

September 27, 2019

Via Email

Marcella Crane  
Contracts Manger  
Arizona Developmental Disabilities Planning Council  
3839 North 3<sup>rd</sup> Street, Suite 306  
Phoenix, AZ 85012  
[mcrane@azdes.gov](mailto:mcrane@azdes.gov)

**Re: Proposed Budget Revision and Clarification**

Subject: Proposed Budget Revision & Clarification; RFGA ADDPC-FFY19-REC-001  
Proposal: Northern Arizona Inclusive Recreation Project  
Applicant: Northern Arizona University, Institute for Human Development (lead) in partnership  
with Northern Arizona Adaptive Sports Association (contractor)

Dear Ms. Crane,

Based on continuing communication with Arizona Developmental Disabilities Planning Council, we respectfully submit the enclosed revised budget and budget justification for the above-referenced grant application. Below please find additional clarification regarding the changes to the budget as well as a response to concerns voiced by ADDPC about our proposed project.

The attached revised budget contains a lower overall budget amount (down ~28.5%, to a total of \$104,312 requested funds from ADDPC). This was achieved primarily by lowering the contractual line item and through decreased funds requested for personnel and adaptive skiing equipment supplies. The compensation for Alexander Davenport was lowered by half, now compensating him at an hourly rate of \$15. Mr. Davenport developed the revised adaptive skiing supplies list, balancing the needs of participants with I/DD and the costs of supplies. Using this equipment, we believe we will be able to serve the same number of participants with I/DD through the increased use of individual (as opposed to group) lessons. Note that we have not changed any of the travel reimbursement for participants with I/DD nor the funds for training more adaptive skiing instructors, as these funds are vital to the completion of project activities.

IHD's Research Director, Ronda Jenson, has been formally added to the budget for evaluation work paid through NAU cost share. IHD's Budget Manager remains on the budget with a slightly higher cost share FTE. We believe that these changes allow for the successful completion of all of the project activities with a leaner budget. Please note that overall salary and fringe amounts were also slightly amended to reflect standard NAU cost-of-living and

administrative adjustments that have occurred between the submission of the original proposal and today.

As explicitly stated in IHD's written responses to ADDPC Clarification letter dated July 1, 2019, the adaptive skiing supplies purchased through this grant will be available to individuals with I/DD for 10+ years at no cost. This means that if an individual with I/DD is competent to ski without the support of a trained instructor and wants to borrow the adaptive equipment, the individual with I/DD will be provided full access at no charge. While the proposed project intends to have individuals involved in the program ski with trained instructors, the hope is that some will chose to ski with their friends and family, as the participants become more experienced and proficient. In these cases, the equipment will be freely available for short-term use, and NAASA will make every effort to support the cost of a daily lift ticket with scholarship funds. The policy and practices associated with this will be developed within the next year.

Further, we believe that there is strong marketing potential for ADDPC through these supplies. As noted in our responses, ADDPC will be invited to brand these supplies, so that the participants with I/DD, their families, and anyone else exposed to the supplies understand that it is because of ADDPC that these inclusive experiences are possible. ADDPC is a transformative and powerful organization, and we believe that these supplies will allow for greater exposure and hard-to-quantify value for ADDPC's long term goals.

I would also like to respond to the problematic notion that "skiing is a rich person's sport" should be a rationale for not funding this proposal. At its core, the costly nature of alpine skiing itself *should* be a rationale for targeting this sport for support through this grant opportunity. The notion that persons with I/DD should be included only in cheap or low-cost recreational endeavors is highly *exclusive*, somewhat prejudiced, as well as not in alignment with the idea of inclusive recreation expressed in this funding opportunity and the visions of both IHD and ADDPC. IHD wants to see persons with disability fully participate in *all life experiences*, including alpine skiing, sailing, and other recreational opportunities associated with costly equipment and high up-front costs. Alpine skiing is one of the top ten and most recognizable events in the Special Olympics. Alpine skiing brings participants to physical areas of Arizona that are generally not-accessible to persons with I/DD (the top of Snowbowl is over 11,000 feet above sea level). These opportunities should be accessible to all.

One of IHD's staff with significant disabilities, Matthew Wangeman, an instructor for our disability minor program, took part in an adaptive skiing lesson at Snowbowl last season. A video of his day on the slopes can be found at: <https://youtu.be/dFzWD-Q2LgU>. We hope that the immense value and power of inclusive skiing both for the participant and other skiers and snowboarders is visible in this video. Through ADDPC's support, IHD and NAASA will provide the opportunity to allow for more experiences like this for persons with I/DD from across the state.

Lastly, should this request be granted, we ask that the award be issued as soon as possible so this project can target the 2019-2020 ski season (Snowbowl plans to open November 22, 2019). There is about a five-week turnaround between ordering and receiving the supplies, thus, they can still be put into use during the early part of the ski season. Further, the ski instructors lined up to become fully certified as adaptive instructors need to plan and register for their final exam

in Colorado in April as well as completing a certain number of training hours prior to the exam. Thus, there is much work to do to ensure adequate preparation and successful certification.

Thank-you very much for your consideration. Our project planning team is anxious to begin to lay the groundwork to provide the opportunity to ski/snowboard to more individuals with intellectual and developmental disabilities.

If there are additional questions please do let me know.

Sincerely,



Kelly D. Roberts  
Executive Director and Professor  
Institute for Human Development

PS, Snowbowl's last day of skiing was 5/19/19 this past ski season so if anything like last year we have ample time to achieve the proposed activities.

NAU/IHD BUDGET AND BUDGET NARRATIVE  
Adaptive Recreation  
December 1, 2019 – November 30, 2020

		ADDPC	NAU	TOTAL
Personnel				
	Kelly Roberts, PhD .025 FTE (ADDPC) .11 FTE (NAU)	\$3,331	\$14,658	
	Nicholas Blum .10 FTE	\$4,166		
	Nikkol Anderson .05 FTE	\$3,356		
	Ronda Jenson, PhD .08 FTE (NAU)		\$7,503	
	Jie Kunkel .03 FTE (NAU)		\$2,028	
<b>TOTAL SALARIES</b>		<b>\$10,853</b>	<b>\$24,189</b>	<b>\$35,042</b>
TOTAL ERE/FRINGE	See justification for explanation	\$4,329	\$7,798	\$12,127
<b>TOTAL PERSONNEL</b>		<b>\$15,182</b>	<b>\$31,987</b>	<b>\$47,169</b>
Supplies/Operating Expenses				
	n/a			
<b>TOTAL SUPPLIES/EXPENSES</b>		<b>0</b>	<b>0</b>	<b>0</b>
Travel				
		\$264		
<b>TOTAL TRAVEL</b>		<b>\$264</b>		<b>\$264</b>
Rent or Cost of Space				
	n/a			
Contracted Services/Professional Services				
	NAASA	\$79,383		
<b>TOTAL CONTRACTED</b>		<b>\$79,383</b>		<b>\$79,383</b>
<b>TOTAL DIRECT COSTS</b>		<b>\$94,829</b>	<b>\$31,987</b>	<b>\$126,816</b>
Indirect Costs	See justification for explanation	\$9,483	\$3,015	\$12,498
<b>TOTAL FUNDS</b>		<b>\$104,312</b>	<b>\$35,002</b>	<b>\$139,314</b>

## DETAILED BUDGET NARRATIVE

### Personnel:

Kelly D. Roberts, PhD, Principal Investigator (PI), 0.025 FTE (sponsored effort) and 0.11 FTE (cost-share effort): Dr. Roberts will lead the project implementation. She will work closely with the contracted sub-awardee, NAASA, and IHD staff to assure that all project activities are achieved on time and to the highest standards. She will also be responsible for all fiscal and management outcomes, with the budget manager reporting directly to Dr. Roberts. Dr. Roberts will ensure the project's direction and activities are consistent with the defined goals and objectives, and maintain communication and coordination across collaborators and with the funder. This includes recruiting participants in collaboration with state network partners.

Dr. Roberts has worked in the disability field as an educator, researcher, and administrator for over 30 years. Over this time, she has worked with individuals with a broad range of disabilities including I/DD. Dr. Roberts has served as the PI or co-PI on over 25 projects over her 20 years of service at various University Centers on Excellence in Developmental Disabilities (UCEDDs) including the last two and one half years as the Executive Director of the Institute for Human Development (IHD). Dr. Roberts is passionate about recreation and understands the impact it has on quality of life. As an assistive technology professional, and having volunteered for the Snowbowl assistive skiing program, she also has the applied skills to lead the project.

Nicholas Blum, BA, Project Support Coordinator, 0.10 FTE: Mr. Blum will provide administrative support to the project by assuring (a) proper administrative protocols are followed; (b) coordinated communication between project staff, sub-awardee and advisory group; and (c) quality control of final reports. He will also provide assistance to the team with data collection and report writing if needed. Mr. Blum holds a BA degree and has extensive experience with administrative support and coordination in both academic and professional settings, with a particular focus on business writing and editing. Further, Mr. Blum is an avid skier and dedicated to the overall mission of bringing increased capacity for adaptive sports to Northern Arizona. Mr. Blum is proficient with word processing, accounting and online communication software and has experience managing budgets and ensuring compliance with relevant laws and statues. Mr. Blum is trained and will adhere to all NAU procedures and regulations and will report to the PI, the Budget Manager and other project staff, as needed.

Nikkol Anderson, OT/ATP, AT Specialist, .05 FTE: Ms. Anderson will serve as the AT Specialist on this project. She will provide AT training to volunteers and ski instructors. She will also assist the Sub-awardee and PI in recruitment of volunteers and participants. Ms. Anderson is an occupational therapist with additional background in low incidence disabilities and special education. She has a Master's Degree in Special Education and completed a program at the University of Arizona to work with individuals with severe and profound disabilities. She is certified by the Rehabilitation and Engineering Society of North America (RESNA) as an Assistive Technology Professional (ATP). She has 20 years of experience working with individuals who utilize Assistive Technology (AT) and Augmentative and Alternative Communication (AAC). Further, Ms. Anderson is also an avid skier and has volunteered with Snowbowl's adaptive skiing program for many seasons.

Ronda Jenson, PhD, Research Director, 0.08 FTE (cost-share effort): Dr. Jenson will support the evaluation aspect of this project. She will oversee the data analysis of surveys and other evaluation instruments to ensure they produce quality evaluation data to inform practice. Dr. Jenson will work closely with the Principal Investigator to ensure that evaluation goals are met.

Dr. Jenson is the Research Director at the Institute for Human Development and Associate Professor with joint appointments in the College of Social and Behavior Sciences and College of Education at Northern Arizona University. She has led multiple large-scale funded projects aimed at broadening the participation of persons with disabilities in academic and other pursuits.

Jie Kunkel, M.A., Budget Manager, 0.03 FTE (cost-share effort): Ms. Kunkel has a BA in Business Administration and an MA in Teaching English as a Second Language from NAU. She has worked in IHD in various financial-management roles since 2006, currently serving at IHD's Budget Manager, ultimately responsible for the oversight and reporting for of IHD's suite of sponsored projects. Prior to working at IHD, Ms. Kunkle worked as an auditor for the State of Arizona, ensuring that state agencies and personnel were compliant with state laws, statutes, rules, and regulations.

Ms. Kunkel will provide administrative and budgetary oversight to the project and assure all expenditures are in accordance with state and university policies. She will be the primary liaison between the project and the university office of sponsored projects. She will have oversight of all financial transactions and be the primary liaison with business offices on campus.

ERE/Fringe:

Employee-related expenses (ERE) are rounded estimates based on the projected cost of health, dental, life, disability, FICA and Medicare, unemployment, and retirement benefits relative to the employee's salary and/or wages, FTE, and election of benefits. The employee's ERE rate is calculated by dividing his/her salary by the total cost of his/her benefit package.

Supplies/Operating Expenses:

n/a

Travel:

Funds are requested for in-state travel for two project staff to travel to the Phoenix area from Flagstaff for three 1-day trips for reporting and collaboration purposes. We are estimating the Phoenix trips to cost \$88/trip, which is inclusive for mileage reimbursement for one car and per diem for two persons.  $\$88/\text{trip} \times 3 \text{ trips} = \$264$ .

Rent or Cost of Space:

n/a

Contracted Services/Professional Services:

Northern Arizona Adaptive Sports Association (NAASA): The Northern Arizona Adaptive Sport Association (NAASA) is a 501(c)(3) non-profit organized to implement adaptive alpine skiing, snowboarding, and ski biking activities for individuals with disabilities. NAASA's mission is to enrich the lives of people with disabilities by providing educational and recreational opportunities while developing life skills and encouraging personal growth. NAASA leaders have significant experience managing a large-scale adaptive sports program in partnership with the Arizona Snowbowl ski resort, located just outside of Flagstaff, AZ at 9,500 feet. Funds are requested for NAASA, as a sub-awardee. Please see the detailed NAASA budget and budget narrative below as well as the project narrative for more information.

Administrative/Indirect Costs:

Normally, indirect costs would be requested at 30.9% Modified TDC for the on-campus Other Sponsored Activities rate in accordance with Northern Arizona University's approved Colleges and Universities Rate Agreement (March 16, 2017) (Cognizant Agency: Department of Health and Human Services). However, due to the required ADDPC indirect rate cap of 10% TDC, funds are hereby requested for indirect costs at a rate of 10% of Total Direct Costs. Note that the forgone indirect (the different between NAU's negotiated rate and the required rate from the sponsor) is hereby claimed as an indirect cost-share match.

**TOTAL SPONSORED DIRECT COSTS: \$94,829**  
TOTAL COST-SHARE DIRECT COSTS: \$31,987

**SPONSORED INDIRECT COSTS: \$9,483 (10% of SPONSORED TDC)**  
COST-SHARE INDIRECT COSTS: \$3,015 (Forgone Indirect)

**TOTAL ADDPC FUNDS REQUESTED: \$104,312**  
TOTAL MATCHED COST-SHARE FUNDS: \$35,002

NAASA SUBAWARDEE BUDGET AND BUDGET NARRATIVE  
December 1, 2019 – November 30, 2020

		Amount
Personnel		
	Alexander Davenport PD “Train the Trainer”	\$1,500
	Alexander Davenport Lead Ski Coach	\$13,680
<b>TOTAL SALARIES</b>		<b>\$15,180</b>
TOTAL ERE/FRINGE	n/a	
<b>TOTAL PERSONNEL</b>		<b>\$15,180</b>
Supplies/Operating Expenses		
	Participant Ski Support	\$20,900
	Travel and Fees for Certification	\$6,000
	Adaptive Ski Equipment	\$30,086
<b>TOTAL SUPPLIES/EXPENSES</b>		<b>\$56,986</b>
Travel		
	n/a	
<b>TOTAL TRAVEL</b>		
Rent or Cost of Space		
	n/a	
Contracted Services/Professional Services		
	n/a	
<b>TOTAL CONTRACTED</b>		
<b>TOTAL DIRECT COSTS</b>		<b>\$72,166</b>
Indirect Costs	10% of TDC	\$7,217
<b>TOTAL FUNDS REQUESTED</b>		<b>\$79,383</b>

**BUDGET NARRATIVE**

Personnel:

Alexander Davenport, Project Director, Train-the Trainer, 100 hours @ \$15/hours. Mr. Davenport will be the lead instructor for the training of the five adaptive skiing instructors to become certified. Mr. Davenport is a Professional Ski Instructors of America-certified (PSIA) adaptive and alpine ski instructor, a part-time employee at Snowbowl and the Founder and Executive Director of NAASA. He will select and train five PSIA-certified alpine ski instructors at Snowbowl to prepare for their certification exam to become adaptive-certified. We estimate this will take around 100 hours of time during the ski season.

Alexander Davenport, Project Coordination, Lead Ski Coach, 19 hours/week for 48 weeks @\$15/hour. Mr. Davenport will be retained to provide actual instruction to athletes with I/DD on the mountain. Although Mr. Davenport is paid part time by Snowbowl (during the ski season), this funding will allow the retention of Mr. Davenport for full time work during the ski



season and part time work during the off-season. This compensation is crucial for building capacity of the program at Snowbowl and ensuring the sustainability of the program long-term. He will provide the needed coordination between NAU, NAASA and Snowbowl. Mr. Davenport, along with the PI (Roberts) and AT Specialist (Anderson) will work together to recruit participants and prepare them for skiing.

Fringe:

n/a

Supplies/Operating Expenses:

Participant Ski Support: Funds are requested to support 100 persons with I/DD to purchase an all-day ski lift tickets at \$159 per day. This includes equipment, ski lift pass and full adaptive lessons. Funds are also requested to provide each participant with a \$50 travel stipend to travel to Snow Bowl in Flagstaff.

Travel and fees to take certification exam: Funds are requested to support the trainee instructors travel to take the adaptive ski instructor certification exam. The funds were calculated at (\$450/registration fee + \$750/per trainee for travel expenses) x 5 trainees

Adaptive Skiing Supplies: Funds are requested for the following items that each fall below the \$5,000 threshold for equipment:

Equipment Detail	Total Cost
Dynamique Bi Ski (16-inch Seat Hip Width with adult foot rest)	\$5,450
Bi Unique Adult (size 13-15 inch seat)	\$2,950
Bi Unique Jr. (size 11-13 inch)	\$2,950
Snow Slider (adult)	\$2,100
2 Super Lite Outrigger Bi Ski (Original)	\$798
2 Super Lite Outrigger Bi Ski (Tall)	\$798
1 Super Lite Outrigger Mono Ski (Standard)	\$399
1 Super Lite Outrigger Mono Ski (Tall)	\$399
2 Super Lite Outrigger Stand Up (Tall)	\$798
2 Super Lite Outrigger Stand Up (Large)	\$798
2 Super Lite Outrigger Stand Up (Medium)	\$798
2 Super Lite Outrigger Stand Up (Small)	\$798
4 BOEC Tethering Belt Systems	\$1,500
1 Mountain Man Bi Ski (Adult)	\$3,375
1 Mountain Man Bi Ski (Child)	\$3,375
2 HoC tip Retention Devices	\$550
Shipping and handling	\$2,250
<b>TOTAL</b>	<b>\$30,086</b>

Travel:

n/a

Rent or Cost of Space:

n/a

Contracted Services/Professional Services:

n/a

Administrative/Indirect Costs:

Funds are requested for indirect costs at 10% TDC.

**TOTAL DIRECT COSTS: \$72,166**

**INDIRECT COSTS: \$7,217 (10% of TDC)**

**TOTAL SUBAWARDEE FUNDS REQUESTED: \$79,383**