



August 23, 2018

Ms. Vicki DeLaittre
Square One Arizona, Inc.
4530 E. Muirwood Drive, Unit # 103
Phoenix, AZ 85048

Subject: Proposal in response to RFGA ADDPC-FFY18-CON/TRN-010
Council Sponsorship for Conferences and/or Trainings

Dear Ms. DeLaittre:

The ADDPC's evaluation committee is requesting additional information on your application, received under RFGA ADDPC-FFY18-CON/TRN-010. A written response is due by 10:00 AM, Phoenix time, on Monday, August 27, 2018.

1. Provide more detail on how fidelity to the Be Safe curriculum will be met if the training is broken out as you previously stated, Lessons 1-3 training is conducted in January; Lessons 4-7 will be conducted in June, with different groups? Why are not the same groups attending both trainings?
2. Describe in detail how the Be Safe curriculum is supposed to be taught.
3. Will you actively recruit Spanish speaking families? If they are attending, who will provide interpretation for these families? Who will pay for the cost? The budget that was submitted did not include this cost.
4. No letters of support from law enforcement were provided in previous clarification response. What steps will Square One do to ensure your minimum number of law enforcement will be recruited to attend the trainings?

If you have any questions, don't hesitate to contact me at (602) 542-8976 or by email at mcrane@azdes.gov. Thank you.

A handwritten signature in black ink that reads "Marcela Crane".

ONE Community Working Together

1. Provide more detail on how fidelity to the Be Safe curriculum will be met if the training is broken out as you previously stated, Lessons 1-3 training is conducted in January; Lessons 4-7 will be conducted in June, with different groups? Why are not the same groups attending both trainings?

Each person who attends our screening will receive BE SAFE the movie, so any lessons that are not discussed in depth can be watched at home and discussed. That is why we hope that caregivers or parents or teachers can also attend the screening, so that they can see parts of the movie and strategies to discuss them with their children or students. If those that attended the first screening want to attend the next screening, they are welcome to, but it is not a requirement to attend both. Due to time constraints, a typical screening does not include all 7 episodes, therefore not seeing all 7 episodes in either one setting or combined setting would not impact that fact that access to any of the lessons that use the video modeling strategies would benefit our clients. Another important piece discussed by Emily Iland, herself, is the fact that Episodes 1-3 are just fine for 12 and under, while Episodes 4-7, due to the showing of weapons and more direct role playing are better for an older group. We plan to be considerate of that fact, as we look at the specific interest and age range of our participants during our registration process and we would adjust our topics accordingly.

2. Describe in detail how the Be Safe curriculum is supposed to be taught.

BE SAFE is a such an important program and curriculum that needs to be out there to the masses. There have been multiple trainings in the valley on BE SAFE, but different organizations, including us, are working hard and trying to find out how we can best use our resources and get it out to as many people as possible. There are Train the Trainer sessions, which is what Faith and Travis attended, but that only allows you to put on screenings. The only

people that are currently training the Trainer are Tom & Emily Iland, the creators of the curriculum. After much conversation with Tom and Emily, it is their hope that individual agencies and organizations will put on these screenings, in hopes of getting the message out. Our plan would be to have 2 individual screenings, in which we market the event during the months prior, then have the event. We will have a registration table on the day of the event and have an area where our individuals can gather while Travis meets briefly with caregivers and additional attendees. There will be a designated spot where our individuals with disabilities wait. Faith will meet with the police officers 30-60 minutes prior, in order to designate ways that the officers can interact with the whole group, other than just their partners. The screening will start at 9:00 am. We will start the event with an icebreaker where the police officers and their 1 or 2 partners will complete a Friend Venn, where they can discuss what they do or don't have in common. Once we finish this activity, we will discuss their findings and discuss what we will be talking about today. We will field any questions they initially have and then we will watch Episode 1 which is discussing how laws help us be safe. We will discuss key vocabulary included in the video, such as safe, danger, accident, hurt, crosswalk or crime. The core scenarios discussed in Episode 1 will be waiting for the walk signal to cross the street, no texting while driving and pulling over for an emergency vehicle while driving. During the first screening, we plan to watch an additional 2 or 3 episodes, with activities, games, and discussion of the vocabulary mixed into the time with the individual and officers. The officers will play an active role as they engage with their partners in a small group way, as well as engage with the whole group by showing them their uniforms and necessary safety tools and weapons that they carry. We will have discussion about those after watching Episode 3. The officers will help in the training by leading Officer Simon Says, The Safety Promise and any role playing that goes along with the episodes. I hope this addresses the detail that you want us to give, but the difficulty in addressing your question stems from the fact that while I wish I could give

you a step by step script that we will follow to a T, that isn't necessary what this curriculum is meant to do. We hope to personalize our screening to meet the needs of that specific group, based on age, community needs, possible current events, etc. Our hope is that we can use this amazing curriculum, which we understand and have the skills, based on doing other trainings on other topics and having extensive teaching experience, especially teacher individuals with autism and other development disabilities. Our goal is to utilize the very important topics, paired with the video modeling and the presence of the officers but cater it to the specific needs of our group.

3. Will you actively recruit Spanish speaking families? If they are attending, who will provide interpretation for these families? Who will pay for the cost? The budget that was submitted did not include this cost.

Of course, we will recruit Spanish speaking families. It is our goal to make sure no one ever feels excluded, so there will be a place in our registration, where they can address that they would benefit from having a translator there. The registration process starts in November, in hopes that we can have sufficient time to gather information about the needs of those attending the screening in January. We were not comfortable asking for that monies upfront as there may not be that need and in many of the screenings presented, there hasn't been. However, if it is even requested by one or through further inquiry, we find that is needed, it will be provided, and the cost will be paid by Square One.

4. No letters of support from law enforcement were provided in previous clarification response. What steps will Square One do to ensure your minimum number of law enforcement will be recruited to attend the trainings?

As discussed in our first clarification letter, we are working to establish relationships with law enforcement in our communities. We currently have requests processing through the ranks with the Chandler and Phoenix Police

Departments. We also have been approached by individuals from Cenpatico that already have established relationships with law enforcement in the valley, as well as in Tucson and they have told us that they can help get us officers once we know if our screening is capped out. We also have support from organizations, such as the Autism Society and Cynthia McCluskie that are excited that we are putting these screenings on and happy to help us make connections. The Police Departments are interested in this training, but there is a process that they need to go through and in some cases may not know until very close to the screenings who is coming specifically. While we can't give you names, we are extremely confident that we will have the number of officers we need come January and June. As you can see, Square One is new to this, we are growing, but we are very passionate about this program and would love your support in this endeavor as we work to give our young men and women additional tool and understanding of this important safety discussion, as well as work to bridge the gap between them and our law enforcement.



August 16, 2018

Ms. Vicki DeLaittre
Square One Arizona, Inc.
4530 E. Muirwood Drive, Unit # 103
Phoenix, AZ 85048

Subject: Proposal in response to RFGA ADDPC-FFY18-CON/TRN-010
Council Sponsorship for Conferences and/or Trainings

Dear Ms. DeLaittre:

All applications received under RFGA ADDPC-FFY18-CON/TRN-010 have been reviewed and further clarification is requested in order to make a determination. Please provide a written response to the following questions to me, via email, by 5:00 PM, Phoenix time, Tuesday, August 21, 2018.

1. Describe who is attending each training? What is the class size for each training? How long is each training scheduled for?
2. Provide more detail on why the trainings are 6 months apart? If this is the program intent, how will you ensure the same participants attend six months later? Or will a new cohort of participants be recruited?
3. Is the intent of the training also for local law enforcement personnel? If so, which agencies are you speaking with? Provide 2 letters of support from a local law enforcement agency that have agreed to partner with you and what role they will have (i.e. recruitment, spreading word of mouth, etc.).
4. Provide more detail on how outreach to families will occur?
5. Who and how will training be offered to Spanish speaking families?
6. Are both staff that are listed by Hope Group, trained in the Be Safe Curriculum? If so, state how many times each person has conducted this training in the past and to whom.
7. Re-do Budget Summary and Budget Narrative to conform with the following:
 - a. Maximum amount to apply is \$5,000

ONE Community Working Together



- b. Required match is \$1667
- c. Confirm Rent fee and match.
- d. Any Personnel costs must be employed or volunteer with Square One. If this is not the case with the two facilitators listed, move them to the Contracted Services/Professional Services line item
- e. Ensure the Budget Summary calculates correctly and corresponds with the Budget Narrative.

The Evaluation Committee will review your responses and further consider your application. If you have any questions, don't hesitate to contact me at (602) 542-8976 or by email at mcrane@azdes.gov

Sincerely,

Marcella Crane
Contracts Manager

ONE Community Working Together

SQUARE One

Sarah yes
Sue yes
Lore no

Empowering individuals with disabilities through unique opportunities

Step

1. Describe who is attending each training? What is the class size for each training? How long is each training scheduled for?

Need
more

Those in attendance will be 15 teens/young adults with disabilities, as well as 10-15 police officers and caregivers or parents of teens/adults. Full attendance will be 50-60 for everyone. The actual training is 2 ½ hours and there will be a 30 minute time slot for registration and prep of officers, as well as 30 minutes at the end for a debriefing time with parents/community members.

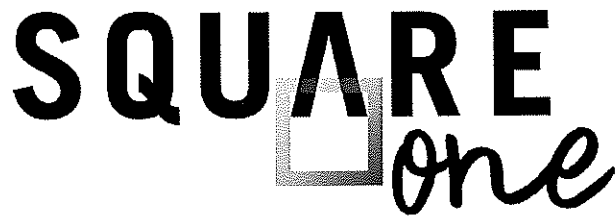
backup

2. Provide more detail on why the trainings are 6 months apart? If this is the program intent, how will you ensure the same participants attend six months later? Or will a new cohort of participants be recruited?

The program's intent is not to ensure the same participants attend both, it will be different attendees at the trainings. The goal of these trainings is to help as many different individuals as possible. Therefore, we want to maximize our time for marketing/advertising/outreach as possible and by having them spaced out as such, we hope to do so.

3. Is the intent of the training also for local law enforcement personnel? If so, which agencies are you speaking with? Provide 2 letters of support from a local law enforcement agency that have agreed to partner with you and what role they will have (i.e. recruitment, spreading word of mouth, etc.).

We are currently establishing relationships with local police departments, as well as working with other organizations that have already done these trainings, so we can assure that we are spreading out this important organization to different precincts. We have contacts with the Chandler Police Department, as well as the Phoenix Police Department and are working to process the request for attendance for the officers. There are many layers of approval with this and that takes time and there can be changes at the last minute, where some officers may or may not be able to attend, due to what is happening in the community. However, we are very confident that will the support of the contacts we have, we will have the amount of officers that we need present. This training is more of an introduction to the police officers of autism and other developmental disabilities, so they are getting the opportunity to sit down and interact with individuals with disabilities.



Empowering individuals with disabilities through unique opportunities

4. Provide more detail on how outreach to families will occur?

Outreach will be made by social media by our organization, supporting organizations, such as HOPE Group, as well as other community networks, The Autism Society of Greater Phoenix, The Autism Society of Southern Arizona, and even the creators of the Be Safe curriculum, Emily and Tom Iland. We also plan to attend upcoming conferences in the area and family outreach fairs and events. Information about the upcoming trainings, prior to registration opening in November for the January event will be available at those events.

5. Who and how will training be offered to Spanish speaking families?

There is Spanish curriculum as well as the movie that is used for the training is also available in Spanish. Based on the input we receive during the registration process, we will have an interpreter available at the training. We have 2 interpreters available if needed.

6. Are both staff that are listed by Hope Group, trained in the Be Safe Curriculum? If so, state how many times each person has conducted this training in the past and to whom.

Yes, they are both trained to present the Be Safe curriculum and facilitate the screening. Faith Leonard has attended 3 screenings and actually been trained twice. Travis Heth has attended the necessary training course once. While they have not conducted the training, we are confident in their ability to facilitate this training.

7. Re-do Budget Summary and Budget Narrative to conform with the following:

See attached documents

- a. Maximum amount to apply is \$5,000: Addressed in attached document
- b. Required match is \$1667: Addressed in attached document
- c. Confirm Rent fee and match: See attached rental information from the Ahwatukee Event Center showing fees for event, including additional costs totaling \$1,100.00 for both training dates.

SQUARE One

Empowering individuals with disabilities through unique opportunities

d. Any Personnel costs must be employed or volunteer with Square One. If this is not the case with the two facilitators listed, move them to the Contracted Services/Professional Services line item

Made necessary changes to budget summary and narrative

e. Ensure the Budget Summary calculates correctly and corresponds with the Budget Narrative.

Addressed in attached document

Thank you so much for your follow up, clarification and continued consideration for this grant.

Sincerely,

Vicki DeLaittre

President of Square One

- need 1/2 day curriculum
2 1/2 hours -
1-3 groups.
4-7 groups
- no commitment at LEA.
- drop your number

- How will you work at Autism Society

Budget Request Form

Contractor Name: _____ Square One _____

Project Name: _____ BE SAFE Trainings _____

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries				
Fringe Benefits				\$0.00
Supplies/Operating Expenses	\$3,816.00	\$1,271.00		\$5,087.00
Travel				\$0.00
Rent or Cost of Space	\$704.00	\$396.00		\$1,100.00
Contracted Services/Professional Services	\$480.00			\$480.00
Administrative/Indirect Costs				\$0.00
Total Costs				\$6,667.00

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

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

Name of Certifying Official

Title of Certifying Official

Phone

Email

Budget Narrative Personnel expenses

As far as the break-down of the budget goes, we would to pay contracted services to the 2 HOPE Group employees that will be our training facilitators at \$40/hour: Travis Heth would be paid for the 5 hours of training to the amount of \$200.00 and Faith Leonard would be paid for the 5 hours of training to the amount of \$200.00, as well as an additional 7 hours of preparation and follow up in the amount of \$280.00. That would be a total of \$480.00.

We will also have facilities fee for the rental of the space at the Ahwatukee Event Center, in the amount of \$550.00 per training, totaling \$1,100.00 for both events. This fee, includes room fee, cleaning fee, set-up and tear down, use of kitchen, projector/microphone/AV system and marquee.

Our main expense will be supplies and other operating expenses. We will need to pay for rental of additional tables and chairs. We will purchase the curriculum necessary for the training at \$150.00 for both the English and Spanish versions. We will need dice, paper, pens, and folders for the activities, amounting to \$415.00. There will be printing costs, projected at \$350.00 per training. Marketing costs for the months prior are projected at \$336.00 per training. Provision of meals for attendees is being budgeted at \$700.00 per training. Lastly, we will provide goodie bags for each attendee with their own copy of BE SAFE The Movie, as well as self-disclosure cards and pens, with \$800.00 budgeted for each training.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 20 2016**

SQUARE ONE INC
4530 E MUIRWOOD DRIVE 103
PHOENIX, AZ 85048-0000

Employer Identification Number:
80-0900196
DLN:
26053685001956
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 15, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted on your application, we approved your request for retroactive reinstatement under Section 4 of Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar

Letter 5436


SQUARE ONE INC

to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey I. Cooper". The signature is stylized with a large initial "J" and a long horizontal stroke at the end.

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

	Offer and Acceptance	AZ Developmental Disabilities Planning Council 3839 North Third Street, Ste. 306 Phoenix, AZ 85012
	SOLICITATION NO.: ADDPC-FFY18-CON/TRN-010 OFFEROR:	

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.

Square One AZ, Inc.
 Company Name
4530 E. Muirwood Dr. Unit #103
 Address
Phoenix AZ 85048
 City State Zip
Vicki@hopegroupaz.com
 Contact Email Address

Vicki DeLaitre
 Signature of Person Authorized to Sign Offer
Vicki DeLaitre
 Printed Name
President
 Title
 Phone: 319-541-3820

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

- The submission of the Offer did not involve collusion or other anticompetitive practices.
- 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 1466.
- 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.
- 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.
- 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

Project Narrative

Be Safe is a program that provides an opportunity for local police officers to sit down and interact with teens and adults with disabilities in hopes of promoting safety and understanding. We appreciate the consideration for this grant from the ADDPC and if we were to receive funding from this grant, Square One is excited to share this program and plans to put on two separate trainings that will bring this important curriculum to our local community. These trainings would be amazing community events that bring together local police and teens/adults, as well as their parents, caregivers, educators, advocates, and other professionals. Participants will become prepared and empowered to continue to make a difference in our community for years to come. It is absolutely necessary to train the police to understand autism and other related disabilities. Understanding these disabilities can support better understanding and communication between all parties. It is equally important to train teens and adults with developmental disabilities to interact safely with police. This event goes beyond simply training for law enforcement officers on interacting with people with disabilities by providing the opportunity to interact and mentor them in a small group and structured setting. The council goal that we would be addressing is self-advocacy, as there would be discussion on self-disclosure and appropriate advocacy of one self during these interactions. Square One feels very strongly about the importance of self-advocacy and welcomes the opportunity to facilitate these trainings. Knowing your rights and responsibilities within your community is imperative for those with disabilities. It teaches our participants how to problem solve, reach out to others for help and learn about self-determination. Self-advocacy is an essential skill for all individuals and can help individuals with disabilities to build happy, successful and safe lives. Some of the lessons and topics we will be discussing is how laws and law officers help us to be safe, identifying types of uniforms and respecting the safety tools that police have, staying calm when you meet the police, importance of self-disclosure and your right to remain silent and how to be safe when in an emergency. Actively promoting safety through a BE SAFE training can reduce risk to youth and adults with developmental disabilities when they come in contact with police in various kinds of encounters. The messages of safety, cooperation, and boundaries in this training are relevant to every teen and adult with special needs and can even be life-saving. Important outcomes that we hope to accomplish are improving mutual understanding, building necessary skills, improving communication, and forming relationships. This event also improves the skills of officers, so they can more effectively

understand and relate to individuals with special needs in the community.

Due to the nature and size of the training, it won't be necessary to have a structured committee, however, we will have a few staff members from a partnering organization that will help to prepare and facilitate the events. They will assist in marketing, advertising, and handling the registration and outreach process prior to the event, as well as any follow up tasks necessary. The purpose of this training is to address safety fears that teens and adults have and use video modeling to reinforce skills that they should have, in order to remain safe when interacting with police. Many individuals with Autism Spectrum Disorders and other developmental or intellectual disabilities have unsafe or even disastrous encounters with law enforcement officials. Teaching safe behaviors directly and explicitly to teens and adults with disabilities is essential for promoting safety during these encounters. Additional purposes of the training would be to work to educate and train police on ways that they could recognize and address the needs of those with disabilities.

Our facilitators for our trainings are certified trainers and will use the BE SAFE Movie and companion curriculum. Participants will view all seven episodes of the BE SAFE The Movie. Written by Emily Iland, an award-winning author, Autism specialist and mother of a now adult with autism, this movie and print materials has been specially designed to include video modeling that will prepare teens and adults for a safe and more independent life. The companion curriculum will be explored in depth, addressing key questions to check for understanding and reinforce main themes. The audience and police will watch selected episodes of BE SAFE The Movie and with the help of the video modeling, it will show our attendees what to do and say in different types of encounters with the police. They will then do activities, games, and look over additional materials that build skills and reinforce key safety messages with included lessons, all while being adapted to needs of each individual training and their participants. These trainings will help those in attendance build and practice specific skills including: "Stay where you are when you meet the police," "Follow all instructions from the police right away," and "Always make sure that the police can see your hands." The training will be presented in a small group and structured setting where there will be the chance to build these valuable relationships and skills. If it is necessary for participants to take breaks, that is not only possible, but easy to do so in the small group setting that our trainings will provide. There are 7 lessons total within the curriculum and it is our goal to complete 3 lessons during the first

training and the remaining 4 lessons during the second training. Not only is the curriculum easy to adapt to the needs of the specific group, but the curriculum and print materials are also offered in English, as well as Spanish. We also plan to ask for certain information within our registration process, in hopes of ensuring that we present our material in a way that supports their communication and learning styles, as well as addressing any additional concerns that they or their guardians/parents may have. It is also our goal to provide each of our participants with their own copy of the BE SAFE The Movie, in hopes that can refresh the videos and information as needed or continue to practice the skills addressed within the movie. They will also go home with cards to keep in their purse or wallet, which will aid in providing necessary information if they were to encounter a situation with local law enforcement.

Individuals with disabilities are 7 times more likely to have interactions with law enforcement, whether due to vulnerability, engaging in crime, wandering, etc., specifically those between the ages of 15-22. BE SAFE trainings are cutting-edge safety opportunities that can bridge the gap between law enforcement professionals and the autism community, as well as any individual with a disability. It is our hope that by offering this training, we will not only be discussing necessary life skills, but we will be starting an important conversation between law enforcement and those with disabilities or their guardians/caregivers. Sadly, we have seen examples in the news where this communication breakdown led to devastating consequences. Every single one of these trainings has a very important impact in many ways on our community. We are expecting 60 participants to attend each training. That will include 15-25 police officers along with 15-25 teens and adults with developmental or intellectual disabilities. A 1:1 pairing of officers and youth is ideal. We do welcome parents, caregivers, teachers, behaviorists, therapists, adult services staff, transition specialists or school staff and there will be a part within our registration to note additional attendees. There will also be additional seating lining the outside of the room for those present that will be observing rather than interacting directly.

As discussed, these BE SAFE trainings are a unique community event that provide very important training and conversation. The audience and police will watch selected episodes of the movie that shows what to do and say in different types of encounters with the police. Because of this, it is important to have training in a room where classroom style tables can be set up for participants. There would need to be a screen, projector and necessary outlets. Use of a whiteboard or easel may be necessary. There will be additional seating along the outside of room for caregivers, teachers, or others interested in learning more about BE

SAFE. Our proposed dates for the conference are Saturday, January 12 and Saturday, June 15 and there will a parent information session prior to training from 8:00-9:00. This is important time to answer any sensitive or initial questions that individuals may have about the training, as well as give necessary insight on the importance of the skills being taught within the BE SAFE training. The training will go from 9:00-11:00 and those attending will participate in BE SAFE Jeopardy, the asking for Help Game, some role-playing with the police officers and even have the opportunity to look in detail at the officers' uniforms and try on handcuffs voluntarily. There will be light snacks provided prior and a light lunch provided, while enjoying additional conversation/Q & As following the training from 11:30-12:30. We are planning to have the training at the Ahwatukee Event Center in Phoenix and have confirmed with the event coordinator, Carolina Robertson, that our dates are available. The venue does have full accessibility to support any and all of our attendees. There is also access to a screen, projector, microphone, and other AV equipment needed. The room capacity is more than enough to support a comfortable setting for this training.

For our registration process, we will be using Constant Contact, as it is an easy way to get the registration to those interested in our events. These trainings will be free events because we want to make them as accessible and easy to attend as possible. It is our hope that this encourages parents to bring their young adults and even siblings or caregivers to bring their clients. We will be using social media and email to advertise these events. We also plan to ask certain screening questions within our registration in hopes of assessing those that will be in attendance's needs, in hopes of having necessary accommodations available to them. Areas, such as communication level/style, how many prompts to elicit a response, any areas of concern/safety or food allergies are issues that we want to make sure we address and support our attendees in.

Faith Leonard and Travis Heth will be the facilitators and trainers for the event. Faith Leonard is a seasoned educator in the area, who taught children with autism for over ten years. She now works for HOPE Group as their event coordinator and feels very passionate about the importance of the BE SAFE training. Faith was chosen because of her passion and interest in this program and her ability to speak and interact with large groups in a charismatic and impactful way. Travis Heth is a licensed Board-Certified Behavior Analyst who is currently the training coordinator for HOPE Group, where he provides a multitude of training opportunities for the employees, clients and parents within our community. Travis is skilled in the areas of behavior management,

assessment, and excited to get a chance to work as a facilitator of this important conversation between the police officers and the attendees. Travis was chosen because of his experience in facilitating many different types of trainings within HOPE Group and his expertise in understanding and interacting with individuals with disabilities. Our facilitators have participated and completed the BE SAFE Certification Course. They have explored the key safety factors that must be taught to our participants. They understand the effective use of video modeling as an evidence-based tool for teaching these essential skills. They can identify the expectations of police in various encounters and help prepare those with disabilities to interact safely. Because of their teaching and behavior management experience, they can show and discuss safety goals and teaching tools tailored to the needs of the specific audience of each training. There is no travel fees involved, but, each of our facilitators will be paid hourly for their time. Travis will be paid for the 5 hours of training, while Faith will be paid for 5 hours of training, as well as an additional 7 hours of preparation and follow up tasks for the events.

The overall cost for both trainings combined would be \$6,700.00. This includes venue costs, curriculum expenses, printing & marketing costs, speaker fees, supply costs, cost for food and swag/goodie bags for our attendees. Square One is asking for support in the amount of \$5,000.00 and will non-federal cash match for the additional \$1,700.00.

Faith Leonard, Travis Heth and any volunteers in attendance will distribute the evaluation survey at the end of each training to each of our participants and their family members or caregivers. Faith Leonard will then collect those surveys from both trainings and use that feedback to formulate the final report for the council, which will be given to the council following both trainings. We strongly feel that this is important information from our attendees and will support the council in gathering it for the council and their needs.

Square One appreciates the support and is excited to be sponsored by HOPE Group, a local home health care service that provides ABA services and habilitation and respite services to those diagnosed with developmental and neurological disabilities. HOPE Group was founded over 20 years ago, by a mother, who saw a need for her child and didn't see the solution yet being addressed. HOPE Group is supportive in the need for trainings, such as BE SAFE, because they are addressing a need that isn't addressed in our communities and they encourage necessary skills for our teens/adults and community. HOPE Group will help support this event financially and by supplying necessary staff and volunteers to

help plan and facilitate these two events. HOPE Group will support this event on their social media and distribute it out to their staff, clients and families within company newsletters and message boards.

Time Line/Implementation Plan

October 2018

Date	Activity to be done	Staff person responsible	Date to be completed by
October 2018	Finalizing location of event	Faith Leonard	October 19, 2018
October 2018	Preliminary advertising for January training	Faith Leonard	October 26, 2018
October 2018	Outreach to local law enforcement officers	Faith Leonard/police officer contacts	October 29, 2018

November 2018

Date	Activity to be done	Staff person responsible	Date to be completed by
November 2018	Registration open	Faith Leonard	November 2, 2018
November 2018	Continued advertising of event	Faith Leonard	November 30, 2018
November 2018	Recruitment/selection of volunteers for January training	Faith Leonard	November 16, 2018
November 2018	Supply/curriculum /printing organization	Faith Leonard/volunteers	November 19, 2018

December 2018

Date	Activity to be done	Staff person responsible	Date to be completed by
December 2018	Continued advertising and registration of event	Faith Leonard	December 31, 2108

December 2018	Final printing order made to Alphagraphics	Faith Leonard	December 5, 2018
December 2018	Goodie bags assembled	Faith Leonard/volunteers	December 14, 2018
December 2018	Finalization of food order	Faith Leonard	December 17, 2018
December 2018	Follow up communication and confirmation of police officers	Faith Leonard	December 17, 2018

January 2019

Date	Activity to be done	Staff person responsible	Date to be completed by
January 12, 2019	Preparation of location for training (tables, chairs, etc.)	Faith Leonard, volunteers	January 12, 2019
January 12, 2019	1 st BE SAFE Training	Facilitators, volunteers, attendees	January 12, 2019
January 12, 2019	Distribution and collection of surveys	Faith Leonard	January 12, 2019
January 18, 2019	Follow up thank yous to police officers	Faith Leonard	January 18, 2019

February 2019

Date	Activity to be done	Staff person responsible	Date to be completed by
February 2018	Confirmation of location of event	Faith Leonard	February 1, 2019

March 2019

Date	Activity to be done	Staff person responsible	Date to be completed by
March 2019	Preliminary advertising for June training	Faith Leonard	March 15, 2019
March 2019	Outreach to local law enforcement officers	Faith Leonard/police officer contacts	March 22, 2019
March 2019	Registration open	Faith Leonard	March 25, 2019

April 2019

Date	Activity to be done	Staff person responsible	Date to be completed by
April 2019	Continued advertising of event	Faith Leonard	April 30, 2019
April 2019	Recruitment/selection of volunteers for June training	Faith Leonard	April 12, 2019
April 2019	Supply/curriculum/printing organization	Faith Leonard/volunteers	April 19, 2019

May 2019

Date	Activity to be done	Staff person responsible	Date to be completed by
May 2019	Continued advertising and registration of event	Faith Leonard	May 31, 2019
May 2019	Final printing order made to Alphagraphics	Faith Leonard	May 10, 2019
May 2019	Goodie bags assembled	Faith Leonard/volunteers	May 10, 2019

May 2019	Finalization of food order	Faith Leonard	May 17, 2019
May 2019	Follow up communication and confirmation of police officers	Faith Leonard	May 17, 2019

June 2019

Date	Activity to be done	Staff person responsible	Date to be completed by
June 15, 2019	Preparation of location for training	Faith Leonard, volunteers	June 15, 2019
June 15, 2019	2 nd Training	Facilitators, volunteers, attendees	June 15, 2019
June 15, 2019	Distribution and collection of surveys	Faith Leonard	June 15, 2019
June 17, 2019	Follow up thank yous to police officers	Faith Leonard	June 17, 2019
June 2019	Final report compiled and submitted to the ADDPC	Faith Leonard	June 19, 2019



July 20, 2018

Dear Arizona Developmental Disabilities Planning Council,

I am writing on behalf of Square One in support of their grant proposal for the Council Sponsorships for Conferences and/or Trainings. This grant would be used to fund 2 separate Be Safe trainings in hopes of increasing self-advocacy in teens and adults with developmental disabilities when interacting with police and other persons of authority within the community. The goal of the Be Safe Curriculum and trainings is to provide a forum where those that attend the trainings can discuss current safety fears that they have while watching targeted video modeling lessons in which strategies and skills are taught. There is local police officers present, which provides a very valuable interaction and also trains the police officers of what they can look for to help them to identify and support individuals that may be impacted with issues with their communication skills, etc. We strongly support this grant application and the focus on reducing safety concerns and negative interactions with law enforcement among those individuals with disabilities.

As an organization which works to provides services to those diagnosed with certain developmental and neurological disabilities, it is our goal to provide hope and support to our clients and their families. We are excited to be partnering with Square One to provide Be Safe trainings that we believe will help provide tools and start a dialogue about understanding others and hopefully increase the safety of many.

Through this letter, we acknowledge specific roles and responsibilities we will fulfill in this partnership. In the event this proposal is funded, we would expect our role in the Be Safe training to include:

- Continue the partnership to increase access to trainings like these.
- Provide a representative from our organization in the form of our event coordinator to help facilitate the individual trainings.

We believe that Square One is consistent in their mission of providing valuable life and work skills as our teens and adults venture out into the community. As they venture out, there will be increased interactions with police officers. In many cases, those interactions can cause anxiety, fear, or stress and it is the goal of trainings like this to help lessen those fears, while giving additional strategies. We hope you will support this organization as they truly want to make a difference in our community. If I can provide additional information to encourage consideration of this request, please feel free to contact me.

Sincerely,

Lori Cairns
Owner, HOPE Group
480-610-6981

Honoring and Optimizing the Potential in Everyone

4530 E. MUIRWOOD DR • STE 103 • PHOENIX, AZ 85048 • P: 480-610-6981



Dear Arizona Developmental Disabilities Planning Council,

I am a local marketing and communications professional who has had the pleasure of working with Square One since January 2018. Square One is a nonprofit organization that was created with the vision of providing opportunities for capable adults with disabilities such as autism to receive job/vocational training and the support needed to become successful in the workplace.

I am writing in support of their proposal for a grant from the Council Sponsorship for Conferences and/or Trainings. They are requesting support to create a Be Safe Training with the goal of self-advocacy in individuals with disabilities.

For the past 5 years, Square One has been committed to providing vocational training to young adults with development disabilities. The unemployment rate for individuals with developmental disabilities is nearly 90%. Thankfully, Square one is playing a vital role in changing that number through their partnership with Not Your Typical Deli. It's a full service delicatessen and bakery in Gilbert that showcases local products and services, while providing guests with a unique dining and shopping experience. The deli was created by Chef W Rieth who had a vision to integrate the workforce and provide opportunities for those with development disabilities. Today, more than half of the deli's staff has a development disability.

Square One has a proven track record and the desire to make a difference in our community. They want to see more companies have equality in the workplace, as well as, do their part to train individuals with autism how to deal with police. Their overall goal is to bridge the gap between the autistic community and general public.

I strongly support their grant application and know they would be good stewards of the money. If you have any questions, please don't hesitate to contact me.

Sincerely,

Lindsay Hansen
Owner, LDH Consulting
48-205-6195 cell

Budget Request Form

Contractor Name: _____ Square One AZ, Inc.

Project Name: _____ BE SAFE Trainings

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	\$510.00	\$170.00		\$680.00
Fringe Benefits				\$0.00
Supplies/Operating Expenses	\$3,690.00	\$1,230.00		\$4,920.00
Travel				\$0.00
Rent or Cost of Space	\$825.00	\$275.00		\$1,100.00
Contracted Services/Professional Services				\$0.00
Administrative/Indirect Costs				\$0.00
Total Costs				\$6,700.00

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

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

Vicki Delaitre
Name of Certifying Official

Vicki Delaitre
Title of Certifying Official

480-610-6981 Phone vicki@hopegroupaz.com Email

Budget Narrative

As far as the break-down of the budget goes, we would have Personnel expenses for our training facilitators at \$40/hour: Travis Heth would be paid for the 5 hours of training to the amount of \$200.00 and Faith Leonard would be paid for the 5 hours of training to the amount of \$200.00, as well as an additional 7 hours of preparation and follow up in the amount of \$280.00.

We will also have facilities fee for the rental of the space at the Ahwatukee Event Center, in the amount of \$550.00 per training, totaling \$1,100.00 for both events. This fee, includes room fee, cleaning fee, set-up and tear down, use of kitchen, projector/microphone/AV system and marquee.

Our main expense will be supplies and other operating expenses. We will need to pay for rental of additional tables and chairs. We will purchase the curriculum necessary for the training at \$150.00 for both the English and Spanish versions. We will need dice, paper, pens, and folders for the activities. There will be printing costs, projected at \$300.00 per training. Marketing costs for the months prior are projected at \$335.00 per training. Provision of meals for attendees is being budgeted at \$700.00 per training. Lastly, we will provide goodie bags for each attendee with their own copy of BE SAFE The Movie, as well as self-disclosure cards and pens, with \$800.00 budgeted for each training.

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: Faith Leonard/Vicki Delaittre
 Organization Name: Square One AZ, Inc.
 Address: 4530 E. Muirwood Dr. Unit #103 Phoenix, AZ 85048
 Phone Number: 319-541-3820 FAX: 480-898-7419 Email: Vicki@hopegroupaz.com
480-610-6981

2. The Applicant is (check the appropriate box):

<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Corporation - For Profit <input checked="" type="checkbox"/> Corporation - Not For Profit <input type="checkbox"/> Government Entity	<input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Other - Please Describe: _____
---	---	---

Year Established: 2013

3. Authorized Signatory:

Vicki Delaittre President
 (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.

	YES	NO
4. 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.		✓
5. 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.		✓
6. 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.	✓	
7. Have any licenses ever been denied, revoked or suspended or provisionally issued within the past five years? If YES, please attach an explanation.	✓	
8. 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.		✓
9. 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. §38-602, Conflict of Interest) in any contract, sale, purchase, or service involving the ADDPC? If YES, please attach an explanation.		✓
10. Has your organization ever gone through bankruptcy? If YES, when? Include the State, District and case number.		✓



Department of Treasury
Internal Revenue Service
Ogden UT 84201-0023

Notice	CP120A
Notice date	August 22, 2016
Employer ID number	80-0900196
To contact us	Phone 1-877-829-5500 FAX 801-620-5555

Page 1 of 2

150866, 833689, 25686, 27715 1 AT 0.399 373
[Barcode]

SQUARE ONE INC
% KATHY RIETH
32449 N 71ST WAY
SCOTTSDALE AZ 85266-7315



50866

Important message about your failure to file an annual information return or electronic notice
Your organization's tax-exempt status was automatically revoked

We haven't received a response to the previous notice we sent asking you to file your annual information return or electronic notice. Because you haven't filed for three consecutive years, your organization's tax-exempt status was automatically revoked by law, effective May 15, 2016.

You are no longer tax-exempt. In addition, if you were eligible to receive tax-deductible contributions, you are no longer permitted to do so. Your organization's name was added to our list of organizations that are no longer tax exempt. You can find our list at www.irs.gov/charities. It is available to the public, state charity officials, and state tax officials.

What you need to do

- Because your organization is no longer tax-exempt, you may be required to file one the following federal income tax returns:
 - Form 1120, U.S. Corporation Income Tax Return
 - Form 1041, U.S. Income Tax Return for Estates and Trusts
 The instructions for both returns explain who must file and when to file. You can download the returns and instructions at www.irs.gov. You can also obtain copies by calling 1-800-TAX-FORM (1-800-829-3676).
- Visit www.irs.gov/cp120a for more information if you think you received this notice in error.
- Contact your state to determine how this revocation affects your state responsibilities and requirements.

Next steps

Do the following if you want to reinstate your tax-exempt status:

- Apply for tax-exempt status by filing the appropriate application form below:
 - Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.
 - Form 1024, Application for Recognition of Exemption Under Section 501(a) or for Determination Under Section 120 and Form 8718, User Fee for Exempt Organization Determination Letter Request

You must apply for reinstatement even if you did not have to apply for tax-exempt status originally.

- Send your completed application with the appropriate user fee to:

Internal Revenue Service
P.O. Box 12192
Covington, KY 41012-0192

Prior officer let lapse has been reinstated
Vicki Laibbe

Need Verification letter

Continued on back...

Notice	CP120A
Notice date	August 22, 2016
Employer ID number	80-0900196
Page 2 of 2	

Next steps – continued

You can request prospective or retroactive reinstatement of your tax-exempt status.

- If you file an application for reinstatement and we determine that you qualify for tax-exempt status, your tax-exempt status will be reinstated from the date of your application.
- If you request retroactive reinstatement and you include a written statement with your application that demonstrates reasonable cause for not filing for three consecutive years, and you file the returns for the three-year period for which you were revoked for not filing, your tax-exempt status will be reinstated retroactively from the revocation date.

Visit www.irs.gov/cp120a for additional information on reinstatement of your tax-exempt status, including retroactive reinstatement.

Additional Information

- Visit www.irs.gov/cp120a.
- You can also find the following online:
 - Form 1120, U.S. Corporation Income Tax Return
 - Form 1041, U.S. Income Tax Return for Estates and Trusts
 - Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code
 - Form 1024, Application for Recognition of Exemption under Section 501(a) or for Determination Under Section 120 and Form 8718, User Fee for Exempt Organization Determination Letter Request
- For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).
- If you believe you have received this notice in error because you have a letter from the IRS stating that you are not required to file an annual return or notice, or you have proof that you met your filing requirements, call 877-829-5500 (a toll-free number) or visit www.irs.gov/cp120a for further information about where to send your letter or proof of filing.
- Keep a copy of this notice in your permanent records. It could help resolve future questions about your tax-exempt or foundation status.

Please call 877-829-5500 (a toll-free number) with any questions you may have.



HELP



[Home](#) > [Tax Exempt Organization Search](#) > **Square One Inc**

[Back to Search Results](#)

Square One Inc

EIN: 80-0900196 | Scottsdale, AZ, United States

Determination Letter

A favorable determination letter is issued by the IRS if an organization meets the requirements for tax-exempt status under the Code section the organization applied.

Determination Letter: [Determination Letter](#)

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC

Auto-Revocation List ⓘ

Organizations whose federal tax exempt status was automatically revoked for not filing a Form 990-series return or notice for three consecutive years. Important note: Just because an organization appears on this list, it does not mean the organization is currently revoked, as they may have been reinstated.

Exemption Type: 501(c)(3)

Exemption Reinstatement Date: 05-15-2016

Revocation Date: 05-15-2016

Revocation Posting Date: 08-08-2016

Form 990-N (e-Postcard) ⓘ

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than \$50,000 fall into this category.

> [Tax Year 2017 Form 990-N \(e-Postcard\)](#)

Page Last Reviewed or Updated: 6-Jul-2018

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Applicant's Qualifications Questionnaire

1. Square One is a non-profit 501 (C) (3) company located in metro Phoenix. The unemployment rate for individuals with developmental disabilities is nearly 90%. Square One has been created with the vision of providing opportunities for capable adults with disabilities such as autism to receive job/vocational training and the support needed in order to become successful in the work place. Square One has been involved in providing vocational training and cooking classes to individuals of all ages. Autism, which now affects 1:64 Arizona children, affects over 2 million individuals in the U.S. and tens of millions worldwide. Less than 10% of adults with autism, including those that are high-functioning, are gainfully employed. It has been Square One's mission to find ways to help teens and adults with special needs learn essential life and job skills. Square One also works hand in hand with the local community in many ways. They work hard to support local businesses who embrace and support the hiring of individual with developmental disabilities. They aim to support those businesses with the training and support needed to employ a yet untapped and underutilized work force.

HOPE Group is happy to sponsor these BE SAFE training opportunities. It is HOPE Group's mission to be a trusted partner within the community and to always be a reminder that a diagnosis is not an ending point, but merely a place to begin. Their main focus is to restore HOPE during times of challenges for individuals with disabilities and their families. HOPE Group is built on the values that parents and families care most about because they are those families as well. HOPE Group provides ABA and habilitation/respite services to their clients, as well as trainings and community empowerment and transition services.

2. While Square One is a small non-profit organization, they have worked with local businesses, including Not Your Typical Deli, which is a full-service deli and bakery located in Gilbert, AZ. They have worked with the deli to create jobs and support young adults with autism or other developmental disabilities in their roles at the deli. They have been successful in educating, training, and integrating new employees into our work force. Square One has previously partnered with the deli to have dinner events and cooking classes. They are extremely capable of producing an event, such as the BE SAFE trainings. Square One has a dedicated board of directors, which are all active in the community and passionate about empowering adults with disabilities through unique and important opportunities.

HOPE Group is staple in our community and has been around for over 20 years. They are very active in the community and strive to support and partner with other organizations that can benefit the greater good and provide important services. HOPE Group will be supporting this event by providing staff that can help produce and facilitate the event. Because of job training and additional certification, their staff is very capable of supporting these events as needed.

Personnel Qualifications Questionnaire

Complete a separate Personnel Qualifications Questionnaire for each person in a key personnel position, including if hiring Subcontractors. 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: Faith Leonard
2. Position currently held with Applicant: Event Coordinator for HOPE Group
3. Proposed position for contract service and percentage of time devoted to the contract service:
Facilitator for BE SAFE training: 12 hours total at \$40/hour
4. Number of years with Applicant: 1 year at HOPE Group
5. Identify the primary function(s) of this person in terms of providing services under this Contract: Marketing, advertising, registration, collection of supplies, event services and facilitation and training during event

6. Briefly describe the person's work experience, job training, and formal education.
Faith is currently the Event Coordinator for HOPE Group and manages events, large and small for them. She manages their social media and works with their PR director and digital marketing specialist to produce necessary print materials. She was a teacher for ten years in Mesa Public School District and has completed all necessary certification to be a BE SAFE trainer for the upcoming events. She graduated from University of Iowa with her degree in Elementary and Special Education.

Personnel Qualifications Questionnaire

Complete a separate Personnel Qualifications Questionnaire for each person in a key personnel position, including if hiring Subcontractors. 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.

7. Name of person: Travis Heth

8. Position currently held with Applicant: Training Coordinator for HOPE Group

9. Proposed position for contract service and percentage of time devoted to the contract service:
Facilitator for BE SAFE training: 5 hours total at \$40/hour

10. Number of years with Applicant: 1 year at HOPE Group

11. Identify the primary function(s) of this person in terms of providing services under this Contract: BE SAFE facilitator and trainer at upcoming event

12. Briefly describe the person's work experience, job training, and formal education.

Travis is currently the Training Coordinator for HOPE Group. He conducts a variety on-site or off-site trainings for HOPE Group. He has completed all necessary certification to be a BE SAFE trainer for the upcoming events. He is a licensed BCBA with his undergraduate studies completed at the University of Hawaii and his advanced degree from the University of North Texas. He was a TA for the class for Intro to ABA and has facilitated many trainings for his work in the field since 2006.

Financial Systems Survey

Name of Applicant: Square One AZ, Inc.

Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

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 two years?	<input type="radio"/> YES <input checked="" type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past two years?	<input type="radio"/> YES <input checked="" 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 two years?	<input type="radio"/> YES <input checked="" type="radio"/> NO
4. Based on the type of organization that is lead Fiscal Agent, attach the appropriate fiscal document at the end of the Financial Systems Survey: Three years of submitted 990's tax filings; OR one copy of your most recent audited financial statements; OR if an A-133 Single Audit was conducted, a copy of the "Schedule of Expenditures for Federal Awards".	Attachment Required
5. 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
6. If you answered YES to question #5, under what section of the IRS code? <input checked="" type="radio"/> 501 C (3) <input type="radio"/> 501 C (4) <input type="radio"/> 501 C (5) <input type="radio"/> 501 C (6) <input type="radio"/> Other: Please Specify Type	
7. 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 type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input checked="" 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 type="radio"/> YES <input checked="" 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 type="radio"/> YES <input checked="" type="radio"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? NOTE: Those organizations using an approved federal indirect cost plan/rate need to attach a copy of the approved Indirect Cost Rate or methodology and calculations in determining the rate.	<input checked="" type="radio"/> Direct Charges <input 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 type="radio"/> YES <input checked="" 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 type="radio"/> YES <input checked="" 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: Vicki DeLaittre

Job Title: Vicki DeLaittre

Date: 7/24/18

Phone & Email: Vicki@hopegroupaz.com 480-610-6981

F. CERTIFICATION

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

Vicki D. Laithe
Signature

G. COMMENT AND ATTACHMENTS

Please use the space below to comment on any answers in Sections A – D. Please Indicate the Section and Question # next to each comment.

Attach related and required documents at the end of Financial Systems Survey

COMMENTS:

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: 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 subagreements.
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.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL <i>Sicki D. Laitre</i>	TITLE <i>President</i>
OFFEROR ORGANIZATION	DATE <i>7/25/2018</i>



State of Arizona Substitute W-9 & Vendor Authorization Form

Purpose: Establish or update a vendor account with the State of Arizona. This form meets the Federal requirements to request a taxpayer identification number (TIN), request certain certifications and claims for exemption, as well as the State of Arizona requirements for vendor establishment.

Instructions: Complete form if

1. You are a U.S. person (including a resident alien);
2. You are a vendor that provides goods or services to an Arizona state agency; AND
3. You will receive payment from the State of Arizona.

Type of Request (Must select at least ONE)

- New Request
 New Location (Additional Address ID)
 Change (Select the type(s) of change from the following:
- Tax ID
 Legal Name
 Entity Type
 Minority Business Indicator
 Main Address
 Remittance Address
 Contact Information

Taxpayer Identification Number (TIN) (Provide ONE Only)

Social Security Number (SSN) OR Federal Employer Identification Number (FEIN)

Entity Name (* Must Provide Legal Name. Must match SSN or FEIN given. If Individual or Sole Proprietorship enter First, Middle, Last Name.)

Legal Name*

DBA Name

Entity Type (Must Select One of the Following)

- Individual/Sole Proprietor or single-member LLC (6I)
 An International organization or any of its agencies/instrumentalities (5U)
 Corporation (5A)
 The US or any of its political subdivisions or instrumentalities (2G)
 Partnership (5C)
 A state, a possession of the US, or any of their political subdivisions or instrumentalities (4G)
 Limited liability company (LLC) including Corporations & Partnerships (5A)
 Other: Tax Reportable Entity (5P)
 Other: Tax Exempt Entity (5H)
 Description

Minority Business Indicator (Must select one of the following)

- Small Business (01)
 Small, Woman Owned Business- Hispanic (31)
 Minority Owned Business- African American (04)
 Small Business- African American (23)
 Small, Woman Owned Business- Native American (33)
 Minority Owned Business- Asian (32)
 Small Business- Asian (24)
 Small, Woman Owned Business- Other Minority (11)
 Minority Owned Business- Hispanic (74)
 Small Business- Hispanic (25)
 Woman Owned Business (03)
 Minority Owned Business- Native American (15)
 Small Business- Native American (27)
 Woman Owned Business- African American (17)
 Minority Owned Business- Other Minority (02)
 Small Business- Other Minority (05)
 Woman Owned Business- Asian (18)
 Non-Profit, IRC §501(c) (88)
 Small, Woman Owned Business (06)
 Woman Owned Business- Hispanic (19)
 Non-Small, Non-Minority or Non-Woman Owned Business (00)
 Small, Woman Owned Business- African American (29)
 Woman Owned Business- Native American (21)
 Small, Woman Owned Business- Asian (30)
 Woman Owned Business- Other Minority (08)
 Individual, Non-Business (00)

Veteran Owned Business? YES NO

Main Address (Where tax information and general correspondence is to be mailed)

Remittance Address (Where payment is to be mailed) Same as Main

Address

City State Zip code

Vendor Contact Information

Name Title

Phone # Ext. Fax Email

Certification

Exempt from backup withholding

Under Penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) AND
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding AND
3. I am a U.S. person (including U.S. resident alien).

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

Signature Title Date

Return completed form to the state agency with whom you do business, for review and authorization.

STATE OF ARIZONA AGENCY USE ONLY - AGENCY AUTHORIZATION VENDOR DO NOT WRITE BELOW THIS LINE

State HRIS EIN Print Name Signature

AGY Title Phone # Email Date

STATE OF ARIZONA AGENCY USE ONLY - VENDOR & STATE AGENCY DO NOT WRITE BELOW THIS LINE

IRS TIN Matching
 HRIS
 Other
 Vendor Number
 Processed by
 Date Processed