

REQUEST FOR PROPOSAL

**For the Provision of
The Publicly-Funded Child Care Program**

***HANCOCK COUNTY
JOB AND FAMILY SERVICES***



**Issued By: The HANCOCK COUNTY JOB & FAMILY SERVICES
7814 Hancock Co. Road 140
P.O. Box 270
Findlay, Ohio 45839**

TABLE OF CONTENTS:

SECTION I General Purpose and Proposer Information

1.1 Purpose of this Request for Proposal
1.2 Issuing Office
1.3 Registering for this Request for Proposal
1.4 Background
1.5 Overview of the Project
1.6 Objectives of the Project.....
1.7 Anticipated Procurement Table.....
1.8 Written Questions.....
1.9 Communications Prohibited.....
1.10 Time Frames.....

SECTION II Scope of Work and Specifications of Deliverables

2.1 Number of Participants
2.2 Specifications of Deliverables

SECTION III Other Requirements

3.1 State/County Contracts/Subgrant Agreements.....
3.2 Interview
3.3 Start Work Date
3.4 Proposal Costs
3.5 Proprietary Information
3.6 Agreement Requirements
3.7 Travel Reimbursement
3.8 Public Release of Records
3.9 Confidentiality
3.10 Key Personnel
3.11 Ethical and Conflict of Interest Requirements

SECTION IV Proposal Format and Submission

4.1 Proposal Submission
4.2 Format for Submission of the Proposal

SECTION V Criteria For Proposal Evaluation and Selection

5.1 Scoring of Proposal
 A. Criteria for Scoring Technical Proposal
 B. Criteria for Scoring Cost Proposal
5.2 Final Selection

SECTION VI Protest Procedure

6.1 **Protests**

Attachments:

- A** **Proposal Cover Sheet**
- B** **Budget**

SECTION I. GENERAL PURPOSE AND PROPOSER INFORMATION

1.1. Purpose of this Request for Proposals

The purpose of this document is to provide interested parties information on a fair and competitive basis in a manner that will ensure the highest possible quality of services and enable them to prepare and submit a written proposal for the provision of the publicly-funded child care services program.

1.2. Issuing Office

This Request for Proposals is released by and the subsequent subgrant agreement will be led by the Hancock County Job and Family Services (HCJFS). HCJFS will administer the subgrant agreement and is responsible for the administration of the State of Ohio Child Care Services Program in Hancock County, Ohio.

1.3 Registering for this Request for Proposal

In order to receive amendments or clarifications regarding this solicitation and written responses to all questions submitted pursuant to section 1.8, it is necessary to register for this RFP. This is accomplished by a simple “expression of interest” submitted by telephone, fax, mail or email to the contact person provided in Section 1.8. Failure to register DOES NOT prohibit any proposer from submitting a proposal in response to this RFP, however, an unregistered proposer may not receive additional information which may be helpful. Expressions of interest should be received by **Monday May 18th, 2020.**

1.4 Background

The Hancock County Department of Job and Family Services (HCJFS) is a public agency of Hancock County and operates under the general administrative authority of the Hancock County Board of County Commissioners. HCJFS also has a close relationship with ODJFS from which it receives most of its administrative and program revenues.

In 1999, the former Ohio Bureau of Employment Services was merged with the former Ohio Department of Human Services to create the new Ohio Department of Job and Family Services (ODJFS). Under the policy direction of ODJFS, HCJFS provides a variety of human, health, child support, workforce development, and employment services to residents of the county. These programs include child care, unemployment compensation, Food Stamps, social services, and cash assistance. To implement these programs, the Department enters into contracts with a variety of public agencies and private organizations. In addition to state funds, these programs are funded in varying degrees by the U.S. Department of Health and Human Services.

ODJFS currently permits the integration of welfare, workforce development, child support, and children services in one agency administered by a county department of job and family services (CDJFS). Counties which elect to integrate all or some of these services in a single CDJFS are commonly referred to as a “combined agency.” HCJFS has integrated Children Services, Child Support, Public Assistance and Workforce Development, as such, is considered a combined agency. The following are definitions of terms/ acronyms which will be used throughout this solicitation.

HCJFS means the Hancock County Job and Family Services.

ODJFS means the Ohio Department of Job and Family Services

County means the Hancock County Board of County Commissioners.

Proposer means an individual or organization submitting a written proposal in response to the RFP.

Sub Recipient means the successful proposer awarded the subgrant agreement.

Child care means all of the following:

1. Administering to the needs of infants, toddlers, preschool-age children and school-age children outside of school hours.
2. By persons other than their parents, guardians, or custodians.
3. For any part of the twenty-four-hour day.
4. In a place other than a child's own home, except that an in-home aide provides child care in the child's own home.

Provider means the person responsible for the daily operation of the family child care home.

Type A Home means the permanent residence of the provider in which child care is provided for seven to twelve children at one time.

Type B Home means the permanent residence of the provider in which child care is provided for one to six children at one time and no more than three children are under two years of age.

In-Home Aide means a person who does not reside in with the child but provides child care to a child in the child's own home.

1.5 Overview of Project

HCJFS receives child care administrative dollars to ensure that eligibility for publicly funded child care services is appropriately determined and maintained and that In-Home Aides and Type B homes are sufficiently trained, certified and available to meet the child care needs of eligible consumers. Our intent is to award a subgrant agreement for the provision of these services.

1.6 Objectives of the Project

The objectives of this project include customer-focused and cost effective administration of the services identified in section 1.4. More specifically the child care services will include eligibility determination, and on-going case management services to families. This includes certification, monitoring and support of Type B homes and In-Home Aides, including providing payment information to ODJFS. Certification and inspection of Child

care Centers is not a County responsibility and as such is not an included service. However, some on-going support i.e. answering routine questions, should be anticipated.

1.7 Anticipated Procurement Timetable

HCJFS Releases RFP to Potential Proposers	Tuesday, May 5 th , 2020
Deadline for proposers to submit written questions to HCJFS.	Tuesday, May 26 th , 2020
Final Day for proposers to Register for RFP / HCJFS sends written responses to proposer questions to all registered proposers	Thursday, May 28 th , 2020
DEADLINE FOR PROPOSERS TO SUBMIT PROPOSALS TO HCJFS.	Friday, June 5 th , 2020
HCJFS issues Letter of Intent to Award Subgrant Agreement and Notifies all Proposers	Monday, June 15 th , 2020
Target date for completion of subgrant agreement	Friday, June 26 th , 2020
Target date for Implementation	Wednesday, July 1 st , 2020

HCJFS reserves the right to revise this schedule in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations and after providing reasonable notice.

1.8 Written Questions

Any questions must be submitted in writing. HCJFS will send a written response to all questions to all registered proposers. Questions must be received by HCJFS by 4:00 p.m., Tuesday, May 26th, 2020. Questions must be sent, e-mailed or faxed to:

Hancock County Job & Family Services
P O Box 270
Findlay, OH 45839
Fax: (419) 424-7485

Tyler McKinney, Program Administrator
419)429-8037
tyler.mckinney@jfs.ohio.gov

1.9 Communications Prohibited

From the issuance date of this RFP, until an actual subgrant agreement is awarded to a proposer, there may not be communications concerning the RFP between any proposer

which expects to submit a proposal and any employee of HCJFS in the issuing office or any other HCJFS employee who is in any way involved in the development of the RFP or the selection of the subgrantee.

The only exceptions to this prohibition are as follows:

1. Communications provided through the submission of written questions (as mentioned in Section 1.8 above), which HCJFS will share with all registered proposers, along with written answers to the questions.
2. In order to make a final selection, HCJFS may decide to interview one or more of the proposers submitting a proposal.
3. If it becomes necessary to revise any part of this RFP, revisions will be sent in writing to all registered proposers as well as to all proposers on the original mailing list for the RFP.

1.10 Time Frames

HCJFS is seeking to subgrant with a Sub Recipient to provide the services identified in Sections 1.4 and 1.5. The subgrant agreement shall be for a period of twelve (12) months beginning July 1, 2020 and ending June 30, 2021. HCJFS may, at its sole discretion, exercise a renewal option for 2 terms of twelve (12) months. Renewal options will be based on present year's performance, compliance, and the availability of funds.

SECTION II. SCOPE OF WORK AND SPECIFICATIONS OF DELIVERABLES

2.1 Number of Participants

HCJFS currently provides child care services to approximately 400 children, 15 Type B home providers and 15 active child care centers. It is anticipated that this represents the upper range of consumers over the subgrant agreement period. This information is based on data collected most recent annual review of the program.

2.2 Specifications of Deliverables

The subgranted services shall include, but not necessarily be limited to, the following services

1. Proposer must meet the hardware and software requirements to allow connectivity to the State of Ohio's CCIDS (Child Care Information Data System) system and Child Care EDMS (Electronic Document Management System). CCIDS is the State of Ohio's system and is the vehicle by which eligibility and

payment information is transmitted. HCJFS will provide assistance if needed in working with ODJFS to meet these requirements.

2. Inspect and license Type B home providers or certify In-Home Aides in accordance with OAC 5101:2-13 and OAC 501:2-14.
3. Investigate all complaints and take appropriate action against any licensed provider of child care services or certified in-home aide in accordance with OAC 5101:2-13-03 and OAC 5101:2-14-07.
4. Enter into agreements for child care services between licensed Type B home providers, certified In-home aids, and licensed child care centers and the ODJFS pursuant to OAC 5101:2-16.
5. Issue licensure to Type B home providers and certify In-Home Aides found in compliance with OAC 5101:2-13, OAC 5101:2-14 and ORC Chapter 5104.
6. Denial and/or suspension of licensure or certification in accordance with OAC 5101:2-13-05 and OAC 5101:2-14-06.
7. Determine eligibility for publicly funded child care services pursuant to OAC 5101:2-16.
8. Arrange placement services to eligible child care service recipients to licensed child care provider settings to the extent such provider settings are available.
9. Provide or arrange for licensed child care provider training in accordance with OAC 5101:2-13-10.
10. Make payment to eligible child care providers at a negotiable rate of reimbursement, approved by ODJFS, providers normal and customary charge to the public, or the designated market rate, whichever is lower. Payment to provider shall be net of any applicable recipient fees provided for under OAC 5101:2-16. The Subrecipient shall determine recipient fee obligation in accordance with fee schedule located in OAC Rule 5101:2-16.
11. Terminate child care benefits of recipients and issue notice of termination in accordance to rules OAC 5101:2-16.
12. Prepare monthly and submit to HCJFS (or directly to ODJFS) the ODJFS 3298, Child Care Summary Statement, ODJFS 3299 Child Care Payment Rosters, and the Child Care Administration Statement for child care services.
13. Issue IRS form 1099 to all providers paid \$600.00 or more in a calendar year.
14. Submit a monthly separate invoice form for actual child care service charges and

actual child care administration fees.

15. A plan of cooperation for the delivery of child care services shall be completed by the Proposer.

HCJFS shall be responsible for:

- 1) Payment to Provider for administrative fees in accordance of this contract. The administrative fees will be based on the actual cost of the Publicly Funded Child Care Program. These costs will be submitted monthly to the Hancock County Department of Job and Family Services.
- 2) Forwarding copies of correspondence regarding child day care rules to Provider within ten days of receipt of information from the Ohio Department of Job & Family Services.

SECTION 3 OTHER REQUIREMENTS

3.1 State/County Contracts/Subgrant Agreements

It is perfectly acceptable for Proposers to operate under multiple State and/or County contracts/subgrant agreements as long as performance under this solicitation is not negatively impacted. Proposals must list any current contracts/agreements the proposer has with State of Ohio agencies. The list must indicate the purpose of the contract/agreement, the amount of the contract/agreement, the time period covered by the contract/agreement, and the percent of the project completed.

3.2 Interview

Firms submitting proposals may be requested to participate in an in-depth interview as part of the evaluation process. HCJFS reserves the right to select from responding proposers for interviews and may not interview all proposers. The proposer shall bear the cost of travel to any scheduled interview.

3.3 Start Work Date

The selected proposer must be able to begin work on July 1st, 2020. The selected proposer will be notified by the HCJFS Program Administrator in writing if there is any delay in starting the subgrant agreement. Any work begun by the proposer prior to the start date will not be reimbursable by HCJFS.

3.4 Proposal Costs

Costs incurred in the preparation of this proposal are to be borne by the proposer, and HCJFS will not contribute in any way to the costs of the preparation. Any costs associated with proposal review interviews will not be the responsibility of HCJFS (see

item 3.2 of this section).

3.5 Proprietary Information

All proposals submitted shall become the property of HCJFS. All information submitted by the proposer will be considered to be public information unless the proposer specifically demonstrates, in writing, which information it considers to be proprietary. Proprietary information is information which, if made public, would put the proposer at a disadvantage in the marketplace and trade in which the proposer is a part. Consequently, any assertion of proprietary information must be clearly identified, and the basis of the assertion must be included.

It is not adequate for the proposer to simply state that disclosure of the information will put it at a disadvantage in the marketplace. HCJFS will make the final decision as to whether information is public or proprietary.

3.6 Sub Recipient Agreement (Agreement) Requirements

1. Payments for any and all services provided pursuant to the Agreement are contingent upon the availability of state and federal funds.
2. All aspects of the Agreement apply equally to work performed by any and all subgrantees.
3. The Sub Recipient, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the duties specified in the RFP. The Sub Recipient, and any subcontractor(s), agrees to be bound by the same standards of confidentiality that apply to the employees of HCJFS and the State of Ohio. Any violation of confidentiality will result in an immediate termination of the Agreement, and may result in legal action.
4. As a condition of receiving an Agreement from HCJFS, the Sub Recipient, and any subcontractor(s), shall certify compliance with any court order for the withholding of child support which is issued pursuant to Section 3113.217 of the Ohio Revised Code.

The Sub Recipient, and any subcontractor(s), must also agree to cooperate with HCJFS and any Ohio Child Support Enforcement Agency in ensuring that the Sub Recipient or employees of the Sub Recipient meet child support obligations established under state law.

5. By signing an agreement with HCJFS, a recipient agrees that all necessary insurance is in effect.

3.7 Travel Reimbursement

Travel should be folded into the overhead, per diem, or the hourly rates which are built into the cost of the deliverables. Travel is not to be listed separately.

3.8 Public Release of Records

Public release of any evaluation or monitoring reports funded under this agreement will be made only by the Hancock County Department of Job and Family Services.

3.9 Confidentiality

All agreements will require that the subrecipient maintain the confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

3.10 Key Personnel

HCJFS may require a clause in the resulting subgrant agreement regarding key personnel in that any person identified as critical to the success of the project may not be removed without reasonable notice to HCJFS.

3.11 Ethical and Conflict of Interest Requirements

1. No Sub Recipient or individual, company or organization seeking an agreement shall promise or give to any HCJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.
2. No Sub Recipient or individual, company or organization seeking an agreement shall solicit any HCJFS employee to violate any of the conduct requirements for employees.
3. Any Sub Recipient acting on behalf of HCJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any recipient or potential recipient who violates the requirements and prohibitions defined here or of Section 102.04 of the Ohio Revised Code is subject to termination of the agreement or refusal by HCJFS to enter into an agreement.
4. HCJFS employees and Sub Recipient who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.

SECTION IV PROPOSAL FORMAT AND SUBMISSION

4.1 Proposal Submission

The proposal must be prepared and submitted in accordance with instructions found in this Section. **Five (5)** copies of the Proposal, along with **Five (5)** copies of the Cost proposal, must be received by HCJFS (**in a sealed envelope**), no later than 4:30 p.m. on **Friday, June 5th, 2020**. Proposals received after this date and time will **not** be reviewed. Faxes will not be accepted. Proposals must be addressed to:

Hancock County Job & Family Services
P O Box 270
Findlay, OH 45839
Attn: Tyler McKinney, Program Administrator

4.2 Format for Submission of the Proposal

To be accepted and forwarded to the RFP Review Committee, a proposal must include item 1 (Cover Sheet) item 2 (Proposal) and item 3 (Budget) as described in this section. The Proposal must contain all the information specified and requested for each of the components listed below. Additionally, the Proposal must meet the requirements of this Section (Proposal Submission) of this RFP to be accepted.

1. Cover Sheet

- a. The Cover Sheet is Attachment A of this RFP.

2. Proposal

The Proposal must not contain cost information.

a. Transmittal Letter

Proposer must submit a letter which identifies the proposer; the name, title, address, and telephone number of the proposer's contact person with authority to answer questions concerning the RFP; and the name, title, address, and telephone number of the proposer's contact person with authority to address contractual issues, including a person with the authority to execute an agreement on behalf of the proposer.

b. Organizational Experience

Proposer should include information on the background of the organization; including any subcontractors; any prior experience relevant to this RFP, and a list of similar projects completed by the organization in the past five (5) years.

c. Technical Approach/Work Plan -

Describe in detail how you propose to address each of the deliverables identified in Section II (Scope of Work and Specifications of Deliverables) of this RFP. Outline the following in detail:

*The key objectives of the proposal.

*A technical approach and work plan to be implemented

*Evaluation process of proposal objectives

*The project organization and staffing, including any subcontractors. Include a Table of Organization for the project. Include a chart showing the number of hours of man hours devoted to the project

*A presentation of personnel and staff time in relation to the schedule of key processes and deliverables.

d. Personnel Qualifications

Describe the education, experience and any other competencies of a project manager and all key personnel for this project (including any subcontractors) List qualifications and experience in the areas described in Section II (Scope of Work and Specifications of Deliverables).

3. Budget

- Proposers must submit a budget for all costs. (Attachment B)
- Narrative on Related Costs
 - Proposers must submit a detailed narrative, which demonstrates how all personnel and fixed costs are related and why they are necessary to the proposed program.
 - The narrative must detail the amount of money being requested from HCJFS.
- Narrative describing non-HCJFS/OMJ-Hancock funding streams:
 - Proposers shall submit a detailed narrative describing all non-HCJFS/OMJ-Hancock funding received from any source that funds any part of the proposed project.
- Proposer must include the percent of the total project cost for each funding

source section).

NOTE: The billing and reimbursements under the Hancock County Job and Family Services (HCJFS) agreement(s) will be made for actual hours of service rendered and actual subgrant agreement charges. HCJFS will negotiate an actual payment schedule based on deliverables after selection of a subrecipient and prior to executing the agreement.

SECTION V CRITERIA FOR PROPOSAL EVALUATION AND SELECTION

5.1 Scoring of Proposals

All proposals will be reviewed and scored by a Proposal Review Committee. The Proposal Review Committee will be comprised of 3 to 5 individuals, with at least one individual familiar with the Child Care Program, and one individual who has no involvement with the program. Any proposals which fail to address the requirements contained in Sections II, III, and IV of this RFP will not be scored. In scoring the proposals, the Proposal Review Committee will consider the following factors:

A. Criteria for Scoring Proposal

The Proposal will be reviewed and scored by the Proposal Review Committee. A maximum of 100 points will be awarded for the Proposal, as outlined in this section. The Proposal will be scored as follows:

HCJFS will review all proposals for completeness and compliance with the terms and conditions of the RFP. Proposals inconsistent with the RFP requirements will be eliminated from consideration. Proposals received after the proposal due date and time shall be rejected and returned to the proposer. Each proposal will be reviewed according to the rating system below. A total of 100 points may be awarded to each proposal. Scoring will be based on a consensus of the proposal evaluators. Proposals will be scored according to the categories listed below:

A. ORGANIZATION DESCRIPTION AND PROJECT UNDERSTANDING

- Organization description, how does this fit with the RFP- 5 points
- Past performance - 5 points
- Organizational approach, importance of project to organization - 5 points
- Scope of work, solutions and project narrative / deliverables - 10 points
- Outcomes/Performance expectations - 5 points

B. METHODOLOGY

- How will organization carry out this project - 15 points
- Evaluation plan - 5 points

C. QUALIFICATION AND EXPERIENCE

- Identifying qualifications for the project - 5 points

- Prior Experience (adequacy of staff, capacity to take on scope of work based on previous experience with population as well as staff qualifications) - 10 points
- Personnel needed and minimum requirements - 5 points
- How sub-contractors may be used or why they will not be needed - 5 points

D. BUDGET AND PRICING

- Budget - 10 points
- Narrative of costs - 10 points
- Narrative describing other funding streams - 5 points

5.2 Final Selection

The Proposal Review Committee will select proposers with proposals with the highest final scores for potential interviews, if deemed necessary.

SECTION VI PROTEST PROCEDURE

6.1 Protests

Any potential, or actual, proposer objecting to the award of a subgrant agreement resulting from the issuance of this RFP may file a protest of the award of the subgrant agreement, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

1. A protest may be filed by a prospective or actual proposer objecting to the award of a subgrant agreement resulting from this RFP. The protest shall be in writing and shall contain the following information:
 - a. The name, address, and telephone number of the protestor;
 - b. The name and issuance date of the RFP being protested;
 - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - d. A request for a ruling by HCJFS;
 - e. A statement as to the form of relief requested from HCJFS; and
 - f. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
2. A timely protest shall be considered by HCJFS, if it is received by HCJFS Director within the following periods.
 - a. A protest based on alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 4:00

p.m. the closing date for receipt of proposals.

- b. If the protest relates to the announced intent to award a subgrant agreement, the protest shall be filed no later than 3:00 p.m. of the tenth (10th) business day after the issuance of the Letter of Intent to Award the subgrant agreement.
3. An untimely protest may be considered by HCJFS if HCJFS determines that the protest raises issues significant to the agencies procurement system. An untimely protest is one received by the HCJFS Director after the time periods set forth in Item #2 of this section.
4. All protests must be filed at the following location:

Hancock County Job & Family Services
P O Box 270
Findlay, OH 45839
Fax: (419) 424-7485
Attention: Randall L. Galbraith, Esq., Director

5. When a timely protest is filed, a subgrant agreement award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of HCJFS determines that a delay will severely disadvantage HCJFS. The proposer who would have been awarded the subgrant agreement shall be notified of the receipt of the protest.
6. The HCJFS Director shall present the protest to the Hancock County Prosecutor's Office and issue written decisions which give due consideration to the opinion provided by that office on all timely protests and shall notify any proposer who filed an untimely protest as to whether or not the protest will be considered.

HCJFS is under no obligation to issue a subgrant agreement as a result of this solicitation. If, in the opinion of HCJFS and the proposal review team, none of the proposals are responsive to the objectives and needs of the Agency. HCJFS reserves the right to not select any proposer should HCJFS decide not to proceed. Changes in this Request for Proposal of a material nature will be provided to all registered proposers (Section 1.3)

Thank you for your interest in this project.

Cover Sheet

Organization Information

Legal Name of organization and address

Phone _____ Fax _____ E-Mail _____

Entity: Non Profit for Profit

Contact Person _____

List the names and titles of the principal officers/administrators of the corporation/agency

Name	Title

1 Number of years operating _____

2. Has your organization ever had to repay funds to a governmental unit due to a questioned or disallowed cost? Yes No If yes, please explain on separate sheet.

Does your organization have the capability to repay a disallowed or questioned audit cost? Yes No

3. Can your organization support the program without an advance? YES No

4. If subgrant agreement is awarded, what percentage would the agreement funds represent of your total revenues or budget _____%

Signature

Signature of Authorized Agency Representative

Date

Name _____

Title: _____

Budget

Vendor Name: _____

Program Period: 07/01/2020 - 06/30/2021

Category	Basis for Calculation/ Inclusion	Total Amount
Staff Positions		
Fringes		
Operational Costs/ Administrative Costs (Indirect Costs)		
Communications		
Utilities		
Travel		
Equipment		
Insurance		
Staff Management		
Shared Staff/Costs (must include method of assessing shared costs to this contract)		
Fiscal Management		
Miscellaneous (please specify)		
Sub-Total		

Category	Basis for Calculation/ Inclusion	Total Amount
<i>Program Costs (Direct Costs)</i>		
Job Seeker Services		
Software		
Hardware		
Equipment		
Technical Support		
Job Seeker Outreach		
Workshops for Job Seekers		
Outreach to Businesses		
Staff Development		
Supplies		
Advertisement/ Marketing		
Web Site Construction/ Maintenance		
Other (Please Specify)		
Sub-total		
Sub-total from previous page		
Total		