General Information

Statewide AT Program (Information to be listed in national State AT Program Directory)

State AT Program Title	Arizona Technology Access Program (AzTAP)
State AT Program URL	http://aztap.org
Mailing Address	300 West Clarendon Ave, Suite 475
City	PHOENIX
State	Arizona
Zip Code	85013
Program Email	askaztap@nau.edu
Phone	602-728-9534
TTY	Relay-711

Lead Agency

Agency Name	Northern Arizona University - Institute for Human Development
Mailing Address	Box 4130 (Science Bldg. # 20, 4th Floor)
City	Flagstaff
State	Arizona
Zip Code	86011
Program URL	https://in.nau.edu/osp

Implementing Entity

Does your Lead Agency contract with an Implementing Entity to carry out the Statewide AT Program on its behalf? N/A	
Name of Implementing Agency	
Mailing Address	

City	
State	
Zip Code	
Program URL	

General Information (Continued...)

Program Director and Other Contacts

Program Director for State AT Program (last, first)	Clayton Guffey
Title	AzTAP Program Director
Phone	602-776-4699
E-mail	Clayton.Guffey@nau.edu
Program Director at Lead Agency (last, first)	Clayton Guffey
Title	AzTAP Program Director
Phone	602-776-4699
E-mail	Clayton.Guffey@nau.edu
Primary Contact at Implementing Agency (last, first) - If applicable	
Title	
Phone	
E-mail	

Person Responsible for completing this form if other than Program Director

Name (last, first)	
Title	
Phone	
E-mail	

Certifying Representative

Name (last, first)	Lawrence, Kerwin
Title	Assistant Director - Office of Sponsored Projects
Phone	928-523-4880
E-mail	NAU-OSP@nau.edu

Module A: Change in Lead Agency or Implementing Entity

Does your Lead Agency contract with an Implementing Entity to carry out the Statewide AT Program on its behalf (From General Information)?	<u>No</u>
2. Is the Lead Agency named in this State Plan a new or different Lead Agency from the one designated by the Governor in your previous State Plan?	No
3. Is the Implementing Entity named in this State Plan a new or different Implementing Entity from the one designated by the Governor in the previous State Plan?	No

Module B: Advisory Council

1. How many representatives of the designated State agency for Vocational Rehabilitation are members of the advisory council?   1

2. How many representatives of the designated State agency for Vocational Rehabilitation for individuals who are blind are members of the advisory council (when there is such a separate VR agency for individuals who are blind)?   0

3. How many representatives of a state Center for Independent Living are members of the advisory council?.   1

4. How many representatives of the State workforce development board established under the Workforce Innovation and Opportunity Act are members of the advisory council?   0

> **4.1 Please provide the reason(s) the Advisory Council does not have this required agency representative member and describe the actions that will be taken to become in compliance for Question 4.**
> Our representative for the state workforce development board is leaving his current position for a new one outside the workforce development board effective 6-17-2022. We will reach out to his replacement when his old position is filled and inquire about them filling in his vacant position. If they are not interested or if this is not possible we will need to identify and secure another individual from the workforce development board.

5. How many representatives of the State educational agency are members of the advisory council?   2

6. How many additional representatives of other agencies and/or organizations are members of the advisory council?   2

> **6.1 Description of additional representatives of other agencies and/or organizations are members of the advisory council.**
> Owner of a home heath therapy staffing organization Program Director of an AT Evaluation program with our local Rehabilitation Services Administration Agency

7. How many individuals with disabilities who use assistive technology or their family members or guardians are members of the advisory council?   7

Advisory Council Calculation

Description	Number
Individuals with disabilities that use AT or their family members or guardians on the advisory council	7
Total number of individuals on the advisory council	13
Percentage	53.85%

8. In accordance with section 4(c)(2) of the AT Act of 1998, as amended our state has a consumer-majority advisory council that provides consumer-responsive, consumer-driven advice to the state for planning of, implementation of, and evaluation of the activities carried out through the grant, including setting measurable goals. This advisory council is geographically representative of the State and reflects the diversity of the State with respect to race, ethnicity, and types of disabilities across the age span, and users of types of services that an individual with a disability may receive.   Yes

Module C: Actual Expenditures and Budgeted Allocations

1. Actual Expenditures Carryover Year Close-out

In the following table provide the actual expenditure data for the <u>closed-out carryover fiscal year AT grant award (liquidated the previous December 31)</u>. Please note, this data is for a specific year AT Act grant award amount, NOT any specific 12 month period of time as funds from a grant award can be obligated over more than that initial 12 month period.

For the State Plan submitted in the spring of 2022, you will report the closed-out grant award for FY19. The grant began 10/1/2018 with the first year ending on 9/30/2019, the first carryover year ended on 9/30/2020 and the second carryover year ended on 9/30/2021 with the 3 month liquidation period ending 12/31/2021.

Actual Expenditures for Closed-out Carryover Year Award	Final Expenditures	Percentage	Requirements
a. All State Level Activities	$390,970.58	60.33%	The AT Act required state level expenditures to be at least 60% of grant award. If flexibility is claimed, at least 70% is required.
b. All State Leadership Activities	$257,047.42	39.67%	
c. Total Expenditures	$648,018.00		
d. Total Award	$648,018.00		
e. Lapsed Amount	$0.00	0.00%	
f. Transition Training & Technical Assistance Set Aside	**$21,019.17**	8.18%	The AT Act requires at least 5% of state leadership expenditures to be spent on transition activities.

Module C: Actual Expenditures and Budgeted Allocations (Continued...)

2. Actual YTD Expenditures and Budgeted Allocations for Preceding Year Award

In the following table provide year-to-date (YTD) obligated and liquidated expenditure data for the <u>preceding fiscal year AT grant award</u> along with planned budget allocations for the unobligated remainder of that award. Please note, this data is for a specific year AT Act grant award amount, NOT any specific 12 month period of time as funds from a grant award can be obligated over a 24 month period.

For the State Plan submitted in the spring of 2022, you will report the closed-out grant award for FY20. The grant began 10/1/2019 with the first year ending on 9/30/2020, the first carryover year ended on 9/30/2021 and the second carryover year ended on 9/30/2022 with the 3 month liquidation period ending 12/31/2022.

The total grant award for was **$669,110.00**

Actual & Planned Immediate Preceding Year Award Expenditures	YTD Obligated not Liquidated Expenditures	YTD Liquidated Expenditures	Planned not yet Obligated Expenditures	Total
All State Level Activities	$0.00	$420,930.25	$0.00	$420,930.25
All State Leadership Activities	$0.00	$248,179.75	$0.00	$248,179.75
Total	$0.00	$669,110.00	$0.00	$669,110.00
Transition Training & Technical Assistance	$0.00	$25,515.61	$0.00	$25,515.61

Module D: State Level Activity Summary

1. Which State Financing Activities do you conduct?

- Financial Loan

2. Which Reutilization Activities do you conduct?

- Device Exchange
- Device Reassignment or Open Ended Loan

3. Do you conduct Short-term Device Loans?
Yes

4. Do you conduct Device Demonstrations?
Yes

Module E: Financial Loan

1. Select the <u>one option</u> that best describes who conducts this activity.
Both the Statewide AT Program and other entities/contractors (Both)

2. Select the <u>one option</u> that best describes from where this activity is conducted.
One central location (Central)

3. Do you charge a fee for this activity? (This fee is separate from and addition to the financial loan made.)
No

4. Identify the types of collaborations you have in place to conduct this activity.

Banks/Financial Institution (select any/all)

- Have written agreement with this entity

Independent Living Center (select any/all)

Easter Seals (select any/all)

Disability/Assistive Technology Organizations (select any/all)

Federal Entities/Agencies (select any/all)

State Entities/Agencies (select any/all)

Module E: Financial Loan (Continued...)

Local/Community Entities (select any/all)

Private Entities (select any/all)

Other (select any/all)

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5. This activity offers the following types of assistance. (select all that apply – at least one is required)

Identify all types of loans the Statewide AT Program offers, regardless of whether any loans of that type are currently outstanding.

- Loan guarantees

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6. The lowest interest percentage for loans as established by the policies of the activity.   4.5000%

7. The highest interest percentage for loans as established by the policies of the activity.   4.5000%

8. The lowest loan amount (in dollars) provided as established by the policies of the activity. $100.00

9. The highest loan amount (in dollars) provided as established by the policies of the activity. $20000.00

10. Describe the activity.
The Arizona Technology Access Program (AzTAP) provides the Arizona Loans for Assistive Technology (AzLAT) program. The AzLAT program makes financial loans with flexible lending terms to Arizona residents with disabilities or their family members on their behalf for the purchase of Assistive Technology (AT) devices and/or services needed for independent living, education or vocational/telework needs. AzTAP partners with Marisol Federal Credit Union as a lending partner for the AzLAT program. AzLAT has a dedicated staff member that assists program applicants with submitting their loan application and has a loan application review committee comprised of AT vendors, an AzTAP staff member, persons with finance experience, persons with disabilities, family members of persons with disabilities and a representative from MariSol Federal Credit Union that meets monthly to review applications. Marisol Federal Credit Union reviews the credit report and expenses and offers their opinion on approving or denying the loan to the AzLAT Loan Review Committee. The loan review committee takes Marisol's opinion into consideration but makes an independent final decision on approving or denying the loan. When an application is approved MariSol Federal Credit Union funds the loan and the applicant receives a check made out to the borrower and the vendor of the Assistive Technology item (s) or service (s). Approved applicants are required to open an account with MariSol Federal Credit Union and make a $25.00 refundable membership deposit ($50.00 with co-borrower). When an application is denied MariSol Federal Credit Union sends the applicant a denial letter. AzTAP also follows up with a Notice of Action Taken letter which confirms the denial and relays alternate resource suggestions (as available) as well as the option to work with one of our AT Specialists to review and explore these other options. AzTAP provides "last resort" or other acquisition funding related activities which provide individualized advocacy, case management and support for persons with disabilities who are seeking funding assistance to acquire Assistive Technology. Persons served may be individuals with disabilities/family members who: (1) are denied or do not meet criteria for an AzLAT loan; (2) cannot or that do not want to borrow money; (3) and/or have requested funding information and support through participation in AzTAP's other state level or state leadership activities. These activities may include some or all of the following assistance provide by AzTAP staff: (a) Research and identify potential funding resources matching client's situation/needs; (b) Identify the process and documentation required by funding source; (c) support, guide and assist the client with applying for the benefit; (d) follow-up (as needed) on the client's progress as they navigate through the funding source's system; and (e) advocate/intercede on behalf of the client directly with potential funding source (s).

11. The online page for this specific activity can be found at: www.azlat.net

Module H: Device Exchange

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1. Select the <u>one option</u> that best describes who conducts this activity.
The Statewide AT Program (State AT)

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2. Select the <u>one option</u> that best describes from where this activity is conducted.
One central location (Central)

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3. Do you charge a fee for this activity?
No

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4. Identify the types of collaborations you have in place to conduct this activity.

Banks/Financial Institution (select any/all)

Independent Living Center (select any/all)

Easter Seals (select any/all)

Disability/Assistive Technology Organizations (select any/all)

Federal Entities/Agencies (select any/all)

State Entities/Agencies (select any/all)

Module H: Device Exchange (Continued...)

Local/Community Entities (select any/all)

Private Entities (select any/all)

Other (select any/all)

5. Select the option that best describes what happens when a device is exchanged. (select all that apply)

- The transaction is direct consumer-to-consumer

6. Describe the activity.

AzTAP has a dedicated staff member that manages both of the following Reuse activities. AzTAP operates an interactive, on-line device reutilization program known as the Arizona Assistive Technology Exchange Program or ATEX. This program serves as an online forum for the buying, selling, donation or exchange of preowned assistive technology and durable medical equipment. Site users are also able to post an ad looking for a specific or needed assistive technology item or piece of durable medical equipment. Items posted for sale on the ATEX site are typically posted at a much lower cost than new retail purchases. The site is a self-service model where users can post/remove their own ads (for selling, donating, exchanging, or buying devices). Instructions for posting and managing an ad are on the homepage of the site under how to post an ad tab. Anyone can browse the items available on the website, but to post an ad or contact a poster regarding their ad, a user must register with the site and log in. Posting ads and all exchange transactions can occur between the parties without the need for involvement from AzTAP staff. However, AzTAP staff will support users to place ads or to access information on the site when the consumer does not have the interface hardware (e.g. tablet, laptop, smartphone, etc.) and/or internet connection or computer or website navigation/usage experience. AzTAP does not get involved in the exchange of monies between the parties. AzTAP monitors the site for content, approves all ads before they are posted on the site and has the right to refuse ads that are deemed not considered assistive technology or coverable medical equipment or that are not appropriate for programmatic, health, safety, or other reasons. Items are posted according to their categories of assistive technology and the site is searchable. The ATEX is primarily for residents of Arizona, although items for posting are accepted from other states. The program is for equipment exchange between individuals or organizations and is not for the use of Assistive Technology or Durable Medical Equipment vendors or distributors. The site is set up to collect a limited amount of information about those who place ads on the site and the nature of the exchange such the amount the device was sold. However, because the site facilitates interaction between parties without AzTAP's direct involvement, the disadvantage is that it is often difficult to determine when an exchange took place and who received the equipment. When sellers provide information about exchanges that took place, AzTAP will attempt to contact them to learn about the outcomes. The Frequently Asked Questions (FAQs) on the site explain why we attempt to collect data from the individuals who use the program. As an extension of the ATEX website, AzTAP created the Arizona AT & Durable Medical Equipment (DME) Reuse Coalition. This is a website designed to provide a comprehensive and searchable listing of participating Arizona programs providing Assistive Technology (AT) & Durable Medical Equipment (DME) Reuse activities. On this site Arizona residents with disabilities, their families or rehabilitation professionals can search for specific AT/DME equipment, find places to take AT/DME items that they wish to donate, programs that will purchase AT/DME items and/or accept such equipment in on consignment or if they are looking for programs that will accept AT/DME items for end-of-life recycling or ecological disposal. Once at the site homepage users can search by the Reuse service they need by putting in the specific equipment name/type, their zip code and if the service is needed by a child or an adult. This search will bring up a list of programs that have listed in their site profile that they will offer the service the person is needing. The user can then click on each programs link and review available information for each program. This includes but is not limited to the organizations name, their mission, service hours, location (s), specific focused information on each Reuse service they offer as well as specific contact information. The main goal of the Az AT/DME Reuse Coalition site is to help focus the search for AT/DME Reuse services for Arizona residents. A Reuse programs participation on the AT/DME Reuse Coalition site is purely voluntary. Reuse program can become a member of the AT/DME Reuse coalition by registering and submitting a profile on the site. As part of this registration, the program is provided a login username and password that they can use to go in and manage, make changes and updates to their profile at any time. AzTAP is always reaching out to find new AT/DME Reuse programs in the state so that they can be listed as a resource on the site. On occasion if a program is not interested or that does not maintain their profile AzTAP will list them with "best available" information on the site as a "non-member" program. In this case their profile is managed and maintained by AzTAP staff. It was hoped that this site would serve as hub for Arizona AT/DME Reuse service providers large and small. However, the reality is that this lofty goal has not fully materialized. AzTAP has found that while some improvements have been made having a dedicated staff member assigned to the program it is still challenging to connect with and coordinate with these programs for reasons such as the programs having limited budgets, ever changing volunteer staff and resistance to exposure outside their niche service markets.

7. The online page for this specific activity can be found at: www.azatexchange.org www.azatreuse.org

Module I: Device Refurbish and Reassignment and/or Open-ended Loan

1. Select the <u>one option</u> that best describes who conducts this activity.
The Statewide AT Program (State AT)

2. Select the <u>one option</u> that best describes from where this activity is conducted.
One central location (Central)

3. Do you charge a fee for this activity?
No

4. Identify the types of collaborations you have in place to conduct this activity.

Banks/Financial Institution (select any/all)

Independent Living Center (select any/all)

Easter Seals (select any/all)

Disability/Assistive Technology Organizations (select any/all)

Federal Entities/Agencies (select any/all)

State Entities/Agencies (select any/all)

Module I: Device Refurbish and Reassignment and/or Open-ended Loan (Continued...)

Local/Community Entities (select any/all)

Private Entities (select any/all)

Other (select any/all)

5. Select the option(s) that describe how a reutilized device is provided to a recipient. (select all that apply)

- Device ownership is transferred to the recipient
- Device is loaned for as long as the recipient needs it with no ownership transfer

6. Describe the activity.

AzTAP will periodically make selected older items from its equipment inventory available to the community on long term, open-ended loans. These are generally items that meet the following criteria: are older and less/not in demand, no longer being made or supported by the manufacturer, that are no longer helpful to the decision-making process but are still in working order and can still be used by a person with a disability. AzTAP partners with Achieve Human Services in Yuma Arizona and their "Refurbit" program to allow persons with disabilities or their family members on their behalf to purchase refurbished computer systems at a 25% percent discount off the Refurbit programs regular base prices. To be eligible for this discount applicants need to provide AzTAP proof of coverage of a state or federal social service benefit such as (but not limited too) housing assistance, VA benefits, SNAP program, AHCCCS coverage or a SSA benefit. Once the individual's application and supporting documentation for this benefit is received AzTAP provides the person with a discount code they can use at the Refurbit website to purchase their computer or system. AzTAP has a dedicated staff member to assist persons with disabilities and/or their families to apply to purchase a computer system from this program. All computer systems purchased from Achieve Human Services Refurbit program come with Windows 10, a beginner Suite of Microsoft Office products as well as a 12-month exchange warranty. AzTAP routinely accepts donated assistive technology (AT) items such as but not limited to adapted computer access equipment, daily living items, speech generating devices and video magnifiers from the community. Once received AzTAP staff will verify/test operation, repair issues with the device (as necessary), make software/firmware updates (if necessary) and then advertise the items for donation on our AT Exchange website. AzTAP has a relationship with STRUT or the Students Recycling Used Technology program to accept refurbished laptop PC's and Chromebooks. When AzTAP receives and have these devices available from the STRUT program we donate them to persons in the community who are referred by various agencies and/or self-identify their needs to AzTAP, who have a disability related need for such as device and are not able to get one from any other resource.

7. The online page for this specific activity can be found at: https://aztap.org/at-reuse/open-ended-device-loans/ https://aztap.org/at-reuse/achieve/

Module J: Device Loan

1. Select the <u>one option</u> that best describes who conducts this activity.
The Statewide AT Program (State AT)

2. Select the <u>one option</u> that best describes from where this activity is conducted.
One central location (Central)

3. Do you charge a fee for this activity?
No

4. Identify the types of collaborations you have in place to conduct this activity.

Banks/Financial Institution (select any/all)

Independent Living Center (select any/all)

Easter Seals (select any/all)

Disability/Assistive Technology Organizations (select any/all)

Federal Entities/Agencies (select any/all)

State Entities/Agencies (select any/all)

- Have written agreement with this entity
- Receive financial support from this entity

Local/Community Entities (select any/all)

Private Entities (select any/all)

Other (select any/all)

5. Select the option that describes how the majority of devices loaned are delivered to and returned from a borrower. (select one) The majority of devices are shipped via mail or other delivery service

6. Describe the activity.

AzTAP's general Assistive Technology (AT) equipment loan program allows persons with disabilities, their family members, caregivers, and service providers to borrow AT equipment/devices to assist in the decision-making process, as an accommodation, for professional development/training purpose or to serve as a loaner during a device repair. AzTAP maintains a large inventory of AT devices. This inventory is available and loan requests can be made through the inventory page on our website. Equipment is generally loaned for a two-week period and up to four weeklong extensions are available depending on the borrower's experience with the equipment and/or their circumstances or access to the equipment during the loan term. All borrowers must sign an agreement agreeing to the terms and conditions of using the program prior to accessing the equipment. Loan equipment can either be picked up by the borrower (or their designee) at AzTAP's main office in Phoenix or equipment can be shipped at no cost to the borrower via express carrier anywhere in the state of Arizona. There are no fees to borrow equipment from AzTAP. If a loan is not returned by the designated due date AzTAP staff follows up with borrowers to check their status with the equipment. Once equipment is returned we sanitize all devices and return them to inventory. An outcome and satisfaction survey is included with each loan. If the survey is not completed when the equipment is returned our AT Specialists will follow up on each loan by the contact preference of the borrower to learn if the device (s) met or would not meet their needs, their level of satisfaction with their experience of using the program and if they need any follow up information or support on the device (s) borrowed. The AzTAP Assistive Technology Lab and all our AT devices are available free of charge to therapists and rehabilitation professionals to do evaluations. Since 2006 AzTAP has had a contract with the Arizona Department Education - Exceptional Student Services (ADE-ESS) to operate an assistive technology loan program for all public schools in Arizona. The program provides at no cost, a wide variety of assistive technology devices, equipment, software, and professional development materials to school personnel to improve access to assistive technology for students with disabilities. ADE -ESS funds all expenses related the program which includes a full-time staff member, purchase of AT devices for the inventory, travel and conference registrations, shipping of all the equipment and other program supplies/materials. The program offers short-term four-week loans of assistive technology to be used for the following purposes: consideration/assessment as part of the IEP development process or IEP recommendations; classroom implementation on a time limited basis, loaners during device repair or while waiting for funding; provide an accommodation for a student on a short-term basis; and professional development (teacher training, skill development, etc.). To help support the acquisition of AT for students this program is not intended to provide long-term use of equipment either for student specific or classroom use. School districts enroll in the program on a yearly basis (a designated administrator completes a written agreement form) and are then able to have assigned school staff use the program. To request equipment borrowers, complete a request form available on the program's website. Our staff member for the program processes the requests, pulls the device (s) from inventory, and prepares and sends the device(s) via express carrier to the school. We work very closely with the assistive technology specialists at the Arizona Department of Education to help borrowers select and implement the devices to best support their students. As we do for the AzTAP general loan program we track data about the type of devices borrowed, their purpose and the outcome.

7. The online page for this specific activity can be found at: https://azatdemoloanprogram.org/ https://www.adeatloan.org/

Module K: Device Demonstration

1. Select the <u>one option</u> that best describes who conducts this activity.
The Statewide AT Program (State AT)

2. Select the <u>one option</u> that best describes from where this activity is conducted.
One central location (Central)

3. Do you charge a fee for this activity?
No

4. Identify the types of collaborations you have in place to conduct this activity.

Banks/Financial Institution (select any/all)

Independent Living Center (select any/all)

Easter Seals (select any/all)

Disability/Assistive Technology Organizations (select any/all)

Federal Entities/Agencies (select any/all)

State Entities/Agencies (select any/all)

Module K: Device Demonstration (Continued...)

Local/Community Entities (select any/all)

Private Entities (select any/all)

Other (select any/all)

5. Describe the activity.

Device demonstrations are guided, hands on exploration of Assistive Technology or AT designed to help persons with disabilities, their family members and rehabilitation professionals with making decisions as to whether specific types of assistive technology will be beneficial to an end user. AzTAP provides device demonstrations at no cost to the recipient. Demonstrations are provided by appointment and typically take place at AzTAP's Phoenix office. If the demonstration recipient (s) are not able to travel to AzTAP we can work them either virtually or travel to their home or rehabilitation facility. AzTAP maintains a large inventory of devices available for demonstration. Devices may be searched, and demonstrations can be scheduled with our AT Specialists through our online inventory page at the program's website. We track the number and types of devices demonstrated, whether the recipient(s) felt the device would or would not meet their needs and their satisfaction with the device demonstration experience. It is common for someone who participated in a device demonstration to request a device loan for more experience with the device (s) in the environment that they need to use it. As appropriate and requested our AT Specialists offer follow up support and/or assistance with purchasing or getting a piece of AT funded.

6. The online page for this specific activity can be found at: https://aztap.org/at-devices/demonstrations/

Module L: Training

1. Identify the types of collaborations you have in place to conduct this activity.

> **Banks/Financial Institution (select any/all)**

> **Independent Living Center (select any/all)**

> **Easter Seals (select any/all)**

> **Disability/Assistive Technology Organizations (select any/all)**

> **Federal Entities/Agencies (select any/all)**

> **State Entities/Agencies (select any/all)**
>
> - Have written agreement with this entity
> - Receive financial support from this entity

Module L: Training (Continued...)

Local/Community Entities (select any/all)

Private Entities (select any/all)

Other (select any/all)

2. Provide a short description of at least one and no more than three planned training activities. One of the activities described must be planned Information and Communication Technology (ICT) accessibility training that will provide the required ICT Training performance measures. If the Statewide AT Program is meeting the transition requirements of the AT Act through training, please describe that planned activity. If the Statewide AT Program sponsors or co-sponsors a statewide conference please include that event as one you describe.

Planned ICT Accessibility Training (required)
As part of our annual AT conference AzTAP is hosting session from leadership at AbleDocs where attendees will learn about the nuances of document accessibility in higher education, gain a better understanding of AbleDocs document accessibility toolkit, along with how to develop a campus-wide document accessibility strategy. The learning objectives are: 1) garner a better understanding of document accessibility within the higher education space; 2) learn how to create and use tools to create a document accessibility toolkit and 3) learn to build a sustainable campus-wide document accessibility strategy.

Planned Transition Training or Other Training Activity (optional)

Planned Statewide Conference or Other Training Activity (optional)
AzTAP along with our partner agencies sponsor, plan, coordinate and produce an annual assistive technology conference. In 2021 because of COVID-19 we provided a significantly scaled back virtual conference. In 2022 we a returning with a hybrid - virtual and in person conference scheduled for June 20 and 21st, 2022.

3. The online page for this specific activity can be found at: https://aztap.org/at-education/trainings/ https://aztap.org/ihd-2022-conference-2/

Module M: Technical Assistance

1. Identify the types of collaborations you have in place to conduct this activity.

> **Banks/Financial Institution (select any/all)**

> **Independent Living Center (select any/all)**

> **Easter Seals (select any/all)**

> **Disability/Assistive Technology Organizations (select any/all)**

> **Federal Entities/Agencies (select any/all)**

> **State Entities/Agencies (select any/all)**

Module M: Technical Assistance (Continued...)

Local/Community Entities (select any/all)

Private Entities (select any/all)

Other (select any/all)

2. Provide a short description of at least one and no more than two planned technical assistance activities. If the Statewide AT Program is meeting the transition requirements of the AT Act through technical assistance, please describe that planned activity.

Planned Transition Technical Assistance or Other Technical Assistance Activity (required)
AzTAP is currently assisting a main branch of the Pima County library system in southern Arizona to develop a plan to revise and update their Assistive Technology (AT) options available for library patrons in their special needs resource room. We conducted a virtual consultation with their staff to get an understanding of the existing AT options they had available, their budget as well as their goals and priorities. AzTAP staff then researched and made a range of low to high tech AT suggestions via email for learning/cognitive and developmental needs, computer access and blindness and low vision. Allowing for review time we then had a scheduled follow up virtual consultation to review the suggested options, answer questions/provide any clarifications and to help them prioritize what to pursue. They requested time to work within their system to develop a plan. Unless they need assistance sooner we set a follow up appointment to check on their progress for December 2022. Current AzTAP staff service time on the project is 25.25 hours.

Planned Other Technical Assistance Activity (optional)
AzTAP has also received a request from the local main branch of the Burton Barr Public Library to review and update their AT options available in their special needs resource room. AzTAP is has a virtual consultation scheduled with their staff to begin this project on Wednesday June 29th, 2022.

Module N: Public Awareness

1. Identify the types of collaborations you have in place to conduct this activity.

Banks/Financial Institution (select any/all)

Independent Living Center (select any/all)

Easter Seals (select any/all)

Disability/Assistive Technology Organizations (select any/all)

Federal Entities/Agencies (select any/all)

State Entities/Agencies (select any/all)

Module N: Public Awareness (Continued...)

Local/Community Entities (select any/all)

Private Entities (select any/all)

Other (select any/all)

2. Provide a short description of at least one and no more than two planned major public awareness activities. If the Statewide AT Program conducts a major ongoing public awareness activity such as an annual AT awareness day with a Governor's Proclamation, please include that activity.

Major Annual Planned or Other Public Awareness Activity (required)
Our state program conducts the following public awareness activities: Annual statewide AT conference. News & Updates Publication: AzTAP is producing a streamlined email newsletter sent via MailChimp four times a year with each issue focused on covering a new AT device in AzTAP's inventory, a client success story as well as general information/updates about AzTAP and its programs. AzTAP staff throughout the year provide public awareness by providing presentations on our programs/services and answering general questions about assistive technology for students working on class projects, for community OT's, PT's and SLP's working with persons with disabilities as well as other interested rehabilitation professionals. AzTAP attends and presents on Assistive Technology (AT) and staffs information tables where we answer AT related questions and provide information on our programs/services at a wide variety of disability related conferences each year. These include the Arizona Spinal Cord Injury Association Annual "Push Forward" conference, African American Disability conferences, Arizona Association of Rehabilitation Nurses annual conference, Department of Education Transition conference and the Brain Injury Alliance of Arizona Rays of Hope conference. AzTAP has a comprehensive website which provides information on all our programs and services but also offers significant information on other AT resources. AzTAP is currently in the process of reformatting our website home page so that users will be able to find the AT information of interest to them more quickly. AzTAP also maintains a Facebook page where we post current information at least twice a month on activities going on at AzTAP.

Planned Other Public Awareness Activity (optional)

Module O: Information and Assistance

1. Identify the types of collaborations you have in place to conduct this activity.

Banks/Financial Institution (select any/all)

Independent Living Center (select any/all)

Easter Seals (select any/all)

Disability/Assistive Technology Organizations (select any/all)

Federal Entities/Agencies (select any/all)

State Entities/Agencies (select any/all)

Module O: Information and Assistance (Continued...)

Local/Community Entities (select any/all)

Private Entities (select any/all)

Other (select any/all)

2. Describe the activity

AzTAP has a general inquiry email address (AskAzTAP@nau.edu) for I & A queries. We routinely receive phone calls and emails to this general account from persons in the community looking for assistance with a wide variety of Assistive Technology (AT) related needs. We try to respond to the inquirer in the same modality by which they contacted us – by phone, email, or US Mail. All inquiries via telephone or email are generally responded to in one working day or less. Inquiries requiring more detailed information and assistance are routed to an AT Specialist who has the most expertise in the needed area. When an AzTAP staff member is not able to provide full and appropriate information the inquiry is discussed with other staff members through impromptu meetings or in case discussions at regular staff meetings. In situations where the best answer to a difficult question is beyond our expertise or scope of knowledge consultation is sought with AT professionals outside our organization - within the state or beyond. Often from this initial contact we move on to scheduling the client, their family and/or support persons for a consultation to explore their needs and situation further so that we can plan out a course of action with them. In addition, AzTAP staff also provide a great deal of one time and ongoing AT related support and assistance to persons with disabilities, their families and rehabilitation professionals.

Assurances and Measurable Goals

Section 4(d) of the AT Act prescribes the duties of the Lead Agency receiving a grant under section 4 of the AT Act and requires the State to provide a number of assurances in its application for funds. 34 CFR part 76 also requires that any State Plan include certain assurances. The Statewide AT Program certifying representative will attest to these assurances and other requirements below and by submitting the State Plan, will affirm that to the best of his or her knowledge and belief all information provided in the State Plan is true and correct and the State Plan fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the information.

Assurances

As the Certifying Representative of the Lead Agency for the State of , I hereby assure the following:

1. The Lead Agency prepared and submitted this State Plan on behalf of the State of Arizona.
2. The Lead Agency submitting this plan is the State agency that is eligible to submit this plan and if an Implementing Entity is identified it is designated to implement the required AT Act activities.
3. The State agency has authority under State law to perform the functions of the State under this program.
4. The State legally may carry out each provision of this plan.
5. All provisions of this plan are consistent with State law.
6. A State officer, specified by title in this certification, has authority under State law to receive, hold, and disburse Federal funds made available under the plan.
7. The State officer who submits this plan, specified by title in this certification, has authority to submit this plan.
8. The agency that submits this plan has adopted or otherwise formally approved this plan.
9. The plan is the basis for State operation and administration of the program.
10. The Lead Agency will maintain and evaluate the program under this State Plan.
11. The State will annually collect data related to the required activities implemented by the State under this section in order to prepare the progress reports required under subsection 4(f) of the Act.
12. The Lead Agency will submit the annual progress report on behalf of the State.
13. The State will prepare reports to the Secretary in such form and containing such information as the Secretary may require to carry out the Secretary's functions under this Act and keep such records and allow access to such records as the Secretary may require to ensure the correctness and verification of information provided to the Secretary.
14. The Lead Agency will control and administer the funds received through the grant.
15. The Lead Agency will make programmatic and resource allocation decisions necessary to implement the State Plan.
16. Funds received through the grant will be expended in accordance with Section 4 of the Act, and will be used to supplement, and not supplant, funds available from other sources for technology-related assistance, including the provision of assistive technology devices and assistive technology services.
17. The Lead Agency will ensure conformance with all applicable Federal and State accounting requirements.
18. The State will adopt such fiscal control and accounting procedures as may be necessary to ensure proper disbursement of and accounting for the funds received through the grant.
19. Funds made available through a grant to a State under this Act will not be used for direct payment for an assistive technology device for an individual with a disability.
20. A public agency or an individual with a disability holds title to any property purchased with funds received under the grant and administers that property.
21. The physical facility of the Lead Agency and Implementing Entity, if any, meets the requirements of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding accessibility for individuals with disabilities. Section 4(d)(6)(E)
22. Activities carried out in the State that are authorized under this Act, and supported by Federal funds received under this Act, will comply with the standards established by the Architectural and Transportation Barriers Compliance Board under section 508 of the Rehabilitation Act of 1973 (20 U.S.C. 794d). Section 4(d)(6)(G)
23. The Lead Agency will coordinate the activities of the State Plan among public and private entities, including coordinating efforts related to entering into interagency agreements.
24. The Lead Agency will coordinate efforts related to the active, timely, and meaningful participation by individuals with disabilities and their family members, guardians, advocates, or authorized representatives, and other appropriate individuals, with respect to activities carried out through the grant.