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DRAFT 7_{mc} / Final Changes / 4/20/18; 5:30pm

Purpose of Agreement

The purpose of this agreement is for Northern Arizona University, Institute for Human Development (NAU/IHD), to partner with a Steering Committee comprised of the Arizona Developmental Disabilities Planning Council (ADDPC), Association of Providers for People with Disabilities (AAPPD), Division of Developmental Disabilities (DDD), and Vocational Rehabilitation (VR). The Steering Committee will develop and coordinate a comprehensive training for Arizona's job developers, job coaches, employment service providers, DDD and VR agency staff, self-advocates, advocacy organizations, educators, and Employment First stakeholders to promote inclusion and employment of person with developmental disabilities.

NAU/IHD will develop and coordinate two, half-day trainings with the Steering Committee.

All training materials, which are used in the trainings, will be shared with ADDPC without restriction for use. Each training session will be set-up for live videoconferencing and videotaping for later posting on the Steering Committee's websites.

This project will address two goals of the ADDPC: Increased inclusion and employment. As a result of the trainings, we expect that the attitudes and perceptions of the attendees will change as related to persons with disabilities and who is considered "employable". These trainings will also provide participants with the opportunity to offer peer-to-peer support across agencies

and organizations, further facilitating communication between service providers. Agency personnel and providers will also be able to learn from self-advocates, business leaders, and other resources to help them move towards a culture change. The ADDPC and partners seek to address the needed culture shift and work towards improving Competitive Integrated Employment (CIE) outcomes for people who have disabilities. In addition, competitive, integrated employment may lead to greater community living.

The anticipated outcome of these trainings is for participants to understand that competitive integrated employment is realistic and achievable.

Service Description/Tasks undertaken by IHD

1. The Northern Arizona University Institute for Human Development (NAU/IHD), will consult and collaborate with a Steering Committee, comprised of partner agencies ADDPC, AAPPD, DDD, and VR on desired training.

2. NAU/IHD will coordinate meetings with the Steering Committee to receive direction.

3. NAU/IHD personnel will take the lead in providing overall planning and coordination of two, half-day training events.

4. NAU/IHD may provide a verbal status report to ADDPC, as needed.

5. NAU/IHD may secure a facilitator who is identified by the Steering Committee.

5.1 NAU/IHD will partner with AAPPD on payment contribution for facilitator fee and their expenses.

6. NAU/IHD will coordinate the payment with AAPPD for the expenses related to the facilitator. Expenses may include travel, lodging, ground transportation, incidentals, and honorarium fees.

6.1 If NAU/IHD is responsible for paying any part of the facilitator expenses, including travel expenses, NAU/IHD shall adhere to State of Arizona travel policies for in and out-of-state travel costs.

6.2 NAU/IHD will coordinate with the AAPPD to secure and make hotel reservations for the facilitator.

7. NAU/IHD will coordinate with the Steering Committee to recruit panelists. There will be at least one panel with employees with significant disabilities, employers who hire them, a job developer, and a family member. The number of panels will be determined by the Steering Committee.

8. NAU/IHD will coordinate with the Steering Committee to secure two (2) venues for trainings.

8.1 NAU will be responsible for all training expenses at each venue, necessary to hold each training.

8.2 At least one of the venue locations must offer the opportunity to allow for videoconferencing and video recording. Web-ex is preferred.

9. NAU/IHD will coordinate with the Steering Committee to create, disseminate, and track announcements detailing training dates, times, and locations.

9.1 NAU/IHD will manage requests for reasonable accommodations and publicize trainings.

9.2 NAU/IHD will collect and track RSVPs and contact information for follow up with assistance of the Steering Committee.

9.3 The minimum number of attendees to recruit is 100 for both trainings.

9.4 Attendees include job developers, job coaches, employment service providers, DDD and VR agency staff, self-advocates, advocacy organizations, educators, and Employment First stakeholders.

10. NAU/IHD will develop, with the procured facilitator, communications and resource training materials that will be used during the training. Materials shall be in plain language and accessible.

11. NAU/IHD will video record at least one training session and shall make it available for web posting to the ADDPC and other stakeholders. NAU/IHD will ensure the recorded video training is captioned.

12. NAU/IHD will collaborate with the Steering Committee to design, distribute and collect session evaluations to determine the impact of training on the attendees. The final evaluation tool will be approved by the ADDPC.

12.1 An initial evaluation will be conducted on the day of the trainings.

12.2 A post follow-up of attendees will be conducted four (4) months post training.

13. NAU/IHD will analyze the evaluation data and prepare a final written report for ADDPC and the Steering Committee, within 45 days post the follow-up survey.

14. NAU/IHD will provide a presentation to the ADDPC full Council meeting on the trainings and evaluation findings.

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**IHD/AzUCD ADDPC Budget
Employment Systems Change Project
May 1, 2018 – April 30, 2019**

	ADDPC	Applicant	Total
Personnel			
Principal Investigator Tom Uno, .07 FTE		\$6,088	
Project Director Jill Pleasant, .10 FTE	\$7,180		
Project Coordinator Adi Schaeffer, .10 FTE	\$3,182		
Disseminator Coordinator John McDermott, .15 FTE	\$7,344		
Evaluation Coordinator Arden Day, .05 FTE	\$3,000		
Student Assistants Total Salary	\$1,500 \$22,206		
ERE	\$10,552	\$1,954	
Travel			
In-state	\$252		
3 trips total (.10/mi x 280 mi x 30/day= \$174 Per-diem (lunch \$13 x 3 x 2) = \$78			
Supplies/Materials			
Copying/supplies	\$195		
Other			
Training Related Expenses (panelist expenses, audio-visual, duplications, refreshments)	\$4,500		
Speakers Costs (Fees, travel, lodging, meals)	\$6,750		
Video Captioning	\$1,000		

Total Direct Costs	\$45,455	\$8,042	
Indirect Costs (10% TDC)	\$4,545	*\$9,500	
Total Budget	\$50,000	\$17,542	\$67,542

*The difference between the 10% TDC and the NAU/IHD negotiated rate of 30.9% will be used towards the in-kind match (25%) required.