

 Your Resource for an Inclusive Workforce		YEAR 3 (September 1, 2014 - August 31, 2015)			YEAR 4 (September 1, 2015 - August 31, 2016)			YEAR 5 (September 1, 2016 - August 31, 2017)			TOTAL YEARS 3, 4 & 5 (September 1, 2014 - August 31, 2017)		
		Budget	Matching Funds	Total (Budget + Matching Funds)	Budget	Matching Funds	Total (Budget + Matching Funds)	Budget	Matching Funds	Total (Budget + Matching Funds)	Budget	Matching Funds	Total (Budget + Matching Funds)
<b>1</b>	Personnel / Salary Costs												
	a. President/CEO for Untapped Arizona	\$ 72,000.00	\$ -	\$ 72,000.00	\$ 73,080.00	\$ -	\$ 73,080.00	\$ 74,176.20	\$ -	\$ 74,176.20	\$ 219,256.20	\$ -	\$ 219,256.20
	b. Board of Directors	\$ -	\$ 7,092.00	\$ 7,092.00	\$ -	\$ 7,092.00	\$ 7,092.00	\$ -	\$ 7,092.00	\$ 7,092.00	\$ -	\$ 21,276.00	\$ 21,276.00
	c. Business Advisory Committee	\$ -	\$ 3,989.25	\$ 3,989.25	\$ -	\$ 3,989.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,989.25	\$ 3,989.25
	d. Community Employment Advisory Committee	\$ -	\$ 3,385.50	\$ 3,385.50	\$ -	\$ 3,385.50	\$ 3,385.50	\$ -	\$ 3,385.50	\$ 3,385.50	\$ -	\$ 10,156.50	\$ 10,156.50
	e. AHCCCS Program Development Officer (AHCCCS Match)	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 10,500.00	\$ 10,500.00
	f. DES/EA Personnel (DES Match)	\$ -	\$ 4,729.00	\$ 4,729.00	\$ -	\$ 4,729.00	\$ 4,729.00	\$ -	\$ 4,729.00	\$ 4,729.00	\$ -	\$ 14,187.00	\$ 14,187.00
	g. Staff Personnel for Untapped Arizona	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
<b>2</b>	Fringe Benefits	\$ 14,400.00	\$ 3,157.00	\$ 17,557.00	\$ 14,400.00	\$ 3,157.00	\$ 17,557.00	\$ 14,950.00	\$ 3,157.00	\$ 18,107.00	\$ 43,750.00	\$ 9,471.00	\$ 53,221.00
<b>3</b>	Contract Services												
	a. General Consulting, Organizational Development and Management, Strategic Planning, Business Sector and Workforce Analysis, Federal and State Program and Contract Compliance, Documentation of UAZ Model, Leveraging Existing and Planned Programs (e.g. Workforce, Education/Training for "Jobs of the Future", Economic Development) to Benefit UAZ, etc. (Partners In Brainstorms Match)	\$ 38,983.75	\$ 12,994.58	\$ 51,978.33	\$ 20,991.25	\$ 6,997.08	\$ 27,988.33	\$ 20,000.00	\$ 6,666.67	\$ 26,666.67	\$ 79,975.00	\$ 26,658.33	\$ 106,633.33
	b. Research, Output & Outcome Analysis (e.g. Expanded Statewide Needs Assessment Study (all employers throughout state), Analysis of Business that Use AZ Job Connection, Outcomes, and Industry, Business, Foundation Database Access Fees, Ongoing Primary and Secondary Research and Analysis, etc.)	\$ 6,691.30	\$ 2,695.00	\$ 9,386.30	\$ 2,867.70	\$ 2,696.00	\$ 5,563.70	\$ 2,750.00	\$ -	\$ 2,750.00	\$ 12,309.00	\$ 5,391.00	\$ 17,700.00
	c. Accounting, Financial and Legal Services (e.g. Fiscal Management, Non-profit Formation and 501(c)(3) Filings, Administrating Filings of Funding Records and Documents, Legal Services and Contract Compliance (Federal and State), Trademark Search and Copyright Filings, etc.)	\$ 16,975.00	\$ -	\$ 16,975.00	\$ 8,000.00	\$ -	\$ 8,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 30,975.00	\$ -	\$ 30,975.00
	d. Marketing, Advertising, Website and Design Services	\$ 8,697.00	\$ 5,000.00	\$ 13,697.00	\$ 5,798.00	\$ 5,000.00	\$ 10,798.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 24,495.00	\$ 10,000.00	\$ 34,495.00
	e. Business Services (e.g. Information Technology Support, Grant and Proposal Writing, Editing, etc.)	\$ 2,970.00	\$ -	\$ 2,970.00	\$ 1,980.00	\$ -	\$ 1,980.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 7,450.00	\$ -	\$ 7,450.00
<b>4</b>	Travel	\$ 3,975.00	\$ -	\$ 3,975.00	\$ 3,975.00	\$ -	\$ 3,975.00	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 12,450.00	\$ -	\$ 12,450.00
<b>5</b>	Supplies / Operating Expenses	\$ 1,192.10	\$ 815.00	\$ 2,007.10	\$ 641.90	\$ 815.00	\$ 1,456.90	\$ 1,500.00	\$ 815.00	\$ 2,315.00	\$ 3,334.00	\$ 2,445.00	\$ 5,779.00
<b>6</b>	Rent/Operating Costs	\$ -	\$ 3,268.00	\$ 3,268.00	\$ -	\$ 3,268.00	\$ 3,268.00	\$ -	\$ 3,268.00	\$ 3,268.00	\$ -	\$ 9,804.00	\$ 9,804.00
<b>7</b>	Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>8</b>	Indirect Costs	\$ 1,166.00	\$ 6,420.00	\$ 7,586.00	\$ 1,166.00	\$ 6,420.00	\$ 7,586.00	\$ 2,500.00	\$ 6,420.00	\$ 8,920.00	\$ 4,832.00	\$ 19,260.00	\$ 24,092.00
	<b>Total</b>	\$ 167,050.15	\$ 57,045.33	\$ 224,095.48	\$ 132,899.85	\$ 47,059.58	\$ 179,959.43	\$ 148,876.20	\$ 39,033.17	\$ 187,909.37	\$ 448,826.20	\$ 143,138.08	\$ 591,964.28
	<b>ADDPC FUNDING REQUEST PER YEAR</b>	\$ 167,050.15			\$ 132,899.85			\$ 49,750.00	<i>Items highlighted</i>		\$ 349,700.00	<i>Average \$116,556 per year</i>	

<b>Budget Narrative</b>	
<b>1a</b>	The Untapped Arizona CEO's compensation is based on a starting annual salary of \$72,000.00 for Year 3. For Year 4 and 5, as per the Office of Management and Budget (OMB) guidelines for nonprofits' use of federal funds, an estimated COLA increase of 1.5 percent per year has been included.
<b>1b</b>	The Board of Directors is estimated to include 9 members and be confirmed by March 2015. The Board will meet initially every two months for the first 6 months at 3 hours each, then quarterly for 3 hours each meeting. Pre-work of at least an hour will be required prior to each meeting. According to the Department of Labor, the volunteer hourly rate for a Business Manager in Arizona is \$49.25 per hour. Based on best practices, the Board meeting attendance is calculated at 75%. In addition, a nominal number of hours have been allocated for additional meetings of the Board Officers (e.g. President, Secretary and Treasurer) and/or committee meetings. Total hours per year are estimated to be 144, at \$49.25 an hour, totals \$7,092.00 for each of the above referenced years.
<b>1c</b>	The Business Advisory Committee is expected to include 9 members and be a time-limited advisory committee in Year 3 to support the organizational development of the Untapped Arizona Strategic Plan. A member of the Business Advisory Committee may continue to serve Untapped Arizona in the capacity of a Board Member. The time commitment of the Business Advisory Committee is estimated to be a total of 3 meetings for approximately 3 hours each (a total of 9 hours per member) through February 2015 or 81 hours at 75% meeting participation is 61 hours. According to the Department of Labor, the volunteer hourly rate for a Business Manager in Arizona is \$49.25 per hour. Bob Enderle, Medtronic's Director of Diversity, Community Relations, and Organizational Development is a current member of the Business Advisory Committee and will most likely serve on the Board of Directors. Mr. Enderle will be attending the USBLN Conference as the business partner representative on behalf of Untapped Arizona September 29-30, 2014 for a total of 20 hours. Total hours for the Business Advisory Committee are 81 at \$49.25 an hour, and totals \$3,989.25.
<b>1d</b>	The Community Employment Advisory Committee is expected to include 10 members and will provide input on how best to increase the pool of potential job candidates with disabilities. The time commitment of the Community Employment Advisory Committee is estimated to meet once every two months initially for the first 6 months starting in September 2014 and then once a quarter per year. According to the Department of Labor, the volunteer hourly rate for a Job Counselor / Provider in Arizona is \$22.57 per hour. Total hours are estimated to be 150 at \$22.57 per hour for a total of 3,385.50 annually for Years 3, 4 and 5.
<b>1e</b>	The match funding is 5% of the AHCCCS Program Development Officer's state funded salary to monitor and oversee the implementation of the project, which is \$3,500 annually for Years 3, 4 and 5.
<b>1f</b>	The match funding is provided by the DES/EA based on 7.5% personnel time of the Policy Manager and 1% personnel time of two Employment Administration staff to support the project or \$4,729 annually for Years 3, 4 and 5.
<b>1g</b>	The Staff Personnel is a part-time, retired executive (e.g. experienced individual available through SCORE or Experience Matters) to provide specific and additional staffing to address specific needs of the organization and support the Untapped Arizona CEO.
<b>2</b>	Fringe benefits for Untapped Arizona's CEO includes full healthcare coverage (e.g. health, dental and vision) and employer social security contribution. The fringe benefits match is based on an annual total of \$1,067 for AHCCCS Program Development Officer and \$2,090 for DES/ Employment Administration personnel, for a total of \$3,157 total fringe benefits match for Years 3, 4 and 5.
<b>3, 3a</b>	Consulting services provided by the contracted firm, Partners In Brainstorms (PIB), and includes services as per its State of Arizona master contract to include organizational development, strategic and financial planning, Federal and State of Arizona contract compliance, sector business strategies, Board activities, etc. Partners In Brainstorms is also providing match funding under Contracted Services.
<b>3b</b>	Professional services and expenses associated with the development, implementation and analysis of the Statewide Needs Assessment Program (SNAP) which includes a survey of businesses throughout Arizona regarding the employment of individuals with disabilities. Additional analysis will be completed to further aid DES/EA and Untapped Arizona in better understanding how to improve AZ Job Connection and fulfill expectations of businesses and job candidates with disabilities. A direct cash match contribution is from DES/EA of \$2,695 in Year 3 and \$2,696 in Year 4.
<b>3c</b>	Accounting, Financial and Legal Services associated with preparation of Federal IRS 501(c)(3) Application, and all supporting documentation including 3-Year Projected Financial Plan, Rules of Operation, Disclosure/Transparency in Governance and Finances, Financial Practice/Accountability, Statement of Revenues and Expenses & Balance Sheet, Establishment of Public Charity Status, etc. State Requirements: Non-Profit Articles of Incorporation, Minutes, Bylaws, Non-Profit Charitable Solicitation Registration, State Tax Exemption, Sales Tax Exception, etc.
<b>3d</b>	Covers expenses related to Untapped Arizona marketing initiatives and materials in attracting and educating businesses, and working with DES/EA and key stakeholders in building the job candidate pool of qualified individuals with disabilities and self-identifying on the AZ Job Connection. A direct cash match contribution is from DES/EA.
<b>3e</b>	Additional Business Services to be provided to Untapped Arizona including Information Technology Support and Grant and Proposal Writing and Editing throughout the three-year period. The Untapped Arizona CEO is assume the primary responsibility to find and submit grant funding proposal. Partners In Brainstorms will review and edit proposals drafted by the Untapped Arizona CEO to assure compliance with the submission guidelines, including the anticipated outputs and outcomes as the result of the grant.
<b>4</b>	Guidelines for travel expenses and reimbursement rates will be consistent with State of Arizona rules for employees. Includes out-of-state travel to the USBLN Conference in Orlando, Florida for the Untapped Arizona's CEO and Bob Enderle of Medtronic (Business Advisory Committee Member) in September 2014. Untapped Arizona designated business partner requested by USBLN to attend conference. Majority of travel to be in-state.
<b>5</b>	The line item also includes supplies, copying and printing charges, and miscellaneous operating expenses. Matching funds are provided by the DES/EA calculated at 17.24% of the of the Policy Manager and EA staff's time dedicated to the project. The calculation is a standard portion of the salary that is used to determine operating costs and provide matching expenditures.
<b>6</b>	The match funding is provided by the DES/EA for office space to support the project. The cost is calculated by using square foot annual cost (\$19.47) multiplied by a the EA area per workstation of 167.85 sq. ft. for 4000 N. Central Phoenix, AZ 85012.

8	Partners In Brainstorms (PIB) as the employer of the Untapped Arizona CEO and per the master State of Arizona contract, must provide the following insurance coverages for this project (incremental costs associated with UAZ CEO coverage): Workers' Compensation, Business Automobile Liability, General Liability (Personal Injury, Blanket Contractual Liability - Written and Oral, Fire, Legal Liability), Business Automobile and Professional Liability. The match funding is provided by DES/EA. The DES as an indirect rate (34.52%) of in-kind match expenditures.
Year 5	For Year 5, ADDPC funding request of \$49,750 shall be used to provide services to support Untapped Arizona (see services by line item highlighted in yellow). For the \$49,750 there is a direct match of \$17,169.67 from Partners In Brainstorms and DES for each of the line items to be funded by the ADDPC grant and highlighted in yellow. Other private funding sources (e.g. corporate foundations, private donations, other grants, etc.) will be used to support Untapped Arizona CEO, staff (salary and benefits), fund raising activities, and also meals and entertainment which have stated restrictions and/or excluded under Federal funding requirements.
Notes	1) As part of the Interagency Service Agreement, AHCCCS will provide verification from all match funding sources to include verification of non-federal funding and verification that the matching of staff time is unduplicated as a match for other projects. 2) The required match minimum is exceeded in each of the three years: Year 3 the projected match totals \$57,045.33 which exceeds the goal of \$55,683.33. Year 4, the match of \$47,059.58 exceeds the goal of \$44,299.95. Year 5, for just the line items to be covered by the ADDPC grant, the projected match is \$17,169.657 which exceeds the goal of \$16,583.33.