

Ms. Marcella Crane  
Arizona Developmental Disabilities Planning Council  
3839 N. 3<sup>rd</sup> Street, Suite 306,  
Phoenix, AZ 85012

August 24, 2020

(Sent Electronically)

Dear Marcella,

**RE: Tempe's BEST– Year 3 - Renewal Grant Application**

We appreciate the opportunity to apply for Tempe's BEST – Year 3 funding. Tempe's Building Employment Support and Training (BEST), has three goals, to:

- **Change Tempe's inclusion culture and language competency**
- **Hire six employees with developmental disabilities to increase neurodiversity**
- **Create a municipality model to share with others for replication**

**Inclusion Culture** – Tempe's culture change is in progress; barriers continue to come down. Yet more remain to remove. BEST continues to be an "Employment First Tempe" with help from our partners. **YEAR 3:** Tempe's BEST will refine virtual training and work with Arizona Employment First and with other municipalities to test Tempe's BEST.

**Language Competency** – **YEAR 3:** BEST materials, including its handbook, will be translated into Spanish. Outreach will increase the racial diversity of applicants.

**Hiring** – Three employees have been hired. Several positions in City Clerk and Police Department are intending to diversify with Tempe's BEST in Year 3. We will assist with the hiring process when the city re-opens. Currently there are 14 applicants actively in progress. There have been 36 applicants total. **YEAR 3:** Tempe will hire a minimum of three more applicants and include recruitment at colleges and universities.

**Municipal Model** – Tempe's BEST model has been updated. There may still be refinements based on surveys/results. **YEAR 3:** Tempe will test and share the municipal model with three cities, to refine for marketing, increase culture change to work with people with neurodiversity and sustainability. Year 3 has a new category: Sustainability.

In closing, there will be a Grant Manager position change in Year 3 due to my resignation. However, Tempe's BEST will be in good hands, with Equity & Inclusion Manager Jonae Harrison and all in the Human Services Department.

Sincerely,

Michele D. Stokes

1. Provide a description of your funded program and include a description of the target community and target participation. State why the ADDPC should continue funding your program for another once-year period.

**Description of the funded program:**

Tempe’s Building Employment Support and Training (BEST) has three goals, to:

- Change Tempe’s disability inclusion culture and language competency\*.
- Hire six employees with developmental disabilities to increase staff neurodiversity.
- Create a municipality employment model to share with other cities for replication.

**Tempe’s BEST model has four parts:**

- **Building** - Developing the program infrastructure and sharing the model.
- **Employment** - Recruiting applicants, encouraging interviews, and hiring.
- **Supports** - Coordinating employee, supervisor and workgroup supports.
- **Training** - Instructing applicants, supervisors, workgroups, and employees.

**Target Community & Participation:**

Tempe’s BEST serves applicants from the Phoenix Metropolitan area, who align with the Developmental Disabilities (DD) Assistance and Bill of Rights Act of 2000’s definition of “developmental disability.” Applicants are referred to Tempe’s BEST by partners, city staff, and state agencies who directly serve this population. Applicants may also self-refer. Applicants are currently from 11 cities across the Valley.

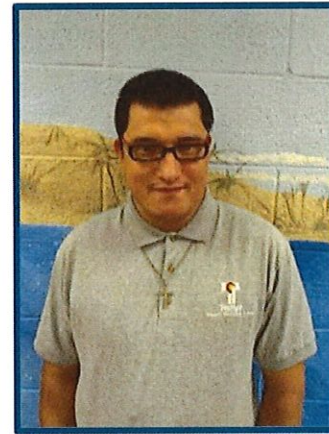
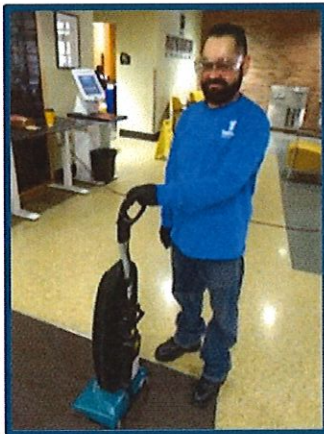
<b>BUILDING</b>	<b>EMPLOYMENT</b>	<b>SUPPORTS</b>	<b>TRAINING</b>
<b>Friends of Tempe</b> Partnerships & Friends	<b>You got the job</b> Competitive Opportunities	<b>We Welcome You as you Are</b> Cultural/Linguistic	<b>We are so glad you’re here</b> BEST Orientation
<b>Begin at the End</b> Evaluation, Metrics & Reporting	<b>Discover</b> Your Genius Job Themes	<b>To Your Benefit</b> Money & Benefit Counseling	<b>Getting to know all about you</b> 1:1 Training
<b>Tempe wants you</b> Inviting Applicants Selection/Referral	<b>Show &amp; Tell</b> Informational Interviews	<b>What to do</b> Policies, Practices & Procedures	<b>Embrace the Dis’</b> Awareness Training
<b>Practice makes Perfect</b> Refinements	<b>Your way works</b> Customized Strategies	<b>What you need</b> Universal Design Accommodations	<b>Tempe Culture</b> Employee’s Cultural Training
<b>Best &amp; Final</b> Create the BEST Program Model	<b>Try, Try Again</b> Trial Work Opportunities	<b>Work longer</b> Competitive Promotions	<b>BEST Workgroup</b> Workgroup Cultural Training
<b>Share the Wealth</b> Marketing the Model	<b>Work Smarter</b> Job Skill Training & OJT	<b>Getting There</b> Transportation Support	<b>Classy Tempe</b> City Training classes for Emp.

**Why should ADDPC continue funding Tempe’s BEST?**

Tempe works better with diverse employees to serve our equally diverse community. We need ADDPC and partners’ support to spur changes needed, to be culturally and disability diverse. The grant helps us increase hiring priority, match funds, partner with others, and refine a hiring model. It helps Tempe demonstrate competitive hiring success to other cities. With your help we can walk the talk. ADDPC’s influence, helps us support these connections to serve our communities.

In 2018, Tempe saw an increase, from 4.0% to 6.7%, in working-age residents with disabilities that have the same characteristics of I/DD<sup>1</sup>. Data shows we need to become more culturally inclusive, as a city, to improve employment success, independence, and reflect the richness of Tempe’s communities. We can do this with Tempe’s BEST. We need everyone’s views, engagement, and potential, to serve our diverse communities.

Tempe is willing to support the efforts of inclusion. BEST has provided neurodiversity exposure and training to city employees for two years, now. Three employees have been hired. Over 80% of Year 2 tasks are completed thus far, pivoting through a world-wide pandemic. BEST has the support of City Council and city management. Departments agreed to provide over 100% of in-kind supports and explore strategies for hiring. Human Resource policies now emphasize hiring individuals with disabilities. This willingness to see success, with Tempe’s BEST, is invaluable.



**Tempe’s BEST employees working at Tempe Public Library and Recreation Centers.**

<sup>1</sup> 2018 ACS Cognitive, Self-Care, Independent Living data for Tempe. **Source:** U.S. Census Bureau, 2018 American Community Survey 5-year Estimates (Tables B18101, B18102, B18103, B18104, B18105, and B18106, B18107) Census data does not track ‘developmental disabilities’ per se, but tracks the effects of disability. This is current data provided by the Maricopa Association of Governments.

**2. Summarize key program achievements for the current funding year. Include all key activities that have been undertaken based on the current implementation plan. Describe activities that are left to compete in the last quarter. Detail any barriers that were addressed and at least one success story.**

**Three employees hired.** The first two employees successfully graduated and a third is scheduled to graduate, soon. Graduates will continue to receive support, as needed.

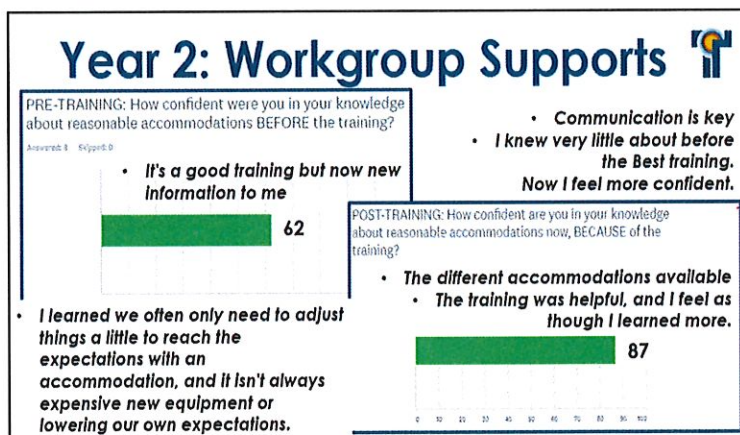
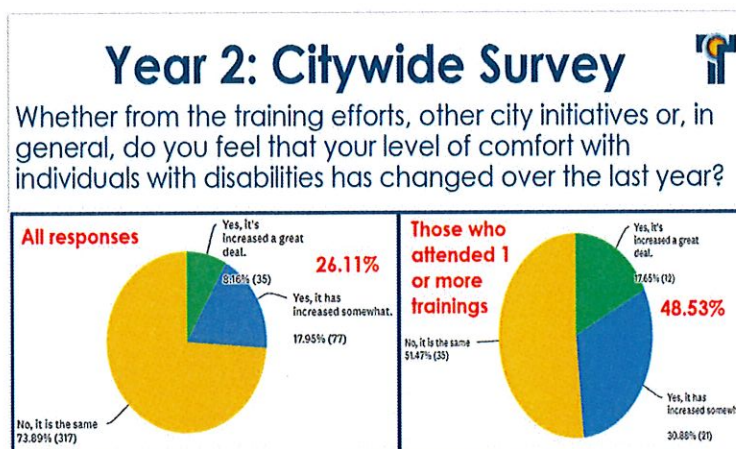
**A pandemic furlough was prevented through BEST advocacy.** A BEST employee was scheduled, with other staff in their department, to be furloughed. Over 500 part-time city employees have been furloughed and a hiring freeze is in effect. Efforts from several city departments and BEST staff facilitated a transfer, preventing the furlough.

**Successful virtual pivot of services, training & conference presentations.**

Tempe’s BEST presentation on best practices, at the virtual 2020 IHD Evidence for Success Disability Conference received excellent post-survey scores. Training provided to city staff has been converted to a virtual format. Feedback for the training from attendees was very positive, with scores ranging in the 9’s (out of 10) and comments indicating a desire for more training.

**Pre-post surveys show Tempe’s BEST is changing city culture.** Training, various disability initiatives, and neurodiversity exposure makes a difference. In Year 2, over 600 employees responded to the recent citywide ‘Culture of Inclusion’ survey. Details will be provided in the 4<sup>th</sup> Quarter report. Summary is above.

**HR changes policies.** There were four changes made to the City of Tempe’s “Recruitment and Selection” guidelines by Human Resources. Of these, three related to changes that reaffirmed the City’s commitment to hiring based on ability or providing accommodations when requested during the hiring process. One was a procedural addition that commits the City to advertising openings to disability jobseekers.



**Stories / Comments:**

**“The wonder it has brought to our entire family”**

“Julia and the folks at the Tempe BEST program have allowed me to witness the transformation of my daughter from a naive high school girl into an independent go-getter! I cannot speak more highly about the benefits of this program for my daughter, and the wonder it has brought to our entire family. Prior to entering Tempe BEST, she was timid, mostly home bound, sometimes fearful, and underconfident. Now she navigates to work by herself, stays on time and on schedule, executes her duties, is joyous, keeps a bank account, enjoys working and the people she meets, understands service, and is beginning to additionally problem solve along with other positive implementation behaviors. The Tempe BEST program works! Our praise and gratitude could not be greater, nor the changes in Julia more far reaching. Thank you!”

– Donna, mother of a BEST Graduate

**“Fit right in with the Tempe family”**

“I’m a Senior Management Assistant with Community Services. I work at the Tempe Public Library. I’ve had the pleasure to work with Julia, one of our BEST employees. I would often see Julia with our custodial team taking care of our custodial needs on the second floor of the Library. I always make an effort to stop by and say hi to the team when they are there. I did not know at the time the Julia was with the BEST program. She is one of the hardest working individuals I know. She was always busy doing something when I would stop by to say hi. It took her some time before she would make eye contact and say hi back. After a couple of months, she appeared to fit right in with the Tempe family. She was confident in her interactions with people and extremely proud of the work she provided. It was so awesome to always see her smiling. Without a doubt, I know this program has been extremely beneficial to all parties involved.”

– Tanya Chavez, Community Services Department

**“Fabulous personality and an excellent work ethic”**

“Our two new staff members have great attitudes and share positivity with the entire staff. James brought with him many years of custodial experience and enjoys detailing restrooms and sharing tips and tricks with our custodial staff. Jules is new to the custodial field, but a fast learner. She has a fabulous personality and an excellent work ethic. James and Jules are both a delight to work with. Staff throughout the city have been friendly and supportive of our additional team members, but we expected nothing less from our City of Tempe employees.” – Dawn Holst, Internal Services Department

### 3. Describe community partners and their role in this project.

#### **Tempe's BEST Partners serve the applicants we want to hire.**

Partner's experience in serving people with neurodiversity provides BEST with first-hand strategies, resources, ideas, and experience.

#### **Partners serve as advisors, sounding boards, and provide applicant referrals.**

They bring applicants to the quarterly meetings. They help BEST understand barriers, solutions, systemic difficulties, and potential solutions for mutual success.

## Thanks to our Year 2 Partners



- Ability 360
- ADDPC
- AZ Dept. of Econ. Security (VR)
- AzTAP
- Div. of Developmental Disabilities
- Elite Comm. Services
- First Place AZ
- Inst. Human Development (IHD)
- Life Quest Training & Consulting, LLC.
- Maricopa County
- Northern Ariz. University (NAU)
- Pathway to Work
- SARRC
- Sonoran UCEDD
- STARS (of Scottsdale, AZ)
- The Centers for Habilitation
- United Cerebral Palsy (UCP)

### 4. Describe how feedback from participants, family members or other stakeholders was gathered and used to support or change your project.

Life Quest Training and Consulting provided evaluation services and surveys through the year. A survey to participants is scheduled for completion by the end of Year 2.

**Stakeholder Survey.** Response options ranged from 1 to 5 stars. Stars had values: 1-Strongly Disagree, 2-Disagree, 3-Neutral, 4-Agree, 5-Strongly Agree. Both had open-ended questions to encourage comments.

#### **Survey to stakeholders/partners – 12 responses. Score: 4.2 out of 5 points.**

- ✓ The BEST program's purpose & goals were clearly defined and explained: 4.2
- ✓ I am satisfied with frequency & depth in which BEST has communicated: 4.3
- ✓ I agree with the overall structure of BEST & how it has been designed to function: 3.8
- ✓ I am satisfied with the quarterly meetings that have been held over the past year: 3.9
- ✓ Program staff have been responsive & collaborative with me for the referrals I have sent them: 4.4
- ✓ I will continue to support the efforts of the BEST program: 4.4

**The Culture of Inclusion Survey of City Employees – 601 responses.** Preliminary results indicate the BEST program has made definitive inroads with changing attitudes and increasing disability awareness among city staff. (See images under question #2) Feedback has been positive, with training sessions receiving high marks and comments from trainees being complimentary of the BEST program and the benefits it brings to the City of Tempe.

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

**Minority Recruitment.** Currently 26% of our applicants are minorities, and 66% (two of the three) Tempe's BEST hires are Hispanic. Tempe's BEST Coordinator attended events and worked with partners to reach all populations, including the:

- African American Disability Conference
- Autism job fairs, both in person and online
- Multiple general disability job fairs
- IHD Conference team presentation to attendees who work with the population

**Poverty data.** Evaluation of applicants, by zip code poverty data, shows that 66% of our total applicants are from areas that have at least a 10% poverty rate, and 100% of our hires reside in areas that have at least a 10% poverty rate. (The federal average was 11.8% in 2018.)

**6. Summarize evaluation findings to date, including the number of participants served, and their level of satisfaction. Explain if your program is on track with proposed target numbers, if not describe barriers to reaching target numbers. Include other data/performance measures you are tracking and reporting to the ADDPC.**

**BEST Applicant by Status Data:** To date, Tempe's BEST has accepted 36 applicants; 3 have recently applied and are pending, 14 are active, 3 have been hired, 16 are no longer active; most of the inactive applicant applied in Year 1. The applicants are from 11 cities around the Valley and 6 are from Tempe. They range in age from 18 to 63; 27 are male and nine are female. Their years of work experience ranges from 0 to 34 years. There are 17 applicants who have attended college and of them, 10 have degrees; 19 applicants graduated from high school. There were 9 minority applicants, which is 26% percent of the applicant pool. Two of the three applicants hired are minorities. Two applicants were self-referrals, nine were referred by DES Vocational Rehabilitation (VR), and eight referrals were from the Department of Developmental Disabilities; and 17 referrals were from BEST partners. Based on the demographics, Year 3 marketing efforts will include to minority communities, women, and Tempe residents.

Due to the Covid-19 Pandemic and the resultant hiring freeze, we have three more employees yet to hire. We are recruiting. We are developing and diversifying job opportunities with two departments who are seeking BEST applicants: City Clerk and the Police Dept. We have 14 active applicants, with an additional three who are in process as Pending.

### Tempe's BEST Applicants by Status

ID #	City	Zip	By Zip, %Below Poverty	Age	Gend	Race	Lang	Work Yr.	Educ	Referral	Status
42114	Tempe	85282	19.00%	29	M	C	Eng	3	BA/BS	TCH	Active
23232	Phoenix	85012	9.60%	25	F	C	Eng	5	Coll	1st Place AZ	Active
43252	Phoenix	85037	18.10%	63	F	C	Eng	34	AA	Blind Found.	Active
56376	Phoenix	85019	37.70%	45	M	A	Eng	4	BA/BS	Private	Active
32111	Mesa	85203	18.00%	26	F	C	Eng	4	HS	VR	Active
44334	Phoenix	85042	21.40%	27	M	C	Eng	5	HS	Adpt Rec	Active
43765	Tempe	85283	14.10%	36	M	H	Eng	13	HS	DDD	Active
32423	Apache J.	85119	20.44%	25	F	C	Eng	2	AA	VR	Active
23322	Chandler	85286	5.10%	32	M	C	Eng	12	HS	DDD	Active
88978	Tempe	85282	18.80%	37	F	C	Eng	16	BA/BS	VR	Active
32324	Phoenix	85042	21.42%	25	M	C	Eng	4	BA/BS	VR	Active
32452	Scottsdale	85251	15.40%	38	M	C	Eng	20	HS	STARS	Active
42223	Scottsdale	85258	6.60%	28	M	C	Eng	10	Coll	STARS	Active
76552	Tempe	85281	21.30%	26	M	C	Eng	2	Coll	Terros	Active
87979	Mesa	85202	19.20%	21	F	C	Eng	1	HS	Self	Graduated
21434	Phoenix	85042	21.40%	40	M	H	Eng	20	HS	VR	Graduated
32423	Phoenix	85008	31.20%	28	M	H	Eng	12	AA	STARS	Hired
21344	Phoenix	85044	5.70%	26	F	C	Eng	1	HS	Self	Inactive
32423	Tempe	85283	21.30%	42	F	H	Eng	3	BA/BS	360	Inactive
23432	Peoria	85383	2.60%	65	M	C	ASL	25	BA/BS	VR	Inactive
53223	Chandler	85248	9.12%	52	M	C	Eng	6	HS	TCH	Inactive
89789	Chandler	85248	15.90%	50	M	C	Eng	10	BA/BS	Elite	Inactive
34223	Phoenix	85044	5.70%	19	M	C	Eng	3	HS	VR	Inactive
87877	Q. Creek	85142	7.89%	18	M	C	Eng	1	HS	DDD	Inactive
45434	Phoenix	85042	21.40%	29	M	H	Eng	1	HS	Adpt Rec	Inactive
67568	Phoenix	85045	2.90%	22	M	C	Eng	6	HS	DDD	Inactive
87453	Guadalupe	85283	14.10%	20	F	H	Eng	2	HS	DDD	Inactive
98348	Phoenix	85012	9.60%	28	M	C	Eng	2	HS	Adpt Rec	Inactive
23982	Phoenix	85044	5.70%	23	M	H	Eng	2	HS	Origami Owl	Inactive
43453	Phoenix	85045	3.69%	30	M	C	Eng	1	BA/BS	SARRC	Inactive
89891	Tempe	85281	21.30%	31	M	C	Eng	15	Coll	Cactus Speech	Inactive
34534	Mesa	85201	15.80%	35	M	C	Eng	17	BA/BS	VR	Inactive
12121	Glendale	85301	34.00%	36	M	B	Eng	20	HS	VR	Inactive
79876	Phoenix	85012	10.74%	20	M	C	Eng	0	HS	DDD	Pending
11123	Phoenix	85012	10.74%	28	M	C	Eng	6	HS	DDD	Pending
32478	Phoenix	85023	13.74%	24	M	C	Eng	2	BA/BS	DDD	Pending



**7. Describe any new changes that will be implemented including program design, target numbers, collaborators, implementation, staffing, evaluation, and other activities.**

Program Design Changes: Tempe's BEST will be focusing on finalizing the model for use in replication by other municipalities. We will work with other cities to whether BEST could be replicable in their city and if there are any recommended changes. We will also work with Arizona Employment First to support this progress.

Target numbers. Our most important target at this time is to facilitate hiring of a minimum of three more employees with neurodiversity. All else is secondary. Participant outreach is effective; however, we are reaching out to colleges and universities to broaden the reach. The number of partners is sufficient, and we will continue recruiting new partners.

Collaborators. Current collaborators include Life Quest for evaluations; UA/Sonoran UCEDD for training and model facilitation, they will contract with BEST in Year 3.

Implementation Changes. The Gantt chart includes an additional section, and specific tasks to facilitate sustainability after Year 3. An exploration will be reviewed to determine if "mentoring" activities would be an effective addition to the model.

Part-time Positions. With 2 years of Tempe's BEST well underway, we plan to submitting a supplemental budget request in January 2021 for City Council approval, to secure funding for four part-time positions to facilitate customizing/hiring efforts and transitional placements – this will equate to over \$80,000 in Cash/In-Kind Match. We got as far as holding discussions with management to submit the supplemental budget request in Year 2, however it was deemed that BEST needed a longer track record.

Apprenticeships. The Public Works apprenticeship opportunities were put on hold in Year 2 due to a department reorganization. If they arise in Year 3, BEST will assess if any applicants qualify.

Staffing. Grant Manager, Michele Stokes, ADA Compliance Specialist is resigning to take care of her husband with stage 5 Parkinson's. Interim Grant Manager will be Jonae Harrison. Diligence has been taken and BEST has been almost completely transferred to the Human Services department to facilitate sustainability.

Evaluation. We have three evaluation tools that request information on city employee cultural inclusion status, BEST Partners, and Applicants. We anticipate creating additional evaluation tools to gather information from supervisors, as appropriate. We are also looking at what evaluation tools would work, in house, for sustainability.

**8. Describe other sources of funds that are committed to support the project. Will this project continue without ADDPC funding?**

All funds committed to support Tempe's BEST are city general funds. In January 2020, Strategic Management and Diversity Office began discussions with upper management, Human Resources, Human Services and Finance to discuss incorporating the grant funded BEST Coordinator position and program expenses into city budget by the end of Year 3. The budget process requires a supplemental request, based upon success be submitted in January 2021, for a July 2021-22 budget year. If approved, it would be effective July 2021. This is pending Tempe's BEST being awarded a Year 3 grant and success in hiring three additional employees with neurodiversity. Since nothing is guaranteed, especially in this pandemic time. Tempe's BEST will also seek additional grant funds from other entities; explore potential agreements with DES Rehabilitation Services and others to continue the program.

**9. Attachment 1: Provide an Implementation Plan that lists out sequentially the key activities to undertake in the next year. At a minimum, the implementation plan shall list the key task, the party that is responsible, when it will be completed (date) and by what method you will know completion is met (measurement).**

Please see Attachment 1: Tempe's BEST – Year 3 Gantt Chart

**10. Attachment 2: Provide a 12-month Budget Request and Match. Use the Budget Summary Form and provide a detailed budget Narrative for both requested dollars and match.**

Please see Attachment 2: Budget Request and Match Narrative.

**11. Attachment 3: Provide a list of key staff and briefly summarize their job responsibilities in this grant. List any training or certification required for staff in the upcoming year. Ensure personnel costs are appropriately allocated for in the Budget. Do not attach resumes.**

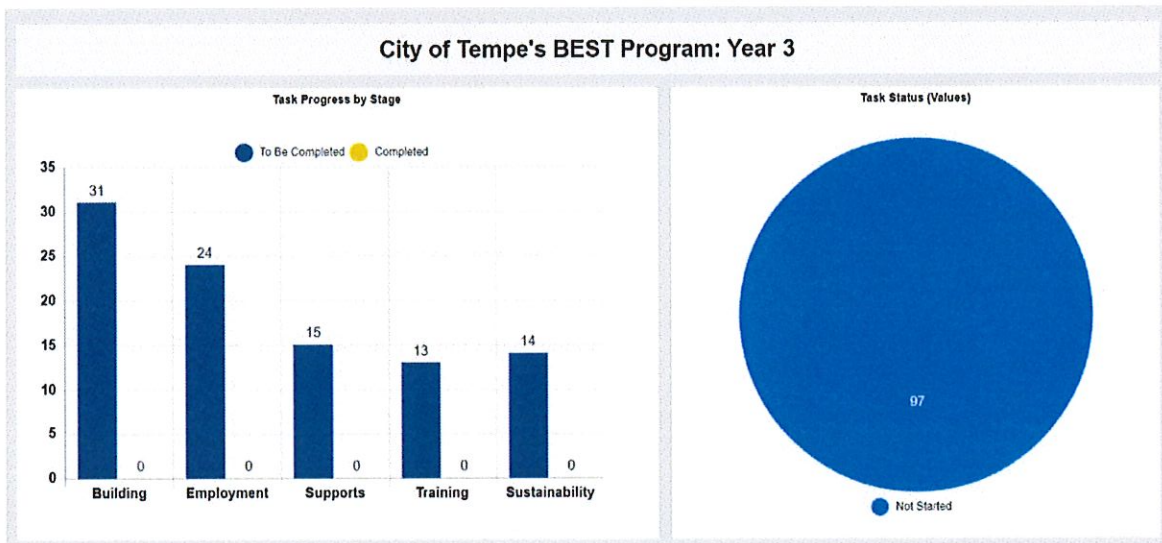
Please see Attachment 3: Key Staff Responsibilities.

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Funding for this project was made possible, in part, by RFGA # ADDPC-FFY18-EMPWK-010, "Creating a Diverse Workforce for People with Developmental Disabilities," from the Arizona Developmental Disabilities Planning Council. The views expressed in written materials or publications and by any speakers and moderators do not necessarily reflect the official policies of the ADDPC or the U.S. Department of Health and Human Services, nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government." For Grant Information: ADDPC-Marcella Crane, 3839 N. 3rd St., Suite 306, Phoenix, Arizona, 85012/ 602-542-8970/ <https://addpc/az.gov>. For Program Information: City of Tempe-Michele\_Stokes@Tempe.gov , 31 E. 5th St., Tempe, Arizona, 85282/ 480-350-2704/ [www.tempe.gov/ADA](http://www.tempe.gov/ADA).

**9. ATTACHMENT # 1 – Tempe’s BEST – Year 3 Gantt Chart**  
 (See Separate Attachment)

**Tempe’s BEST - Proposed Task Dashboard**



# ADDPC Employment Grant-Year 3

Task Name	Quarter Goal	Finish	Primary Contact
<b>BUILDING EMPLOYMENT SUPPORTS &amp; TRAINING -YEAR 3 (Items re sustainability are marked *)</b>			
<b>1. Building</b>			
<b>1.1 Strategies- Partnerships and Friends</b>			
1.1.1 Research new strategies for marketing, recruitment and replication efforts	Q2 (Jan-Mar)	03/31/21	Mary Mezey
1.1.2 Implement strategies to gain and sustain program referrals, and gain 1 new partner, quarterly*	Q3 (Apr-June)	06/30/21	Max Ryser
1.1.3 Facilitate Marketing BEST to departments within the City of Tempe for hiring and sustainability*	Q3 (Apr-June)	06/30/21	Adrienne Ward
1.1.4 Identify 3 cities with Arizona Employment First to pre-test BEST municipal model	Q2 (Jan-Mar)	03/31/21	Susan Voirol
<b>1.2 Evaluations - Begin at the End</b>			
1.2.1 Evaluate program performance quarterly (e.g., training effectiveness, performance, analyzing metrics)	Q4 (July-Sept.)	09/30/21	Nanette Odell
1.2.2 Evaluate partner feedback about BEST on a quarterly basis for improvements	Q4 (July-Sept.)	09/30/21	Nanette Odell
1.2.3 Evaluate Supervisor and Workgroup feedback about supports and training on quarterly basis	Q4 (July-Sept.)	09/30/21	Nanette Odell
1.2.4 Evaluate applicant/participant/graduate feedback about BEST's effectiveness and services	Q4 (July-Sept.)	09/30/21	Nanette Odell
1.2.5 Refine final program model based on survey data and feedback; record changes made*	Q4 (July-Sept.)	09/30/21	Max Ryser
<b>1.3 Partners - Tempe Wants You</b>			
1.3.1 Engage on a quarterly basis with partners to initiate program referrals for BEST	Q4 (July-Sept.)	09/30/21	Max Ryser
1.3.2 Determine what BEST can do to help partners with their objectives related to employment	Q1 (Oct-Dec)	12/31/20	Max Ryser
1.3.3 Conduct pre-test of model with 3 cities to determine what they need to potentially replicate BEST	Q3 (Apr-June)	06/30/21	Max Ryser
<b>1.4 Model Refinement - Best and Final</b>			
1.4.1 Complete BEST model documents to facilitate municipal replication (Presentations/Reports/Guides)	Q2 (Jan-Mar)	03/31/21	Max Ryser
1.4.2 Facilitate 508 accessibility compliance with all materials for replication (Common Look Remediation)	Q3 (Apr-June)	06/30/21	Grant Manager
1.4.3 Detail program budget information and prepare financial information needed for replication	Q3 (Apr-June)	06/30/22	Mary Mezey
1.4.4 Work with city departments/HR to facilitate additional policy changes for final BEST refinements*	Q3 (Apr-June)	06/30/21	Mary Mezey
1.4.5 Work with Evaluator to package standard evaluations to include in materials for replication	Q3 (Apr-June)	06/30/21	Nanette Odell
<b>1.5 Marketing &amp; Reports - Share the Wealth</b>			
1.5.1 Utilize events, social media, and online presence in sustaining marketing strategies*	Q4 (July-Sept.)	09/30/21	Mary Mezey
1.5.2 Collaborate with PIO to develop and/or refine marketing materials as needed	Q3 (Apr-June)	06/30/21	Max Ryser
1.5.3 Develop external marketing plan with PIO; distribute BEST information for sustainability*	Q3 (Apr-June)	06/30/21	Max Ryser
1.5.4 Translate BEST documents and marketing materials into Spanish for accessibility/replication	Q2 (Jan-Mar)	03/31/21	Max Ryser
1.5.5 Include option to conduct trainings/presentations on a virtual platform	Q1 (Oct-Dec)	12/31/20	Mary Mezey
1.5.6 Develop success stories about BEST employees to showcase hiring and for marketing model	Q3 (Apr-June)	06/30/21	Max Ryser
1.5.7 Write quarterly reports and submit them to ADDPC	Q4 (July-Sept.)	09/30/21	Mary Mezey
1.5.8 Write and submit a 3-year summary report for ADDPC and to include in materials for replication	Q4 (July-Sept.)	09/30/21	Mary Mezey
1.5.9 Maintain internal program guide and update as needed with HR staff	Q4 (July-Sept.)	09/30/21	Mary Mezey
<b>2. Employment</b>			

Task Name	Quarter Goal	Finish	Primary Contact
<b>2.1 Coordination - Discover Your Genius</b>			
2.1.1 Screen applications to ensure criteria is met and admit applicants	Q4 (July-Sept)	09/30/21	Max Ryser
2.1.2 Interview program applicants and assist them with the "Discovery" process	Q4 (July-Sept)	09/30/21	Max Ryser
2.1.3 Identify relevant jobs for applicants and assist with submitting applications	Q4 (July-Sept)	09/30/21	Max Ryser
2.1.4 Evaluate and facilitate support for applicants' needs for interview and job preparation	Q4 (July-Sept)	09/30/21	Max Ryser
2.1.5 Inform Human Resources (HR) of incoming applications for temporary, PT and FT positions	Q4 (July-Sept)	09/30/21	Max Ryser
<b>2.2 You got the Job!</b>			
2.2.1 Coordinate meetings and support logistics with other providers, upon hire, to customize strategies	Q4 (July-Sept)	09/30/21	Max Ryser
2.2.2 Conduct BEST orientation with new hires and share copies of orientation materials	Q4 (July-Sept)	09/30/21	Max Ryser
2.2.3 Provide on-site support, document employee progress, and act as support liaison	Q4 (July-Sept)	09/30/21	Max Ryser
<b>2.3 Your Way Works - Customized Strategies</b>			
2.3.1 Determine strategies to include in training work group and for accommodations	Q3 (Apr-June)	06/30/21	Max Ryser
2.3.2 Evaluate if continuing supports, strategies and training are effective	Q3 (Apr-June)	06/30/21	Max Ryser
2.3.3 Assess hires' readiness for BEST graduation with input from supervisors, service providers and team	Q3 (Apr-June)	06/30/21	Max Ryser
<b>2.4 Work Smarter - Competitive Opportunities/Trial Work Opportunities</b>			
2.4.1 Work with departments, HR, Budget Office to identify competitive opportunities for BEST applicants	Q4 (July-Sept)	09/30/21	Max Ryser
2.4.2 Prepare list of applicant skill sets to match current BEST applicants with positions for departments	Q1 (Oct-Dec)	12/31/20	Max Ryser
2.4.3 Work with Police and City Clerk to identify positions and skillsets required for the positions	Q1 (Oct-Dec)	12/31/20	Max Ryser
2.4.4 Determine potential Trial Work Opportunities, Job Skill Training or Mentor Opportunities	Q3 (Apr-June)	06/30/22	Max Ryser
<b>2.6 Model Success</b>			
2.5.1 Change Culture through training and policy change*	Q3 (Apr-June)	06/30/21	Grant Manager
2.5.2 Hire & Retain at least six BEST employees, in total*	Q4 (July-Sept)	09/30/21	Max Ryser
2.5.3 Tempe's BEST approved for Year 4 continuation by the City*	Q3 (Apr-June)	06/30/21	Marie Raymond
2.5.4 Model tested by other cities, including HR representatives*	Q3 (Apr-June)	06/30/21	Max Ryser
<b>3. Supports</b>			
<b>3.1 We Welcome You as You Are / Cultural/Linguistic</b>			
3.1.1 Solicit individuals with developmental disabilities for feedback (e.g., at meetings)	Q4 (July-Sept)	09/30/21	Max Ryser
3.1.2 Schedule and conduct quarterly training on Cultural and Linguistic Inclusion with staff and stakeholders	Q4 (July-Sept)	09/30/21	Max Ryser
<b>3.2 To Your Benefit - Financial Counseling</b>			
3.2.1 Help applicants and/or new hires understand impact of working on finances	Q4 (July-Sept)	09/30/21	Max Ryser
3.2.2 Refer applicants and/or new hires for specialized benefit counseling if interested	Q4 (July-Sept)	09/30/21	Max Ryser
<b>3.3 What to do - Policies, Practices and Procedures</b>			
3.3.1 Engage in activities (e.g., monthly newsletters) to aid with retention of applicants	Q4 (July-Sept)	09/30/21	Max Ryser
3.3.2 Secure, maintain, and renew vendors (e.g., training, job coaching) for supports for applicants and workgroups	Q2 (Jan-Mar)	03/31/21	Mary Mezey
3.3.3 Provide on-site support, document employee progress, and act as support liaison	Q4 (July-Sept)	09/30/21	Max Ryser

Task Name	Quarter Goal	Finish	Primary Contact
<b>3.4 What you need - Universal Design/Accommodations</b>			
3.4.1 Work with HR in ensuring that accommodations are met for applicants and/or hires	Q4 (July-Sept)	09/30/21	Max Ryser
3.4.2 Work with Job Coach and Trainers to ensure accommodations and implementation	Q2 (Jan-Mar)	03/31/21	Max Ryser
<b>3.5 Transportation</b>			
3.5.1 Coordinate with employee to ensure transportation supports are in place	Q3 (Apr-June)	06/30/21	Max Ryser
<b>4. Training</b>			
<b>4.1 General City Training</b>			
4.1.1 Schedule quarterly training sessions for city staff	Q1 (Oct-Dec)	12/31/20	Max Ryser
4.1.2 Collect training Surveys to gather data on effectiveness	Q3 (Apr-June)	06/30/21	Nanette Odell
<b>4.2 Work-Group Training</b>			
4.2.1 Schedule Work-Group Training after Applicant is hired	Q1 (Oct-Dec)	12/31/20	Max Ryser
4.2.2 Collect training surveys to gather data on effectiveness	Q4 (July-Sept)	09/30/21	Nanette Odell
<b>4.3 Mentor Development</b>			
4.3.1 Explore marketing mentor training to potential participants (e.g., city staff)	Q4 (July-Sept)	09/30/21	Max Ryser
4.3.2 Explore enrolling participants in mentor training and schedule as needed	Q4 (July-Sept)	09/30/21	Max Ryser
4.3.3 Explore mentoring training and collect post-training survey data for evaluation	Q4 (July-Sept)	09/30/21	Max Ryser
<b>4.4 Employee Training Classes</b>			
4.4.1 Ensure that BEST employees/graduates have opportunities to attend city trainings	Q3 (Apr-June)	06/30/21	Max Ryser
4.4.2 Create final training package and model documentation for replication to other cities	Q2 (Jan-Mar)	03/31/21	Max Ryser
<b>5. Sustainability</b>			
<b>5.1 External Sustainability - BEST Model</b>			
5.1.1 Work with AZ-EF to identify virtual meetings to share Tempe's BEST municipal model	Q1 (Oct-Dec)	12/31/20	Mary Mezey
5.1.2 Identify cities who would like to review the model in depth and provide feedback for their own city	Q1 (Oct-Dec)	12/31/20	Mary Mezey
5.1.3 Coordinate a meeting, including at least 3 other cities, to review Tempe's BEST model	Q2 (Jan-Mar)	03/31/21	Mary Mezey
5.1.4 Create a brief/article/PowerPoint on the collaborative process and a list of recommendations	Q3 (Apr-June)	06/30/21	Mary Mezey
5.1.5 Create final training package and model documentation for replication to other cities	Q2 (Jan-Mar)	03/31/21	Max Ryser
<b>5.2 Internal Sustainability - Operations and Funding</b>			
5.2.1 Follow up on non-federal grants to contract for 5 videos for marketing/training in Tempe's BEST	Q1 (Oct-Dec)	06/30/21	Grant Manager
5.2.2 Identify strategies to make program sustainable past its 3-year grant funded time frame*	Q3 (Apr-June)	06/30/21	Grant Manager
5.2.3 Execute identified sustainability strategies and report quarterly to funder*	Q4 (July-Sept)	09/30/21	Max Ryser
3.2.4 Evaluate policies, practices, and procedures for changes to support sustainable disability hiring*	Q3 (Apr-June)	06/30/21	Mary Mezey
5.2.5 Begin discussions with administrators for political and financial support for 2021-22 budget	Q2 (Jan-Mar)	03/31/21	Mary Mezey
5.2.6 Apply for supplemental funds for Best Coordinator position and program funds	Q2 (Jan-Mar)	03/31/21	Grant Manager
5.2.7 Explore with VR the possibility of IGA for funding or partial funding.	Q2 (Jan-Mar)	03/31/21	Grant Manager

## 10. ATTACHMENT 2 - Budget Request and Match Narrative

**"I liked the BEST program because they helped me out so much with everything about getting a job. Everyone was always very nice and kind. They made me feel included. The best part is my new job!"**

**– Julia**

**BEST Employee and Graduate**

## Budget Request Form

Contractor Name: City of Tempe, Office of Strategic Management and Diversity

Contractor Address: 31 E. Fifth St., 2nd Floor (Remit- PO Box 5002) Tempe AZ 85281  
Street Address City State Zip

Project Name: Tempe's BEST Program

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	57,741	74,880	50,576	183,197
Fringe Benefits	22,569	14,954	11,349	48,871
Supplies / Operating Expenses	4,310			4,310
Travel	111			111
Rent or Cost of Space			20,820	20,820
Contracted Services / Professional Services	40,000		10,000	50,000
Administrative / Indirect Costs				-
<b>Total Costs</b>	<b>124,731</b>	<b>89,834</b>	<b>92,745</b>	<b>307,309</b>

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

Additional description and background information shall be included as a budget narrative, including for match. The contractor agrees to submit additional background information to the ADDPC upon request.

Michele Stokes  
 Name of Certifying Official

ADA Compliance Specialist  
 Title of Certifying Official

480-350-2704 Michele\_Stokes@Tempe.gov  
 Phone Email



**Budget Summary and Narrative**  
**Note: Spreadsheet provided separately**

**Personnel/Salaries:**

**BEST Grant Manager, TBD**, (10 hrs. per week/12 months) will ensure the program meets timeline, budget, and report deadlines, establish relationships with champions, partners, and steering committee members, and will troubleshoot areas of concern. The Grant Manager will coordinate provision of the:

- BEST Municipal Model to become a culturally and linguistically competent city employer.
- Quarterly Narrative Reports on the status of the project and implementation plan.
- Review of Fiscal Invoicing, including backup to support expenses based on approved costs.
- Sustainability efforts and other information deemed necessary throughout the project.

Category	Request	Cash Match	In-kind Match	Fund Source Notes
ADA Compliance Specialist \$30.60 @ 10hrs. week x 39 weeks			\$11,935.42	General Funds
ADA Compliance Specialist \$31.52 @ 10 hrs. week x 13 weeks			\$4,097.60	General Funds 2021 Step Increase

**BEST Program Supervisor, Marie Raymond**, (2 hrs. per week/12 months) will oversee:

- Specific tasks to work with Human Services Management to facilitate program directives.
- Facilitate Internal Steering Committee coordination and sustainability efforts
- Identification of additional metrics and data for model development.
- Sustainability efforts and other information deemed necessary throughout the project.

Category	Request	Cash Match	In-kind Match	Fund Source Notes
Human Services Manager \$47.25 @ 2 hrs. week x 39 weeks			\$3,685.36	General Funds
Human Services Manager \$48.67 @ 2 hrs. week x 13 weeks			\$1,265.42	General Funds 2021FY step increase

**BEST Program Manager, Mary Mezey**, (15 hrs. per week/12 months) will supervise the overarching directives, track expenditures, coordinate with internal management to facilitate success:

- Will Supervise the BEST Program Coordinator in all Gantt Chart Task completion
- Provide management for Tempe's BEST Program to employ workers with Dev. Disabilities.
- Facilitate oversight for policy change and training opportunities to increase inclusion, cultural and linguistic competency in Tempe's workforce.
- Coordinate with team to finalize the BEST Municipal Model.

Category	Request	Cash Match	In-kind Match	Fund Source Notes
Social Services Supervisor \$37.66 @ 15hrs. week x 39 weeks			\$22,028.19	General Funds
Social Services Supervisor \$38.79 @ 15 hrs. week x 13 weeks			\$7,564.05	General Funds 2021 Step Increase

**BEST Program Coordinator, Max Ryser** (40 hrs. per week/12 months) will coordinate the program, work with applicants, contracted partners, steering committee, and city departments to facilitate employment opportunities, surveys, data collection, sustainability, and reports. This position will:

- Provide direct services to Tempe's BEST Employees with Developmental Disabilities
- Identify vocational themes and discovery plans, on-the-job supports and training needed
- Troubleshoot any barriers to employment success
- Support sustainability and ensure the success of Tempe's BEST Employees and the program.

Category	Request	Cash Match	In-kind Match	Fund Source Notes
Social Services Coordinator \$27.76 @ 40 hours x 52 weeks	\$57,741.00			ADDPC Funds No Step Increase

**Fringe Benefit**

Category	Request	Cash Match	In-kind Match	Fund Source Notes
Social Service Coord. (ASRS 12.32%/FICA 7.65%+ Medical) - 39 weeks	\$16,804.00			Grant request
Social Service Coord. (ASRS 12.32%/FICA 7.65% + Medical) - 13 weeks	\$5,764.50			Grant request
PT BEST Employees (ASRS 12.32%/FICA 7.65% ) -39 weeks Start 10/1/2020		\$11,215.15		General Fund Cash Match (No medical)
PT BEST Employees (ASRS 12.32%/FICA 7.65% ) - 13 weeks Start 6/1/2021		\$ 3,738.38		General Fund Cash Match (No medical)
ADA Compliance Spec. (ASRS 12.32%/FICA 7.65% + Health Benefits) - 39 weeks			\$3,688.50	General Fund In-Kind Match / ADA Comp Spec
ADA Compliance Spec. (ASRS 12.32%/FICA 7.65% + Health Benefits) - 13 weeks			\$434.58	General Fund In-Kind Match / ADA Comp Spec
Human Services Mgr. (ASRS 12.32%/FICA 7.65% + Health Benefits) - 39 weeks			\$1,026.34	General Fund In-Kind Match / M Raymond
Human Services Mgr. (ASRS 12.32%/FICA 7.65% + Health Benefits) - 13 weeks			\$120.94	General Fund In-Kind Match / M. Raymond
Social Services Sup. (ACRS 12.32%/FICA 7.65% +Health Benefits) - 39 weeks			\$5,437.69	General Fund In-Kind Match / M. Mezey
Social Services Sup. (ACRS 12.32%/FICA 7.65% + Health Benefits) - 13 weeks			\$640.80	General Fund In-Kind Match / M. Mezey

**Tempe's BEST Employees** (6 x 20 hrs. per week), will be BEST employees working at their competitive position successfully fulfilling their assigned responsibilities.

Category	Request	Cash Match	In-kind Match	Fund Source Notes
PT BEST Employees (6 - \$12.00 @ 20 hrs. week x 39 wks.)		\$56,160.00		General Fund
PT BEST Employees (6 - \$12.00 @ 20 hrs. week x 13 wks.)		\$18,720.00		General Fund No Step Increase

**Other Personnel (not included in budget)**

Jonae Harrison, Equity and Inclusion Mgr. (2.5%) provide policy reviews re city processes. Will be interim Grant Manager until ADA Compliance Specialist is hired.

Lawrence LaVictoire, HR Manager, (2.5%) Provide collaboration with other departments on HR.

Megan Hutchison, Executive Asst. (2.5%) provides webpage revisions, back up supports.

Jon O'Connor, Deputy HR Director (2.5%) provide HR policy expertise to facilitate policies changes.

Octavia Harris, HS Management Assistant II (2.5%) provide Tempe Community Council supports.

**Rates of Pay and fringe benefits for all employees are determined by city pay scale and Union negotiations which are deemed comparable to other local cities and towns.**

**Supplies/Operating Expenses:**

Category	Request	Cash Match	In-kind Match	Fund Source Notes
General Office supplies (\$107.70 x 12 months)	\$1,270.10			Grant Request
Training Panel stipend (\$25 x 1 panel member / DD x 4 sessions)	\$100.00			Grant Request
Transportation (Bus Tickets, Vouchers, Gas (\$4 x 6 x 30 days)	\$720.00			Grant Request
Fingerprinting, Background, Drug Testing of applicants (6 x \$50)	\$300.00			Grant Request
Marketing (BEST Promo's, registrations, social media, 508 compliance)	\$1,200.00			Grant Request
Bev/Refreshments (6 sessions x \$120)	\$720.00			Grant Request

**Travel:**

Category	Request	Cash Match	In-kind Match	Fund Source Notes
Local travel, meetings, worksite visits (200 miles x \$.575)	\$111.40			Request

**Rent or Cost of Space:**

Category	Request	Cash Match	In-kind Match	Fund Source Notes
Westside Multi-Gen. Ctr. Office Space (22.50 / sq. ft. x 72 sq. ft.= \$1,620/mo. X 12mo.)			\$19,440.00	General Fund In-Kind Match
Phone (Cox Communications \$35/mo. X 12mo.)			\$420.00	General Fund In-Kind Match
Internet (Cox Communications \$80/mo. x 12 mo.)			\$960.00	General Fund In-Kind Match

**Contracted Services / Professional Services:**

Category	Request	Cash Match	In-kind Match	Fund Source Notes
BEST - Training Service, Model replication materials	\$10,000.00			UA/SonoranUCEDD/ Contract - Request
Third Party - Program Evaluation Services	\$16,000.00			Life Quest Contract - Request
1:1 Training Accommodations (ASL/CART/Coaching/Doc. Remediation - 508) 200hrs	\$14,000.00		\$10,000.00	Various Vendors – Request and In-Kind

**Administrative / Indirect Costs: None**

**Match:**

Category	Request	Cash Match	In-kind Match	Fund Source Notes
<b>Total Match funds</b>		<b>\$89,833.54</b>	<b>\$92,744.90</b>	General Fund In-Kind Match

**Tempe's Match is \$182,578.43 total, which is 146%.**

**Matching Funds Source: City General Funds, no Federal funds are included.**

Budget Request Form for ADPPC grant - Tempe BEST Program- Year 3 (October 2020 - September 2021)					
Category	Requested Funds	Non-federal Cash Match	Non-federal In-Kind Match	Total Program Cost	Budget Narrative notes
Personnel/Salaries	\$ 57,741.00	\$ 74,880.00	\$ 50,576.04	\$ 183,197.04	
Social Services Coordinator \$27.76@40 hours x 52 weeks	\$ 57,741.00				Max Ryser (no step inc)
PT BEST Employees (6 - \$12.00 @ 20 hour x 39 wks) Start:10/1/2020		\$ 56,160.00			Gen Fund Cash Match
PT BEST Employees (6 - \$12.00 @ 20 hour x 13 wks) Start:7/1/2021		\$ 18,720.00			Gen Fund Cash Match
ADA Compliance Specialist \$30.60 @ 10 hrs week x 39 weeks			\$ 11,935.42		ADA Compliance Specialist
ADA Compliance Specialist \$31.52 @ 10 hrs week x 13 weeks			\$ 4,097.60		2021 FY step increase
Human Services Manager \$47.25 @ 2 hrs week x 39 weeks			\$ 3,685.36		Marie Ramond In-Kind Match
Human Services Manager \$48.67 @ 2 hrs week x 13 weeks			\$ 1,265.42		2021 FY step increase
Social Services Supervisor \$37.66 @ 15 hrs week x 39 weeks			\$ 22,028.19		Mary Mezey In-Kind Match
Social Services Supervisor \$38.79 @ 15 hrs week x 13 weeks			\$ 7,564.05		2021 FY step increase
Fringe Benefits	\$ 22,568.50	\$ 14,953.54	\$ 11,348.85	\$ 48,870.89	
Social Service Coord. (ASRS 12.32%/FICA 7.65%+ Medical) - 39 weeks	\$ 16,804.00				Grant request
Social Service Coord. (ASRS 12.32%/FICA 7.65%+ Medical) - 13 weeks	\$ 5,764.50				Grant request
PT BEST Employees (ASRS 12.32%/FICA 7.65%) - 39 weeks Start 10/1/2020		\$ 11,215.15			General Fund Cash Match (No medical)
PT BEST Employees (ASRS 12.32%/FICA 7.65%) - 13 weeks Start 6/1/2021		\$ 3,738.38			General Fund Cash Match (No medical)
ADA Compliance Spec. (ASRS 12.32%/FICA 7.65%+ Health Benefits) - 39 weeks			\$ 3,688.50		General Fund In-Kind Match / ADA Coord
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Social Services Sup. (ASRS 12.32%/FICA 7.65%+ Health Benefits) - 39 weeks			\$ 5,437.69		General Fund In-Kind Match / M. Mezey
Social Services Sup. (ASRS 12.32%/FICA 7.65%+ Health Benefits) - 13 weeks			\$ 640.80		General Fund In-Kind Match / M. Mezey
Supplies / Operating Expenses	\$ 4,310.10	\$ -	\$ -	\$ 4,310.10	
General Office supplies (\$107.70 x 12 months)	\$ 1,270.10				Grant request
Training Panel stipend (\$25 x 1 panel member w DD x 4 sessions)	\$ 100.00				Grant request
Transportation (Bus Tickets, Vouchers, Gas (\$4 x 6 x 30 days)	\$ 720.00				Grant request
Fingerprinting, Background, Drug Testing of applicants (6 x \$50)	\$ 300.00				Grant request
Marketing (BEST Promo., event regist., social media, 508 compliance)	\$ 1,200.00				Grant request
Bev/Refreshments (6 sessions x \$120)	\$ 720.00				Grant request
Travel	\$ 111.40	\$ -	\$ -	\$ 111.40	
Local travel, meetings, applicant work visits (200 miles x \$ 0.575)	\$ 111.40				Grant Request
Rent / Cost of space	\$ -	\$ -	\$ 20,820.00	\$ 20,820.00	
Westside Office Space (22.50/sqft x 72 sqft= \$1,620/mo. X 12mo.)			\$ 19,440.00		General Fund In-Kind Match
Phone (Cox Communications)			\$ 420.00		General Fund In-Kind Match
Internet (Cox Communications)			\$ 960.00		General Fund In-Kind Match
Contracted services/ professional Services	\$ 40,000.00	\$ -	\$ 10,000.00	\$ 50,000.00	
BEST Training service/materials	\$ 10,000.00				UA/Sonoran UCEDD / Grant Request
Third Party Program Evaluation Service	\$ 16,000.00				Life Quest / Grant Request
1:1 Training/Accom./Coaching Services (ASU/CART/Coaching/Accom.) 200hrs	\$ 14,000.00		\$ 10,000.00		Grant Request & General Fund Inkind Match
Admin/indirect costs	\$ -	\$ -	\$ -	\$ -	
Admin/indirect costs	\$ -	\$ -	\$ -	\$ -	None
Total Costs	\$ 124,731.00	\$ 89,833.54	\$ 92,744.90	\$ 307,309.43	
Total Grant request	\$ 124,731.00		\$ 182,578.43	\$ 124,731.00	
Total Match			\$ 182,578.43		
Percentage of Match to Total Budget	146%				
Percentage of Total Requested Funds	100%				

Michele Stokes, ADA Compliance Specialist, 480-350-2704, Relay Service Users: 7-1-1  
 Strategic Management and Diversity Office / Mail Code: 01-5 / 31 East Fifth Street, 2nd Floor, Tempe, AZ 85281  
[Michele Stokes@Tempe.gov](mailto:Michele.Stokes@Tempe.gov) / [www.Tempe.gov/ADA](http://www.Tempe.gov/ADA)

# 11. ATTACHMENT 3: Key Staff Responsibilities

## Tempe's BEST - Direct Staff

**Max Ryser**



**Mary Mezey**



**Jonae Harrison**



**Marie Raymond**



**Michele Stokes**



## Some of Tempe's BEST City Champions

Mayor's Office	Brianne Fisher
Human Services Dept	Naomi Farrell
Human Services Dept	Octavia Harris
Human Resources Dept	Lawrence LaVictoire
Human Resources Dept.	Adrienne Ward
Strategic Mgmt. & Diversity	Rosa Inchausti
Strategic Mgmt. & Diversity	Jonae Harrison
Strategic Mgmt. & Diversity	Megan Hutchison
Public Information Office	Kris Baxter
Adaptive Recreation	Samantha Mason
Internal Services /Facilities Maintenance	Charles Bladine



## Key Staff Responsibilities

**BEST Grant Manager, TBD**, (10 hrs. per week/12 months) will ensure the program meets timeline, budget, and report deadlines, establish relationships with champions, partners, and steering committee members, and will troubleshoot areas of concern. The Grant Manager will coordinate provision of the:

- BEST Municipal Model to become a culturally and linguistically competent city employer.
- Quarterly Narrative Reports on the status of the project and implementation plan.
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- Sustainability efforts and other information deemed necessary throughout the project.

**BEST Program Supervisor, Marie Raymond**, (2 hrs. per week/12 months) will oversee:

- Specific tasks to work with Human Services Management to facilitate program directives.
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- Provide management for Tempe's BEST Program to employ workers with Dev. Disabilities.
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- Coordinate with team to finalize the BEST Municipal Model.

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- Identify vocational themes and discovery plans, on-the-job supports and training needed
- Troubleshoot any barriers to employment success
- Support sustainability and ensure the success of Tempe's BEST Employees and the program.

**Tempe's BEST Employees** (6 x 20 hrs. per week), will be BEST employees working at their competitive position successfully fulfilling their assigned responsibilities.

**Other Personnel (not included in budget)**

Jonae Harrison,

Equity and Inclusion Mgr. (2.5%) provide policy reviews re city processes.  
Also, Interim Grant Manager until new ADA Compliance Specialist is hired.

Lawrence LaVictoire,

HR Manager, (2.5%) Provide collaboration with other departments on HR.

Megan Hutchison,

Executive Asst. (2.5%) provides webpage revisions, back up supports.

Jon O'Connor,

Deputy HR Director (2.5%) provide HR policy expertise to facilitate policies changes.

Octavia Harris,

HS Management Assistant II (2.5%) provide Tempe Community Council supports.

###