diverse and minority populations are included in outreach methods and for participation.

The target population of the education plan is staff at group homes, day treatment centers, independent living centers, community-based disability advocacy organizations, and long-term care facilities. As the target population are staff of providers, the diversity of the target population will be limited by the hiring practices of those providers. However, ACESDV will seek to ensure that providers serving diverse populations are included in outreach. ACESDV will utilize existing relationships within disability advocacy and service organizations to reach the majority of providers. In order to reach providers serving Native communities, rural communities, Spanish-speaking or BIPOC individuals, ACESDV will utilize existing relationships through our policy work with grassroots and community advocacy organizations with the communities to further outreach to those providers.

2. Clarify if any of the training will be conducted in Spanish, will materials be translated into Spanish, will costs for Spanish speaking interpreters be added to the budget? Clarify the costs for interpreters (i.e. Spanish speaking, sign language, other)

As training are intended for staff of service providers, it is not anticipated that a need for Spanish services will exist, and thus materials will not be translated into Spanish. ACESDV training staff are bilingual and can conduct a training in Spanish if identified. ACESDV contracts with an interpretation company that provides ASL and Spanish interpreters for any trainings should a participant request interpretation during registration. ACESDV does not anticipate this need, and has not included interpretation costs in the budget as a result.

3. Provide a more comprehensive implementation plan/timeline that shows all key activities will be addressed, by whom, when and how the task will be measured that it was completed.

KEY TASK	PERSON(S) RESPONSIBLE	DELIVERY DATE	DELIVERABLE	MEASURED
Research and develop educational plan	Sexual and Domestic Violence Response Manager; Sexual Violence Response Coordinators	October 2021	Education Plan Training Module Training Materials	Completion of deliverable
Develop recruitment flyer for training participants	Sexual Violence Response Coordinators	September 2021	Recruitment Flyer	Completion of deliverable



Outreach to statewide providers of people with/DD	Sexual and Domestic Violence Response Manager; Sexual Violence Response Coordinators	October 2021 through April 2022	Outreach Materials	Completion of deliverable, number of contacts as recorded in database
Record and post prerecorded virtual Training module	Sexual Violence Response Coordinators	November 2021	Virtual Training	Completion of deliverable, course completions, pre & post evaluations
Facilitate trainings for providers (2 virtual; 1 in-person)	Sexual Violence Response Coordinators	January 2022 March 2022 April 2022	Trainings	Sign in sheets for trainings, pre & post evaluations
Send evaluations to ADDPC	Sexual Violence Response Coordinators	May 2021	Training Evaluations	Receipt by ADDPC

4. Clarify your program service delivery to include information on how you plan to execute the training, to whom, how, when and who is in charge. This includes clarifying how you plan to engage with providers to participate. Also clarify if this is a promising or evidence-based approach.

Trainings are developed by the Sexual Violence Response Team as a whole, utilizing evidence based research, the lived experience and expertise of the team and the community, and best practices in adult learning. Trainings will be delivered through three different modalities to accommodate different learning styles and access by learners. The first modality, asynchronous virtual training will be available to all learners, with links sent to providers to allow staff access on their own time. The training is available on demand, with completion tracked and reported, and an evaluation of learning. The second modality, synchronous in person training will be provided to staff of providers at locations that are convenient to the learners. The trainings will be provided in January, March and April of 2022. Each training is facilitated by a single member of the Sexual Violence Response team, with the others acting as support. The Sexual Violence Response Manager is responsible and directs all efforts of the team.

As ACESDV has prior relationships with providers and is active in spaces with providers, outreach to providers initially will be based on those prior and established relationships. ACESDV will also individually identify providers and reach out to them through email and phone calls to present the value of a free training addressing a frequently encountered issue.

While the training will utilize best practices, and include evidence based research, it is a promising approach as insufficient research has been done regarding prevention in this specific population.

5. If grant funding is not provided, will this training still be conducted? If funding is provided, how will this training be sustained post ADDPC grant funding. What other collaborations and/or funding will be considered?



If funding is not provided, this training will not be conducted. If funding is provided, training will be sustained through the existence of the virtual module available for community access through ACESDV's learning management system. The training will remain available past the expiration of any ADDPC funding.

6. Are there any outcome measurements that will be tracked for the effectiveness of the training? Provide more detail on the evaluation plan that will be in place.

ACESDV utilizes pre and post tests to measure effectiveness, acquisition of knowledge and behavior changes in training recipients. Pre and posttest will be designed to align with the learning objectives of the training during the education plan development. Feedback surveys are also utilized to understand the delivery of the training and effectiveness of the presenters. Changes to the training will be made based on the tests and surveys if needed for continuous improvement and responsiveness.

7. Clarify on the form Background Application Information Form, 2C. If the box is marked No, please clarify. The box should have been marked Yes.

8. Provide the Financial Systems Survey that was part of the RFGA, found on pages 12-14. This must be filled out and provided.

As ACESDV has a current contract with the ADDPC, therefore based on guidance from ADDPC in the RFGA, ACESDV understood the Financial System Survey was not needed. "If you have a current contract with the ADDPC OR have received a grant from the ADDPC in the past 3 years, you are not required to fill the Financial System Survey." ACESDV has completed and attached.

9. The grant requirement calls for 25% match of the total program costs that is either cash or in-kind or a combination. The RFGA on page 18 provides an example on how to calculate the correct amount of minimum match.

The match has been updated to reflect calculated match based on the example calculation in the RFGA. ACESDV is concerned about the example as it calculates a 33.3% match, when 25% is required.

## Budget Request Form

Contractor Name: Arizona Coalition to End Sexual and Domestic Violence

Contractor Address: 2700 North Central Avenue, Suite 1100 Phoenix, AZ 85004

Street Address City State Zip

Project Name: \_\_\_\_\_

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	\$18,798	\$7,519		\$26,317 -
Fringe Benefits	\$3,873			\$3,873 -
Supplies / Operating Expenses	\$1,643			\$1,643 -
Travel	\$1,000			\$1,000 -
Rent or Cost of Space	\$468	\$1,663	\$132	\$2,263 -
Contracted Services / Professional Services	\$2,160			\$2,160 -
Administrative / Indirect Costs				-
<b>Total Costs</b>	<b>\$27,942 -</b>	<b>\$9,182 -</b>	<b>\$132 -</b>	<b>\$37,256 -</b>

It is understood that Non-Federal Funds identified in this budget will be used to match only ADDPC Federal Funds, and will not be used to match any other Federal Funds during the period of the ADDPC funded Project.

Additional description and background information shall be included as a budget narrative, including for match. The contractor agrees to submit additional background information to the ADDPC upon request.

\_\_\_\_\_  
Name of Certifying Official

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Phone Email



# Offer and Acceptance

**AZ Developmental Disabilities  
Planning Council**

3839 North Third Street, Ste. 306

Phoenix, AZ 85012

SOLICITATION NO.: ADDPC-FFY21-ERRA-0221

PAGE  
1

OFFEROR:

OF  
1

## 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.

Arizona Coalition to End Sexual and Domestic Violence

Company Name

2700 N Central Phoenix Ste 1100

Address

Phoenix

AZ

85004

City

State

Zip

Signature of Person Authorized to Sign Offer

Jenna Panas

Printed Name

CEO

Title

Phone: (817) 939-1577

jenna@acesdv.org

Contact Email Address

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



**PREVENTING, RECOGNIZING, AND RESPONDING TO  
SEXUAL ABUSE AMONG PEOPLE WITH  
DEVELOPMENTAL DISABILITIES**

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**ENHANCING INDIVIDUAL AND INSTITUTIONAL RESPONSES  
AMONG DISABILITY SERVICE PROVIDERS**

March 2021

Prepared by:

**Tasha Menaker, Ph.D., *Chief Strategy Officer***  
**Lindsay Ashworth, *Sexual and Domestic Violence Response Manager***  
2700 N. Central Avenue, Suite 1100  
Phoenix, AZ 85004  
Tasha@acesdv.org or Lindsay@acesdv.org  
602-279-2900



## PROJECT NARRATIVE/METHODOLOGY

**1. Describe who is the target population of this education plan and explain why this or these groups are chosen. What areas of the state will be targeted? Are these groups identified as unserved or underserved or certain minority groups?**

The target population for the education plan is providers serving the Intellectual and Developmental Disability (I/DD) community, including staff at group homes, day treatment centers, independent living centers, community-based disability advocacy organizations, and long-term care facilities. This population was chosen because their access to free training on this topic is limited, and the Arizona Coalition to End Sexual and Domestic Violence (ACESDV) believes increasing knowledge about sexual abuse among providers will have the greatest impact toward preventing abuse and reducing retraumatization among people with I/DD. This is a statewide project inclusive of providers for people with I/DD throughout Arizona.

**2. Describe the outreach methods that will be used to recruit and educate participants. Describe your recruitment and dissemination plan and if expected numbers are not achieved, how will this be addressed.**

ACESDV will develop a recruitment flyer describing the education plan, intended audience, and training objectives in plain language. We will utilize existing relationships with disability advocacy and service organizations to disseminate the flyer among their networks using electronic mailing lists, event calendars, and social media. ACESDV will also distribute the flyer on our electronic mailing lists and promote the availability of training on our online events calendar and social media. ACESDV will use existing lists of disability-serving entities available online (e.g., through the Department of Economic Security) to engage in targeted outreach through phone and email to inform agencies of the training. ACESDV intends to outreach to a minimum of 50 organizations serving people with I/DD, with the goal of training 100 providers. ACESDV will document the organizations that have been contacted and number of people trained. If expected numbers are not achieved, ACESDV will engage in ongoing direct outreach utilizing the aforementioned lists of disability-serving agencies.

**3. State and describe the evidence-based, best practice, or promising practice your education plan is built upon. If the applicant is creating a new program or modifying an existing one, provide information on what this curriculum is built up and describe in detail. If it's based on existing curriculum, please state the name of the curriculum. If the target population is the I/DD community, explain how the training information that will be used has already been reviewed and vetted by the I/DD community.**

The education plan will incorporate the content requirements outlined in the solicitation and will expand and modify existing curricula ACESDV has developed on appropriate responses to sexual abuse survivors with disabilities. It will use a combination of resources, including: (a) empirical research on the prevalence and risks of abuse

among the I/DD population; neurobiology of sexual trauma; trauma-informed responses to disclosures and associated mental and physical health outcomes; and indicators of sexual trauma among people with disabilities; (b) established best practices (e.g., Vera Institute guidance) for responding to abuse disclosures; communicating with survivors about reporting, services, and healing; and creating organizational policies that protect the rights and wellbeing of survivors); (c) elements of an evidence-informed curriculum on "Sexuality Education for People with Developmental Disabilities" from Elevatus Training.

**4. Describe the key content of the education plan and why inclusion of this content would be successful in reducing or improving response of abuse to people with I/DD.**

The education plan will incorporate the minimum content requirements on appropriate responses to sexual abuse survivors with I/DD outlined in the solicitation. Attendees of the training will receive information on: (a) dynamics of sexual abuse in the I/DD community, including prevalence, risk factors, and barriers to seeking help; (b) the traumatic impact of sexual violence and how to recognize indicators of sexual abuse including among non-verbal populations; (c) trauma-informed responses to abuse disclosures, including communicating in plain language with survivors about their victimization experiences, service options, and reporting; (d) reporting considerations, including mandatory reporting requirements and the process for reporting abuse to investigative agencies; (e) organizational policies to protect survivors and their wellbeing, including anti-retaliation language; (f) local resources for sexual abuse survivors with disabilities; and (g) prevention strategies including healthy relationship dynamics, sexuality, and consent. Attendees will acquire tangible techniques and tools for preventing, recognizing, and responding to abuse in a manner that mitigates additional trauma. The content will be successful in improving individual and institutional responses to sexual violence, as it is empirically-informed and rooted in nationally-recognized best practices for providing attendees with a comprehensive and holistic approach to sexual abuse among people with I/DD.

**5. Provide additional information on the education plan. What format and/or materials will be used to implement the plan? What is the duration? How many times will it be offered? Will continuing education units be offered? If so, for what profession? Please share any information that would give more insight on the strategies used and why.**

ACESDV will conduct three live 4-hour trainings, one in-person and two webinars. In addition, we will prerecord one 4-hour training to be made available on our learning management system, Coalition Manager. Attendees can register and attend the prerecorded training at any time. Continuing education credits will not be offered. Trainings will be done in an interactive lecture format using PowerPoint. Attendees will receive the presentation slides, a comprehensive list of sexual and domestic violence programs in Arizona, a list of accessible trauma counseling locations in Arizona created

by the Arizona Developmental Disabilities Planning Council's (DDPC) Trauma-Informed Access for Individuals with I/DD workgroup, a list of additional training opportunities about sexual abuse and I/DD, and a reporting tree for instances of sexual abuse against people with I/DD.

**6. How will the Contractor ensure the education plan is effective with the targeted groups?**

ACESDV will provide training evaluations to all participants to determine attendees' satisfaction with the materials and how they will implement what they have learned, as well as pre- and post-tests to assess knowledge increase. These data will be analyzed to determine if modifications to the curriculum or training method are necessary to meet desired outcomes.

**7. This is a two-part question pertaining to the lead organization and key staff. The applicant must address both with enough detail about experience and expertise 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.**

**7a. Describe the key staff involved in this project in short bios/summaries. Who will take the primary lead in implementation the education plan? Describe each key staff's experience in working with persons with I/DD and abuse prevention as it relates to this scope of work. Please list any other team members involved in the creation or dissemination of the education plan and their prior experience with the subject matter and I/DD community. (Do Not Attach Resumes).**

Tasha Menaker, Ph.D., Chief Strategy Officer: Tasha will provide programmatic oversight to the project. Tasha joined ACESDV in 2015 as the Forensic Nurse Coordinator, transitioning to Sexual Violence Response Manager, Director of Sexual Violence Response Initiatives, and eventually Chief Strategy Officer in 2018. Tasha has an MA in Clinical Psychology and a Ph.D. in Criminal Justice, and has been engaged in research and community-based initiatives related to sexual and domestic violence and trafficking since 2005. Tasha has published a book chapter and several peer-reviewed journal articles on gendered violence. Prior to joining the Coalition, her work experience centered on psychosocial support services for people with diverse disabilities. Tasha has five years of experience doing psychological assessments and counseling with people with disabilities in Texas, many of which were survivors of violence, and two years of experience as a Psychological Technician for a clinical psychologist specializing in counseling, assessment, and support for people with intellectual disabilities.

Lindsay Ashworth, Sexual and Domestic Violence Response Manager: Lindsay will serve as project lead for development and implementation of the education plan and provide supervisory support to the Sexual Violence Response Coordinators. Lindsay

joined ACESDV in 2016 as the Sexual Violence Response Coordinator, transitioning to Sexual Violence Response Manager, and then the Sexual and Domestic Violence Response Manager in 2020. Lindsay has a Bachelor's degree in Criminal Justice and worked as a graduate student for 1.5 years conducting research on sexual violence prevention. Lindsay has provided training and technical assistance to sexual assault responders including providers who serve survivors with disabilities for five years. Additionally, Lindsay sat on the Governor's Abuse and Neglect Prevention Taskforce, currently chairs ADDPC's Trauma-informed Access for People with I/DD workgroup and volunteered for 2 years for a program focused on providing parents of children with autism with in-home training by providing child care.

LaShae Brown, Sexual Violence Response Coordinator: LaShae will assist with development of the education plan and recruitment flyer, engage in outreach with providers, and facilitate training. LaShae joined ACESDV in 2019 as a Sexual Violence Response Coordinator. She has her Bachelor's degree in Criminology and Criminal Justice with a specialization in Victimology, and two minors in Social Work and Ethnic Studies. Before joining ACESDV, LaShae worked as a crisis responder and domestic and sexual violence advocate providing services to survivors, including survivors with disabilities. Currently, LaShae provides training and technical assistance to professionals who serve sexual assault victims, including survivors with disabilities, and plays an active role in ADDPC's School Abuse Prevention workgroup.

Marli Mayon, Sexual Violence Response Coordinator: Marli will assist with development of the education plan and recruitment flyer, engage in outreach with providers, and facilitate training. Marli joined ACESDV in 2020 as a Sexual Violence Response Coordinator. She has her Bachelor's degree in Social and Cultural Analysis with an emphasis in Women and Gender Studies and continues to engage in feminist research at Arizona State University. Currently, Marli serves as ACESDV's Project Director for their Office on Violence Against Women's Disability Grant Program and lead trainer on a current ADDPC training grant. Before joining ACESDV, Marli provided advocacy services to survivors of sex trafficking and facilitated trainings to youth and adults on sexual and domestic violence prevention.

**7b. Describe the lead agency and their experience and expertise in carrying out the activities as it relates to this scope of work. Describe previous work in this subject area, including development of training, educating, and working with individuals with I/DD and other groups.**

ACESDV is the federally-designated state coalition addressing sexual and domestic violence in Arizona and, as such, is the state's center of expertise, education, and community coordination on these issues. Founded in 1980 as the Arizona Coalition Against Domestic Violence, ACESDV became a dual coalition to include sexual assault in 2013. For over 40 years, the Coalition has been providing training and technical assistance about sexual and domestic violence to multidisciplinary responders and community members, engaging in public policy advocacy on behalf of sexual and

domestic violence programs and survivors, providing direct services and referral through the Sexual and Domestic Violence Services Helpline, facilitating community coordination among sexual and domestic violence responders, and leading system reform efforts to enhance services and response to survivors.

ACESDV staff maintain expertise through attendance at local and national trainings, ongoing research and education, collaboration with national partners and other state coalitions, statewide surveys and needs assessments, and through our Survivor Advisory Committee. As a result, ACESDV staff are highly knowledgeable about the dynamics of sexual, domestic, and dating violence and stalking, and have provided advocacy and referrals to survivors in addition to basic and advanced training and technical assistance on a variety of related topics for several decades.

ACESDV has been providing education to victim service providers on best practices for serving survivors with disabilities for many years, and has partnered with local disability advocacy organizations to implement systems reforms since 2014. Since 2018, ACESDV has deepened our commitment to improving services and responses to survivors with I/DD, and have engaged in a number of collaborative efforts with disability advocacy and support organizations. ACESDV has been participating in the Sexual Violence Response Collaborative hosted by ADDPC, attending the Training and Prevention Workgroup, School Abuse Prevention Workgroup, Legislative Workgroup, and Criminal Justice Workgroup, and chairing the Trauma-Informed Access for Individuals with I/DD Workgroup. In 2019, ACESDV was appointed to the Arizona Governor's Abuse and Neglect Prevention Task Force to make policy and practice recommendations to the Governor regarding responses to the abuse of vulnerable adults statewide.

For three years, ACESDV staff have been providing advocacy and support to survivors with disabilities on-site at Ability360. In 2019, we partnered with Ability360 to focus our day-long Annual Membership Meeting on improving services for sexual and domestic violence survivors with disabilities. This included training for direct service providers and state funding administrators, as well as a survivor panel with self-advocates, and was well-received by attendees. In January 2020, ACESDV co-hosted a day-long workshop for disability advocacy and support organizations and victim service providers focused on appropriate responses to sexual abuse survivors with disabilities. The workshop was in partnership with Ability360 and ADDPC, and included cross-training for providers. In addition, ACESDV has provided education to people with I/DD on healthy relationships and consent, and is currently working with The Arc of Arizona and Ability360 to develop and facilitate three trainings on supporting sexual abuse survivors with disabilities for disability-serving organizations, victim service providers, and people with I/DD and their loved ones. In short, ACESDV has extensive experience developing and distributing trauma-informed and accessible recruitment flyers and education plans for diverse groups in the disability community, and has strong relationships with disability-serving community partners.

**8. Describe community partners that will be working to ensure education outcomes are successful. Describe their specific roles, how they will support and be a part of the proposed project, including if each community partner will be paid by the grant or in-kind.**

ACESDV will partner with local disability advocacy and service organizations to promote the training and distribute recruitment materials through partners' membership and networks (e.g., electronic mailing lists, social media). Community partners include the Arizona Statewide Independent Living Council, The Arc of Arizona, and The Opportunity Tree. Partners will not be paid for their support with distribution.

**9. Do you plan on subcontracting any part of the proposed project as part of this application? If so, describe who or how you will procure the subcontractor(s). Describe how the applicant will provide oversight of any approved subcontractor. Ensure all costs are detailed in the budget.**

ACESDV does not plan on subcontracting any part of the proposed project.

**10. Describe what you hope to achieve by the end of the first year of funding.**

ACESDV intends to achieve the following by the end of the first year of funding:

- Develop one (1) curricula on recognizing and responding to sexual abuse among people with disabilities
- Outreach to at least fifty (50) disability advocacy or service organizations
- Train a minimum of 100 providers for people with disabilities
- Obtain a 25% average increase in knowledge among training participants
- Achieve an average satisfaction rating for trainings of 80% from training participants

**11. Describe how this education plan will continue if there is no additional ADDPC funding.**

ACESDV will prerecord one training to be made available on our education platform, Coalition Manager. Attendees can register and attend the training at any time. Coalition Manager tracks attendance and interactions and enables provision of training evaluations and certificates. This will allow providers continued access to the training beyond the grant period. The curriculum may also be adapted for trainings with populations ACESDV currently receives funding to educate, such as victim service providers, criminal legal professionals, child welfare staff, and community health workers.

## **EVALUATION**

If awarded, ACESDV will track and report the required performance measures as specified by the ADDPC. ACESDV will also capture the following benchmarks to ensure the project outcomes are achieved: (a) outreach to disability-serving organizations (goal

of 50); (b) number of providers trained (goal of 100); (c) increase in knowledge among training attendees (goal of 25% average increase); and (d) attendees' satisfaction with training content (goal of 80% average satisfaction).

**Attachment B1: Letters of Commitment**





The Arc of Arizona  
PO Box 83434  
Phoenix, AZ 85071

T (602) 234-2721  
F (602) 296-2680  
www.arcarizona.org

For people with intellectual and developmental disabilities

March 18, 2021

Grants Review Committee  
Arizona Developmental Disabilities Planning Council  
3839 N. 3<sup>rd</sup> Street, Suite 306  
Phoenix, Arizona 85012

Dear Grants Committee Members:

On behalf of The Arc of Arizona, I submit this letter of commitment for The Arizona Coalition to End Sexual and Domestic Violence's (ACESDV) application for the 2021 Arizona Developmental Disabilities Planning Council *Education on Reducing and Responding to Abuse and Exploitation of Children and Adults with I/DD in AZ* grant to provide virtual and in-person statewide training on recognizing and appropriately responding to sexual abuse against people with intellectual and developmental disabilities (I/DD). The target audience is providers for people with I/DD, including staff in long-term care facilities, day treatment centers, group homes, independent living centers, and disability advocacy organizations.

The Arc of Arizona and ACESDV have been fostering an ongoing partnership since 2018 to address the needs of survivors with disabilities and their loved ones. For the purposes of this grant project, The Arc of Arizona is committed to helping increase training about sexual violence in the I/DD community for providers who work with people with disabilities by conducting outreach and advertising the trainings ACESDV will provide.

The Arc of Arizona, which was established in 1958, is the only community-based non-profit working for people with I/DD throughout their lifetimes and across all diagnoses in Arizona. Currently, they have over 1,000 members with 11 local chapters. The Arc engages in public policy by mobilizing self-advocates, disability organizations, and individuals across Arizona who care about the rights of all people with disabilities, utilizing grassroots action to effect substantial and meaningful progress in the legislative landscape.

The Arc of Arizona fully supports ACESDV's application for the 2021 Arizona Developmental Disabilities Planning Council *Education on Reducing and Responding to Abuse and Exploitation of Children and Adults with I/DD in AZ* grant. 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. And we look forward to collaborating with ACESDV to increase attendance of disability providers in ACESDV's proposed trainings.

*Achieve with us.*



Please contact me if I can be of any further assistance.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jon Meyers'.

Jon Meyers  
Executive Director



March 19, 2021

Arizona Developmental Disabilities Planning Council  
3839 N. 3<sup>rd</sup> Street, Suite 306  
Phoenix, Arizona 85012

To Whom It May Concern:

Arizona Statewide Independent Living Council (AZSILC) is writing this letter of commitment on behalf of the Arizona Coalition to End Sexual and Domestic Violence (ACESDV), as they apply for the 2021 Arizona Developmental Disabilities Planning Council (ADDPC) Education on Reducing and Responding to Abuse and Exploitation of Children and Adults with Intellectual and Developmental Disabilities in Arizona Grant, to provide virtual and in-person statewide training on recognizing and appropriately responding to sexual abuse against people with intellectual and developmental disabilities.

AZSILC is federally mandated and funded under the Rehabilitation Act and is comprised of individuals appointed by the Governor. AZSILC conducts statewide needs assessments in regard to people who have disabilities, monitors, implements, and evaluates the triennial State Plan for Independent Living, facilitates community outreach, independent living forums, panels, and workshops, collaborates in coordinating disability focused conferences, expositions, and summits, and educates for systemic change to enhance and/or expand independent living programs and services.

Currently, Arizona Statewide Independent Living Council (AZSILC), and four other statewide disability agencies are working as grant partners, alongside ACESDV, to enhance collective efforts to improve both prevention and response to sexual abuse for Arizonans who have intellectual and developmental disabilities. Domestic and sexual violence and abuse disproportionately impacts people who have disabilities, and AZSILC is committed to supporting ACESDV by using our connections to enhance outreach and recruitment in the promotion of the training opportunities to be offered under the ADDPC grant.

Please feel free to contact me at (602)262-2900 or by email: [mellie@azsilc.org](mailto:mellie@azsilc.org), if I can be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Santora".

Melissa Ann "Mellie" Santora  
State Administrator

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March 18, 2021

Arizona Developmental Disabilities Planning Council  
3839 N. 3<sup>rd</sup> Street, Suite 306  
Phoenix, Arizona 85012



Dear Arizona Developmental Disabilities Planning Council:

The Opportunity Tree is writing this letter of commitment for The Arizona Coalition to End Sexual and Domestic Violence's (ACESDV) application for the 2021 Arizona Developmental Disabilities Planning Council Education on Reducing and Responding to Abuse and Exploitation of Children and Adults with I/DD in AZ Grant to provide virtual and in-person statewide training on recognizing and appropriately responding to sexual abuse against people with intellectual and developmental disabilities (I/DD). The target audience is providers for people with I/DD, including staff in long-term care facilities, day treatment centers, group homes, independent living centers, and disability advocacy organizations.

The Opportunity Tree and ACESDV have been fostering an ongoing partnership since 2019 to address the needs of survivors with disabilities and their loved ones. We are committed to increasing training about sexual violence in the I/DD community to providers who work with people with this community by conducting outreach and advertising the trainings ACESDV will provide.

The Opportunity Tree is a non-profit organization that provides quality, individualized supports to people with intellectual or developmental disabilities in dynamic and innovative environments at three different locations. We provide job training, adult day programs, creative arts programs as well as residential, home and community-based services.

We recognize the pressing need to prevent sexual violence among children and adults with developmental disabilities, as well as create a culture of healing in this community. We look forward to collaborating with ACESDV to increase attendance of disability providers in ACESDV's proposed trainings.

The Opportunity Tree fully supports ACESDV's application for the 2021 Arizona Developmental Disabilities Planning Council Education on Reducing and Responding to Abuse and Exploitation of Children and Adults with I/DD in AZ Grant. Please contact me if I can be of any further assistance.

Respectfully,

A handwritten signature in black ink, appearing to read 'Kelli O'Connell', is written over a white background.



## Budget Request Form

Contractor Name: Arizona Coalition to End Sexual and Domestic Violence

Contractor Address: 2700 North Central Avenue, Suite 1100 Phoenix, AZ 85004

Street Address City State Zip

Project Name: Enhancing Individual and Institutional Responses Among Disability Service Providers

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	\$18,798	\$6,978		\$25,236 -
Fringe Benefits	\$3,873			\$3,873 -
Supplies / Operating Expenses	\$1,643			\$1,643 -
Travel	\$1,000			\$1,000 -
Rent or Cost of Space	\$1,663		\$600	\$2,263 -
Contracted Services / Professional Services	\$2,160			\$2,160 -
Administrative / Indirect Costs				-
<b>Total Costs</b>	<b>\$29,137 -</b>	<b>\$6,978 -</b>	<b>\$600 -</b>	<b>\$36,715 -</b>

It is understood that Non-Federal Funds identified in this budget will be used to match only ADDPC Federal Funds, and will not be used to match any other Federal Funds during the period of the ADDPC funded Project.

Additional description and background information shall be included as a budget narrative, including for match. The contractor agrees to submit additional background information to the ADDPC upon request.

**Jenna Panas**

\_\_\_\_\_  
Name of Certifying Official

**Chief Executive Officer**

\_\_\_\_\_  
Title of Certifying Official

817-939-1577

Jenna@acesdv.org

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

## ADDPC Budget Narrative

**Personnel/Salaries:** Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. If you need additional fiscal personnel to manage this grant, include those costs also. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also, be sure to include the scheduled salary increases on the Budget Form.

All organizations that receive Federal funds are required to maintain appropriate documentation to support salaries and wages. All organizations will be monitored to assure compliance with this requirement. Please review the appropriate Federal Cost Principal and OMB Circular for your organization.

The estimated cost for Personnel/Salaries for this project is \$18,798. This includes salary allocations of 5% for Lindsay Ashworth, Sexual and Domestic Violence Response Manager, 5% for LaShae Brown, Sexual Violence Response Coordinator, 5% for Marli Mayon, Sexual Violence Response Coordinator, 5% for Tasha Menaker, Chief Strategy Officer, 5% for Juana Galeno, Chief Financial Officer. The salary rate was determined based on the time that is expected to be spend on the project.

**Fringe Benefits:** Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency.

Fringe benefits include payroll taxes at 7.65%, healthcare benefits estimated at \$600 per month per FTE, worker's compensation insurance estimated at .38%, and 403B benefits at 3%. Fringe benefits are calculated based on the FTE allocated to the project.

**Supplies/Operating Expenses:** Explain each supply item to be purchased, how the costs were determined and justify the need for the items. Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. All purchases should be made according to the Applicant's written procurement policy, which at a minimum must contain the federal procurement guidelines for federal grants.

Operating expenses include \$100 for office supplies and printing related to the project. The operating expenses also include allocations for ACESDV learning management system Coalition Manager. The allocation method used for the learning management system is based on the monthly cost of Coalition Manager and the FTE allocated to this project ( $\$900 * 12/21 * .25$  FTE).

**Travel:** Travel costs are according to the State of Arizona Accounting Manual (SAAM), Travel written policy and can be located at <https://gao.az.gov/travel/welcome-gao-travel>. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel and the justification for travel, how many employees will attend and how the estimates have been determined. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). The ADDPC reserves the right to determine the reasonableness of the applicants proposed travel costs, in accordance with the State of Arizona Accounting Manual (SAAM) Travel written policy.

To strive for statewide representation, ACESDV is allocating travel for this project to provide travel stipends to out of town attendees who request it. Eligible participants include staff from victim service programs, disability-serving organizations, and loved ones of people with developmental disabilities. We will promote the availability of travel stipends, but at least 75% of travel stipends will be awarded to rural and Tribal attendees to ensure priority is given to these communities. Twenty \$50 travel vouchers will be awarded with the possibility of a single person being given more, depending on availability.

**Rent or Cost of Space:** Costs for rental space are allowable to the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased. Define how the cost for rental space was determined and the justification for charging the cost to the grant.

The allocation method for rent allocated to this project is based on the monthly cost of rent and the FTE that will be dedicated to this project ( $5700 \times 24.50 / 12 / 21 \times .25$  FTE). The total rent allocated to this project is \$1,663.

**Contracted Services / Professional Services:** If contracted services/professional services are proposed in the budget, define how the costs for these services were determined and provide the justification for the services related to the project. This category may also include Evaluation Services. Information for Evaluation Professional Services should include who will be performing the evaluation, the type of work to be performed, and how the rates and other costs are determined. Explain how all contracts will be procured.

ACESDV is allocating for interpreters for communication with project participants and meetings (how many hours per year) @ \$90-hour x 2. ACESDV will conduct three live 4-hour trainings, one in-person and two webinars.

**Administrative / Indirect Costs:** The ADDPC has authority to cap all Administrative/Indirect Costs to 10% regardless of the Applicants internal policy.



**Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and does not include particular project costs. These costs may include direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project.**

**For organizations that have an established federally approved indirect cost rate for federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR 220, 2 CFR 225, and 2 CFR 230.**

ACESDV doesn't have a federally approved negotiated indirect cost rate.

**Match: Per the DD Act-Section 126(a)(1) and Section 126 (a)(2), Applicants shall contribute 25% Match towards the total program costs, either in the form of Cash or In-Kind. The ADDPC will fund 75% of the total program costs; therefore, it is the responsibility of the Applicant to come up with the remaining Match dollars to fund the full program costs. Match is a requirement to show in your budget summary and budget narrative and must be accounted for in supporting documentation.**

The match allocations to this project includes salary allocations of 2% for Lindsay Ashworth, Sexual and Domestic Violence Response Manager, 2% for LaShae Brown, Sexual Violence Response Coordinator, 2% for Marli Mayon, Sexual Violence Response Coordinator, 1.5% for Tasha Menaker, Chief Strategy Officer, 1.5% for Juana Galeno, Chief Financial Officer. The salary rate allocated as match was determined based on the total time that is expected to be spend on the project. The match allocations also include \$600 for the anticipated cost to rent a venue for the in-person training.