

Pilot Parents of Southern Arizona
Year Three Renewal Application for ADDPC Funding

I. Summary

Pilot Parents of Southern Arizona currently contracts with the ADDPC for the Partners in Policymaking program. Partners in Policymaking is a statewide advocacy and leadership program for parents of children with disabilities and for young adults who want to further themselves as self-advocates. Partners in Policymaking is a nationally recognized program originally developed by the Minnesota Governor's Council on Developmental Disabilities. We have adapted this program to meet the unique challenges of Arizonans. This program is an essential tool for affecting change around public policies relating to disability issues.

The original ADDPC contract is more than 80% complete and is on time in regards to meeting the proposed objectives and tasks as outlined in the year 2 renewal. We have wrapped up our 15th session of the Partners in Policymaking program. The current cohort completed the program on April 14th. There are now over 290 program graduates from across the state, fourteen of which are from this year's class.

At the last program meeting on April 14, 2012 participants completed a comprehensive evaluation of the overall program, how well the objectives of the program were met and the final performance outcomes. A consumer satisfaction survey was also administered. This data will be compiled, analyzed and reported to the Council by the implementation plan date. At the conclusion of each weekend session participants were given a session evaluation. This evaluation included: (1) questions to assess the participants prior and post knowledge of session content, (2) rating the national presenter on quality, content and overall performance, (3) what participants found most and least helpful during the presentation, (4) rating of session and curriculum material organization, (5) an opportunity to report on what was the most helpful information given, and (6) a place for comments. Participants gave each session high marks and reported that the program was meeting their needs.

The main barrier Pilot Parents identified early was the lack of applications from young self-advocates. Historically recruitment of this population has been difficult. Not many young adults spend time in advocacy and leadership training and even less so if the youth have a disability. We have provided various accommodations to make the training more doable (travel & meal stipends, accessible hotel accommodations, assistance with the cost of attendant care services, etc.) but continue to struggle with recruitment in

this population. In year three, Pilot Parents would like to offer a \$250 training stipend along with the other mentioned accommodations for young self-advocates that complete the training.

II. Budget

Please see Attachment A & B

III. Goals

The overall goal of the Partners in Policymaking program is to increase the number of individuals with developmental disabilities and family members that are active participants in cross-disability and culturally diverse leadership.

IV. Objectives

1. Recruit 20 training participants who represent diverse ethnic, disability and geographic communities in the state of Arizona.
2. Coordinate and facilitate the Partners in Policymaking program in accordance with the nationally-based model while incorporating Arizona-specific issues into the program curriculum.
3. Conduct program evaluation and consumer satisfaction surveying in accordance with the provided methodology.

V. Strategy

Recruitment: Partners groups are diverse in experiences, disability types, geographic location, gender, racial and ethnic backgrounds, income levels and education levels. We seek to identify underserved ethnic populations and individuals residing in more remote areas of the state. We also encourage participation by males as they have been under-represented in past sessions. Our selection process applies a higher point value for applicants from rural areas, minority populations, individuals with limited prior advocacy and leadership training, families with young children, and young adult self-advocates. Applications are widely disseminated by mail and e-mailed first to all program graduates. Our next effort is to make sure all Area Program Managers and key staff at the Division of Developmental Disabilities in each DD districts receives the application and are encouraged to advise service coordinators in their district to share

the information with families and young adults. We target all of our states Independent Living Centers, existing youth with disabilities groups, Early Intervention programs, the Arizona Department of Education and the PIN's network, the Department of Health Services and the CRS clinics, the Arizona Center for Disability Law, ASDB, each of the statewide Tribal Authorities, the African American studies program, Easter Seals Blake Foundation, Raising Special Kids, the State Network of Behavioral Health, All Created Equal, the Autism networks, the statewide Down Syndrome groups, the Mariposa clinic in Nogales, the Arizona Children's Association, CPES, Beacon Group, STOMP, SILC, two state UCEDD's, AASK, both Arizona WINS, VR, Foster Care Networks, ARC's, statewide First Things First Programs, numerous Head Start Programs, Southwest Human Development Program, each school district, and disseminate press and media releases. Additionally we mail out applications as requested, and take copies to various workshops and trainings. We attend numerous statewide disability conferences where we have a vendor booth for recruitment purposes. The application appears on the Pilot Parent website along with numerous other statewide websites and newsletters.

Training: The Partners in Policymaking program was originally developed by the Minnesota Governor's Council on Developmental Disabilities. This program has been adapted to meet the unique challenges of Arizonans. The Partners program is an innovative, competency based leadership training program. The program uses state-of-the-art information to give Partners participants the big picture, allowing them to dream big, and giving them the strategies to turn their dreams into reality.

There are a number of features inherent in the Partners in Policymaking program which we consider critical.

These features include:

- Commitment to replicate the national model
- Quality principles of process, approach and outcomes
- Core values about people with disabilities
- National speakers
- Quality program coordination
- Selection criteria
- Competencies of graduates

Key points about replicating the national model include that the success of the model program has been documented for more than 20 years. The quality principles and curriculum have been formulated from a variety of disciplines. The results have been tested and successful outcomes documented. Replicating the national model allows the program to maintain the highest standards and graduate the most competent Partners. The replication model includes a dedication to improvement. By following the replication model, Pilot Parents, is freed from the overwhelming task of trying to "reinvent the wheel." The replication model is proven. Following the "recipe" allows

Pilot Parents to customize the program for Arizona, while leaving the proven curriculum intact.

Partners in Policymaking is based on a core set of principles about process, approach, and outcomes. Partners participants learn by doing. They prepare and deliver testimony. They practice speaking to public officials. They use a variety of different learning methods to acquire the competencies. Partners participants learn as much from the experiences of others as from the curriculum. Partners participants obtain training from speakers who provide a national perspective that is up-to-date on best practices and state-of-the-art. Participants acquire knowledge for change, not just for knowledge's sake. They use the things they learn to take action for social change. They provide leadership in their communities. The program's ultimate outcomes are increased independence, productivity, integration, inclusion and self-determination for all Partners participants and their family members.

Initially the Partners in Policymaking program sessions were held in Phoenix to allow the greatest access for individuals coming from across the state and to accommodate national speaker travel arrangements. A few years ago it was necessary to move the program to Tucson due to funding restraints. This location change allowed individuals from Southern Arizona added convenience and consequently participation from this region increased. This year it is our intent to once again hold the weekend sessions in the greater Phoenix area. The Partners program consists of six 2-day training sessions with each session devoted to a specific topic. The topics are designed to be comprehensive and sequential. Comprehensive so Partners participants acquire the competencies, and sequential so the topics flow and build upon each other. The following topics are covered.

History – historical perspective of services for people with disabilities, history and role of the parent movement, history and role of the independent living movement, and the history and role of the self-advocacy movement.

Inclusive Education – reasons for inclusion and quality education, specific strategies to achieve inclusion and quality education, and how to be effective in team meetings.

Service Coordination – understand the service coordination system and what services may be available, meet with a public official and discuss issues, and create a shared vision with fellow participants for the future for people with disabilities.

Assistive Technology and Positioning - reasons for and importance of proper positioning techniques for people with severe disabilities, and state-of-the-art technologies.

Community Organizing and Advocacy – strategies for beginning and sustaining grassroots level organizing around specific issues and the role of how to use the media to effectively promote their issues.

State and Federal Legislation – how a bill becomes a law, successful techniques for advocating for services to meet the needs of unserved and underserved individuals, how to identify critical issues and the process by which they can personally address their concerns, how to meet with congressional members or staff, and preparing and delivering testimony for legislative hearings.

Supported/Competitive Employment – importance of supported, competitive employment opportunities.

Supported Living/Home of Your Own – types of supports necessary for creating a positive home environment. Other topics include self-determination, person centered planning, parliamentary procedure and serving on boards, and positive behavior supports.

During training sessions state and local self-advocacy groups and disability rights organizations are given time to invite individuals with disabilities and family members to participate in meaningful leadership roles within their organizations.

Another training component of Partners involves supplementary study. Participants complete homework assignments between sessions which include personal contacts with local, state and national policymakers; readings; attendance at community meetings and site visits of disability programs. Participants receive written and electronic materials on each topic for future resource and reference material to facilitate ongoing learning between sessions. Every session has a combination of learning methods, including presentation, discussion, and exercises, to assure full participation by each and every person.

VI. Implementation

Please see Attachment C

VII. Training

No training is needed at this time as Pilot Parents is utilizing existing staff with program experience.

VIII. Staff

Executive Director

Responsible for program oversight, contract compliance, approval of program expenses

Program Coordinator

Responsible for promotion of the Partners in Policymaking program across the state, recruiting applicants, facilitation of selection committee process, participant accommodations, contracting with presenters, hotel, and catering vendors, updating curriculum, duplication of materials, session logistics, program evaluation, completion of quarterly and end of program reporting requirements

Administrative Assistant

Responsible for financial reporting and processing stipends, reimbursement requests, payroll and program expenses

Please see Bio Summary Attachment E

IX. Collaboration

Partners in Policymaking involves community partners by providing them with funding opportunities, requesting their assistance with recruitment activities, utilizing knowledgeable presenters, providing supplemental materials, providing meeting space and submitting graduate profile information to be utilize for activities of mutual interest. Community partners include but are not limited to the Arizona Division of Developmental Disabilities, Sonoran UCEDD, NAU: Institute for Human Development, Arizona Department of Education, Rehabilitation Services Administration, Social Security Administration, Arizona Center for Disability Law, Arizona Health Care Cost Containment System/Arizona Long Term Care System, Arizona Senate and House of Representatives, PAFCO, Arc of Tucson, Southern Arizona Network for Down Syndrome, and the Autism Society of Greater Tucson. Pilot Parents will continue to solicit community involvement for funding and programmatic partnership.

Please see Letters of Support Attachment D

X. Evaluation

Participants are asked to complete an evaluation form after each training session. These evaluations are session specific and evaluate topic knowledge prior to the session and after the session. The session evaluation also includes rating scales for the speaker, rating of the overall organization of the session, and rating of the handouts including supplemental resource material. Participants are also asked to identify what was the

most and least helpful during the session and space is given for additional participant comments. This information provides immediate feedback to program organizers and is used to modify future training. If feedback regarding the presenter is poor we choose not to use that speaker in the future. If competencies are not reached or improvement has not been demonstrated in prior to post participant knowledge the topic is readdressed and competencies redefined to achieve desired outcomes.

At the end of the program, participants are asked to complete a comprehensive evaluation of the overall program and how well the objectives of the program were met. A consumer satisfaction survey is also administered by the program coordinator at the last session to determine satisfaction from the perspective of the individual with a developmental disability and/or family member. The data from the consumer satisfaction survey is compiled and put into a reporting format that shows the number of responders and the percentage rankings for each answer of each question.

Short term follow up data is also collected from all graduates three months after graduation. All program graduates are mailed a survey consisting of two parts: participants are asked several questions aimed at evaluating how well the program prepared them as self-advocates, and participants are asked to provide information regarding their own advocacy activities since graduation.

Overall responsibility for the evaluation of the Partners in Policymaking program lies with the Pilot Parents Executive Director. Under the Executive Director's leadership the Partners Program Coordinator collects, analyzes and reports the data to key stakeholders. At the close of each session a booklet of graduate profiles is compiled by the staff and distributed to each of the funding sources. This allows for an explanation of each particular graduate's area of interest and personal contact information to allow stakeholders to make contact and encourage partner participation when mutually beneficial.

We believe the Partners program has been successful these last fifteen years because Pilot Parents is committed to constant program evaluation and program improvements are made frequently to allow for the best program possible.



Arizona Developmental Disabilities Planning Council
 1740 West Adams, Suite 201
 Phoenix, AZ 85007
 602-542-8970

Contractor Name: Pilot Parents of Southern Arizona
 Project Name: Partners in Policymaking Project/Contract Number: _____
 Service Start Date: 7/1/2012 Service End Date: 6/30/2013

Budget Category	Description	Requested Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Salaries	Payroll	\$25,000.00	\$11,000.00		\$36,000.00
Fringe Benefits	Fringe Benefits - employers match - Medi/FICA	\$2,000.00			\$2,000.00
Supplies	Supplies/Operating Expenses	\$1,000.00			\$1,000.00
Staff Travel	Staff travel	\$1,500.00			\$1,500.00
Rent or Cost of Space	Office Space & Meeting Space	\$2,000.00		\$1,000.00	\$3,000.00
Equipment		\$0.00			\$0.00
Contracted Services	Speaker fees, consulting, evaluation, translation services	\$6,000.00	1,500.00		\$7,500.00
Other	Participant hotel, travel, accommodations, respite, Speaker travel expenses	\$5,000.00	1,500.00		\$6,500.00
Indirect Costs	Insurance, phones, postage, accounting, administrative oversight	\$2,500.00			\$2,500.00
Total Costs		45,000.00	14,000.00	1,000.00	60,000.00

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

Lynn Kallis
 Name of Certifying Official
Executive Director
 Title of Certifying Official
Lynn Kallis
 Signature
5/8/13
 Date

Partners in Policymaking Year 3 Renewal Budget Narrative

The Partners in Policymaking program budget lists \$45,000 in requested funds from the ADDPC and \$15,000 in required match funding. This \$60,000 budget total is lower than the actual budget required to complete the project. Other funding sources are used to supplement this budget total.

Personnel/Salaries:

The project budget includes requested personnel salary for Karen Kelsch, program coordinator. The non-federal cash match (\$11,000) will be used toward the salary expenses of Cheryl McKenzie and Lynn Kallis.

The staff member and hours allocated to the project are noted in the grid below.

Employee	Title	Hourly Rate	Hours/Year	Personnel Cost
Karen Kelsch	Program Coordinator	\$19.23	1300	\$25,000.00
Cheryl McKenzie	Admin Assistant	\$11.54	260	\$ 3,000.40
Lynn Kallis	Exec. Director	\$26.93	260	\$ 7,001.80

Fringe Benefits:

Fringe Benefit expenses (11% of salary) include the employer's portion of the Medicare and Social Security withheld from employees salaries for the duration of this contract. These benefits are required by the federal government. Fringe benefits for the three project employees working on this project amount to \$3,960. Of this amount \$2000 is being requested from the ADDPC budget.

Supplies:

An expense of \$1,000 in requested funds has been budgeted for office supplies and operating expenses. This includes curriculum materials for individuals to attend the program, printing costs of brochures, copy services, exhibit fees for recruitment events, software and computer repair parts.

Staff Travel:

Staff travel expenses are expected to total approximately \$1,500. This includes expenses for recruitment activities and travel to and from each of the six training sessions.

The costs are broken out below.

Staff travel and per diem for recruitment: \$1050

Staff travel for training sessions: \$450

Below is a table of expenses to various communities around the state. These reimbursement rates will be used for participant stipends and for staff travel for recruitment activities.

Location	Mileage estimate (one way)	Reimbursement Rate	Mileage expense per trip
Flagstaff	260	44.5 cents	\$115.70
Yuma	242	44.5 cents	\$107.69
Phoenix	117	44.5 cents	\$52.07
Nogales	74	44.5 cents	\$32.93
Kingman	308	44.5 cents	\$137.06
Page	393	44.5 cents	\$174.86

Rent or Cost of Space:

Rental space is being requested at \$2,000 for the 12 months of the project. This includes \$1000 per month for two months office space in the Children’s Clinics for Rehabilitative Services. Non-federal in-kind match of \$1000 will be used towards meeting space for each of the six training sessions.

Equipment:

No equipment costs have been budgeted for this 12 month project period.

Contracted Services:

This line item included fees for national, state and local speakers for all 6 project sessions. The program coordinator negotiates individual fees with each presenter. Also included are consulting, evaluation and language translation. These services have been budgeted at \$13,000. We are requesting \$6000 of these expenses from the ADDPC and we will use \$1500 of expenses in this category as non-federal cash match.

Other:

We estimate \$10,000 in expenses in this category. This includes participant hotel, travel and accommodations, as well as, speaker travel costs. We have budgeted \$3000 for speaker travel and \$7000 for participant hotel, travel and accommodations. The costs are broken out below.

Speaker Travel: 5 presenters @ \$600	\$3000
Hotel: \$500/mo for 6 months	\$3000
Travel Stipends: \$250/mo for 6 months	\$1500
Attendant Care & Respite	\$1500
<u>Meal Stipends and Catering</u>	<u>\$1000</u>
Total	\$10,000

Of this amount we are requesting \$5000 from the ADDPC and we will use \$1500 of expenses in this category as non-federal cash match.

Indirect Costs:

PPSA is requesting reimbursement for indirect expenses of \$2,500. The indirect expenses are administrative expenses that will be required to complete the project. Expenses to be billed under requested funds are listed below.

Insurance	\$1,200
Phones & postage	\$800
Accounting	\$500

Required Match

Under this contract PPSA is required to provide a 25% match of the total cost of this program budget, or \$15,000.

<u>Non-federal cash match</u>	<u>Amount</u>	<u>Budget Category</u>
	\$11,000	Salary
	\$ 1,500	Contracted Services
	\$ 1,500	Other
<u>Non-federal in-kind match</u>	<u>Amount</u>	<u>Budget Category</u>
	\$ 1,000	Rent/Cost of Space

Match funding will be provided from contracts Pilot Parents has with the Division of Developmental Disabilities.

ATTACHMENT C

Implementation Plan

Type of Activities	Person Responsible	Date Activity Will Be Completed - Timeline	Type of Support Documentation
Participant recruitment	Program Coordinator	August 31, 2012	Program applications
Selection of Participants	Program Director Program Coordinator Selection Committee	September 14, 2012	applicant rating scales, reference checklist, acceptance/decline/alternate letter
Contract with participants	Program Coordinator	October 5, 2012	Signed participant contract, pre-survey, photo release, emergency medical form, meeting location directions
Arrange participant accommodations for program year	Program Coordinator	October 19, 2012	travel stipends, meal stipends, attendant care contract, translation contract, etc.
Session planning	Program Coordinator	2 weeks before each monthly session date	Session agenda, session evaluations, finalized speaker contracts
Program evaluation	Program Director Program Coordinator	April 30, 2013	Post-survey, Consumer Satisfaction Survey, Program Evaluation
Report evaluation data to key stakeholders	Program Director Program Coordinator	June 1, 2013	Consumer Satisfaction Survey results, Program evaluation results, Graduate profile booklet

Bio Summary

Lynn Kallis, Executive Director

Lynn has been the Executive Director of Pilot Parents for over twenty years. She comes to the disability community with first-hand experience raising a daughter with special needs. Lynn has extensive experience in the field of radiology technology and nuclear medicine.

Her responsibilities at PPSA include:

- Securing funding
- Hiring, supervision and evaluation of all staff
- Interpreting PPSA's mission, programs, policies and philosophy to the community
- Ensuring families and professionals receive agency information, resources and services
- Meeting family support needs through development and design of necessary programs
- Procurement and oversight of grants and contracts
- Collaboration with local, state and federal agencies
- Agency fiscal oversight, programmatic reporting and quality assurance
- Management of agency staff and activities
- Representing PPSA on appropriate boards, committees and meetings

Karen Kelsch, Program Coordinator

Karen is a graduate of the Partners in Policymaking program. She attended PIP as a parent of four children with special needs. During the program Karen decided that she needed to pursue a career with Pilot Parents. She completed her degree in Family Studies & Human Development and promptly began working on various PPSA projects. She has been the Program Coordinator of the Partners in Policymaking program since the fall of 2005.

Karen's responsibilities at PPSA include:

- Recruitment and selection of program participants
- Program design, implementation and evaluation
- Session processes including speaker arrangements, participant accommodations, accessibility, curriculum modifications/updates and quality improvement
- Grant management
- Program promotion

Cheryl McKenzie, Administrative Assistant

Cheryl has been taking care of the office, payroll and accounting duties at Pilot Parents since 1997. Prior to coming to PPSA she worked for the Pima Council on Developmental Disabilities and United Cerebral Palsy. She has a unique appreciate for individuals with disabilities since the birth of two grandchildren with special needs.

Cheryl's responsibilities at PPSA include:

- Contract and grant financial reporting
- Accounts payable and accounts receivable
- Payroll
- Directing agency inquiries to the appropriate staff
- Assisting the Executive Director and Coordinators with various projects



ABIL

ARIZONA BRIDGE TO INDEPENDENT LIVING

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April 24, 2012

Lynn Kallis, Executive Director
Pilot Parents of Southern Arizona
2600 North Wyatt Drive
Tucson, AZ 85712

Dear Lynn:

This is a letter of support for Pilot Parents of Southern Arizona's application for funding renewal for your *Partners in Policymaking* program. ABIL wholeheartedly supports funding from the Developmental Disabilities Planning Council to support another grant cycle for Pilot Parents of Southern Arizona and the *Partners in Policymaking* course.

ABIL has referred individuals with disabilities and family members to participate in your *Partners in Policymaking* training for thirteen years because participants have unanimously reported back the effectiveness of the program and their appreciation for having the opportunity to participate. ABIL and our independent living philosophy highly values empowerment of consumers and their families through participation in the development of public policy. We have a motto, "Nothing about us without us!" *Partners in Policymaking* involves a training process that helps consumers and families understand how public policy is developed, learn about the systems that serve them and gain a comfort level taking action as grass roots advocates. Individuals get experience and support interacting with policy makers, which gets them over their fears and feelings of inadequacy that most people feel when first becoming involved as community systems change advocates.

The more that people with disabilities and their families are involved in creating public policy, the more likely Arizona programs and policies will reflect the values of self-respect, independence and self sufficiency, self-determination, and community integration and inclusion for people with disabilities. The outcome for people who participate in the training provided statewide by Pilot Parents of Southern Arizona in key to this outcome.

ABIL is please to support your application to the DDPC Lynn. Please let us know if we can help in anyway, including recruiting for your next course!

Sincerely,

Amina Donna Kruck
VP/Director of Advocacy
602-443-0722



April 24, 2012

Lynn Kallis
Executive Director
Pilot Parents of Southern Arizona

Dear Ms. Kallis:

The Protecting Arizona's Family Coalition (PAFCO) is pleased to support your application as Pilot Parents of Southern Arizona for year three funding from The Arizona Developmental Disabilities Planning Council to continue your efforts to coordinate the Partners in Policymaking program for the state of Arizona.

The Protecting Arizona's Family Coalition is a diverse, non-partisan alliance of social services, health, community service agencies, advocacy groups, citizen advocacy, and faith-based associations. PAFCO's mission is to protect and promote health and human services for children, families and vulnerable adults.

We have partnered together with you for many years in your leadership training by providing legislative advocacy training. Your participants have always impressed us as smart, knowledgeable dedicated and committed leaders anxious to learn about how to do advocacy in pragmatic and effective ways.

We hope that you will succeed in obtaining your continuation funding. You have successfully prepared many leaders for effective action and leadership.

Thank you always for including us in your leadership programs.

Sincerely,

Timothy J. Schmaltz

Timothy J. Schmaltz
PAFCO Coordinator

ASSURANCE 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.

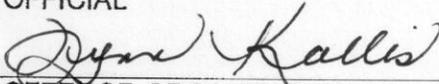
As the duly authorized representative of the applicant, I certify that the applicant:

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

ASSURANCE FOR NON CONSTRUCTION PROGRAMS
OMB Approval No. 0348-0040

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.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL 	TITLE Executive Director
OFFEROR ORGANIZATION Pilot Parents of Southern Arizona	DATE 4/24/2012