

*Year 2
Direct Center For
Independence*

C

**Arizona Developmental Disabilities Planning Council (ADDPC) Grants Renewal
Application Process**

- 1. Describe the overall purpose of your program and how it aligns with the ADDPC Goal of Self-Advocacy, Empowerment through Information or Integrated Employment. Explain in specifics why the ADDPC should continue funding your program?**

The purpose of Say So of Southern Arizona (SSSA) is to create a coalition of self-advocacy groups in southern Arizona to join in with the statewide self-advocacy movement. SSSA will do so by establishing and sustaining self-advocacy groups for people with developmental disabilities in unserved and underserved communities, training self-advocates in the skills they need to speak up for themselves, and empowering participants to engage in community and civic participation. SSSA is committed to being led by the self-advocacy groups' needs – all training, mini-grants and capacity building activities undertaken will be guided by self-advocacy groups, not staff or consultants.

According to the ADDPC Five Year State Plan (2012-2016), ADDPC's self-advocacy goal is to "build a self-advocacy coalition comprised of diverse advocacy organizations that is led by persons with developmental disabilities." SSSA is doing exactly that by reaching out to rural and Spanish-speaking communities, and working with diverse advocacy organizations such as People First of Tucson, the Kiwanis International-Aktion Club, Santa Cruz Training Programs, and Desert View High School.

With ADDPC funding, DIRECT Center for Independence's (DIRECT) first year was a success. SSSA was able to create and nurture two new self-advocacy groups in Pima County and one in Santa Cruz County, lay the groundwork for developing a group in Graham County, and strengthen an existing organization in Tucson. This is particularly noteworthy given the challenges of working with this population and the barriers they face. The community response to our efforts has been overwhelmingly positive; not only the participants, but their families and professionals who work in the field of disabilities are hungry for the kinds of activities SSSA is able to provide. Our preliminary research indicates we are the only organization providing this kind of support to individuals with developmental disabilities in the areas we serve, especially in the rural areas. With continued funding from ADDPC, DIRECT is confident southern Arizona will see continued growth in self-advocates and self-advocacy groups.

- 2. Provide a summary of the program for the current year of funding. Describe key activities that have been undertaken, success and barriers that were overcome, and community collaboration efforts that played a role.**

Southern Arizona has 44 new self-advocacy group members and three new groups as a result of SSSA's activities. These activities included reaching out to community groups and self-advocates; building collaborations with community leaders in the disability field; supporting self-advocacy group development; and problem-solving with community leaders and self-advocates.

SSSA overcame several challenges in establishing self-advocacy groups. First, the process of organizing self-advocacy groups requires multiple formative meetings, extensive networking, and ongoing outreach just to establish an initial core group on which to build. The SSSA plans did not anticipate the huge amount of up-front time and effort that would be required to start new self-advocacy groups. Once established, the Program Coordinator (PC) had to help participants overcome such barriers as transportation and respite care in order to ensure their ongoing participation in the groups. In working with The Life Skills Jaguar Advocacy Group, there was a challenge in finding the optimal time to meet. It was decided by the teacher, social worker and the PC to conduct the meeting during their lunch period which lasts about 30 minutes.

Another challenge has been identifying local advisors for each group who understand the self-determination model of self-advocacy and can serve as internal supports to the group. In Graham County one of the challenges has been that there has not been enough in-person meetings with local disability leaders and meetings with individuals with developmental disabilities. With the success of establishing Self-Direction in Santa Cruz County, the decision was made by the PC and Director of Operations to forego additional trips to Graham County in order to focus on assuring that the Santa Cruz County group has a solid foundation. In year two at least eight trips have been planned for Graham County; this will allow the PC the ability to collaborate and network with more organizations and individuals that would benefit from the SSSA Program.

Members from three of the four groups SSSA supported will be attending a regional summit facilitated by SSSA in June 2015. The president of People First of Arizona will be attending in person, representing the Phoenix area, and presenting on the statewide self-advocacy movement. The founder of People First of Arizona will participate in this event by teleconference. Approximately 25 self-advocates are expected to make connections for future projects.

The four groups SSSA has successfully supported include:

1) People First of Tucson

People First of Tucson is a group of self-advocates that has been meeting on a regular basis since 1997. The Self-Determination Coach at DIRECT, Shannon Bergman, serves as the advisor for the group. Support from Say So allowed the group to increase their community involvement and visibility.

In meetings with the Say So Program Coordinator, People First participants identified two main goals: the development of marketing materials and recruitment of new members. The Program Coordinator assisted the group in an informal bid process with four vendors, ultimately selecting one who was most cost-competitive. Using existing financial resources, the group developed a logo and purchased t-shirts, pens and business cards to be used in outreach activities. Using a Say So mini-grant, the group was able to purchase a domain name for their website, www.peoplefirstoftucson.com.

Another goal that the group had was to enhance their outreach efforts so that they could recruit more members and be more visible in the community. The PC helped the group develop collaborations with the Tucson Buddy Walk, the Special Olympics Track & Field Day and the Piece the Puzzle Autism Walk/Run & Resource Fair. Group members attended and tabled at each event. The Tucson Buddy Walk had over 1,100 attendees and the Autism Walk had over 1,600 people attend. The group had not previously had a presence at either the Special Olympics event or the Autism Walk.

The PC facilitated a training with Carolyn Owens from 501 Navigation in which she helped the group members define their purpose and clarify their goals. With follow-up support from the PC, the group met four additional goals. They collaborated in planning and attending a social function at a local amusement park and requested information from the manager on how to hold a fundraiser there, and they applied for three SSSA mini-grants, one to attend an international conference, one to purchase a website domain name, and one to purchase a digital recording device.

The PC informed the group that the National Down Syndrome Congress Convention was to be held in Phoenix, AZ June 25-28, 2015. Two members, the president and the treasurer, of the group expressed an interest in attending the conference to increase their self-advocacy skills and to meet self-advocates from other states. With the assistance of the mini-grant program, these two members will be attending the convention. The treasurer will be participating in a panel discussion where he will discuss People First of Tucson; and he will be presenting with the PC and DIRECT's Self-Determination Coach about Independent Living.

2) Self-Direction

On August 7, 2014 the PC made a presentation in Rio Rico, AZ (Santa Cruz County) to 85 community leaders to inform them about the SSSA program. As a result, the PC began working with both the Santa Cruz Training Program (SCTP) and the Santa Cruz Autism Support Group to develop a self-advocacy group in Nogales, AZ. Two formative meetings were held in September, and the three founding members chose the name Self-Direction and committed to monthly meetings. During the meetings in October and November, the PC discussed with the group the challenges with transportation and respite care in having

additional self-advocates attend the meetings. The group decided to meet at the SCTP during their lunch hour starting in January as a way to include more members. Since January 2015 the group has met monthly and attendance averaged 16 self-advocates.

One of the unexpected but truly wonderful outcomes of holding the meetings at SCTP has been the opportunity for SCTP staff to observe the Self-Direction meetings, learn the self-advocacy model, and understand just how capable participants are of learning and making decisions.

Within the group, there are a number of individuals who have Down syndrome. The PC informed them about the National Down Syndrome Congress Convention being held in Phoenix, AZ in June. Two self-advocates said that they wished to attend the convention. The mini-grants through the SSSA Program are allowing them to attend along with one parent each.

The president of People First of Tucson has made several trips to Nogales with the PC to help develop Self-Direction and share with them his story about how he gained more independence. He has been an integral part of the formation of the group. As a Spanish speaker, he is able to relate well with many members of Self-Direction.

3) The Life Skills Jaguar Advocacy Group

Through a collaboration with the Special Education Department of Tucson's second-largest school district, Sunnyside Unified School District, SSSA has been able to develop a self-advocacy program for high school students attending Desert View High School. The PC met with a group of students in April 2015 to discuss DIRECT and the SSSA Program. The students voted to establish a group which subsequently met bimonthly in April and May. Calling themselves The Life Skills Jaguar Advocacy Group, they elected officers and established ground rules and a group process to allow each participant a voice, but to reach decisions that were in the best interest of the group as a whole. As a result, they were able to identify guest speakers on topics important to them. For the final meeting of the school year on May 12th, the students voted to have an animator - paid for with mini-grant funds - come in to teach drawing techniques. The classroom teacher later reported to the PC that students used the skills gained that day in subsequent classroom assignments.

When the group first started meeting there were 10 self-advocates in attendance. By the final meeting of the school year, due to outreach efforts by the original members, the group had grown to 20. The Life Skills Jaguar Advocacy Group will start meeting again in August when school is back in session to develop and improve their self-advocacy skills and learn how to organize and run a group..

4) DIRECT AKTION CLUB

In January 2015, the PC met with Leslie Cohen, Director of the Sonoran UCEDD, and Melody Jordahl-Iafrato, a member of the Kiwanis International in Tucson to discuss a collaboration with SSSA and the Kiwanis to form an Aktion Club at DIRECT. Aktion Club is the only service club for adults with disabilities, with more than 12,000 members worldwide. Aktion Clubs draw members from various organizations that supports individuals with disabilities, as well as other community programs. A Kiwanis club, composed of like-minded, service-oriented people from the community, serves as the club's sponsor.

The first informational meeting was held at DIRECT on March 19, 2015 with four self-advocates in attendance. By the third meeting, the number had doubled and the group members decided that they wanted to become an official chapter. Officers and four (4) directors were elected in May. The PC will work with the Kiwanis to have the Charter Petition completed properly in June.

3. Describe participant feedback from professionals and other stakeholders, consumers, family members and/or individuals with developmental disabilities. Explain how this feedback is integrated in program design and part of the overall process.

Feedback from individuals involved with the self-advocacy groups is the single most important factor in guiding the direction of the groups. When the agenda for a meeting is put together for Self-Direction, it is done so after the feedback from the group's advisors is considered. For The Life Skills Jaguar Advocacy Group at Desert View High School, feedback from the students, social worker and exceptional education teacher are integrated into the program. For an established group like People First of Tucson, the president works with the group's advisor and the PC to develop the agenda for each monthly meeting.

While in formation, the DIRECT AKTION CLUB agenda has been developed by the PC with input from representatives of the Kiwanis. With the election of officers, the group's agendas will be driven by the participants.

The PC has consulted with People First of Arizona and Self Advocates Becoming Empowered to discuss self-advocacy models, best practices, and how to best foster participant engagement and self-direction.

4. Describe efforts to work in or promote the program in underserved or unserved areas of the state or with certain populations that are often overlooked.

From the beginning of the grant period numerous connections have been made in order to reach areas that are underserved or unserved, such as rural and Spanish-speakers in all three counties

served by the grant. In Santa Cruz County more than 100 leaders in the disability field from organizations such as Cenpatico, Autism Society of Southern Arizona-Santa Cruz Chapter, Santa Cruz Parent Love Connection, Angels Heart, Santa Cruz Training Programs, and the Division of Developmental Disabilities attended a presentation about DIRECT and SSSA. The new self-advocacy group Self-Direction, established through the efforts of SSSA, is located in Santa Cruz County, an area unserved by any self-advocacy groups for people with developmental disabilities.

In Graham County the PC presented SSSA and DIRECT information to Cenpatico, Arizona Workforce, CHAP Ministries, Southeastern Arizona Behavioral Services, Graham County Health Department, Strong Families, Healthy Families, Child & Family Resources, Vocational Rehabilitation, Graham County Rehabilitation Center and Arizona Counseling & Treatment Services. There was no initial interest, and no new self-advocacy groups have been created to date.

In Pima County some of the organizations the PC has presented to include: Tucson Unified School District, Pilot Parents of Southern Arizona, El Rio Health Network, Autism Society of Southern Arizona, Tucson Alliance for Autism, Division of Developmental Disabilities, Southern Arizona Network for Down Syndrome, United Cerebral Palsy, The University of Arizona Project FOCUS, The Arc of Tucson, Entre Amigos, Special Olympics, Sonoran UCEDD, Sunnyside Unified School District, Tohono O'odham Nation, Kiwanis International, Linkages, Easter Seals Blake Foundation, Metropolitan Education Commission, Congressman Ron Barber's office and Dads 4 Special Kids. As a result, two new groups were created and one existing group was enhanced.

94.4% of the students in the Sunnyside Unified School District (SUSD), where SSSA established The Life Skills Jaguar Advocacy Group, identify as minority; 87.7% are Hispanic.

- 5. Describe the program's evaluation process, such as who is in charge, how data is collected, and what data is collected and analyzed. Based on your current funded program, describe output and measurable outcome data that has been collected. Based on the data collection, is the program aligned with program goals and objectives? Going forward to the next funding year, what type of evaluation process will be in place, and what outcome measurements will be collected and analyzed?**

DIRECT contracted with the Sonoran UCEDD to provide technical assistance and analyze the results of our evaluation process. The UCEDD developed separate pre- and post-baseline surveys for both new and existing groups, with progress surveys at three-month intervals. (Attachment C) Due to the lengthy start-up phase for new groups, we were only able to collect three-month progress data on People First of Tucson and Self-Direction; the Sunnyside and Kiwanis programs are too new to gauge their effectiveness.

Initial findings indicate alignment with program goals and objectives. For example, participants have enhanced their leadership activities by learning group dynamics and serving as officers of the self-advocacy groups. As a result of their involvement with SSSA, six members of People First have joined the Aktion Club, thereby increasing their involvement in civic and other leadership activities, including serving as officers of Aktion. By helping to found Self-Direction in Santa Cruz County, SSSA has established the first and only self-advocacy group for individuals with developmental disabilities in this unserved area.

Other notable outputs contained in the external evaluation include:

- Five self-advocates, two advisors, and one parent will be attending the National Down Syndrome Congress Convention in Phoenix June 25-28. Mini-grant funds were awarded for them to attend.
- Student self-advocacy group – found a teacher willing to provide time for training and meetings for the students during the school day.
- Aktion Club established as a Kiwanis affiliate with support from local Kiwanis members to engage in volunteer and service opportunities.
- Approximately 50 self-advocates involved in new self-advocacy groups and activities in Southern Arizona.

The external evaluator also observed, “Building self-advocacy groups and movements is a long term process and the success of these efforts could be better assessed in the next six to twelve months.” This reflects the Program Coordinator’s experience in launching new groups.

In year two, we propose to again use the UCEDD evaluation tools. We will be looking at the groups’ self-assessment of their progress; the number of new groups formed; the number of new collaborations; and the number of community education forums conducted by the self-advocacy groups.

6. Overall, how would you explain your program in ADDPC’s terms and why?

Choose all that are applicable to your program.

- a. Advocacy**
- b. Systems Change**
- c. Capacity Building**
- d. Sustainability**

All four of these terms are inherent in the work of Say So Southern Arizona. The purpose of SSSA is to establish and sustain self-advocacy groups for people with developmental disabilities in unserved and underserved communities and train self-advocates in the skills they need to speak up for themselves; consequently, advocacy is at the core of what we do. We believe it is critical for people with developmental disabilities to become advocates for themselves and for the issues they care about in the public arena.

Systems changes occur when institutions and people who serve individuals with developmentally disabilities are able to view their capabilities through a new lens and change the way they interact with their consumers. The staff at SCTP has a new-found understanding of their consumers' capacity to speak up for themselves and work effectively in a group setting.

Both existing and new groups have been the recipients of capacity building to strengthen the structure and leadership of the group. Groups now function with officers, agendas and minutes. People First, the more established group, has also learned a rudimentary vendor bidding process and website development.

Sustainability encompasses multiple initiatives that will assure the groups' continuation going forward. For example, People First is now conducting their own fundraising activities as a means to sustain some of the marketing and outreach work they began this past year. The Say So Program Coordinator is working to identify local, internal supports, key individuals in each community who can serve as advisors to the groups with only limited support from DIRECT. Groups have learned to use digital recorders to help with minute-taking, further sustaining the group structure.

7. For this next year of funding, describe any changes to program implementation, including program enhancements, continuation of key activities, and or other program strategies.

For the next funding year we will add Cochise County to the list of counties in which SSSA will establish at least one self-advocacy group. Outreach, training and technical assistance will continue in Graham, Pima and Santa Cruz counties to sustain existing groups and establish new groups in unserved and underserved areas. SSSA will continue to expand DIRECT's extensive network and collaborations with other disability organizations and will use these connections to help improve services, lay the ground work for the successful creation of a statewide alliance, and to improve the effectiveness of self-advocacy groups statewide.

We plan to again hold a regional summit among all the self-advocacy groups comprising individuals with developmental disabilities in the service area and expect to have representation from Cochise and Graham counties in 2016. Our goal is to develop a network of self-advocacy groups across the four counties in the service area.

More time will be spent in Graham County to establish a self-advocacy group in that area. The proposed budget for 2015-16 allows for at least eight in-person trips in the area to attend outreach events and to collaborate with other agencies.

Mini-grants will again be used as part of the SSSA Program. The proposed budget for 2015-16 allows for \$5000 in grants for groups. This will allow for up to five mini-grants of \$1,000 each to be awarded.

8. In a table or chart format, provide an implementation plan that lists out sequentially the key activities to undertake in the next contract period. At a minimum, the implementation plan shall list the key task, the party that is responsible, when it will be completed (date) and by what method you will know completion is met (measurement).

Due Date	Activity	Measurement	Staff Person Responsible
8/31/15	Create outreach plan targeting self-advocacy groups and related disability organizations in the service area	Written plan presented to Program Director	Program Coordinator
8/31/15	Assess needs of existing self-advocacy groups and/or individuals with developmental disabilities	Needs assessment completed and documented	Program Coordinator
9/30/15	Support existing self-advocacy groups	Feedback elicited through evaluations after trainings are completed	Program Coordinator
9/30/15	Collaborate with organizations serving people with developmental disabilities	New group (s) established	Program Coordinator
9/30/15	Meet with individuals with developmental disabilities not currently in self-advocacy groups to encourage and support their participation in the service area	Information presented to 15 individuals	Program Coordinator
9/30/15	Evaluate output data	Surveys have been collected from groups	Program Coordinator Program Director
9/30/15	Evaluate short term outcome data	Surveys have been collected from groups	Program Coordinator Program Director
11/30/15	Identify topics and locations for training based on feedback from self-advocacy groups	Surveys have been collected from groups	Program Coordinator TIML Coach
12/31/15	Collaborate with organizations serving people with developmental disabilities in the service area	New group (s) established	Program Coordinator
1/31/16	Support existing self-advocacy groups	Through evaluations and completed trainings	Program Coordinator
3/30/16	Improve leadership capabilities of self-advocacy groups through training and ongoing support	Feedback elicited through evaluations after trainings are completed	Program Coordinator Program Director
March/April	Plan for Regional Summit	Agenda and itinerary created	Program Coordinator TIML Coach Program Director
May/June 2016	Host Regional Summit in central location for existing groups in the service area	Regional Summit hosted and evaluations collected	Program Coordinator TIML Coach Program Director
6/30/16	Evaluate intermediate and long term outcomes	Monthly reporting from established groups	Program Coordinator Program Director

9. Provide a complete one year Budget and Match. Use the Budget Summary Form and provide a detail Budget Narrative for both requested dollars and match.

Please see Attachments A and B.

10. Provide a list of key staff and their job responsibilities in this grant. List any training or certification they are required to take in the coming year. Ensure personnel costs are allocated for appropriately in the Budget. Do not attach resumes.

Steve Freeman, Program Coordinator. The PC will be the primary staff person assigned to the grant, and will coordinate all aspects of the program, including: conducting outreach and informational meetings across the service area; coordinating meetings and trainings for self-advocacy groups; attending professional and networking events that could benefit the program; assisting in facilitating meetings as required; assisting in obtaining transportation for members as needed; administering the mini-grant program; assisting with problem-solving and day-to-day support as needed for self-advocacy groups, including information and referral to other services; and conducting program evaluation activities.

Shannon Bergman, *This is MY Life* Self-Determination Coach. Provide consulting and mentoring to Program Coordinator in program implementation and assist with training for self-advocacy groups and advisors.

Ganga Samarasinha, Accountant. Time will be spent with assisting with fiscal oversight, including mini-grants, tracking expenses and maintaining accurate records for reporting.

Laura Penny, Interim Executive Director. Provide general program oversight until a Program Director is hired to oversee the program.

11. As ADDPC funding is limited, elaborate on sustainability efforts the organization will or has currently undertaken to support the program. Contractors shall detail specific plans that show commitment from other sources of funds, including other grants, foundations or other sources leveraged.

Based on our successful pilot project this past year, DIRECT now has a track record it can use to secure grant funding from private foundations, and we intend to pursue regional funders with an interest in health and education such as the Lovell Foundation and the Stocker Foundation. We are in conversation with the Legacy Foundation, a new foundation in Cochise County focused on health and well-being that could fund our efforts there, contingent on the development of a self-advocacy program there this year.

The DIRECT Board of Directors has also committed to increasing the organization's community fundraising efforts, and has initiated new development activities to raise additional operating funds for the agency.

DIRECT's new offices were designed with the capacity to rent space to allied organizations. We have rented a substantial portion, but not all, of the available space, and anticipate adding additional tenants to increase our rental income.

Attachment A

9. Provide a complete one year Budget and Match. Use the Budget Summary Form and provide a detail Budget Narrative for both requested dollars and match.

Budget Request Form

Contractor Name: DIRECT Center for Independence

Contractor Address: 1001 N. Alvernon Way Tucson AZ 85711

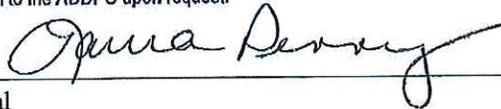
Project Name: Say So of Southern Arizona – Advocacy in Action

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	\$ 41,505.00		\$ 1,879.00	\$ 43,384.00
Fringe Benefits	\$ 11,206.35		\$ 507.33	\$ 11,713.68
Supplies/Operating Expenses	\$ 7,275.00			\$ 7,275.00
Travel	\$ 3,685.94			\$ 3,685.94
Rent or Cost of Space			\$ 8,538.00	\$ 8,538.00
Contracted Services/Professional Services	\$ 4,327.50			\$ 4,327.50
Administrative/Indirect Costs	\$ 6,799.98	\$ 14,008.93		\$ 20,808.91
Total Costs	\$ 74,799.77	\$ 14,008.93	\$ 10,924.33	\$ 99,733.03

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.

Laura Penny



Name of Certifying Official

Interim Executive Director

Title of Certifying Official

520-561-8780

Phone

laurap@directilc.org

Email

Attachment B

Budget Narrative for DIRECT Center for Independence

Say So of Southern Arizona - Advocacy in Action

Year Two

Personnel

Steve Freeman, Program Coordinator 1 FTE, 100% of time spent on this program, will be the primary staff person assigned to the grant, and will coordinate all aspects of the program, including: conducting outreach and informational meetings across the service area; coordinating meetings and trainings for self-advocacy groups; attending professional and networking events that could benefit the program; assisting in facilitating meetings as required; assisting in obtaining transportation for members as needed; administering the mini-grant program; assisting with problem-solving and day-to-day support as needed for self-advocacy groups, including information and referral to other services; and conducting program evaluation activities.

Salary \$36,050, this is a 3% increase over year one salary.

Shannon Bergman, This is MY Life Self-Determination Coach .5 FTE, 5% of time spent on this program, providing in-house consulting and mentoring to Program Coordinator in program operation

Salary (5%) This salary will be used as part of the match requirement .05 FTE, 5% of time spent on this program, supervisor of Program Coordinator, and assist in program oversight

Salary \$1,879 (5%).

Ganga Samarasinha, Accountant, .05 FTE, 5% of time spent on this program, assisting with fiscal oversight, including mini grants, tracking expenses and maintaining accurate records for reporting

Salary \$1,500 (2.5%).

Laura Penny, Interim Executive Director, .02 FTE, 2% of time spent on this program, general program oversight.

Salary \$1,875 (2%).

Program Director (to be hired) .05 FTE, 5% of time spent on this program performing general program oversight.

Salary \$2,080 (5%).

Total personnel proposed \$41,505

Personnel costs to match \$1,879 (source state funding)

Fringe Benefits

Employer paid benefits includes health, dental Short Term/Long Term disability insurance, worker's compensation, 401K employer match. Total benefits approximately 27%.

Fringe benefit total is averaged at 27%

ERE expenses proposed \$11,206.35

ERE expenses match \$507.33

Supplies/Operating Expenses

For the program: Material duplication of curriculum and information for self-advocacy groups we will work with, estimate cost at .5 cents a page, estimate 2500 copies (or 50 pages for each attendee, estimate 50 attendees). Total cost \$125

For Regional Summit: Estimated costs for space \$900, food (breakfast and lunch) estimated cost \$15 per person, \$750 (estimate 50 attendees), transportation (van rental) \$500, to ensure people are able to attend. Total costs \$2,150

Mini-grants as requested by self-advocacy groups, we estimate that we will award 5 grants in year two, average \$1000 for each grant, total min-grants for year two \$5,000

Total supplies proposed \$7,275

Travel

Costs for Program Coordinator to travel to attend self-advocacy meetings and meet with self-advocacy members in the target area of Pima, Santa Cruz, Cochise, and Graham counties, estimates as follows:

In Pima County

Travel in Pima County estimated at 123.5 miles per month x 44.5 cents per mile

\$55 per month times 12 months = \$660

In Santa Cruz County

Travel to Nogales (138 miles round trip),

8 trips during the 12 month period

\$60 rental car ($\60×8) = \$480

\$25 gas per trip ($\25×8) = \$200

\$15 meal per trip ($\15×8) = \$120

$(\$480 + \$200 + \$120) = \800

In Graham County

Travel to Safford (254 miles round trip)

8 trips during the 12 month period

\$60 rental car ($\60×8) = \$480

\$50 gas per trip ($\50×8) = \$400

\$15 meal per trip ($\15×8) = \$120

$(\$480 + \$400 + \$120) = \1000

In Cochise County

Travel to Sierra Vista (150 miles round trip), Benson (92 miles round trip), Bisbee (182 miles round trip) and Douglas (238 miles round trip) estimate one trip to Benson, Bisbee and Douglas and eight trips to Sierra Vista year one with follow up via telephone and email as required.

Travel to Sierra Vista

8 trips during the 12 month period

\$60 rental car ($\60×8) = \$480

\$40 gas per trip ($\40×8) = \$320

\$15 meal per trip ($\15×8) = \$120

$(\$480 + \$320 + \$120) = \920

Travel to Douglas (238 miles round trip)

1 trip during the 12 month period

\$60 rental car ($\60×1) = \$60

\$50 gas per trip ($\50×1) = \$50

\$15 meal per trip ($\15×1) = \$15

$(\$60 + \$50 + \$15) = \125

Travel to Bisbee (182 miles round trip)

1 trip during the 12 month period

\$60 rental car ($\60×1) = \$60

\$40 Gas per trip ($\50×1) = \$50

\$15 meal per trip ($\15×1) = \$15

$(\$60 + \$50 + \$15) = \125

Travel to Benson (92 miles round trip)

$(92 \text{ miles} \times 44.5 \text{ cents per mile}) = \40.94

\$15 meal per trip ($\15×1) = \$15

$(\$40.94 + \$15) = \$55.94$

Total Travel proposed \$3,685.94

Rent or Cost of Space

Cost of space for DIRECT offices, \$8,538 per year (10% of total cost of \$85,381)

Contracted Services/Professional Services

Training - DIRECT anticipates hiring consultants from 501 Navigation to conduct trainings for self-advocacy groups. Costs are estimated as follows:

Conduct trainings in 501 Navigation areas of expertise for self-advocacy groups in the target area. Final training topics to be identified by the self-advocacy groups but are anticipated to include fundraising, grant writing, marketing, communication and sustainability. Anticipate conducting 6 trainings in year one with two trainings in Tucson in Pima County, two in Sierra Vista in Cochise County, one in Santa Cruz County and one in Safford in Graham

County. Each training is estimated at two hours with four hours for preparation at \$85 an hour or \$500 for each training plus mileage estimated at \$15 for each Tucson training, \$66.75 for each Sierra Vista training, \$55 for Santa Cruz County and \$109 for Safford or \$327.50 for mileage. Total estimate for consultants to conduct training \$3,327.50.

Translation services – Estimated costs to translate program materials into Spanish, \$1,000

Total Professional Services \$4,327.50

Administrative/Indirect Costs

DIRECT does not have a federally approved indirect rate, therefore we request 10% of the request for administrative expenses, or \$6,799.98.

Match Required \$24,933.26

In-kind match \$2,386.33 (Shannon Bergman's salary and ERE) plus \$8,538 for rent costs total \$10,924.33 in-kind match

Remainder \$14,008.93 provided in cash match via rental income.

Attachment C

EXISTING SELF-ADVOCACY GROUPS - BASELINE SURVEY

SELF ADVOCACY GROUP _____

LOCATION _____

DATE _____

NUMBER OF MEMBERS (total) _____

NUMBER OF:

Self-Advocates _____ **Family Members** _____ **Support Persons** _____

1) FREQUENCY OF MEETINGS/ACTIVITIES OF GROUP (CIRCLE ONE)

Weekly Bi-Weekly Monthly Bi-Monthly Quarterly Twice Yearly

2) GROUP HAS STATED GOAL/PURPOSE:

YES

NO

IF YES, STATED GOAL/PURPOSE GROUP IS: _____

3) DOES THE GROUP HAVE (CHECK ALL THAT APPLY)

- By-laws or operating procedures Learning self-advocacy skills
- A defined membership list working together to speak up about issues in my community
- Leadership/officers
- Agendas for meetings
- Minutes from meetings

4) WHAT TYPE OF ACTIVITIES DOES THE GROUP ENGAGE IN (CHECK ALL THAT APPLY)

- Meetings on disability or community issues
- Social Events
- Advocacy Events (legislative, city, commissions, public forums)
- Conferences
- Trainings
- Volunteering
- Other (please explain) _____

This area to be completed by Project Staff

NUMBER ASSIGNED: _____

COMPLETED BY: _____ **DATE:** _____

DRAFT

Attachment C
NEW SELF ADVOCACY GROUPS – BASELINE SURVEY

SELF ADVOCACY GROUP _____

LOCATION _____

DATE _____

MEMBERS (total):

Self-Advocates _____ Family Members _____ Other Support Persons _____

WHAT DOES GROUP WANT TO DO? (GOALS)

WHAT ACTIVITIES WOULD THE GROUP LIKE TO ENGAGE IN?

WHAT WOULD "SUCCESS" LOOK LIKE FOR THE GROUP?

This area to be completed by Project Staff

NUMBER ASSIGNED: _____

COMPLETED BY: _____ **DATE:** _____

DRAFT

Attachment C

EXISTING SELF-ADVOCACY GROUPS - PROGRESS SURVEY

(Administered at 3 month intervals)

SELF ADVOCACY GROUP _____

LOCATION _____

DATE _____

NUMBER OF MEMBERS (total) _____

NUMBER OF:

Self-Advocates _____ **Family Members** _____ **Support Persons** _____

1) FREQUENCY OF MEETINGS/ACTIVITIES OF GROUP (CIRCLE ONE)

Weekly Bi-Weekly Monthly Bi-Monthly Quarterly Twice Yearly

2) GROUP HAS STATED GOAL/PURPOSE:

- YES
- NO

IF YES, STATED GOAL/PURPOSE GROUP IS: _____

3) DOES THE GROUP HAVE (CHECK ALL THAT APPLY)

- By-laws or operating procedures
- Learning self-advocacy skills
- A defined membership list working together to speak up about issues in my community
- Leadership/officers
- Agendas for meetings
- Minutes from meetings

4) WHAT TYPE OF ACTIVITIES DOES THE GROUP ENGAGE IN (CHECK ALL THAT APPLY)

- Meetings on disability or community issues
- Social Events
- Advocacy Events (legislative, city, commissions, public forums)
- Conferences
- Trainings
- Volunteering
- Other (please explain) _____

This area to be completed by Project Staff

NUMBER ASSIGNED: _____

COMPLETED BY: _____ **DATE:** _____

DRAFT

**Attachment C
NEW SELF ADVOCACY GROUPS – PROGRESS SURVEY**

SELF ADVOCACY GROUP _____

LOCATION _____

DATE _____

NUMBER OF:

Self-Advocates _____ **Family Members** _____ **Support Persons** _____

1) FREQUENCY OF MEETINGS/ACTIVITIES OF GROUP (CIRCLE ONE)

Weekly Bi-Weekly Monthly Bi-Monthly Quarterly Twice Yearly

2) GROUP HAS STATED GOAL/PURPOSE:

YES

NO

IF YES, STATED GOAL/PURPOSE GROUP IS: _____

3) DOES THE GROUP HAVE (CHECK ALL THAT APPLY)

By-laws or operating procedures Learning self-advocacy skills

A defined membership list working together to speak up about issues in my community

Leadership/officers

Agendas for meetings

Minutes from meetings

4) WHAT TYPE OF ACTIVITIES DOES THE GROUP ENGAGE IN (CHECK ALL THAT APPLY)

Meetings on disability or community issues

Social Events

Advocacy Events (legislative, city, commissions, public forums)

Conferences

Trainings

Volunteering

Other (please explain) _____

HAVE THERE BEEN BARRIERS TO ACHIEVING GOALS? PLEASE EXPLAIN

HAVE THERE BEEN SUCCESSES FOR THE GROUP? PLEASE EXPLAIN

DRAFT

This area to be completed by Project Staff

NUMBER ASSIGNED: _____

COMPLETED BY: _____ **DATE:** _____

DRAFT

ADDPC Grant Renewal Application
LEAP Program

1. Describe the overall purpose of your program and how it aligns with the ADDPC Goal of Self-Advocacy, Empowerment through Information or Integrated Employment. Explain in specifics why the ADDPC should continue funding your program?

LEAP is a Leadership Education Advocacy Program with the goal of providing financial support for self-advocates and guardians of children/adults with developmental disabilities to participate in valuable learning opportunities through participation in conferences, workshops and trainings that will increase their knowledge of disability issues and increase their skills as advocates. This program directly aligns with the ADDPC's goals of self-advocacy and empowerment through information. By attending approved training events, participants have the opportunity to increase their knowledge, enhance their current advocacy skills, promote inclusion, increase self-determination and be more informed in decision making about choices and quality of life. With continued funding from the ADDPC the LEAP program will be able to assist many more individuals in knowledge acquisition and the strengthening of their advocacy skills.

2. Provide a summary of the program for the current year of funding. Describe key activities that have been undertaken, success and barriers that were overcome, and community collaboration efforts that played a role.

During the course of the program year Pilot Parents has posted 247 local, state-wide and national training opportunities to the on-line training registry.

From July 1, 2014 through June 3, 2015 Pilot Parents received 118 scholarship applications to attend events taking place by June 30, 2015.

To date, ninety awards have been extended. By the contract end date of June 30, 2015, Pilot Parents will have awarded over \$35,000 in scholarship assistance to individuals with developmental disabilities and family members of individuals with developmental disabilities.

Ninety-eight percent of event attendees have completed the short-term post-event survey. Seventy-five percent of event attendees have completed the intermediate term outcome survey three months after attending the approved event.

One barrier the program faced was the lack of funding available for the National Down Syndrome Congress Convention. This event typically takes place in July and would receive potential scholarship funding in the next contract year. Due to the date change the event will fall at the end of the contract year when the majority of funds would have already been awarded. This event is taking place in the state of Arizona, which hasn't happened in 17 years. This provides individuals with Down syndrome and their families a rare opportunity to take advantage of a national event within close proximity to where they live. Pilot Parents has been successful in overcoming this barrier to the LEAP program. The ADDPC was sympathetic to the unique opportunity Arizona families had to participate in this event. Pilot Parents was awarded additional funds for this conference from the ADDPC. We were able to collaborate with three Down syndrome organizations

in the state to acquire match dollars for the additional funding awarded by the Council. The three organizations we collaborated with are Sharing Down Syndrome, Network for Down Syndrome, and Southern Arizona Network for Down Syndrome.

3. Describe participant feedback from professionals and other stakeholders, consumers, family members and/or individuals with developmental disabilities. Explain how this feedback is integrated in program design and part of the overall evaluation process.

Participant feedback has been very positive. Short term survey results reveal that 94% of event attendees either agree or strongly agree that their leadership and/or self-advocacy skills improved after attending the approved event. All program participants (100%) report that they learned new knowledge and skills that will benefit themselves or their family and that they are able to apply the new knowledge and skills to be a better advocate for their self or their family.

Program participants report:

- “The LEAP program allowed me to learn new information”
- “Without the LEAP program we would have missed out on learning how to better advocate for our son”
- “LEAP has empowered me with useful information”
- “I have learned about self-confidence and can speak out”
- “Without LEAP we would never have gone to this conference that I can honestly say changed our lives”
- “The knowledge I gained was profound”
- “The LEAP program allowed me to get priceless information”
- “The LEAP program helped me to become more empowered as a leader”

This feedback is integrated into the program design and is provided within 30 days of event attendance. These results are included in the final program evaluation reported to the ADDPC at the end of the contract.

4. Describe efforts to work in or promote the program in underserved or unserved areas of the state or with certain populations that are often overlooked.

LEAP scholarship applications received from rural and underserved parts of the state are given significant priority over other applications the program receives. This priority allows event attendees the opportunity to learn knowledge and increase advocacy skills in parts of the state where access is limited.

5. Describe the program’s evaluation process, such as who is in charge, how data is collected and analyzed. Based on your current funded program, describe output and

measurable outcome data that has been collected. Based on the data collection, is the program aligned with program goals and objectives? Going forward to the next funding year, what type of evaluation process will be in place, and what outcome measurements will be collected and analyzed?

Karen Kelsch, the LEAP program coordinator, is responsible for program evaluation. Short term data is collected via paper survey before each awardee receives reimbursement. Intermediate term data is collected via an email link to an electronic survey. In the event that an awardee does not have internet access a paper version of the survey is mailed to the awardee with a self-addressed stamp envelope for return. Survey data is analyzed in aggregate form and is presented in percentage format. The following program outputs are the number of awards made and the number of individuals that attended valuable learning opportunities. The measurable outcome data collected is: whether newly acquired skills and knowledge from the event has been used to help the awardee make better and more informed choices; if, due to event attendance, the awardee has an increase in confidence in sharing information with others that work with individuals with developmental disabilities; and if, due to event attendance, the awardee has an increase in confidence in speaking up at public events about issues impacting individuals with developmental disabilities and their families. In the next funding year Pilot Parents will continue to evaluate the LEAP program by administering the short term and the intermediate term survey. The same outcome measurements will be collected and analyzed.

6. Overall, how would you explain your program in ADDPC's terms and why? Choose all that are applicable to your program.
 - a. Advocacy
 - b. Systems Change
 - c. Capacity Building
 - d. Sustainability

LEAP program participants have the opportunity to attend trainings, conferences and other learning events that increase their knowledge, enhance their current advocacy skills, promote inclusion, self-determination and informed decision making about choices and quality of life. Capacity building is increasing knowledge and skills. This is the goal of the LEAP program. One of the skills in capacity building that the LEAP program targets is advocacy. Results show that there is an increase in advocacy skills after awardees attend approved events.

7. For this next year of funding, describe any changes to program implementation, including program enhancements, continuation of key activities, and or other program strategies.

In the next contract year Pilot Parents will continue with LEAP program key activities. A minimum of six local, state-wide and national learning opportunities will be posted monthly on the training registry. The program will be promoted throughout the state via email, newsletter announcements, brochures at community events and word of mouth.

Scholarship applications will be screened and the selection tool utilized to determine award eligibility. Applicants will be notified of award status and if an award is extended they will be informed on the processes for reimbursement and event evaluation. Upon receipt of necessary paperwork Pilot Parents will issue reimbursement checks to the scholarship awardee. Each awardee will be strongly encouraged to complete the intermediate term survey three months after attending the learning event. At the conclusion of the program year evaluation results will be reported to the Council.

8. In a table or chart format, provide an implementation plan that lists out sequentially the key activities to undertake in the next contract period. At a minimum, the implementation plan shall list the key task, the party that is responsible, when it will be completed (date) and by what method you will know completion is met (measurement).

Implementation Plan

Type of Activity	Person Responsible	Date Activity Will Be Completed	Type of Support Documentation
No less than 6 training opportunities posted to training registry each month (July 1, 2015 – September 30, 2016)	Karen Kelsch	Last day of each month	Print copy of training opportunities added to training registry
Notice of Award	Karen Kelsch	Within 15 days of receipt of application	Copy of award letters
Completion of post-event survey	Karen Kelsch	Within 30 days of event	Print copy of post-event surveys
Reimbursement sent to awardee	Cheryl McKenzie	Within 10 business days of receipt of completed paperwork	Print copy of reimbursement check
Intermediate Term Outcome survey completed	Karen Kelsch	3.5 months after event attendance	Print copy of survey results
Program Evaluation	Karen Kelsch	October 31, 2016	Evaluation report

9. Provide a complete one year Budget and Match. Use the Budget Summary Form and provide a detail Budget Narrative for both requested dollars and match.

Please see the attached Budget Summary Form and Budget Narrative.

10. Provide a list of key staff and their job responsibilities in this grant. List any training or certification they are required to take in the coming year. Ensure personnel costs are allocated for appropriately in the Budget. Do not attach resumes.

Key Staff

Karen Kelsch, Program Coordinator

- Responsible for the on-line training registry: technical website maintenance; identifying, posting and updating training opportunities
- Determine applicant and event eligibility
- Notify applicants of award status and agreement of program terms
- Ensure applicant completion of reimbursement and evaluation forms
- Recruitment of program participants
- Write and submit quarterly narrative reports to the ADDPC
- Complete program final evaluation and report to ADDPC
- Update forms, policies & procedures, evaluation tools as deemed necessary
- Promote the program throughout the state

Cheryl McKenzie, Administrative Support

- Maintain necessary program accounting records
- Issue awardee reimbursement checks
- Complete and submit monthly budget reports to the ADDPC
- Submit budget support documentation as requested by the ADDPC

These staff members do not require training or certification under this program's scope of work.

11. As ADDPC funding is limited, elaborate on sustainability efforts the organization will or has currently undertaken to support the program. Contractors shall detail specific plans that show commitment from other sources of funds, including other grants, foundations, or other sources leveraged.

The LEAP program was created to assist the Arizona Developmental Disabilities Planning Council in the dispersal of funds for individuals with developmental disabilities and their families to attend valuable learning opportunities. This program will not be sustained without continued Council funding.