

1. **Provide a sustainability plan after one year of funding has ended, including information on how the program will be staffed, how the program will be marketed and take place in existing or new locations, and describe how partners will be engaged.**

Following the pilot year, in which courses will be offered for free, we will evaluate the cost to provide the course to determine an affordable and reasonable rate. We anticipate the cost will be significantly lower without the initial implementation costs. For example, the Project Directors' roles will be significantly reduced with the project already launched, so Community Options will not require additional funding to compensate for their time spent on the project. They will still have oversight of the project and supervise the Sexuality Educators but will not need to dedicate as much time to launching the program.

Meaning Life || Meaningful Love will continue to be marketed through our partner schools and organizations. Locations for Y2 and beyond will be determined based on a variety of factors including cost and availability. Those will be evaluated when schedules are being developed after the pilot year.

2.
  - a. **What schools in Maricopa and Pima counties are you marketing in?**

Community Options will market the program to schools throughout both counties, including but not limited to:

Pima: Amphitheater Public Schools, Vail School District, Tucson Unified School District

Maricopa: Tempe Union High School District, Peoria Unified School District, Ombudsman Charter Schools, Phoenix Union High School District

- b. **What is your marketing strategy to recruit from the identified schools?**

Community Options is confident in our ability to successfully market the program. We have worked with schools across the counties and have provided other Pre-ETS course at schools such as The Rising Tide Charter School. Recruitment will be conducted through email and/or brochures, whichever is preferred by the school. Our school outreach will include each districts' special education directors as well as their transition coordinators.

Community Options has an in-house design team, Creative Services, that will help produce the content. Community Options' Director of Social Media and Communications will also provide support for marketing materials.

Our marketing strategy will largely be focused towards adults through other providers. We will partner with the Arizona Association of Providers for People with Disabilities to recruit individuals throughout Maricopa and Pima Counties.

- c. **Do you have buy in from the school administrators to do this?**

Community Options currently offers Pre-ETS courses and markets them directly to the school districts. This has helped us establish a working relationship with school officials to market our programs. Some of the school districts did not allow us to market our Pre-ETS courses due to the district offering their own

program. Meaningful Life || Meaningful Love is a unique program and we do not anticipate the same barriers for marketing.

**d. Who are the schools that are already committed to participate?**

We are continuing to communicate to Special Education Directors, Transition Coordinators, and other relevant staff at schools that we are interested in marketing the program in. Our marketing strategy will be focused on other adult provider organizations in Maricopa and Pima counties.

**3. Provide letters of support from those schools that will participate.**

At this time, we have spoken to schools that are interested but have not produced any letters of support.

**4. Will parental approval be necessary for any participant? What process is in place to engage with parents about this program?**

Parental approval will not be required for this program. However, we will hold an orientation meeting before the first class so parents and guardians can be informed on the program's outline.

**5. Clarify if the target participants are just high school youth or will adults be participating too.**

We expect high school students to be a smaller participant group of the overall class. Community Options will partner with the Arizona Association of Providers for People with Disabilities to recruit participants for the classes. Many school districts in the region have only recently adopted comprehensive sexual education curriculums. Meaningful Life || Meaningful Love is intended to bridge the gap created by previous substandard sexual education curriculums.

Due to the sensitive subject matter of these courses, we will require high school students be aged 18+ to participate.

SELF-  
ADVOCACY  
RESPONSE

Community  
Options

6.20.19

Response#1

**1. Clarify if the training that will be conducted and driven by self-advocates.**

Community Options will train eight individuals with intellectual and developmental disabilities to become Sexuality Educators. These eight self-advocates will provide training to up to forty individuals and empower them to cultivate and maintain safe, healthy romantic relationships in their local communities. Social services professionals from Community Options will be paired with the self-advocate instructors to develop the course and provide support for the classes, which will be led by the self-advocates.

**2. Clarify where the trainees will be recruited from, and the age range of persons with I/DD to be trained. If participants drop out of the training, does the Applicant have a process in place to understand those reasons and conduct any follow-up?**

Community Options will partner with the Arizona Association of Providers for People with Disabilities (AAPPD) to recruit participants. The AAPPD is a 501(c)4 statewide consortium of more than 80 provider organizations in Arizona. The partnership will allow Community Options to recruit participants from all member organizations of the AAPPD, especially those in Maricopa County and Pima County. Community Options will draft marketing material to be distributed to AAPPD's membership list.

Additionally, Community Options will market the program to local high schools in Maricopa and Pima Counties. The Meaningful Life | Meaningful Love program is designed for individuals of high school age and above. This allows for students currently attending school and not receiving services from a provider organization to have the opportunity to take advantage of this program.

If participants choose to discontinue their training during or between sessions, Community Options will schedule and conduct exit interviews. The exit interviews will be designed similarly to those given to Community Options employees and allow us to assess the program's strengths and weaknesses.

**3. Clarify the number of persons with I/DD to be trained, the total number of trainings, the number in each class size, and will multiple trainings be taking place simultaneously in each location?**

This program will train a total of up to forty-eight (48) individuals with intellectual and developmental disabilities.

Eight (8) individuals will be given the two-day Sexuality Educator Trainings, which will be held in private meeting rooms at the Tempe Public Library and Pima County Public Library System. The Sexuality Educator Trainings will give them the tools and skills necessary to advocate not only for themselves, but for their peers as well. Following the two-day training, these individuals will become paid Sexuality Educators and lead the program classes.

Forty (40) individuals will participate in the program classes and be empowered to cultivate and maintain safe, healthy romantic relationships. The classes are intended to be small, with a limit of five individuals per class, so that participants can have discussions in a safe, comfortable

setting. There will be eight separate weekly sexual health education classes in Maricopa and Pima Counties (There will not be multiple trainings taking place simultaneously in each location). Each class is anticipated to last between one and two and a half hours, based on the participants' needs and preferences. Each class is tailored by the Sexuality Educators. The year-round course will run in two 11-week sessions.

**4. Clarify where the trainers will be recruited from. Provide more information on how community partners will be engaged.**

Community Options will partner with other providers to identify and select eight candidates with I/DD to become Sexuality Educator trainers. There will be extensive collaboration with other providers to identify these self-advocates, as they will become paid part-time and/or full-time trainers to lead the program classes. During the program, Community Options will host five courses while other providers in the Maricopa and Pima Counties will host three.

**5. Clarify if trainers will go through a background, fingerprint or other form security/vetting process.**

All trainers selected for this program must pass Arizona Department of Economic Security's Central Registry Background Check. Community Options will vet all self-advocate trainers as any other potential employee.

**6. What are the expected outcomes of this training? Are pre/post-tests provided? What evaluation methods will be used to measure knowledge learned and applicability of knowledge. Provide more information from previous trainings conducted, and from the State of Michigan.**

Community Options seeks to empower people with disabilities to cultivate and maintain safe and healthy romantic relationships. The self-advocacy skills provided will also teach participants to advocate for themselves, reduce barriers, achieve waiver/Medicaid services, find housing, competitive employment, education and other life skills.

In the Sexuality Educator Training, Elevatus Training has set the following objectives:

- Define what sexuality means
- Explore messages we got growing up about sexuality
- Examine what it means to be a good sexuality educator
- Practice skills for being an effective sexuality educator
- Discuss sexuality content for teaching the topic
- Review manual/curriculum
- Explore challenges to teaching sexuality and how to overcome the challenges
- Discuss working as a team and practice
- Practice teaching from the curriculum

Elevatus Training will conduct a post assessment for the participants to demonstrate that they have an understanding of the curriculum and have achieved the objectives of the course. A copy of the assessment is attached for reference.

In Michigan, Elevatus Training worked with the Developmental Disability Council to present a statewide training for teams of self-advocates and professionals.

The sessions in Michigan included:

- How to teach about the different types of relationships; including romantic relationships'
- Behavior change
- Physical disabilities and sexuality
- Sexual abuse reporting

These were given by the participants as topics that they needed more training in. The result was for a Michigan-based team to be able to teach Elevatus' sexuality education curriculum.

7. Provide a more detail timeline with key tasks, when tasks will be completed and who is responsible.

<b>MONTH</b>	<b>DESCRIPTION</b>	<b>PERSON RESPONSIBLE</b>
M1	Hire and train five individuals with disabilities from Community Options, Inc. to become part-time Sexuality Educators in Tempe and Tucson, Arizona.	Project Directors
M1	Identify existing employees at Community Options to become trained Sexuality Educators.	Project Directors
M1	Conduct email marketing campaign to advertise the Sexuality Educator Trainings to other organizations.	Project Directors/ Arizona Association of Providers for People with Disabilities
M1 – M2	Identify self-advocates and social services professionals from other local providers to participate in the Sexuality Educator trainings.	Project Directors

M3	Elevatus Training conducts Sexuality Educator Trainings at Tempe Public Library and Pima County Public Library System.	Katherine McLaughlin, M.Ed., Founder of Elevatus Training, LLC
M4	Conduct email marketing campaign to advertise the Meaningful Life    Meaningful Love classes to other providers.	Project Directors/ AAPPD
M4	Pairs of trained Sexuality Educators (social services professionals and self-advocates) meet to plan for classes.	Sexuality Educators (Consists of self-advocate and Community Options social services professional)
M4	Enrolled participants complete pre-tests to serve as the baseline for data collection.	Project Directors/ Sexuality Educators/ Partner Providers
M5	Meaningful Life    Meaningful Love launches with up to eight sex education classes serving up to 40 Maricopa and Pima County residents with disabilities. Community Options will host up to five classes per week in Maricopa and Pima Counties. Other providers will host approximately three classes per week in Maricopa and Pima Counties.	Project Directors/ Sexuality Educators/ Partner Providers
M7	The first 11-week session of the year-long Meaningful Life    Meaningful Love course concludes. Participants complete their second evaluation surveys. The leadership team evaluates results.	Project Directors/ Sexuality Educators/ Partner Providers

M8	The second 11-week session of the Meaningful Life    Meaningful Love classes begin with up to 40 participants enrolled.	Project Directors/ Sexuality Educators/ Partner Providers
M10/M11	The second 11-week session of the Meaningful Life    Meaningful Love classes concludes. Participants complete evaluation surveys. The leadership team evaluates results.	Project Directors/ Sexuality Educators/ Partner Providers
M12	Up to 40 people with disabilities have the tools, resources, and education necessary to make informed decisions about their sexual health and romantic relationships.	Project Directors/ Sexuality Educators/ Partner Providers

**8. Clarify how the project will be sustained post grant funding?**

Community Options will schedule three-month and six-month follow up interviews with participants. The interviews will help assess how participants have achieved personal goals that were set throughout the course.

**9. What is the criteria used to determine if the training conducted to the 8 trainers is learned, retained, and adequate. Is certification offered?**

Community Options will use an internal self-assessment form for the eight trainers, along with evaluating the objectives set forth by Elevatus Training. Elevatus will also conduct a Session Evaluation form following the training. A sample evaluation form used in the Michigan DD Council project is included as an attachment. There is no certification offered for the two-day training.

**10. Is the training curriculum trademarked?**

Community Options' *Meaningful Day* curriculum is not trademarked. The two-day training for Sexuality Educators provided by our subcontractor, Elevatus Training, LLC, is available for purchase.

- 11. Budget: Revise and/or clarify the following budget items. You must provide a revised budget summary with a budget narrative for any changes.**
- a. Remove all costs for cell phones – *see attached budget and budget narrative*
  - b. Reduce the costs for laptops to reflect two (2) maximum. – *see attached budget and budget narrative*
  - c. Cost for Consultant's quarterly technical assistance and conference calls \$2,000 (\$1,600 ADDPC ; \$400 Match). Please expand on what this total costs includes, as well as the estimated number of hours per conference call, and the rate for the Consultant.

The video conference calls will be led by Elevatus Training and are for the two Sexuality Educator Training workshops. These quarterly calls will allow for program staff to share about their experiences, ask questions, mitigate any problems that arise, and obtain expert guidance moving forward. Each video conferencing call will be approximately 1.5-2 hours. It would include some reporting about successes and barriers. They will also discuss ways to overcome any barriers. The last hour would be a mini workshop/webinar based on the needs of the group. The total costs include the \$100/hour consultant fee for technical assistance, conference calls, and webinar presentation.

Quarterly cost: Normal consultant fee:  $\$125/\text{hour} * 4 \text{ hours} = \$500$   
Discounted rate:  $\$100/\text{hour} * 4 \text{ hours} = \$400$

- d. Cost of two two-day trainings in Tempe and Tucson Arizona calculated at \$3,500 each (\$7,000 total). What are the costs included in this amount? Personnel, travel, rent, and supplies for trainings appear to be already considered in the budget.

The \$7,000 includes two (2) two-day training workshops for self-advocates and social services professionals. The cost of the course is normally \$4,000, but Elevatus Training has offered a discounted rate of \$3500 per course so the \$500 was counted as a match. The \$7,000 total covers the personnel, curriculum, and supplies needed for the two workshops. As noted, travel is considered separately in the budget. The personnel, rent and supplies in the remaining budget are for the class program taught by Sexuality Educators to the forty participants of the program.



## Sexuality and Development Disabilities: Assessment

### True/False Questions:

1. People with disabilities receive many negative messages regarding sexuality. True or False. (5 points)
2. Sexual self-advocacy is only about stating your sexual limits with a partner. True or False. (5 points)
3. It is ok to share your opinions and values when you are teaching sexuality. True or False. (5 points)
4. Being a sexuality educator is different than being a friend to someone. True or False. (5 points)
5. The only values that are okay to share are common values such as respect, kindness, and it is important to get consent. True or False. (5 points)
6. Sexuality means more than intercourse. True or False. (5 points)
7. Being respectful of all sexual orientations and gender identities and sexual decisions people have made is one of the qualities of a good sexuality educator. True or False. (5 points)
8. People with developmental disabilities have the same rate of sexual abuse as someone without a disability. True or False. (5 points)
9. The name tag activity helps people learn how to speak up for themselves and be a self-advocate. True and False. (5 points)
10. The curriculum teaches about relationships, public/private, types of relationships, and many other topics besides sexual expression. True and False. (5 points)

### Multiple Choice Questions:

11. Which of the following best describes the role of a sexuality educator when teaching people with developmental disabilities: (5 Points)
  - a. Answer questions and give opinions
  - b. Give age appropriate, medically accurate information and create a safe learning environment
  - c. To share their own values and attitudes to help the person understand their own values and attitudes

12. Which are important group agreements to have during a sexuality education class? (5 points)
- Don't tell personal sexual stories
  - Everything that is said here, stays here unless
  - Express yourself in a kind way
  - All of the above
13. Which of these qualities is NOT a way to be a good sexuality educator? (5 points)
- Knows information about sexuality
  - Shares personal sexual stories
  - Keeps other's information confidential, unless they are being abused, abusing someone, or hurting someone's property
  - Is respectful to all people
14. What are some ways to help people who are LGBTQIA feel part of the sexuality education class? (5 points)
- Use inclusive language such as partner or significant other
  - Make sure some of your examples are for people who are gay or lesbian
  - Don't assume a person is heterosexual
  - All of the above
15. What can you do if someone in your class shares personal sexual stories? (5 points)
- Pretend they didn't say it.
  - Refer back to the group agreements about keeping our personal stories to ourselves.
  - Tell them, "that is inappropriate" and make them feel bad so they don't do it again.
16. What is one way you can tell a person is listening to you? (5 points)
- They are looking away from you
  - They are smiling and nodding their head
  - They start telling you all about their lives
  - They are looking at their phone
17. Which is an example of an open-ended question? (5 points)
- Is respect important to you?
  - Did you receive negative messages?
  - Did you enjoy the workshop?
  - What did you like about the workshop?
18. The three types of questions are information, values/opinions, and personal: which type of question do you give facts to answer?
- Information
  - Values/opinions
  - Personal
19. What is one thing you can do if someone is bored during your class?

- a. Tell them to leave
- b. Ask them to stop being bored
- c. Get them involved by passing out handouts and helping you teach a part of the class
- d. Ignore them

20. Why do people with developmental disabilities need sexuality education?

- a. They are sexual beings too
- b. They are at risk of being sexually abused
- c. They have desires and dreams just like anyone else
- d. All of the above

## Session Evaluation: Day One











Name of Training: Becoming a Sexuality Educator

Trainer Names: Katherine McLaughlin, Brian Schreifels

Date: 6/27/18

Location: Michigan

Let us know how helpful this training was for you. Take a few minutes to fill out the survey.

<p>I learned about Sexuality and Sexual Self-Advocacy.  Comments: _____</p>	 
<p>I learned what makes a good Sexuality Educator.  Comments: _____</p>	 
<p>Was this training session useful and/or helpful to you?  Comments: _____</p>	 
<p>The presenters knew the topic and the information was interesting.  Comments: _____</p>	 
<p>I feel more confident teaching Sexuality education classes.  Comments: _____</p>	 
<p>What did you like best? _____</p>	
<p>What did you like least? _____</p>	
<p>Any other comments? _____</p>	

### Budget Request Form

Contractor Name: Community Options, Inc.

Contractor Address: 4667 S. Lakeshore Drive, Suite 7 Tempe, AZ 85282  
Street Address City State Zip

Project Name: Meaningful Life Meaningful Love

Budget Category	Requested ADDPG Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	62,400		16,234	78,634
Fringe Benefits	9,360		4,221	13,581
Supplies / Operating Expenses	7,100		3,710	10,810
Travel	3,000			3,000
Rent or Cost of Space	200		2,740	2,940
Contracted Services / Professional Services	8,600		1,400	10,000
Administrative / Indirect Costs	7,458		4,938	11,896
<b>Total Costs</b>	<b>98,118</b>	<b>-</b>	<b>33,242</b>	<b>130,860</b>

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

David Sweeney, MBA, CPA

Name of Certifying Official

Chief Financial Officer

Title of Certifying Official

(609) 951-9900

Phone

David.Sweeney@comop.org

Email

**BUDGET NARRATIVE**

**Personnel/ Salaries:**

- **Project Director, Tempe (5% time):** Community Options, Inc. will provide a match for the Project Director's work on the project, calculated at 5% time of her salary (\$65,000). Ms. Tristan "Shandee" Burtis will serve as the Project Director in Tempe, Arizona. She will be charged with overseeing the program's launch, as well as supervising the Sexuality Educators. Ms. Burtis currently serves as the Associate Executive Director for Community Options' Greater Phoenix region in Arizona. As the Associate Executive Director, she oversees Community Options' residential, employment, and day program services for individuals with disabilities residing in the Greater Phoenix Area. Community Options calculates salaries based on the individual's qualifications and educational background, position's roles and responsibilities, and region's competitive market salaries for similar positions.
- **Project Director, Tucson (5% time):** Community Options will provide a match for the Project Director's work on the project, calculated at 5% time of her salary (\$60,000). Ms. Rachel Bryant will serve as the Project Director in Tucson, Arizona. She will be charged with overseeing the program's launch, as well as supervising the Sexuality Educators. Ms. Burtis currently serves as the Associate Executive Director for Community Options' Greater Phoenix region in Arizona. As the Associate Executive Director, she oversees Community Options' residential, employment, and day program services for individuals with disabilities residing in the Tucson area. Community Options calculates salaries based on the individual's qualifications and educational background, position's roles and responsibilities, and region's competitive market salaries for similar positions.
- **3 Part-Time Sexuality Educators, Tempe (\$12.00/ hour for 20 hours per week for 52 weeks):** Community Options requests funding to support the salaries and benefits for three part-time Sexuality Educators in Tempe, Arizona. Individuals will earn \$12.00 per hour for 20 hours per week for 52 weeks. These individuals will be self-advocates interested in becoming mentors and leaders in educating their peers regarding sexuality and healthy relationships. Individuals will have the ability to work a minimum of 20 hours per week and will complete all necessary trainings upon hire. Individuals will have the ability to work independently with or without necessary accommodations. Community Options calculates hourly rates based on the individual's qualifications and educational background, position's roles and responsibilities, and region's competitive market salaries for similar positions.
- **2 Part-Time Sexuality Educators, Tucson:** Community Options requests funding to support the salaries and benefits for three part-time Sexuality Educators in Tucson, Arizona. Individuals will earn \$12.00 per hour for 20 hours per week for 52 weeks. These individuals will be self-advocates interested in becoming mentors and leaders in educating their peers regarding sexuality and healthy relationships. Individuals will have the ability to work a minimum of 20 hours per week and will complete all necessary trainings upon hire. Individuals will have the ability to work independently with or without necessary

accommodations. Community Options calculates hourly rates based on the individual's qualifications and educational background, position's roles and responsibilities, and region's competitive market salaries for similar positions.

- **1 Full-Time Sexuality Educator, Tempe (20% time):** Community Options will provide a match for the Community Integration Counselor's work as a Sexuality Educator, calculated at 20% time. This position will earn \$12.00 per hour for 40 hours per week for 52 weeks. The Community Integration Counselor will have a minimum of two years of work experience in serving individuals with disabilities. The position will have a minimum of a high school diploma or GED, valid driver's license, and knowledge regarding the community's local resources and support services. Community Options calculates hourly rates based on the individual's qualifications and educational background, position's roles and responsibilities, and the region's competitive market salaries for similar positions.
- **1 Full-Time Sexuality Educator, Tucson (20% time):** Community Options will provide a match for the Community Integration Counselor's work as a Sexuality Educator, calculated at 20% time. This position will earn \$12.00 per hour for 40 hours per week for 52 weeks. The Community Integration Counselor will have a minimum of two years of work experience in serving individuals with disabilities. The position will have a minimum of a high school diploma or GED, valid driver's license, and knowledge regarding the community's local resources and support services. Community Options calculates hourly rates based on the individual's qualifications and educational background, position's roles and responsibilities, and region's competitive market salaries for similar positions.

**Fringe Benefits:** Fringe benefits are calculated at 15% of part-time salaries and 26% of full-time salaries. See the calculations below:

TYPE	PERCENTAGE
FICA	7.65%
Retirement	3.00%
Health	7.65%
WC	4.00%
Unemployment	2.00%
Other	1.70%
<b>TOTAL</b>	<b>26.00%</b>

**Supplies/ Operating Expenses:** Community Options requests \$10,810 to cover supplies for the program. Community Options requests \$1,500 to purchase two laptops for the self-advocates serving as Sexuality Educators, calculated at \$750 each. Community Options also requests \$5,200 to cover the costs of Elevatus Training's curriculum, calculated at \$250 per copy for 20 copies and an additional \$200 to cover shipping costs. Lastly, Community Options requests \$400 to cover program supplies and printing capabilities for the Sexuality Educators. Community Options will provide a match of \$110 to cover the remaining costs for program supplies and printing capabilities for the Sexuality Educators. COI will cover costs of cell phones as part of match \$3,600. This

includes five cell phone plans for the self-advocates serving as Sexuality Educators, calculated at \$60 per month for 12 months.

**Travel:** Community Options requests \$3,000 to cover travel costs for Elevatus Training (consultant) to travel to Arizona to conduct two two-day Sexuality Educator trainings. Travel costs include flights from New Hampshire (the company's headquarters) to Arizona, lodging, rental car (to travel from Tempe to Tucson), rental car, etc.

**Rent or Cost of Space:** Community Options requests \$200, calculated at \$10 per hour for 20 hours to rent meeting room space at Tempe Public Library. Community Options will provide a match of \$2,740 to cover the costs of conference room spaces at the offices in Tempe (6% of monthly rent = \$1,440) and Tucson (6% of monthly rent = \$1,300) to hold weekly sex education classes for people with disabilities.

**Contracted Services/ Professional Services:** Community Options requests \$8,600 to cover the costs of two two-day trainings in Tempe and Tucson, Arizona, calculated at \$3,500 each. Community Options also requests \$1,600 to cover the consultant's quarterly technical assistance conference calls, calculated at \$1,600. The consultant will provide an in-kind match to cover the remaining costs of conducting the trainings (\$500 each) and quarterly technical assistance conference calls (\$400). Elevatus Training generously offered to provide services for Community Options' proposed project at discounted rates.

**Administrative/ Indirect Costs:** Community Options calculates administrative costs at 10% of the project budget, totaling \$11,896 for this program. Community Options request \$7,458 to partially support administrative costs. Community Options will provide a match of \$4,938 for balance to support administrative costs.

The 10% allocation includes the following:

- 1) Administrative Salaries
- 2) Fringes
  - a. FICA
  - b. SUI
  - c. Worker's Compensation
  - d. Disability Insurance
  - e. Life Insurance
  - f. Health Insurance
- 3) Rent
- 4) Office Supplies (including postage)
- 5) Staff Trainings
- 6) Property Insurance
- 7) Umbrella Insurance
- 8) Legal
- 9) Other Miscellaneous Expenses



Community  
Options

6.24.19 Response #  
2

**1. With respects to the program taking place for the Michigan Council on Developmental Disabilities, what are some of the outcome measurements that were tracked?**

In 2018, Elevatus Training conducted a two-day Sexuality Educator Training in Michigan for twenty-one individuals with I/DD and twenty-six social services professionals and parents. Since then, the Sexuality Educators have trained over 500 people in the State of Michigan, including 202 individuals with I/DD, 125 family members, 169 transition staff, and 57 other agency personnel.

To share the success of the program, the Michigan Council on Developmental Disabilities and Elevatus Training will be co-presenting the training curriculum the National Association of Councils on Developmental Disabilities Annual Conference in July. A draft of the presentation is attached for your review.

**2. How many other states have participated in this training curriculum?**

This training curriculum has only been conducted for the State of Michigan at this point. Community Options is confident in Elevatus Training's ability to replicate the success in Michigan to Arizona for this grant opportunity.

Katherine McLaughlin, founder of Elevatus Training, has over thirty years of experience educating people with developmental disabilities on sexuality and training self-advocates.

**3. If funding is limited to one year, how will the program continue in Arizona?**

The training program is designed to be completed within one year. However, Community Options will conduct follow ups to the program participants on issues they need advocacy assistance in. With the development of eight self-advocate Sexuality Educators in Arizona, they will become valuable resources for people with developmental disabilities. We will request that their self-advocate Sexuality Educators participate in these follow ups on a voluntary basis.


Community Options will encourage the self-advocate Sexuality Educators to donate time to teach program classes to additional students. Community Options will provide the classroom at one of our administrative offices for these future classes.

Understanding that this is a new program for Arizona, Community Options will share outcomes and results (in compliance with all state and federal privacy laws) with our partners and collaborators on this project to determine strengths and weaknesses of the program. If the program is determined to be successful, as we expect, Community Options will seek funding opportunities to provide additional classes.

As a member of multiple national advocacy organizations, including TASH and NACDD, Community Options will present at conferences across the country to promote the program. Our goal is to create a program that will be replicated by other providers in Arizona and across the country. Community Options will provide guidance to other agencies to create similar results.

- 4. Provide a written response to the background/vetting process for all trainers: The ADDPC is requiring that Community Options must certify and assure that any trainer who will be in contact with vulnerable children or adults shall pass a Central Registry background check, and shall pass the Adult Protection Services registry, and shall have a level 1 fingerprint clearance card issued by AZ Department of Public Safety.**

Community Options currently requires all employee and trainers in Arizona to pass a Central Registry background check, the Adult Protection Services registry, and receive a level 1 fingerprint clearance card issued by the AZ Department of Public Safety. We do not need to make any changes to our current procedures, however Community Options will comply with any additional requirements should they arise in the future.

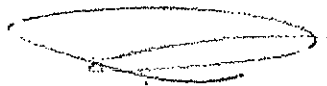
	<b>Offer and Acceptance</b>		<b>AZ Developmental Disabilities Planning Council</b> 3838 North Third Street, Ste. 306 Phoenix, AZ 85012
	SOLICITATION NO.: ADDPC-FFY19-SA-020	PAGE 1	
	OFFEROR: <u>Community Options, Inc.</u>	OF 1	

**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.

Community Options, Inc.  
 Company Name  
4667 S. Lakeshore Drive, Suite 7  
 Address  
Tempe AZ 85282  
 City State Zip  
brian.dion@comcp.org  
 Contact Email Address

  
 Signature of Person Authorized to Sign Offer  
Robert Stack  
 Printed Name  
President & CEO  
 Title  
 Phone: 609-951-9900

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.
6. 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

	<p style="text-align: center;"><b>Grant Application Amendment</b></p> <p>APPLICATION NO.: ADDPC-FFY19-EMP-020  Support for Inclusive Employment for People with I/DD  AMENDMENT NO.: 1</p> <p><b>Solicitation Due Date:</b> May 31 2019, 4:00 PM, AZ Time</p>	<p style="text-align: center;"><b>Arizona Developmental  Disabilities Planning Council</b></p> <p style="text-align: center;">3839 North Third St., Suite 306  Phoenix, Arizona 85012</p>
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**The Grant Application ADDPC-FFY19-EMP-020 is amended as follows:**

**1. Page 2: Scope of Work, Eligibility**

Amended to read as follows: This is a competitive solicitation. Applicants are eligible to apply if they propose a new or expanded employment project that is not funded under the Arizona Developmental Disabilities Division (DDD), Vocational Rehabilitation (VR), or from another Arizona State agency.

**2. Page 22: Budget Development Guidelines to Develop Budget Request Form and Narrative**  
Amended to read as follows: There are several funding notes to be aware of when considering applying for this grant.

- a. Applicants are prohibited from supplanting, defined as to replace or take the place of federal, state or local funding. Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Existing funds for a project and its activities shall not be displaced by federal funds and reallocated for other organizational expenses.
- b. Applicants are allowed to supplement, which is adding federal funds to what is available in state, local or agency funds.
- c. Applicants are prohibited from double-dipping, defined as obtaining funds from two sources at the same time, by two separate accounting methods.
- d. The Catalogue of Federal Domestic Assistance (CFDA) number for the ADDPC Grant is 93.630.

**ALL OTHER PROVISIONS OF THE GRANT APPLICATION SHALL REMAIN IN THEIR ENTIRETY. THE APPLICANT SHALL ACKNOWLEDGE THE AMENDMENT BY SIGNING THE AMENDMENT AND INCLUDING IT IN YOUR APPLICATIONS TO THE ADDPC.**



# Offer and Acceptance

**AZ Developmental Disabilities  
Planning Council**

3839 North Third Street, Ste. 306

Phoenix, AZ 85012

SOLICITATION NO.: ADDPC-FFY19-SA-020

PAGE  
1

OFFEROR: Community Options, Inc.

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.

Community Options, Inc.

Company Name

4667 S. Lakeshore Drive, Suite 7

Address

Tempe

City

AZ

State

85282

Zip

Signature of Person Authorized to Sign Offer

Robert Stack

Printed Name

President & CEO

Title

Phone:

609-951-9900

brian.dion@comcp.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

## Meaningful Life || Meaningful Love

*1. Describe your organization, and how it is involved in the disability community. Provide a brief summary of the types of successful programs and services offered to self-advocates.*

Since 1989, Community Options, Inc. has expanded employment and housing opportunities for thousands of people with intellectual, developmental, and physical disabilities; autism; and traumatic brain injuries. All programs and services are tailored to the unique needs of 56 Arizona residents and more than 3,800 people with disabilities in 11 states nationwide.

Community Options believes that everyone who wants to work should be given the opportunity to do so, no matter the level of their disabilities. One core program, supported employment, assists five Arizona residents and 804 people nationwide in obtaining jobs in the community. Employment Specialists guide participants in applying to positions that align with their career goals, interests, and skill sets. Once individuals secure employment, then Job Coaches work alongside participants until they are able to complete all tasks independently. Our comprehensive program ensures that people with disabilities attain and maintain employment for the long-term.

Community Options operates luxury office centers, flower shops, and retailers that offer paid-employment training opportunities for 55 individuals with disabilities. All trainees earn minimum wage or better and obtain opportunities for advancement in their careers. Community Options' highly trained employees do whatever needs to be done to help people with disabilities experience the confidence and pride that comes with receiving a paycheck.

Residential programs offer housing that is integrated into communities. Employees offer individualized 24/7 care for 19 individuals in eight homes throughout Arizona. Small home settings allow for individuals to lead comfortable and fruitful lives.

Day program services are designed to provide meaningful opportunities for people with disabilities to become members of their local communities. Individuals with disabilities have the opportunity to volunteer at nonprofit organizations, enroll in fitness classes, attend musical performances, visit museum exhibits, and more. Community Options currently supports 20 Arizona residents with disabilities through day program services.

*2. Describe your experience, expertise and qualifications that your ability to successfully deliver the proposed project requirements as described in this Scope of Work.*

Community Options, Inc. brings 30 years of experience in developing comprehensive services for people with disabilities. As a Gold Standard agency, certified by the Commission on Accreditation of Rehabilitation Facilities (CARF), Community Options received the highest honor for its commitment to continually enhancing the quality of care provided and program satisfaction among individuals served.

Community Options is ready to assume the mantle of leadership in implementing Meaningful Life || Meaningful Love because of who we are as a collective culture – trustees, organizational leaders, advisory board members, donors, and staff at every level of care. As a national 501(c)(3) nonprofit organization, the Board of Directors and President and CEO provide

strategic administration for Community Options' programs and services in 11 states nationwide. The Board of Directors provides financial and business oversight to Community Options in terms of compliance, risk management, ethical standards, and best practices. Each regional office is also supported by an active Business Advisory Committee (COBAC) comprised of local business representatives and community members who offer guidance and support to further develop Community Options' programs.

Community Options believes in the dignity of every person, and in the freedom of all people to experience the highest degree of self-determination. To that end, our highly trained employees guide people with disabilities every day in learning how to advocate for themselves on personal, local, regional, and national levels. In 2015, President and CEO, Robert Stack and Director of Training Ana Maria Herrera published *Meaningful Day*. The 40-unit curriculum provides people with disabilities with the tools, resources, and experience necessary to become active members of their local community. One unit, "Self-Advocacy," guides people with disabilities in gaining an understanding of their rights, communicating their needs, accessing support services, etc. As a result of the program, people with disabilities have met with local officials, voted in elections, launched their own peer self-advocacy groups, and more. Community Options will build upon its experience in supporting people with disabilities in leading self-determined and meaningful lives.

*3. 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 you will provide oversight of any approved subcontractor. Ensure all costs are detailed in the budget.*

### **SUBCONTRACTORS:**

**Elevatus Training, LLC:** Community Options, Inc. plans to partner with Elevatus Training to train self-advocates and social services professionals to co-lead sex education and healthy relationships classes for people with disabilities. Elevatus Training will also supply the program's curriculum and provide on-going technical assistance for Community Options' leadership and employees throughout the 12-month grant period.

Community Options views its partnership with Elevatus Training as a collaborative effort to enhance the lives of individuals with disabilities. Prior to the program's establishment in Arizona, the Project Directors will meet with the Founder of Elevatus Training to schedule and plan the two two-day trainings in Tempe and Tucson, Arizona. The Project Directors, Sexuality Educators, and Founder of Elevatus Training, LLC will also convene on a quarterly basis to discuss lessons learned, mitigate any problems that arise, and make program adjustments as necessary.

Elevatus Training's mission is to empower people with developmental disabilities to lead safe and sexually healthy lives. Most recently, the company collaborated with the Michigan Developmental Disabilities Council to present a state-wide training for teams of self-advocates and social services professionals to lead educational programs pertaining to sexuality and healthy relationships. The company also offers online courses and resources for self-advocates, parents and guardians, and social services professionals.

**Tempe Public Library:** Community Options will rent one of Tempe Public Library’s meeting room spaces for the two-day Sexuality Educator training for self-advocates and social services professionals in Maricopa County, Arizona. Once participants complete the trainings, then they will have the tools and skills necessary to lead weekly classes for people with disabilities about healthy relationships and sexuality.

After conducting an extensive research processes regarding room rental availabilities in the local area, Community Options selected Tempe Public Library as the host-site for the two-day training in Maricopa County, Arizona. The library provides high-quality and budget-friendly meeting spaces for community members, nonprofits, and local businesses. All meeting room spaces offer tables, chairs, projectors, screens, whiteboards, etc. Prior to the kick-off training, the Project Director will meet with library staff to plan the event and reserve necessary equipment to ensure a successful program launch. Additionally, the Project Director will reserve extra time before and after the event to coordinate with library employees to test the equipment and set-up the room for the training.

**Pima County Library:** Community Options will utilize one of library’s meeting room spaces for the two-day Sexuality Educator training for self-advocates and social services professionals in Pima County, Arizona. The library offers complimentary meeting room spaces for local nonprofits. Prior to the kick-off training, the Project Director will meet with library staff to plan the event and reserve necessary equipment. The Project Director will also reserve extra time before and after the event to coordinate with library employees to test the equipment and set-up the room for the training.

*4. Which Objective will be addressed and briefly describe why? How many persons with I/DD do you expect to have participated in your program by the end of first year of funding? How will you know if your program is successful?*

**KEY OBJECTIVES:**

Community Options proposes Meaningful Life || Meaningful Love to fulfill the Self-Advocacy Objective Number 1: “The Council will increase and support opportunities for persons with I/DD who are community leaders, to provide leadership training and peer mentoring that will prepare and support their peers who wish to promote the positive perception and inclusion of persons with I/DD in their community.”

Meaningful Life || Meaningful Love will support the Council’s objective by accomplishing the following within one year:

- 1) Up to 40 people with intellectual and developmental disabilities are empowered to cultivate and maintain safe, healthy romantic relationships in their local communities, leading to more fulfilling and self-determined lives.
- 2) Up to eight individuals with intellectual and developmental disabilities become trained Sexuality Educators, allowing for them to serve as peer mentors and become leaders in building communities that are more inclusive of safe and healthy romantic relationships among people with disabilities.



**Up to 40 people with intellectual and developmental disabilities are empowered to cultivate and maintain safe, healthy romantic relationships in their local communities, leading to more fulfilling and self-determined lives.**

People with disabilities experience significant barriers in enjoying safe, healthy, and meaningful relationships. The U.S. Department of Justice reports that people with intellectual and developmental disabilities are seven times more likely to be sexually assaulted than people without disabilities. This population is also less likely to access quality sex education, healthcare, and contraception (Stinson, Christian, and Dotson, 2002). People with disabilities are also often viewed as asexual or unable to understand sexuality and relationships (Murphy & Elias, 2006). Therefore, comprehensive sex education and trainings are crucial in order to improve the health, safety, and quality of life among more than 425,000 people with disabilities residing in Maricopa and Pima Counties in Arizona (U.S. Census Bureau, 2017).

Meaningful Life || Meaningful Love will provide people with disabilities with the education, tools, and confidence necessary to cultivate and sustain healthy romantic relationships in their local communities. The curriculum's units provide participants with a variety of information, including types of relationships, sexual health, crisis prevention lessons and techniques, and more. Individuals will become sexual self-advocates by learning how to communicate their needs and desires with intimate partners, peers, family members, and staff. People with disabilities will also gain an understanding of their rights and choices regarding their sexuality, allowing for them to lead more meaningful and autonomous lives for the long-term.

**Up to eight individuals with intellectual and developmental disabilities become trained Sexuality Educators, allowing for them to serve as peer mentors, as well as become leaders in building communities that are more inclusive of romantic relationships among people with disabilities.**

People with disabilities encounter numerous obstacles in ensuring that their rights regarding their sexuality and romantic relationships are respected. Despite laws that prohibit involuntary sterilization among people with disabilities, many parents, guardians, and special education teachers are still likely to express support for this egregious violation of human rights (Aunos & Feldman, 2002). Additionally, parents, guardians, and special education teachers continue to predominately report negative attitudes towards individuals with disabilities becoming parents (Aunos & Feldman, 2002). Meaningful Life || Meaningful Love will support people with disabilities in making informed decisions about their relationships and sexuality, leading to more self-determined lives for the long-term.

As a result of Meaningful Life || Meaningful Love, up to eight self-advocates and eight social services professionals will be trained to become Sexuality Educators. Sexuality Educators will learn how to advocate for themselves, their peers with and without disabilities, and the broader community. People with and without disabilities will become partners in advocating for communities that are more inclusive of safe, healthy, and meaningful relationships.

**MEASURING SUCCESS:**

Community Options seeks to empower people with disabilities to cultivate and maintain safe and healthy romantic relationships. The curriculum will support people with disabilities in making educated decisions regarding their relationships and sexuality. Therefore, success will be

## Meaningful Life || Meaningful Love

defined according to each individual. Individuals may request guidance in understanding their choices and bodies, starting families of their own, options for contraception, and more. Other individuals may be unsure about their personal beliefs regarding sexuality and require the support necessary to explore these issues. Community Options will partner with self-advocates, social services professionals, and families to tailor the program to meet each individual's unique needs and assess their personal goals accordingly.

*5. In what county or counties will the program take place? Describe why these communities' are selected.*

Accessing quality sex education is rare for the majority of Arizona residents. According to the Guttmacher Institute, Arizona is one of 18 states that does not require schools to provide sex education. Specifically, Phoenix Union High School District in Maricopa County has only mandated sex education programs since 2015. When schools in Arizona do offer sex education, the quality of the curriculum is often compromised. For example, Tucson Unified School District in Pima County provided abstinence-only sex education until 2016. Arizona schools also historically lacked the inclusion of the LGBTQ community in sex education programs. In April 2019, Arizona repealed a nearly 30-year old law that prohibited schools from “promoting homosexual lifestyles” in sex education classes. For these reasons, Community Options proposes Meaningful Life || Meaningful Love to bridge the gap to provide an inclusive and comprehensive sex education program for people with disabilities in Pima and Maricopa Counties in Arizona. The person-centered program will encourage individuals to explore their sexuality and make informed choices regarding their relationships moving forward. The program will also be inclusive of individuals with disabilities who identify as LGBTQ by offering valuable support and lessons, including information about gender identity and expression.

*6. Describe in detail your program design for the self-advocacy objective you're writing about. Include details on the strategies/ activities that will be used to meet the Council's Goal. In writing about your program design, address these points, if applicable, and address other areas that are not listed below:*

- *What efforts will be used for recruitment and retention of persons with I/DD*
- *Discuss if any assistive technology will be part of the program*
- *State who the community partners are and what role they will provide*
- *Describe the curriculum that will be used and how effective it is in self-advocacy training*
- *Discuss how you plan to engage non-disability groups, showing how your program will be designed for community integration*

### **PROPOSAL OVERVIEW:**

Community Options, Inc. proposes Meaningful Life || Meaningful Love to empower up to 40 people with intellectual and developmental disabilities to cultivate and maintain healthy romantic relationships in the Maricopa and Pima County communities. Community Options will launch the program by partnering with Elevatus Training, LLC to lead two-day Sexuality Educator Trainings for individuals with disabilities and social services professionals. Social services

## Meaningful Life || Meaningful Love

professionals will be existing staff from Community Options, Inc. and other local providers. Leadership at Community Options, Inc. and other providers will identify and select candidates with intellectual and developmental disabilities to become trained to become paid part-time Sexuality Educators to co-lead classes alongside social services professionals.

The two-day Sexuality Educator Trainings will be held at meeting rooms at the Tempe Public Library and Pima County Public Library System. These meeting rooms will allow for speakers and participants to have access to high-quality projectors and screens, as well as serve as a platform for community engagement. Individuals who need hearing accommodations will have access to hearing loop technology in meeting spaces as well.

Teams of social services professionals and individuals with disabilities will partner to co-lead up to eight sex education classes serving up to 40 people with disabilities residing in Maricopa and Pima Counties. Participants will gain the knowledge, tools, and confidence to develop positive and meaningful relationships in the community through this comprehensive sex education intervention program.

Community Options will partner with the Arizona Association of Providers for People with Disabilities to recruit participants for the Sexuality Educator Trainings and weekly Meaningful Life || Meaningful Love classes. Community Options will prepare emails for the Association to distribute to their membership list. The Arizona Association of Providers for People with Disabilities is a 501(c) 4 statewide consortium of more than 80 providers that offer programs and services for individuals with intellectual, developmental, and physical disabilities. Community Options' partnership with the Arizona Association of Providers will ensure that more people with and without disabilities are able to take advantage of this unique program.

### **PROGRAM GOALS:**

Meaningful Life || Meaningful Love seeks to accomplish the following goals:

1. People with disabilities gain the knowledge, tools, and resources to make informed decisions about their romantic relationships and sexual health in their local communities.
2. People with and without disabilities form strong partnerships, leading to more a more inclusive solution that improves the sexual health and wellbeing among people with disabilities.
3. Approximately five people with disabilities participate in each class, allowing for safe spaces for discussions and support as individuals examine their sexuality and health.
4. Up to 40 people with disabilities learn how to cultivate meaningful and healthy relationships, leading to a higher overall quality of life.

**People with disabilities gain the knowledge, tools, and resources to make informed decisions about their romantic relationships and sexual health in their local communities.** Community Options will partner with the Elevatus Training, LLC to launch up to eight weekly sexual health education classes in Maricopa and Pima Counties in Arizona. Featured by *NPR* in January 2018, the highly acclaimed 22-unit curriculum by Elevatus Training is designed to give individuals with disabilities a comprehensive understanding of sexual health and romantic relationships. Each class will last for between one and two and a half hours, based on the

## Meaningful Life || Meaningful Love

participants' needs and preferences. Sexuality Educators will tailor the instruction to the participants and may extend or repeat lessons if necessary. The year-long course will run in two 11-week sessions. A brief description of two of the 22 units are depicted below:

- **Moving from Friend to Partner/ Sweetheart:** Participants discuss how they feel when they are attracted to another individual. Class members learn about ways to demonstrate that they are romantically interested in other people and practice ways to ask someone out on a date.
- **Decision-Making:** Participants learn how to identify a potential crisis situation, brainstorm solutions, and make informed and safe decisions moving forward. Participants learn how to advocate for themselves and their needs.

Meaningful Life || Meaningful Love will allow for people with disabilities become sexual self-advocates, leading to more safe, self-determined, and meaningful lives. The program will empower people with disabilities to communicate their needs with intimate partners, as well as their rights regarding their bodies, relationships, family planning, and more.

### **People with and without disabilities form strong partnerships, leading to more a more inclusive solution that improves the sexual health and wellbeing among people with disabilities.**

Elevatus Training's curriculum is unique in that it was designed for and by people with disabilities. The curriculum's author, Katherine McLaughlin, M.Ed., knows first-hand the difficulties that people with disabilities face in developing healthy romantic relationships in the community. When she was 26 years old, Ms. McLaughlin experienced a spinal cord injury and became a permanent wheelchair user. She began to personally experience the stigmas that society holds, including the beliefs that individuals with disabilities are asexual or underserving of loving relationships. As a certified as a sexuality educator by the American Association of Sexuality Educators, Counselors and Therapists and Founder of Elevatus Training, LLC, Ms. McLaughlin not only has the expertise to implement high-quality sex education programs, but also the personal experience to create a person-centered curriculum.

The Meaningful Life || Meaningful Love program will be comprehensive, effective, and uniquely tailored to each individual's needs. People with and without disabilities will partner together to co-lead weekly sex education classes. By executing an inclusive leadership structure, we are able to provide instruction that is completely person-centered. Meaningful Life || Meaningful Love will bring people with and without disabilities together to improve the sexual health and wellbeing among people with disabilities. Individuals with disabilities will learn how to take ownership over decisions regarding their sexual health and relationships, while also becoming self-advocates in their local communities.

Meaningful Life || Meaningful Love address the Council's first objective by providing unique opportunities for people with disabilities to become peer mentors. Up to eight people with disabilities will be trained to become Sexuality Educators. These individuals will serve as leaders, experts, and supports for their peers in pursuing safe, healthy, and meaningful relationships in their local communities.

## Meaningful Life || Meaningful Love

### **Approximately five people with disabilities participate in each class, allowing for safe spaces for discussions and support as individuals examine their sexuality and health.**

Sexuality is a difficult and sensitive topic to discuss, especially in the context of public settings. Meaningful Life || Meaningful Love's coursework will allow for open discussion regarding complicated issues, such as intimacy and sexual acts, pregnancy, contraception, sexual assault and abuse, and decision-making about sex. For this reason, Community Options will institute small classes of approximately five participants each. Small class sizes will allow for group discussions in comfortable settings and instill a sense of community. Groups members will be able to provide mutual support in settings designed for therapeutic conversations and practices.

Community Options is committed to providing person-centered and supportive care environments across all programs. All of Community Options' staff members utilize the Gentle Teaching Model to promote positive environments of mutual trust and companionship. Dr. John J. McGee's Gentle Teaching Model supports companionship between caregivers and the individuals with disabilities whom they support. Gentle teaching also encourages employees to demonstrate love and care during moments of tension. In our nearly 30-year experience in incorporating Gentle Teaching principles, we have found that supportive care environments encourage individuals to lead more enjoyable and fruitful lives. Community Options will direct employees to utilize these principles when leading Meaningful Life || Meaningful Love classes.

### **Up to 40 people with disabilities learn how to cultivate meaningful and healthy relationships, leading to a higher overall quality of life.**

Meaningful Life || Meaningful Love will break down the barriers that inhibit positive and meaningful relationships among people with disabilities. The curriculum is taught in a way that is adapted to individuals' unique learning styles. The book relies on utilizing a variety of pictures and concrete examples to describe situations, as well as role playing to practice the curriculum's concepts. Participants will learn how to make decisions about their sexual health and romantic relationships, as well as how to identify and respond during crisis situations. Additionally, people with disabilities will gain valuable knowledge pertaining to caring for their bodies; sexual feelings, attractions, and acts; family planning; Sexually Transmitted Infections (STIs) and Sexually Transmitted Diseases (STDs); and other issues related to sexual health and romantic relationships. These tools will give people with disabilities the knowledge and confidence to maintain healthy and meaningful relationships in the community.

Research demonstrates that positive, romantic relationships have numerous effects on individuals' overall wellbeing. Per (2018) research by Roberson, Shorter, Woods, and Priest, close and supportive relationships are linked with decreased rates of illness and mortality, as well as improved physical and mental health overall. Smith and Baucom (2017) also reported that the presence of committed and healthy romantic relationships lowers the risks of heart disease. Therefore, individuals with disabilities who maintain positive, romantic relationships will not only lead more enjoyable lives, but also healthier ones for the long-term. Community Options is committed to encouraging people with disabilities to experience life to the fullest— including fulfilling their romantic desires and maintaining positive relationships in local communities across Arizona.

*7. Describe how the program design, and if curriculum is used, will be culturally and*

## Meaningful Life || Meaningful Love

*linguistically competent, and sensitive to various groups of individuals (age, gender, learning disability)? If changes are necessary, describe how changes will be incorporated*

Community Options, Inc.'s commitment to cultural competency and diversity is demonstrated through our hiring practices, staff orientation, and commitment to serving individuals from diverse

cultural and socio-economic backgrounds. Community Options' staff are required to complete a comprehensive diversity training which emphasizes awareness of cultural differences and cross-cultural communication. We focus our staff education on five abilities to achieving Cultural Competence:

- 1) We value the diversity of our team members and individuals we serve
- 2) We strive to assist our team members in understanding their own culture
- 3) We educate our team members on how culture affects life situations and how individuals react to everyday life
- 4) We value our ability to learn and teach about others
- 5) We pride ourselves in adapting to meet the needs of others and their cultures

Community Options, Inc. does not refuse services to any individuals on the grounds of race, sex, color, national origin, religion, or any other legally protected status. All employees are required to

complete diversity training to understand the needs of the individuals supported. As a person-centered organization, Community Options' staff always ask individuals supported how we can best serve their cultural and language needs. Based on individuals' self-identification, Community Options will make the appropriate language and cultural necessities available.

Community Options is dedicated to ensuring that the Meaningful Life || Meaningful Love program is accessible to all. As a curriculum designed for and by people with disabilities, Meaningful Life || Meaningful Love's classes will be accessible to all individuals' learning needs and styles. The curriculum incorporates pictures and simple language to ensure that everyone has the ability to lead and participate in weekly classes. If needed, lessons and handouts are also available in Spanish as well.

*8. What steps will be taken to address program barriers, including any problems with recruitment, community partners, transportation, or with other tasks.*

Community Options brings 30 years of experience in operating comprehensive and high-quality programs for individuals with disabilities. The organization is committed to implementing a successful sex education program for people with disabilities in Arizona.

The Project Directors will provide on-going support for Sexuality Educators during face-to-face meetings. During these meetings, the Project Directors will monitor program progress, gain feedback from Sexuality Educators about their experiences, and address any ongoing issues. The Project Directors will conduct periodic site visits to classes to ensure high quality services at all times. Sexual Educators will also provide continual follow-up with class participants and refer them to other resources as necessary, such as counseling. Continual staff involvement enables

## Meaningful Life || Meaningful Love

the Meaningful Life || Meaningful Love staff to provide follow-up support to individuals, as needed.

The Meaningful Life || Meaningful Love leadership team (Project Co-Directors and Sexuality Educators) will convene on a bimonthly basis during the first quarter, as well as a monthly basis during the second, third, and fourth quarters, in order to make program adjustments as necessary. Additionally, Elevatus Training will conduct quarterly conference calls with the Project Co-Directors and Sexuality Educators to provide technical assistance. Program staff will have the opportunity to provide feedback on their experience, discuss issues, and receive expert guidance moving forward. Continual involvement among program leadership and key partners will ensure a successful program.

**EVALUATION:**

*1. How will the Applicant assure that participants have a good understanding of the key program objectives?*

Community Options, Inc. is dedicated to implementing a successful program that supports people with disabilities in making educated decisions regarding their sexuality and relationships. Developed by Elevatus Training LLC, staff will administer 22-item evaluation surveys to measure individuals with disabilities' knowledge regarding the curriculum's key topics, including communication styles, body parts, sexual acts, and identifying instances of unhealthy relationships and sexual abuse. Prior to the launch of the program, staff will administer pre-tests for all participants. The pre-tests will serve as the baseline for data collection. Upon the conclusion of the first 11-week session, the tests will be administered again to measure participants' progress. The Executive Directors and Sexuality Educators will then evaluate the surveys' results and make program adjustments as necessary. Upon the conclusion of the last unit, staff will administer the surveys again. The Executive Directors and Sexuality Educators will then compare the final surveys' results to the prior tests. The leadership team will then compile a final report discussing the program's overall success and make recommendations for future sex education programs moving forward.

Meaningful Life || Meaningful Love is unique in that support services do not conclude once participants complete the coursework. The classes will form networks of support and guidance to allow for improved relationship development for the long-term.

*2. How will the Applicant track participant involvement in the project and understand if self-advocacy increased, and to understand their perspective on how their participation impacted their views and social connections?*

Community Options, Inc. seeks to institute a program that promotes individuals' participation and self-advocacy skills for the long-term. Sexuality Educators will track attendance each week and follow up with participants who miss classes to ensure on-going participation at all times. The program's leadership and employees will also measure individuals' abilities to advocate for themselves through periodic evaluation surveys.

See a few examples of the survey questions pertaining to self-advocacy below:

- 1. Which one of the answers below is NOT true about sexual self-advocacy?**
  - a. Sexual self-advocacy is when you do not let people take advantage of you in a relationship.
  - b. Sexual self-advocacy is when you tell everyone about your sex life.
  - c. Sexual self-advocacy means speaking up for yourself and using protection.
  
- 2. Which one of the answers below describes consent?**
  - a. To be sexual with someone you have to agree together what is ok and what is not ok. Both people have to say yes to sex without lies, pressure or force.



- b. To get someone to have sex with you it is sometimes ok to say, “If you don’t have sex with me, I will never talk to you again.”

**3. There are many choices you can make when you have sexual feelings. Check off the one that is a bad choice.**

- a. You can keep them private and to yourself.
- b. You can masturbate.
- c. You can tell a crowd of strangers.
- d. You can be sexual with another person.
- e. I don’t know.

Community Options is committed to ensuring that all people, regardless of their abilities or disabilities, exercise their rights to safe, healthy, and loving relationships in their local communities. At the mid-point of the program, the leadership team will collect and evaluate the evaluation surveys. This will allow for the program staff to discuss lessons learned and areas for improvement. If necessary, program staff will have the opportunity to revisit or extend lessons into the following weeks to ensure that all participants are able to make informed decisions regarding their sexuality and relationships.

*3. Describe the overall evaluation approach to determine the project effectiveness.*

Community Options will build upon three decades of experience in serving people with intellectual and developmental disabilities. The organization will conduct on-going evaluations on both local and national levels to ensure a successful program for people with disabilities in Maricopa and Pima Counties in Arizona.

**LOCAL EVALUATIONS:**

The Meaningful Life || Meaningful Love leadership team (Project Co-Directors and Sexuality Educators) will convene on a bimonthly basis during the first quarter, as well as a monthly basis during quarters two through four, in order to discuss participants’ progress and make program adjustments as necessary. Community Options will also complete quarterly conference calls with Elevatus Training, LLC. These calls will allow for program staff to share about their experiences, ask questions, mitigate any problems that arise, and obtain expert guidance moving forward. Continual involvement among local program leadership and key partners will ensure a successful program.

Community Options will also distribute three surveys to gage participants’ knowledge regarding key topics in the curriculum. Community Options will distribute on survey prior to the program’s launch to collect baseline data. Community Options will then disseminate surveys during the middle of the program (end of the 11<sup>th</sup> week) to measure participants’ progress. Lastly, Community Options will collect surveys again after participants have completed the last unit of the curriculum. These surveys will allow for on-going quality assurance.

**NATIONAL EVALUATIONS:**

Community Options’ National Quality Assurance staff collect data on all programs on an annual basis to ensure that all services are administered effectively. This department maintains project

## Meaningful Life || Meaningful Love

integrity that exceeds the requirements of local licensing standards. Our Quality Assurance staff currently surveys all employees, parents/ guardians, and individuals with disabilities served nationwide on an annual basis. The surveys are administered online via Survey Monkey. Paper surveys are also available, if preferred by certain constituents. The Quality Assurance Department's "Quality of Life Survey" questions are administered on a Likert scale. Stakeholders then indicate the degree to which they agree or disagree with each statement. See four of the 17 survey items for individuals with disabilities served below:

1. My staff care about me.
2. I look forward to going to my program.
3. I can talk about the things that bother me.
4. I make my own choices.

Community Options will build upon our experience in providing high-quality programs for people with disabilities. We know that when we include all stakeholders in the process, then we are able to better evaluate how to meet individuals' needs.

**ATTACHMENT 1: PROJECT TIMELINE**

<b>QUARTER</b>	<b>DESCRIPTION</b>	<b>PERSON RESPONSIBLE</b>
1	Hire and train five individuals with disabilities from Community Options, Inc. to become part-time Sexuality Educators in Tempe and Tucson, Arizona.	Project Directors
1	Identify existing employees at Community Options to become trained Sexuality Educators.	Project Directors
1	Conduct email marketing campaign to advertise the Sexuality Educator Trainings to other organizations.	Project Directors/ Arizona Association of Providers
1	Identify self-advocates and social services professionals from other local providers to participate in the Sexuality Educator trainings.	Project Directors
1	Elevatus Training conducts Sexuality Educator Trainings at Tempe Public Library and Pima County Public Library System.	Katherine McLaughlin, M.Ed., Founder of Elevatus Training, LLC
2	Conduct email marketing campaign to advertise the Meaningful Life    Meaningful Love classes to other providers.	Project Directors/ Arizona Association of Providers
2	Pairs of trained Sexuality Educators (social services professionals and self-advocates) meet to plan for classes.	Sexuality Educators
2	Enrolled participants complete pre-tests to serve as the baseline for data collection.	Project Directors/ Sexuality Educators/ Partner Providers

## Meaningful Life || Meaningful Love

QUARTER	DESCRIPTION	PERSON RESPONSIBLE
2	Meaningful Life    Meaningful Love launches with up to eight sex education classes serving up to 50 Maricopa and Pima County residents with disabilities. Community Options will host up to five classes per week in Maricopa and Pima Counties. Other providers will host approximately three classes per week in Maricopa and Pima Counties.	Project Directors/ Sexuality Educators/ Partner Providers
2	The first 11-week session of the year-long Meaningful Life    Meaningful Love course concludes. Participants complete their second evaluation surveys. The leadership team evaluates results.	Project Directors/ Sexuality Educators/ Partner Providers
3	The second 11-week session of the Meaningful Life    Meaningful Love classes begin with up to 50 participants enrolled.	Project Directors/ Sexuality Educators/ Partner Providers
4	The second 11-week session of the Meaningful Life    Meaningful Love classes concludes. Participants complete evaluation surveys. The leadership team evaluates results.	Project Directors/ Sexuality Educators/ Partner Providers
4	Up to 40 people with disabilities have the tools, resources, and education necessary to make informed decisions about their sexual health and romantic relationships.	Project Directors/ Sexuality Educators/ Partner Providers

May 8, 2019

Arizona Developmental Disabilities Planning Council  
3839 North 3rd Street, Suite 306  
Phoenix, Arizona 85012

To Whom It May Concern,

This is a letter of commitment for the grant application for the Community Options. Elevatus Training, LLC has been asked to lead 2- Two day workshops for teams of self-advocates and professionals titled, Becoming a Sexuality Educator. I would be honored to work in Arizona on this project.

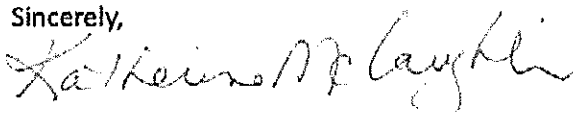
Elevatus Training's mission is to empower, motivate, and educate self-advocates, professionals and parents, to gain confidence, comfort, knowledge and skills to teach and talk openly about sexuality which will enable people with developmental disabilities to lead safe and sexually healthy lives. Elevatus has provided many similar projects, most recently, we worked with the Michigan Developmental Disabilities Council to present a state-wide training for teams of self-advocates and professionals to teach our sexuality education curriculum.

I have over 25 years of experience in this field. I am the founder and lead trainer for Elevatus Training, LLC. I have a M.Ed. and am a national expert on sexuality and developmental disabilities. I am a certified as a sexuality educator by AASECT (American Association of Sexuality Educators, Counselors and Therapists) and train individuals, staff, and parents on sexuality and developmental disabilities. I use adult learning theory to design my workshops. I provide interactive and skills based activities in my workshops as well as follow up support to participants. I teach sexuality education to people with DD/ID as well as train them to be peer sexuality educators themselves. I am the author of a curriculum: *Sexuality Education for People with Developmental Disabilities*, and have developed two online courses; one to train professionals, *Developmental Disability and Sexuality 101*, and one for parents: *Talking to Your Kids: Developmental Disabilities and Sexuality*.

If Community Options is to receive the grant funding, I am committed and prepared to present these four days of training. I look forward to having the opportunity to work in Arizona with people with developmental disabilities, their family members, and professionals in the field.

Let me know if you have any questions. I can be reached at [kath@elevatustraining.com](mailto:kath@elevatustraining.com) or at 603-399-5777.

Sincerely,

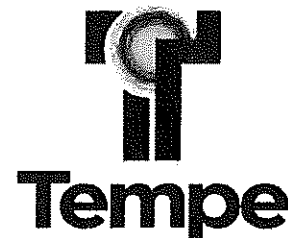


Katherine McLaughlin

**ELEVATUS TRAINING**

City of Tempe  
Tempe Public Library  
3500 S Rural Road  
Tempe, AZ 85282  
480-350-5237

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May 13, 2019

Arizona Developmental Disabilities Planning Council  
3839 North 3rd Street, Suite 306  
Phoenix, AZ 85012

To Whom It May Concern:

It is my pleasure to present this letter of commitment for Community Options' proposal to empower people with disabilities to develop and sustain healthy romantic relationships in their local communities. Community Options plans to utilize one of Tempe Public Library's meeting room spaces to conduct one two-day training for people with disabilities, family members, and social services professionals to lead sexual education courses. The classes are designed to support people with disabilities in making educated decisions about their romantic relationships and sexual health. The Tempe Public Library is proud to support Community Options in this valuable endeavor.

Our mission at Tempe Public Library is to inspire exploration, discovery, enrichment, and engagement. We offer more than 1,500 educational programs serving over 30,000 attendees each year. We look forward to hosting Community Options' program to support people with disabilities in developing healthy relationships.

Sincerely,

Kathy Husser  
Director of Tempe Public Library & Deputy Director of Community Services



**PIMA COUNTY PUBLIC LIBRARY**

Administrative Offices  
101 N Stone Avenue  
Tucson, AZ 85701

520.594.5600  
[www.library.pima.gov](http://www.library.pima.gov)

May 17, 2019

Arizona Developmental Disabilities Planning Council  
3839 North 3rd Street, Suite 306  
Phoenix, AZ 85012

To Whom It May Concern:

On the behalf of Pima County Public Library, I would like to submit this letter in support of Community Options' proposed project, Meaningful Life | Meaningful Love. The program will empower people with disabilities to maintain healthy romantic relationships in their local communities.

Pima County Public Library looks forward to hosting the program's two-day Sexuality Educator training at one of our meeting room spaces. The training will provide participants with the tools and resources to lead engaging sexual education classes for people with disabilities.

Pima County Public Library's mission is to transform lives by educating, inspiring, and connecting people. We look forward to partnering with Community Options to support people with disabilities in making educated decisions about their romantic relationships and sexual health.

Sincerely,

A handwritten signature in black ink that reads "Amber D. Mathewson".

Amber D. Mathewson  
Executive Director

### Budget Request Form

Contractor Name: Community Options, Inc.

Contractor Address: 4667 S. Lakeshore Drive, Suite 7 Tempe AZ 85282  
Street Address City State Zip

Project Name: Meaningful Life Meaningful Love

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	62,400		16,234	78,634
Fringe Benefits	9,360		4,221	13,581
Supplies / Operating Expenses	12,950		110	13,060
Travel	3,000			3,000
Rent or Cost of Space	200		2,740	2,940
Contracted Services / Professional Services	8,600		1,400	10,000
Administrative / Indirect Costs	3,490		8,631	12,121
<b>Total Costs</b>	<b>100,000 -</b>	<b>-</b>	<b>33,335 -</b>	<b>133,335</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.

David Sweeney, MBA, CPA

Name of Certifying Official

CEO

Title of Certifying Official

609-951-9900

Phone

david.sweeney@comop.org

Email



## BUDGET NARRATIVE

### Personnel/ Salaries:

- **Project Director, Tempe (5% time):** Community Options, Inc. will provide a match for the Project Director's work on the project, calculated at 5% time of her salary (\$65,000). Ms. Tristan "Shandee" Burtis will serve as the Project Director in Tempe, Arizona. She will be charged with overseeing the program's launch, as well as supervising the Sexuality Educators. Ms. Burtis currently serves as the Associate Executive Director for Community Options' Greater Phoenix region in Arizona. As the Associate Executive Director, she oversees Community Options' residential, employment, and day program services for individuals with disabilities residing in the Greater Phoenix Area. Community Options calculates salaries based on the individual's qualifications and educational background, position's roles and responsibilities, and region's competitive market salaries for similar positions.
- **Project Director, Tucson (5% time):** Community Options will provide a match for the Project Director's work on the project, calculated at 5% time of her salary (\$60,000). Ms. Rachel Bryant will serve as the Project Director in Tucson, Arizona. She will be charged with overseeing the program's launch, as well as supervising the Sexuality Educators. Ms. Burtis currently serves as the Associate Executive Director for Community Options' Greater Phoenix region in Arizona. As the Associate Executive Director, she oversees Community Options' residential, employment, and day program services for individuals with disabilities residing in the Tucson area. Community Options calculates salaries based on the individual's qualifications and educational background, position's roles and responsibilities, and region's competitive market salaries for similar positions.
- **3 Part-Time Sexuality Educators, Tempe (\$12.00/ hour for 20 hours per week for 52 weeks):** Community Options requests funding to support the salaries and benefits for three part-time Sexuality Educators in Tempe, Arizona. Individuals will earn \$12.00 per hour for 20 hours per week for 52 weeks. These individuals will be self-advocates interested in becoming mentors and leaders in educating their peers regarding sexuality and healthy relationships. Individuals will have the ability to work a minimum of 20 hours per week and will complete all necessary trainings upon hire. Individuals will have the ability to work independently with or without necessary accommodations. Community Options calculates hourly rates based on the individual's qualifications and educational background, position's roles and responsibilities, and region's competitive market salaries for similar positions.
- **2 Part-Time Sexuality Educators, Tucson:** Community Options requests funding to support the salaries and benefits for three part-time Sexuality Educators in Tucson, Arizona. Individuals will earn \$12.00 per hour for 20 hours per week for 52 weeks. These individuals will be self-advocates interested in becoming mentors and leaders in educating their peers regarding sexuality and healthy relationships. Individuals will have the ability to work a minimum of 20 hours per week and will complete all necessary trainings upon hire. Individuals will have the ability to work independently with or without necessary accommodations. Community Options calculates hourly rates based on the individual's qualifications and educational background, position's roles and responsibilities, and region's competitive market salaries for similar positions.

- 1 Full-Time Sexuality Educator, Tempe (20% time):** Community Options will provide a match for the Community Integration Counselor's work as a Sexuality Educator, calculated at 20% time. This position will earn \$12.00 per hour for 40 hours per week for 52 weeks. The Community Integration Counselor will have a minimum of two years of work experience in serving individuals with disabilities. The position will have a minimum of a high school diploma or GED, valid driver's license, and knowledge regarding the community's local resources and support services. Community Options calculates hourly rates based on the individual's qualifications and educational background, position's roles and responsibilities, and the region's competitive market salaries for similar positions.
- 1 Full-Time Sexuality Educator, Tucson (20% time):** Community Options will provide a match for the Community Integration Counselor's work as a Sexuality Educator, calculated at 20% time. This position will earn \$12.00 per hour for 40 hours per week for 52 weeks. The Community Integration Counselor will have a minimum of two years of work experience in serving individuals with disabilities. The position will have a minimum of a high school diploma or GED, valid driver's license, and knowledge regarding the community's local resources and support services. Community Options calculates hourly rates based on the individual's qualifications and educational background, position's roles and responsibilities, and region's competitive market salaries for similar positions.

**Fringe Benefits:** Fringe benefits are calculated at 15% of part-time salaries and 26% of full-time salaries. See the calculations below:

TYPE	PERCENTAGE
FICA	7.65%
Retirement	3.00%
Health	7.65%
WC	4.00%
Unemployment	2.00%
Other	1.70%
<b>TOTAL</b>	<b>26.00%</b>

**Supplies/ Operating Expenses:** Community Options requests \$12,950 to cover supplies for the program. Community Options requests \$3,750 to purchase five laptops for the self-advocates serving as Sexuality Educators, calculated at \$750 each. Additionally, \$3,600 will cover five cell phone plans for the self-advocates serving as Sexuality Educators, calculated at \$60 per month for 12 months. Community Options also requests \$5,200 to cover the costs of Elevatus Training's curriculum, calculated at \$250 per copy for 20 copies and an additional \$200 to cover shipping costs. Lastly, Community Options requests \$400 to cover program supplies and printing capabilities for the Sexuality Educators. Community Options will provide a match of \$110 to cover the remaining costs for program supplies and printing capabilities for the Sexuality Educators.

**Travel:** Community Options requests \$3,000 to cover travel costs for Elevatus Training (consultant) to travel to Arizona to conduct two two-day Sexuality Educator trainings. Travel costs

include flights from New Hampshire (the company's headquarters) to Arizona, lodging, rental car (to travel from Tempe to Tucson), rental car, etc.

**Rent or Cost of Space:** Community Options requests \$200, calculated at \$10 per hour for 20 hours to rent meeting room space at Tempe Public Library. Community Options will provide a match of \$2,740 to cover the costs of conference room spaces at the offices in Tempe (6% of monthly rent = \$1,440) and Tucson (6% of monthly rent = \$1,300) to hold weekly sex education classes for people with disabilities.

**Contracted Services/ Professional Services:** Community Options requests \$8,600 to cover the costs of two two-day trainings in Tempe and Tucson, Arizona, calculated at \$3,500 each. Community Options also requests \$1,600 to cover the consultant's quarterly technical assistance conference calls, calculated at \$1,600. The consultant will provide an in-kind match to cover the remaining costs of conducting the trainings (\$500 each) and quarterly technical assistance conference calls (\$400). Elevatus Training generously offered to provide services for Community Options' proposed project at discounted rates.

**Administrative/ Indirect Costs:** Community Options calculates administrative costs at 10% of the project budget, totaling \$12,121 for this program. Community Options request \$3,490 to partially support administrative costs. Community Options will provide a match of \$8,631 to partially support administrative costs.

The 10% allocation includes the following:

- 1) Administrative Salaries
- 2) Fringes
  - a. FICA
  - b. SUI
  - c. Worker's Compensation
  - d. Disability Insurance
  - e. Life Insurance
  - f. Health Insurance
- 3) Rent
- 4) Office Supplies (including postage)
- 5) Staff Trainings
- 6) Property Insurance
- 7) Umbrella Insurance
- 8) Legal
- 9) Other Miscellaneous Expenses



- e. Supplies used by more than one program
  - f. Contract for professional services that benefit more than one program
  - g. Rental and maintenance of equipment used by more than one program
3. **Administrative Costs** are costs that benefit the operations of the entire agency, but cannot be identified to a specific program such as:
- a. Administrative staff salary and benefits (or administrative portions thereof if the staff spends time on program-related activities).
  - b. Supplies of administrative employees
  - c. Travel of administrative employees
  - d. Occupancy costs of administrative employees
  - e. Postage and telephone costs of administrative employees
  - f. Liability and umbrella insurance

Community Options, Inc. captures actual Allocable Direct Cost as Local G&A and Regional G&A in separate cost centers for each region. The National Administrative expenses are captured in separate cost center as well.

Both Allocable and Administrative costs are accumulated in their separate cost centers during each month. Each month end the costs are allocated to each program based on its percentage of total program actual direct costs.

**Community Options, Inc.** will review this Cost Allocation Plan on an annual basis, and revise if necessary at that time.

### Personnel Qualifications Form

**Complete a separate Personnel Qualifications Form for each staff that will be hired or will be conducting their work as Match.** This should include all of those that are directly responsible for providing services listed under the Scope of Work in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: Rachel Bryant

2. Position currently held with Applicant: Associate Executive Director

3. Proposed position for contract service and percentage of time devoted to the contract service:

Project Director 5%

4. Number of years with Applicant: 4 months

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

The Project Director will be charged with overseeing the program's launch and supervising the Sexuality Educators.

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes).

Ms. Bryant brings 15 years of leadership experience in the social services field. She joined Community Options, Inc. as the Associate Executive Director in February 2019. As the Associate Executive Director, she oversees Community Options' residential, employment, and day program services in the Tucson area. Prior to Community Options, Ms. Bryant served as the Manager of Adult and Children Services for Community Health Associates, Service Coordinator for Community Provider of Enrichment Services, and Program Coordinator for the Intermountain Centers for Human Development. Ms. Bryant obtained her Bachelor of Science in Business Administration and Management from the University of Phoenix.

### Personnel Qualifications Form

**Complete a separate Personnel Qualifications Form for each staff that will be hired or will be conducting their work as Match.** This should include all of those that are directly responsible for providing services listed under the Scope of Work in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: Tristan "Shandee" Burtis

2. Position currently held with Applicant: Associate Executive Director

3. Proposed position for contract service and percentage of time devoted to the contract service:

Project Director 5%

4. Number of years with Applicant: 2 years

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

The Project Director will be charged with overseeing the program's launch and supervising the Sexuality Educators.



6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes).

Ms. Burtis brings nearly 15 years of experience in serving individuals with intellectual and developmental disabilities. She joined Community Options, Inc. in August 2017 as the Director of Residential Services. In January 2019, she was promoted to the position of Associate Executive Director for the Greater Phoenix region. In this role, she is responsible for overseeing Community Options' residential, employment, and day program services for individuals with disabilities residing in the Greater Phoenix region. Prior to working for Community Options, Ms. Burtis served as the Quality Assurance Coordinator for Chandler/Gilbert ARC, Scheduling Coordinator for the Centers for Habilitation, Community Living Program Manager for the Center for Human Services, and Program Supervisor/ Program Specialist for the Center for Human Services. Ms. Burtis obtained her Bachelor of Science from Central Missouri State University in Warrensburg, Missouri.

### Personnel Qualifications Form

**Complete a separate Personnel Qualifications Form for each staff that will be hired or will be conducting their work as Match.** This should include all of those that are directly responsible for providing services listed under the Scope of Work in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: \_\_\_\_\_

2. Position currently held with Applicant: \_\_\_\_\_

3. Proposed position for contract service and percentage of time devoted to the contract service:

Full-Time Sexuality Educator \_\_\_\_\_ 20% \_\_\_\_\_

4. Number of years with Applicant: \_\_\_\_\_

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

The Sexuality Educator will be charged with overseeing the weekly sex education classes and providing on-going support for all participants. \_\_\_\_\_

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes).

The Full-Time Sexuality Educator will have a minimum of two years of work experience in serving individuals with disabilities. The position will have a minimum of a high school diploma or GED, valid driver's license, and knowledge regarding the community's local resources and support services.

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## **Sexuality Educator**

### **Summary**

Under the Associate Executive Director's supervision, the Sexuality Educator plans, implements, and administers a comprehensive sexual education program for people with intellectual and developmental disabilities. The Sexuality Educator will have the primary responsibility of training individuals with disabilities in how to make informed decisions about their sexual health and relationships. The Sexuality Educator will co-lead weekly classes that are designed to guide people with disabilities in cultivating healthy relationships in the community. The position will collaborate with other Community Options' staff to gain an understanding of participants' needs and develops desirable goals. The Sexuality Educator will also makes referrals as necessary for other services, such as counseling.

### **Requirements:**

- High School Diploma/GED
- Must be 18 years of age or older
- Valid Driver's License
- Minimum 2 years of related work experience

### **Duties and Responsibilities**

- Provides the necessary assistance for the individuals to make informed choices about their relationships and sexual health.
- Leads a comprehensive sexual health education program, including preparation, facilitation, and follow-up.
- Develops curriculum modules and class presentation materials as appropriate.
- Leads weekly class. Prepares and disseminates educational and informational materials.
- Serves as a point of contact in area of expertise; refers participants to other support services and community offerings, as appropriate.
- Maintains current knowledge base on specific sexual health issues.
- Performs miscellaneous job-related duties as assigned.

### **Knowledge, Skills and Abilities Required**

- Ability to develop and deliver presentations.
- Skilled in the use of personal computers and related software applications.
- Skilled in organizing resources and establishing priorities.
- Ability to design, prepare, deliver, and modify course curriculum and associated educational aids.
- Knowledge of community health services and agencies.
- Knowledge of sexual health education programs, policies, and trends.
- Ability to effectively interpret needs and act as an advocate for a specified client population.
- Ability to investigate and analyze information and draw conclusions.
- Ability to travel on occasion

- Knowledge of current and developing trends in area of professional expertise.

### Personnel Qualifications Form

**Complete a separate Personnel Qualifications Form for each staff that will be hired or will be conducting their work as Match.** This should include all of those that are directly responsible for providing services listed under the Scope of Work in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: \_\_\_\_\_

2. Position currently held with Applicant: \_\_\_\_\_

3. Proposed position for contract service and percentage of time devoted to the contract service:

Part-Time Peer Sexuality Educator \_\_\_\_\_ 100% \_\_\_\_\_

4. Number of years with Applicant: \_\_\_\_\_

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

The Peer Sexuality Educator will be charged with overseeing the weekly sex education classes and providing on-going support for all participants. \_\_\_\_\_

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes).

The part-time Peer Sexuality Educator will have experience in self-advocacy, the ability to develop and deliver presentations, desire to learn and apply information, and a commitment to guiding people with disabilities in cultivating healthy relationships in their local communities.

## **Peer Sexuality Educator**

### **Summary**

Under the Associate Executive Director's supervision, the Peer Sexuality Educator partners with the Sexuality Educator to plan, implement, and administer a comprehensive sexual education program for people with intellectual and developmental disabilities. The Peer Sexuality Educator will have the primary responsibility of training individuals with disabilities in how to make informed decisions about their sexual health and relationships. The Sexuality Educator will co-lead weekly classes that are designed to guide people with disabilities in cultivating healthy relationships in the community. The position will collaborate with other Community Options' staff to gain an understanding of participants' needs and develops desirable goals.

### **Requirements:**

- Complete all training as necessary
- Must be 18 years of age or older

### **Duties and Responsibilities**

- Partners with Sexuality Educator to provide the necessary assistance for the individuals to make informed choices about their relationships and sexual health.
- Leads a comprehensive sexual health education program, including preparation, facilitation, and follow-up.
- Develops curriculum modules and class presentation materials as appropriate.
- Leads weekly class. Prepares and disseminates educational and informational materials.
- Serves as a point of contact in area of expertise; refers participants to other support services and community offerings, as appropriate.
- Maintains current knowledge base on specific sexual health issues.
- Performs miscellaneous job-related duties as assigned.

### **Knowledge, Skills and Abilities Required**

- Ability to develop and deliver presentations.
- Desire to learn and apply information.
- Experience in self-advocacy.
- Commitment to guiding people with disabilities in cultivating healthy relationships in the community
- Commitment to creating a safe space for discourse.



### Applicant's Background Information Form

Complete each item, using attachments where necessary and label your response "Applicant's Background Information Form". Attachments shall indicate the item number and heading being referenced as it appears below. Failure to make full and complete disclosure may result in the rejection of your application as unresponsive.

1. Contact Name for Project: Brian Dion, Senior Vice President

Organization Name: Community Options, Inc.

Address: 4667 S. Lakeshore Drive, Suite 7, Tempe, AZ 85282

Phone Number: 786-413-9229 Email: brian.dion@comop.org

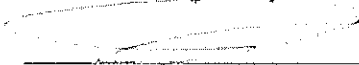
2. The Applicant is and was established when:

TYPE	YEAR ESTABLISHED
Corporation – Nonprofit	1989
Corporation – For Profit	
Unit of Local Government	
Indian Tribal Government	
Other	

3. As the lead applicant, read each statement carefully and mark Yes or No.

	YES	NO
a. Has any Federal or State agency ever made a finding of noncompliance with any relevant civil rights requirements with respect to your business activities? If YES, please attach an explanation.		X
b. Has the Applicant, its major stockholders with a controlling interest, or its officers been the subject of criminal investigations or prosecutions or convicted of a felony? If YES, please attach an explanation.		X
c. Does the Applicant have sufficient funds to meet obligations on time under the Contract while awaiting reimbursement from ADDPC? If NO, please attach an explanation.	X	
d. Have any licenses ever been denied, revoked or suspended or provisionally issued within the past five years? If YES, please attach an explanation.		X
e. Have you or has your organization terminated any contracts, had any contracts terminated, had any liquidated damages assessed or been involved in contract lawsuits? If YES, please attach an explanation.		X
f. Do you, your staff, any of your relatives, or voting members of your Board of Directors maintain any ownerships, employments, public and private affiliations or relationships which may have substantial interest (as defined in A.R.S. §38-502, Conflict of Interest) in any contract, sale, purchase, or service involving the ADDPC? If YES, please attach an explanation.		X
g. Has your organization ever gone through bankruptcy? If YES, when? Include the State, District and case number.		X

4. Authorized Signatory:



Robert Stack, President & CEO

(Name and Title of Authorized Signatory) is the signatory to this Contract on behalf of the Contractor and is responsible for the delivery of Contract Services during the term of this Contract.

### Financial Systems Survey

Applicants: 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.

All other NEW applicants, please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

Name of Applicant: Community Options, Inc.

As stewards of federal funds, the Arizona Developmental Disabilities Planning Council awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

#### A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last three years?	<input checked="" type="radio"/> YES <input type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past three years? (organization has expended \$750,000 in federal funds in the applicant's past fiscal year. ADDPC may request copy)	<input checked="" type="radio"/> YES <input type="radio"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past three years? If so, what year? <u>2018</u>	<input checked="" type="radio"/> YES <input type="radio"/> NO
4. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
5. If you answered YES to question #5, under what section of the IRS code? O 501 C (3) O 501 C (4) O 501 C (5) O 501 C (6) O Other: Please Specify Type <u>501 C (3)</u> . Attach copy of determination letter from IRS	Attachment Required IRS determination letter
6. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input checked="" type="radio"/> YES <input type="radio"/> NO

**B. FUNDS MANAGEMENT**

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input checked="" type="radio"/> Automated <input type="radio"/> Combination
2. How frequently do you post to the General Ledger?	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input checked="" type="radio"/> YES <input type="radio"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input checked="" type="radio"/> YES <input type="radio"/> NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<input checked="" type="radio"/> YES <input type="radio"/> NO
6. Is your organization familiar with OMB final guidance for HHS federal awards, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards under 45 CFR, Part 75)?	<input checked="" type="radio"/> YES <input type="radio"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? <b>NOTE:</b> Those organizations using an approved federal indirect cost plan/rate need to <b>attach</b> a copy of the approved Indirect Cost Rate or methodology and calculations in determining the rate. <b>Organization uses a rate of 10%</b>	<input type="radio"/> Direct Charges <input checked="" type="radio"/> Utilizing an Indirect Cost Allocation Plan or Rate

**C. INTERNAL CONTROLS**

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input checked="" type="radio"/> YES <input type="radio"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input checked="" type="radio"/> YES <input type="radio"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input checked="" type="radio"/> YES <input type="radio"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input checked="" type="radio"/> YES <input type="radio"/> NO
5. Are forgone indirect costs used as match for the proposed grant program?	<input checked="" type="radio"/> YES <input type="radio"/> NO
6. Are employee time sheets supported by appropriately approved/signed documents?	<input checked="" type="radio"/> YES <input type="radio"/> NO
7. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<input checked="" type="radio"/> YES <input type="radio"/> NO

**D. PROCUREMENT**

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input checked="" type="radio"/> YES <input type="radio"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input checked="" type="radio"/> YES <input type="radio"/> NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<input checked="" type="radio"/> YES <input type="radio"/> NO
4. Does the organization maintain a system of contract administration to ensure Subcontractor conformance with the terms and conditions of each contract?	<input checked="" type="radio"/> YES <input type="radio"/> NO
5. Does the organization maintain written procurement policies and procedures?	<input checked="" type="radio"/> YES <input type="radio"/> NO

**E. CONTACT INFORMATION**

Please indicate the following information. In the event that the Arizona Developmental Disabilities Planning Council has questions about this survey, this individual will be contacted.

Prepared By: Belgica V. Cedeno

Job Title: Controller

Date: May 20, 2019

Phone & Email: Belgica.Cedeno@comop.org

**F. CERTIFICATION**

I certify that this report is complete and accurate, and that the Applicant has accepted the responsibility of maintaining a legal and valid financial systems.

Belgica V. Cedeno

Signature

RECEIVED NOV 13 1995

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
31 HOPKINS PLAZA  
BALTIMORE, MD 21201

DEPARTMENT OF THE TREASURY

Date: NOV 08 1995

COMMUNITY OPTIONS INC  
C/O ELIZABETH PENDLER  
5 3RD ST  
BORDENTOWN, NJ 08505

Employer Identification Number:  
22-2964056  
Case Number:  
525299099  
Contact Person:  
MRS. M. SMITH  
Contact Telephone Number:  
(410) 962-7756  
Our Letter Dated:  
August 30, 1991  
Addendum Applies:  
Yes

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

Enclosures:  
Addendum

Letter 1050 (DO/CG)

-2-

COMMUNITY OPTIONS INC

Guidelines under which private foundations may rely on this determination, for gifts, grants, and contributions made after March 13, 1989, were liberalized and published in Rev. Proc. 89-23, Cumulative Bulletin 1989-1, page 844.

You are required to make available for public inspection a copy of your exemption application, and supporting documents, and this exemption letter. If you are required to file an annual information return, you are also required to make a copy of the return available for public inspection for three years after the return is due. Failure to make these documents available for public inspection may subject you to a penalty of \$10 per day for each day there is a failure to comply (up to a maximum of \$5,000 in the case of an annual return). See Internal Revenue Service Notice 88-120, 1988-2 C.B. 454, for additional information.

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
31 HOPKINS PLAZA  
BALTIMORE, MD 21201

DEPARTMENT OF THE TREASURY

Date: AUG 30 1991

COMMUNITY OPTIONS INC  
15 THOMPSON STREET  
BORDENTOWN, NJ 08505

Employer Identification Number:  
22-2964056

Contact Person:  
MISS O. BOWEN

Contact Telephone Number:  
~~(201)~~ 962-7756  
(410)

Accounting Period Ending:  
June 30

Foundation Status Classification:  
509(a)(1)

Advance Ruling Period Begins:  
June 24, 1991

Advance Ruling Period Ends:  
June 30, 1995

Addendum Applies:  
Yes

Dear Applicants:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and contributors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until the Service makes a final determination of your foundation status.

Letter 1045(00/00)



-2-

## COMMUNITY OPTIONS INC

If notice that you will no longer be treated as a publicly supported organization is published in the Internal Revenue Bulletin, grantors and contributors may not rely on this determination after the date of such publication. In addition, if you lose your status as a publicly supported organization and a grantor or contributor has responsible for, or has aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that the Service had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date such knowledge was acquired.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organization's document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

Contributions to you are deductible by donors beginning June 24, 1991.

You are required to file Form 990, Return of Organization Exempt From Income Tax, only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file

Letter 1045(00/CG)

-3-

## COMMUNITY OPTIONS INC

the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided; check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



A. J. Lighttower

District Director

Enclosure(s):  
Addendum  
Form 872-C

Letter 1045(00/06)



ATLANTA GA 39901-0001

In reply refer to: 0752453551  
June 12, 2014 LTR 4168C 0  
22-2964056 000000 00  
00032879  
BODC: TE

COMMUNITY OPTIONS INC  
% DAVID SWEENEY  
16 FARBER RD  
PRINCETON NJ 08540-5913



023852

Employer Identification Number: 22-2964056  
Person to Contact: MS. MARTIN  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your June 03, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 1991.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

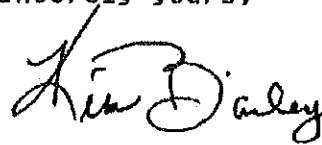
Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0752453551  
June 12, 2014 LTR 4168C 0  
22-2964056 000000 00  
00032880

COMMUNITY OPTIONS INC  
% DAVID SWEENEY  
16 FARBER RD  
PRINCETON NJ 08540-5913

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Kim D. Bailey". The signature is written in a cursive style with a large initial "K".

Kim D. Bailey  
Operations Manager, AM Operations 3

## ASSURANCES FOR NON-CONSTRUCTION PROGRAMS

OMB Approval No. 0348-0040

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

**NOTE:** 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 sign the Assurances for Non-Construction Programs.

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

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

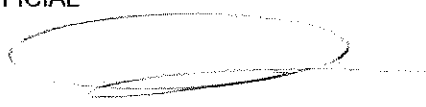
1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis


of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to the nondiscrimination in the sale, rental or financing or housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276C and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air ) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.);

(g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with the Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights of 2013 (P.L. 112-239, U.S.C. §§4712 et seq., section 828 of the National Defense Authorization Act).
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program, including the U.S. Health and Human Services, 2 CFR Part 300, and 45 CFR Part 75; and Grants Policy Statement. Each governs the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000.

<p>SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL</p> 	<p>TITLE</p> <p>President &amp; CEO</p>
<p>OFFEROR ORGANIZATION</p> <p>Community Options, Inc.</p>	<p>DATE</p> <p>5/23/2019</p>

	<p style="text-align: center;"><b>Grant Application Amendment</b></p> <p>APPLICATION NO.: ADDPC-FFY19-EMP-020  Support for Inclusive Employment for People with I/DD  AMENDMENT NO.: 1</p> <p><b>Solicitation Due Date:</b> May 31 2019, 4:00 PM, AZ Time</p>	<p style="text-align: center;"><b>Arizona Developmental  Disabilities Planning Council</b></p> <p>3839 North Third St., Suite 306  Phoenix, Arizona 85012</p>
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**The Grant Application ADDPC-FFY19-EMP-020 is amended as follows:**

1. Page 2: Scope of Work, Eligibility

Amended to read as follows: This is a competitive solicitation. Applicants are eligible to apply if they propose a new or expanded employment project that is not funded under the Arizona Developmental Disabilities Division (DDD), Vocational Rehabilitation (VR), or from another Arizona State agency.


2. Page 22: Budget Development Guidelines to Develop Budget Request Form and Narrative

Amended to read as follows: There are several funding notes to be aware of when considering applying for this grant.

- a. Applicants are prohibited from supplanting, defined as to replace or take the place of federal, state or local funding. Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Existing funds for a project and its activities shall not be displaced by federal funds and reallocated for other organizational expenses.
- b. Applicants are allowed to supplement, which is adding federal funds to what is available in state, local or agency funds.
- c. Applicants are prohibited from double-dipping, defined as obtaining funds from two sources at the same time, by two separate accounting methods.
- d. The Catalogue of Federal Domestic Assistance (CFDA) number for the ADDPC Grant is 93.630.

**ALL OTHER PROVISIONS OF THE GRANT APPLICATION SHALL REMAIN IN THEIR ENTIRETY. THE APPLICANT SHALL ACKNOWLEDGE THE AMENDMENT BY SIGNING THE AMENDMENT AND INCLUDING IT IN YOUR APPLICATIONS TO THE ADDPC.**



A SIGNED COPY OF THIS AMENDMENT SHALL BE SUBMITTED WITH THE GRANT APPLICATION.	
<p>APPLICANT HEREBY ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE ABOVE AMENDMENT</p>	<p>THE ABOVE REFERENCED GRANT APPLICATION AMENDMENT IS HEREBY EXECUTED ON BEHALF OF THE ARIZONA DEVELOPMENTAL DISABILITIES PLANNING COUNCIL BY:</p>
	
<p>5/23/19</p>	
<p>AUTHORIZED SIGNATURE</p>	<p>ERICA McFADDEN EXECUTIVE DIRECTOR, ADDPC</p>
<p>DATE</p>	<p>DATE</p>
<p>Robert Slack, President + CEO</p>	
<p>PRINTED NAME AND TITLE</p>	
<p>Community Options, Inc.</p>	
<p>PRINTED APPLICANT NAME</p>	

