

Line Item		Budget	Matching Funds	Total (Budget + Matching Funds)
<b>1</b>	Personnel / Salary Costs			
	a. President/CEO for Untapped Arizona (Gross salary)	\$ 73,080.00	\$ -	\$ 73,080.00
	b. Board of Directors	\$ -	\$ 4,925.00	\$ 4,925.00
	c. Business Advisory Committee	\$ -	\$ 6,205.50	\$ 6,205.50
	d. Community Employment Advisory Committee	\$ -	\$ 2,708.40	\$ 2,708.40
	e. AHCCCS Program Development Officer	\$ -	\$ 3,500.00	\$ 3,500.00
	f. DES/EA Personnel	\$ -	\$ 4,729.00	\$ 4,729.00
<b>2</b>	Fringe Benefits	\$ 15,417.60	\$ 3,157.00	\$ 18,574.60
<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.	\$ 20,991.25	\$ 5,247.81	\$ 26,239.06
	b. Research, Output & Outcome Analysis (e.g. expanding reach of Statewide Survey of Businesses - survey link included in DES newsletter sent to all employers in Arizona - <i>Employers' Practices, Challenges, and Strategies- Recruiting and Hiring Individuals with Disabilities</i> , Analysis of Business that Use AZ Job Connection, Outcomes, and Industry, Business, Foundation Database Access Fees, Ongoing Primary and Secondary Research and Analysis, etc.	\$ 7,500.00	\$ 2,696.00	\$ 10,196.00
	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.).	\$ 8,000.00	\$ 450.00	\$ 8,450.00
	d. Marketing, Advertising, Website and Design Services	\$ 15,000.00	\$ 5,000.00	\$ 20,000.00
	e. Business Services (e.g. Grant and Proposal Writing, Editing, Information Technology Service and Maintenance Support, Printing and Production, etc.).	\$ 17,500.00	\$ 1,250.00	\$ 18,750.00
<b>4</b>	Travel	\$ 7,000.00	\$ -	\$ 7,000.00
<b>5</b>	Supplies / Operating Expenses	\$ 641.90	\$ 815.00	\$ 1,456.90
<b>6</b>	Rent/Operating Costs	\$ -	\$ 3,268.00	\$ 3,268.00
<b>7</b>	Other	\$ -	\$ 10,000.00	\$ 10,000.00
<b>8</b>	Indirect Costs (e.g. Board of Director's insurance, liability insurance, etc.)	\$ 4,732.40	\$ 6,420.00	\$ 11,152.40
		\$ 169,863.15	\$ 60,371.71	\$ 230,234.86
	<b>ADDPC FUNDING REQUEST PER YEAR</b>	\$ 169,863.15		

<b>Budget Narrative</b>	
<b>YEAR 4</b>	The optimal funding request for Year 4 (September 1, 2015 - August 31, 2016) is for an additional \$18,025.00 over the minimal allocation to cover additional costs associated with expanding Untapped Arizona through: 1) marketing efforts (e.g. marketing services and travel), 2) securing sustainable funding (e.g. increases in grant and proposal writing) and 3) a slight increase to cover additional program evaluation services associated with expanding the Statewide Survey of Businesses and tracking outcomes that will be required by funding sources.
<b>1a</b>	The Untapped Arizona CEO's compensation is based on a starting annual salary of \$72,000.00 for Year 3. The amount requested under the funding requests for Year 4 is based on the Office of Management and Budget (OMB) guidelines for nonprofits' use of federal funds, which is an estimated COLA increase of 1.5 percent per year.
<b>1b</b>	The Board of Directors is estimated to include 9 members and be confirmed by December 2015. The Board will meet initially for a full day and 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 for Year 4 are estimated to be 100 hours at \$49.25 an hour, totals \$4,925.00 for Year 4.
<b>1c</b>	The Business Advisory Committee currently comprises 14 members representing key business sectors in Arizona. Some members of the Board will be recruited from the Business Advisory Committee, and may elect to serve only on the Board and not on the Business Advisory Committee, so there may be some fluctuation in the total number of members as open positions are filled. The time commitment of the Business Advisory Committee is estimated to meet quarterly for approximately 3 hours through August 2016. According to the Department of Labor, the volunteer hourly rate for a Business Manager in Arizona is \$49.25 per hour. Total hours for the Business Advisory Committee, based on a 75% participation rate is calculated at 126 hours at \$49.25 an hour, and totals \$6,205.50.
<b>1d</b>	The Community Employment Advisory Committee includes approximately 10 members who participate on a regular basis and 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 based on meeting once every quarter. 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 120 at \$22.57 per hour for a total of 2,708.40 annually for Year 4 .
<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 \$3,500.00 annually for Year 4.
<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 \$4,729.00 annually for Year 4.
<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 \$1,067.00 for AHCCCS Program Development Officer and \$2,090.00 for DES/ Employment Administration personnel, for a total of \$3,157.00 total fringe benefits match for Year 4.
<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 providing match funding of \$5,247.81
<b>3b</b>	Professional services and expenses associated with the development, implementation and analysis of the 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 \$2,696.00 in Year 4.

3c	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. Partners In Brainstorms is providing match for ongoing, general Accounting Services of \$450.00.
3d	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 for marketing services related to increase awareness and use of AZ Job Connection among job seekers with disabilities.
3e	Additional Business Services to be provided to Untapped Arizona including Grant and Proposal Writing, Editing, and Information Technology Support, including IT Service and Maintenance Support, Printing and Production, etc. Partners In Brainstorms is providing match funding of \$1,250.00 for assistance in Grant Writing and Editing Services.
4	Guidelines for travel expenses and reimbursement rates will be consistent with State of Arizona rules for employees. Includes out-of-state travel that may include the annual USBLN Conference to be attended by Untapped Arizona President & CEO and a designated business partner. Majority of travel to be in-state.
5	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.
6	The match funding is provided by the DES/EA for office space to support the project at 4000 N. Central Phoenix, AZ 85012. 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 a total of \$3,268.00.
7	Cash raised through Sustainability Plan estimated to be \$10,000, which may be used to finance additional fund-raising activities, events, business lunches, etc. that are "non-allowable" use of Federal funds.
8	Partners In Brainstorms (PIB) as the employer of the Untapped Arizona President & 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. In addition, the line item includes Board of Directors' insurance. The match funding of \$6,420.00 is provided by DES/EA. The DES as an indirect rate (34.52%) of in-kind match expenditures.
<b>Notes</b>	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 of \$56,621.05 is exceeded in Year 4.

## Untapped Arizona Logic Model

<b>Vision</b>	Untapped Arizona is an innovative model for workforce planning and development, strategically bringing together key leaders from business and government to create a single go-to resource to help businesses connect with qualified job candidates with disabilities.		
<b>Mission</b>	Untapped Arizona utilizes an industry sector approach to provide services and technical assistance to support businesses to meet their workforce needs through the adoption of practices to recruit, hire, retain, and promote workers with disabilities.		
	<b>Labor Pool</b>	<b>Business</b>	<b>Organization</b>
<b>Accomplishments</b> Year 3	<ul style="list-style-type: none"> <li>▪ Recruited for and implemented meetings of the Community Employment Advisory Committee</li> <li>▪ Developed strategic plan for the labor pool track</li> <li>▪ Developed and presented self-disclosure proposal for Arizona Job Connection enhancements to DES</li> <li>▪ Held a meeting of the general public to solicit input on the development of the strategic plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recruited for and implemented meetings of the Business Advisory Committee representative of Arizona's industry sectors</li> <li>▪ Implemented and analyzed data from online business needs assessment survey</li> <li>▪ Presented and developed enhancements to the Arizona Job Connection that provide businesses an opportunity to request information about UAZ and allow businesses to be designated with an UAZ seal of approval</li> <li>▪ Developed strategic plan for the business track</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hired President and CEO</li> <li>▪ Trademarked name and logo</li> <li>▪ Initiated process to become the Arizona affiliate of the United States Business Leadership Network (USBLN)</li> <li>▪ Initiated process to obtain nonprofit organizational status</li> <li>▪ Developed short term organizational development strategic plan</li> <li>▪ Developed diversified funding strategies</li> </ul>
<b>Outputs</b> Year 4	<ul style="list-style-type: none"> <li>▪ Host quarterly meetings with the Community Employment Advisory Committee</li> <li>▪ Enhancements to the Arizona Job Connection completed</li> <li>▪ Implement model and develop tools to locate, engage, and drive the talent pool to the Arizona Job Connection</li> <li>▪ Develop and implement tools to inform employment service provider community about the future of workforce needs</li> <li>▪ Create reports and processes to identify candidates enrolled in the Arizona Job Connection available to meet workforce needs</li> <li>▪ Create reports and processes to identify employment outcomes</li> <li>▪ Create reports and processes to identify the number of employment service providers that have integrated the Arizona Job Connection into everyday business practices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Host quarterly meetings with the Business Advisory Committee</li> <li>▪ Develop and implement strategies to integrate UAZ into the State's sector strategy</li> <li>▪ Implement enhancements to the Arizona Job Connection that inform businesses about UAZ and label businesses with an UAZ "seal of approval"</li> <li>▪ Develop marketing tools and execute marketing strategies to inform Arizona businesses about UAZ and support them to diversify their workforce; conduct peer outreach and education and post jobs on the Arizona Job Connection</li> <li>▪ Develop consultant network for Arizona businesses to access subject matter experts in the realm of employment and disability (i.e. legal, accounting, etc.)</li> <li>▪ Identify existing and/or create training supports and tools for Arizona businesses to integrate individuals with disabilities into their workplaces</li> <li>▪ Create reports and processes to identify the number of businesses using the Arizona Job Connection to post jobs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recruit and establish a Board of Directors</li> <li>▪ Secure nonprofit organizational status</li> <li>▪ Become an Arizona affiliate of the United States Business Leadership Network</li> <li>▪ Develop criteria for the UAZ "seal of approval" – criteria for business, consultants, training, tools, etc.</li> <li>▪ Execute short and long-term diversified funding strategies</li> <li>▪ Make enhancements to the UAZ website</li> </ul>
<b>Short-Term Outcomes</b> Year 4	<ul style="list-style-type: none"> <li>▪ 250 people with disabilities will be enrolled in the Arizona Job Connection, including 65 with developmental disabilities</li> <li>▪ 50 people with disabilities will be hired</li> </ul>	<ul style="list-style-type: none"> <li>▪ 65 new businesses posting jobs in the Arizona Job Connection</li> <li>▪ Arizona businesses receive technical assistance and direct services from UAZ to diversify their workforce</li> <li>▪ Businesses are conducting peer outreach and education to other businesses on how to diversify their workforce</li> </ul>	<ul style="list-style-type: none"> <li>▪ UAZ initiates revenue generation</li> </ul>
<b>Long-Term Outcomes</b> Years 5-6	<ul style="list-style-type: none"> <li>▪ Increased use of the Arizona Job Connection among individuals with disabilities as one source to search for employment</li> </ul>	<ul style="list-style-type: none"> <li>▪ UAZ is integrated into the state's sector strategy</li> <li>▪ Businesses are adopting practices to diversify their workforce</li> </ul>	<ul style="list-style-type: none"> <li>▪ UAZ is a partially sustainable (Year 4) and fully sustainable (Year 5) organization with a diversified funding stream</li> </ul>

UNTAPPED ARIZONA - GANTT CHART (Year 4 - September 1, 2014 - August 31, 2015)

Key Activities by Track	2014						2015					
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG
<b>LABOR POOL</b>												
1. Host quarterly meetings with the Community Employment Advisory Committee												
2. Enhancements made to the Arizona Job Connection												
3. Implement model and develop tools to locate, engage, and drive the talent pool to the Arizona Job Connection												
4. Develop and implement tools to inform employment service providers about the future of workforce needs												
5. Create reports and processes to identify candidates enrolled in the Arizona Job Connection available to meet workforce needs												
6. Create reports and processes to identify employment outcomes												
7. Create reports and processes to identify the number of employment service providers that have integrated the Arizona Job Connection into everyday business practices												
<b>BUSINESS TRACK</b>												
1. Host quarterly meetings with the Business Advisory Committee												
2. Develop and implement strategies to integrate UAZ into the State's sector strategy												
3. Implement enhancements to the Arizona Job Connection that inform businesses about UAZ and label businesses with an UAZ "seal of approval"												
4. Develop marketing tools and execute marketing strategies to inform Arizona businesses about UAZ and support them to diversify their workforce; conduct peer outreach and education and post jobs on the Arizona Job Connection												
5. Develop consultant network for Arizona businesses to access subject matter experts in the realm of employment and disability (i.e. legal, accounting, etc.)												
6. Identify existing and/or create training supports and tools for Arizona businesses to integrate individuals with disabilities into their workplaces												
7. Create reports and processes to identify the number of businesses using the Arizona Job Connection to post jobs.												
<b>ORGANIZATION TRACK</b>												
1. Recruit and establish a Board of Directors												
2. Finalize and submit nonprofit paperwork to IRS. Secure nonprofit status (provisional)												
3. Become an Arizona affiliate of the US Business Leadership Network (USBLN)												
4. Develop criteria for the UAZ "seal of approval" – criteria for business, consultants, training, tools, etc.												
5. Execute short and long-term diversified funding strategies												
6. Make enhancements to the UAZ website												
<b>QUARTERLY PROGRESS REPORTS</b>												
<i>Thursday, July 23, 2015</i>												

