



**REQUEST FOR PROPOSAL (RFP)
FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT TITLE 1 SERVICES
OUT-OF-SCHOOL YOUTH SERVICES**

I. Basic Information

Introduction

CNY Works, Inc. (CNY Works), is soliciting proposals from qualified sources to provide:

**Approximate availability of PY 2017/2018 funding:
Out-of-School Youth: not to exceed \$125,000 per program year
Initial Contract Period: April 1, 2018 to June 30, 2019
Total Renewable Contract Period: July 1, 2019 –June 30, 2021**

CNY Works is the designated Local Workforce Development Board (Board) for the Local Workforce Development Area identified as Onondaga County. The key tenet of the Workforce Innovation and Opportunity Act (WIOA) is a single system that provides all individuals with universal access to certain services. This RFP reflects the emphasis to consolidate and coordinate services, which will result in improved assistance for youth.

CNY Works is soliciting proposals from qualified sources to provide services to eligible youth in Onondaga County, New York. All services will be delivered in accordance with the federal Workforce Innovation and Opportunity Act (WIOA) which was enacted on July 22, 2014, and implemented on July 1, 2015. Please refer to <http://www.doleta.gov/WIOA> for more information on the Workforce Innovation and Opportunity Act.

This request is being released to solicit proposals from those entities interested in working collaboratively to provide comprehensive educational, developmental and employment preparation services to eligible, disadvantaged youth. It is anticipated that up to \$125,000 will be made available for the initial period of April 1, 2018 to June 30, 2019 to serve out-of-school youth. Contingent on successful contractor performance and funding availability, contracts may be renewable up to 2 additional years. Up to \$125,000 is anticipated to be available over each of the additional contract periods. The available funding is an estimate solely to offer guidance to bidders. CNY Works reserves the right to limit the contract awards. The entirety (100%) of the youth funding available through this solicitation must be spent on out-of-school youth, as defined by WIOA.

Minimum Bidder Requirements:

Bidders must:

1. Have no record of unsatisfactory performance. Bidders who are or have been seriously deficient in current or recent contract performance, in the absence of circumstance properly beyond the control of the Bidder, shall be presumed to be unable to meet this requirement.
2. Have the ability to maintain adequate files and records and meet reporting requirements.

3. Have the administrative and fiscal capability to provide and manage the proposed services and to provide an adequate audit trail.
4. Have experience providing vocational/occupational and skills training.
5. Meet other presentation and participation requirements listed in this RFP.

Contact Information:

Questions regarding this RFP can be addressed to:

Darrell Buckingham
 Workforce Development Specialist
 CNY Works, Inc.
dbuckingham@cnyworks.com
 315-477-6932

Procurement Timeline:

Release of RFP:	January 12, 2018
Questions will be received through:	January 26, 2018
Answers to questions posted to website by:	February 2, 2018
<u>Deadline for Proposals:</u>	February 16, 2018
Award Notification:	Week of March 26, 2018

Award Consideration and Award Period

Initial funding will be for the contract period of April 1, 2018 – June 30, 2019 which may be extended for two additional years under terms of this RFP. The contract period may be extended or reduced at the option of the WDB based on performance and/or outcome for two additional one-year periods. Contract extensions may be subject to amendment. Final contracts will be based on actual funding available. Proposals shall remain open, valid and subject to acceptance anytime within the specified dates of the agreement periods stated above. This term may vary depending on the outcome of Contract negotiations.

Proposal Conditions

1. Contingencies
 Funding for this program is contingent on state, federal, and local funding. This RFP does not commit CNY Works to award a Contract. CNY Works reserves the right to accept or reject any or all proposals if CNY Works determines it is in the best interest of CNY Works to do so. CNY Works will notify all Contractors, in writing, if CNY Works rejects a proposal. Changes in program design or changes in Federal funding may also include renegotiations of performance outcomes.
2. Modifications
 CNY Works has the right to issue addenda or amendments to this RFP. CNY Works also reserves the right to terminate this procurement process at any time with or without just cause.
3. Proposal Submission
 To be considered, all proposals must be submitted in the manner set forth in this proposal. It is the Contractor’s responsibility to ensure that its proposal arrives on or before the specified time. All proposals and materials submitted become the property of CNY Works. All proposals shall be submitted in the name of the entity with legal authority to execute the Contract should it be awarded.
4. Inaccuracies and Misrepresentations
 If during the RFP process or in the administration of a resulting Contract, CNY Works determines that the Contractor has made a material misstatement or misrepresentation, or that materially inaccurate

information has been provided to CNY Works, the Contractor may be terminated from the RFP process or in the event a Contract has been awarded, the Contract may be immediately terminated.

5. Incurred Costs

This RFP does not commit CNY Works to pay any costs incurred in the preparation of a proposal in response to this request and Contractor agrees that all costs incurred in developing this proposal are the Contractor's responsibility.

6. Negotiations

CNY Works may require the potential Contractor(s) selected to participate in negotiations, and to submit revisions to pricing, technical information and/or other items from their proposal(s) as may result from these negotiations. Such negotiations may include performance-based incentives as contractual elements.

7. Level of Service

For any Contractor awarded as a result of this RFP, no minimum or maximum number of referrals can be guaranteed by CNY Works.

8. Acceptance or Rejection of Proposals

CNY Works realizes that conditions other than price are important and will award Contract(s) based on the proposal that best meets the needs of CNY Works. While cost may not be the primary factor in the evaluation process, it is an important factor. Proposal submission deadline: February 16, 2018, for consideration of First Round Contract Awards. Proposals received after deadline will be considered for awards based on merit and the availability of funding.

9. Formal Agreement

Contractor will be required to enter into a formal agreement with CNY Works. In submitting a response to this RFP, Contractor will be deemed to have agreed to each term and condition unless proposal identifies an objection and CNY Works agrees, in writing, to change the objectionable language. CNY Works is under no obligation to agree to any such proposal change(s).

10. Final authority

The final authority to award Contracts as a result of this RFP rests solely with CNY Works.

II. WIOA Youth Program Specific RFP Information

Youth referred to these programs will be between the ages of sixteen (16) and twenty-four (24);

Under WIOA, an out-of-school youth is an individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- (c) One or more of the following:
 1. A school dropout;
 2. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters;
 3. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 4. An individual who is subject to the juvenile or adult justice system;
 5. A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement;
 6. An individual who is pregnant or parenting;
 7. An individual with a disability;
 8. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1))

Program Elements/Activities

In keeping with the intent of WIOA, CNY Works is committed to assisting disadvantaged youth prepare for and enter employment, increase occupational and academic skills, attain a high school diploma or its recognized equivalent, enroll in job training or higher education and increase earnings. CNY Works is seeking organizations that have a successful record of serving youth and can demonstrate the ability to meet the challenges of creating effective, performance-based services. Youth-serving organizations are invited to respond to this RFP as an important step toward building a system of integrated services that provide youth with the necessary skills and opportunities to succeed in education, at work and as members and leaders in their communities.

The intent of this RFP is to enhance existing programs/services rather than duplicating them. It is the mission of CNY Works to promote an integrated system using sound youth development practices which enable CNY Works youth to obtain the skills needed to succeed in the workplace and beyond. This integrated system will be supported by partnerships, which include all appropriate public and private providers of education, workforce and supportive services. The system is intended to link services to local labor market needs, community youth programs, and agencies that have strong connections between academic and occupational learning which provide for the holistic development of youth. Program activities should also address “career pathways” for eligible youth.

The Board has designated the CNY Works Youth Service staff to provide framework services under Section 123 of WIOA and §681.400 CFR. Framework services include determining youth eligibility for program services, conducting employment assessment, developing the Individual Service Strategy (ISS) for each youth, providing case management services to eligible youth, and referring youth for program services contracted from this RFP. Youth program services are based on **14 program elements** identified in Section 129 (c) (2) of the federal WIOA and include:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - (i) summer employment opportunities and other employment opportunities available throughout the school year;
 - (ii) pre-apprenticeship programs;
 - (iii) internships and job shadowing; and
 - (iv) on-the-job training opportunities;
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peercentered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive services;
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation;
9. Follow-up services for not less than 12 months after the completion of participation;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help youth prepare for and transition to post-secondary education and training.

Accounting for Performance

Selected agencies will be required to report information on participants in their individual programs on a regular basis. This report should include the customer's progress and any achievement of performance measures. Benchmarks tied to performance will be negotiated with each agency contractor. Progress, and benchmarks attained, will be monitored regularly by CNY Works. CNY Works retains the right to monitor all aspects of approved programs and the provider agrees to retain all records pertinent to this agreement,

including financial, statistical, property, participant, and supporting documentation for a period of six (6) years.

Performance Measures

Performance outcomes and measures must be quantifiable and documented upon conclusion of the program. Results should include enhancement of skills based on the provision of one or more of the **14 Program Elements** enumerated above.

Examples of Performance Measures may include such things as:

Placement in Employment or Education

Of those who are not in post-secondary education or employment at the date of participation:
Number of youth who are placed in employment or post-secondary education or advanced training/occupational skills training as a result of the program.

Attainment of a Degree or Certificate

Of those enrolled in education (at the date of participation or at any point during the program):
Number of youth who attain a diploma, TASC, or certificate as a result of the program.

Literacy/Numeracy Gain

Program results in a documented increase of one or more educational functioning levels.

Leadership/Decision-Making/Soft Skills Enhancement

Program provided real benefit to at-risk or low-performing youth to assist youth in understanding basic social competencies necessary for career development and self-sufficiency.

General Instructions

Proposals will be accepted from applicants that are interested in and capable of providing the services required to achieve successful outcomes. Applicants may be required to provide supplemental information to demonstrate capacity or provide further project details. Those applicants selected as service providers understand that they will be subject to all provisions of the Federal WIOA and its regulations, other applicable regulations and legislation, and State and Board policies.

The instructions in this section correspond to each of the proposal components. All interested and qualified Bidders are invited to submit a proposal for consideration. Submission of a proposal indicates that the Bidder has read and understands this entire RFP and agrees that all requirements of this RFP have been satisfied.

Proposals must be submitted in the format described in this section. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

Proposals must be received at CNY Works; 960 James Street, Syracuse, NY 13203 no later than **February 16, 2018**, at 4:00 PM.

Proposal Presentation

Original and one (1) electronic media copy of the typed proposal are required. All proposals must be single spaced and submitted on 8 ½" by 11" white paper using single 12-point font. Include the cover page, Attachment A, and all required attachments or supplemental schedules. All pages in the proposal package must be numbered and include a header or footer identifying the respondent's organization.

The forms and documents listed below are components required for a complete proposal:

1. Proposal Cover Page- must be completed (with no items left blank), signed and attached to the front of the proposal (See Attachment A).
2. Organizational Summary- Up to two (2) pages; describe the organization and its experience in providing youth services. Include details about your agency's experience working with youth and results of previous programs
3. Proposal Narrative- No more than five (5) pages describing in detail the program and/or services that your organization proposes. Outline your strategies and include:
 - A. Executive Summary: Provide a summary (no more than 1 page) describing the program and short-term and long-term benefits to Youth.
 - B. Program Design and Implementation:
 - a) Explain the method of delivering services to WIOA youth customers.
 - b) Identify how the specific WIOA Elements will be incorporated.
 - c) Describe program duration, logistics, support services needed or provided.
 - d) Briefly detail collaborations and linkages between your organization and employers (by name) for work experience, community services, and/or academic and occupational learning. How will these collaborations be utilized to enhance the youth's development and employability?
 - C. Outcomes and Goals:
 - a) Define specific goals that will be achieved by Youth upon completion which should include such things as:
 - Placement into Education or Employment
 - Attainment of Credential and/or Certification
 - Literacy and Numeracy Gains
 - Increase occupational skill levels
 - Link to unsubsidized employment
 - Financial literacy
 - Prepare Youth for successful passing of HSE exam, certificate or degree
 - Enhancement of basic skills necessary for self-sufficiency
 - b) Outline the strategies and supports that will be utilized to meet the goals and outcomes.
 - c) Describe how progress will be evaluated throughout the length of the program to ensure the youth is remaining on track to meet program goals.

4. Facility Resources:

- a) Give the address and location of the program site and/or other program locations if more than one.
- b) Give a thorough description of any transportation that will be provided for this program i.e. if more than one site will be used, going to job fairs, college tours, etc.

5. Program Administration:

Provide details of the number of staff and their distinct role as defined below:

- a) Program Supervision: briefly delineate the lines of supervision for this contract, include overall agency operation, the people involved in the oversight and daily operation of this program.
- b) Key Staff: identify all key staff paid through this contract, by name, if applicable and job description. Include a one (1) page resume for each key employee.
- c) Monitoring of the Program: Detail the internal systems used to monitor and report programmatic activities to ensure full program implementation in meeting levels of service, contractual and programmatic goals.

6. The Project Budget (Attachment B)

The purpose of the Project Budget is to demonstrate how the project will implement the proposed plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project.

The budget must cover the entire contract period (4/1/18-6/30/19) and will be reviewed on an annual basis for up to two additional years (7/1 to 6/30 fiscal years).

The bidder shall develop a line-item budget that will enable the proposal to meet the intent and requirements of the program, ensure the successful implementation of the project, and provide a **reasonable basis for calculation of a per-person cost.**

The bidder will complete the attached budget and staff cost form Attachment B (both pages plus any supplemental computations that may be necessary to indicate allocation methodologies). Describe the internal systems in place to ensure proper cost allocation and reporting.

Important: All items identified in the budget must be verifiable, allowable, and reasonable. Records to verify cost estimates must be available upon request and may be subject to a pre-award assessment from CNY Works' fiscal staff.

Where the bidder does not budget for a required item, the bidder assumes responsibility for the cost of the item. All expenses incurred prior to the Contract being awarded and the agreement fully executed is the responsibility of the bidder.

Failure to include all the required components will result in a reduced score or disqualification. CNY Works will not advise a bidder that their proposal is incomplete prior to the rating or disqualification.

All proposal writers who do not work for the proposing organization on an ongoing basis must be identified in the statement of bidder's experience and may not be paid for their proposal writing services utilizing current or future WIOA awards. Any assistance provided by a grant writer and /or person(s) not affiliated with bidder must also be identified. Information shall include the name, title, address and telephone number of the grant writer and or unaffiliated person. Give a detailed description of the grant writer's responsibility and involvement should the bidder be awarded a Contract.

Period of Performance

1. The initial Contract period for Youth Services is April 1, 2018 through June 30, 2019.
2. The WDB reserves the right to solicit proposals on a continuous basis if necessary.
3. The anticipated total contract period is 4/1/18-6/30/19, but renewal of contracts up to two full fiscal years is also contingent upon availability of sufficient program funding under WIOA or other specified grant funding.

Submitting a Proposal

In signing the Proposal Cover Sheet, the bidder formally notifies CNY Works that the bidder will comply with all pertinent requirements included in RFP. The proposal (original and one (1) electronic copy) must be received by CNY Works no later than February 16, 2018, at 4:00 PM.

III. Evaluation Criteria

Proposal Rating

All proposals received by the deadline will be read and rated by a review committee. The scores will be averaged across all the raters for each *qualified* proposal; each qualified proposal will be numerically ranked to generate a ranked list of proposals by program.

A. Design and Responsiveness of Program – 100 Points

- Does the proposal target a population of out-of-school, at-risk youth? (10 points)
- Does the proposal offer activities/services that are consistent with WIOA elements and the RFP? (20 points)
- Are the activities interesting and likely to attract and retain youth? (15 points)
- Does the proposed program involve quality, innovative approaches? (15 points)
- Do the outcomes meet the youth performance measures? (30 points)
- Are the facilities suitable for the proposed activities/services? (10 points)

B. Qualifications of Bidder -- 35 Points

- Is staff qualified to provide the activities/services? (20 points)
- Does the bidder have adequate administrative experience to operate the activities/services proposed? (5 points)
- Does the bidder have prior successful experience and a demonstrated record of meeting performance? (10 points)

C. Costs -- 70 Points

- Are the costs allowable and reasonable for the activities/services proposed? (50 points)
- Does bidder have adequate personnel and financial systems in place to ensure costs are properly allocated? (20 points) (Include last audit report.)

D. Bonus Points -- 35 Points

- Are private sector businesses involved in a collaborative manner? (15 points)
- Is the proposal coordinated with other entities to provide a cost-effective proposal? (10 points)
- Is the bidder awarding academic credits, scholarships or other incentives not paid for by WIOA funds? (10 points)

Funding Recommendations

Recommendation for funding will be based on the following:

- The ranked score of the proposal;
- Consideration of the funding priorities of selected proposals as applicable to each program;
- Prior administrative and programmatic performance;
- Cost vs. benefit of proposed program

Notification Process

All bidders submitting a proposal will receive written notification regarding the recommendations from the review committee.

IV. Disclosures

CNY WORKS POLICY FOR COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITIES

CNY Works is an equal opportunity employer. CNY Works will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to race, color, religion, gender, sexual orientation, national origin, marital status, veteran status, age or disability genetic predisposition or carrier status in the employment process or in any aspect of employment thereafter. This policy applies to all terms and conditions of employment including, but not limited to hiring, placement, promotion, termination, lay-off, transfer, leave of absence, compensation and training. This policy is effective at all times employees are engaged in work, work-related activities and non-work activities that are sponsored by CNY Works.

CNY Works will make a distinct effort to assure that its workforce represents the diversity of the City of Syracuse and County of Onondaga and that minorities, women and persons with disabilities receive full consideration for employment, development and advancement within the employment structure.

FAIR TREATMENT COMMITMENT

CNY Works expects that every person associated with this organization to be treated with fairness, respect and dignity. Every policy of this organization is designed to provide a culture in which every employee, every customer, every client and visitor to CNY Works will feel comfortable and be free from any unfair treatment including harassment and/or discrimination. We encourage all employees to learn and appreciate the differences that CNY Works' customers, partners and co-workers bring to the workplace and to demonstrate appropriate understanding through our daily interactions. Anyone at CNY Works who believes he/she has encountered any type of unfair treatment, including harassment or discrimination from a co-worker, customer or a partner colleague must notify the Executive Director or Special Projects Manager immediately. No employee's position at CNY Works will ever be adversely affected by addressing such matters.

COMPLIANCE WITH NON-DISCRIMINATION

CNY Works is the recipient of Federal financial assistance under the Workforce Innovation and Opportunity Act of 1998. As such it is prohibited for any employee, partner colleague or other individual acting as an agent of CNY Works to engage in any form of discrimination against our customers or witness discrimination on this organization

CNY WORKS POLICY FOR COMPLIANCE WITH EQUAL OPPORTUNITY IS THE LAW

As a recipient of Federal financial assistance, it is against the law for CNY Works to discriminate on the following bases: Against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 1998 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title-I financially assisted program or activity. As the recipient, CNY Works must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title-I financially assisted program or activity
- Providing opportunities in or treating any person with regard to such a program or activity
- making employment decisions in the administration of or in connection with such a program or activity

If you believe you have experienced or witnessed discrimination:

If you think you have been subjected to discrimination under WIOA Title I-financially assisted program or activity you may file a complaint within 180 days from the date of the alleged violation with either:

Sheryl Bowman
Special Projects Manager
CNY Works, Inc. 960 James Street, Syracuse, NY 13203 Direct: 315-477-6960

OR

Director, Division of Equal Opportunity Development, NYSDOL
State Office Campus, Building 12, Room 540, Albany, NY 12240

OR

Director, Civil Rights Center
US Department of Labor
200 Constitution Avenue NW Room N-4123 Washington, D.C. 20210

If you file your complaint with CNY Works, you must wait either until CNY Works issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner) before filing with the Civil Rights Center. If CNY Works does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for CNY Works.

ASSURANCES for Sub Recipients

Each WIOA grant applicant must provide a written assurance or guarantee that the organization will comply with WIOA regulation, 29 CFR 37.20. Each grant applicant and each training provider who seeks eligibility for WIOA funding must indicate that they are in compliance with the same policies.

VETERANS PRIORITY PROVISION

Federal grants for qualified job training programs funded in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs For Veterans Act" (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training and placement services. Please note that to obtain priority service, a person must meet the program's eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans' priority statute and its effect on current employment and training programs. Where applicable, the Contractor agrees to comply with the Veterans' Priority Provision.

**PROPOSAL COVER PAGE
ATTACHMENT A**

Proposing Organization:
Name of Proposed Program:
Address:
Contact Person/Title:
Contact Telephone Number:
Fax Number:
Email:
Fiscal Contact (name, title, phone number and email)
Tax ID#
DUNS #
Organization Type:
Number of Participant Proposed to Serve:
Total Cost Per Person
Has the organization ever had to repay funds to a government unit due to a questioned or disallowed cost? If yes, please explain.
If funded, what percentage of the organizations total budget would the contract funds represent?
Date of the last independent audit and fiscal year ending:
Was the audit subject to the Uniform Guidance (formerly A-133 Single Audit)?
Is Audit Report including Federal Audit attached?
Name and address of audit firm
Number of Years in Operation:

Signature of Contact Person: _____

Date: _____

ATTACHMENT B BUDGET WORKSHEET-Page 1

Organization/Program Name: _____

Staff Costs--From Page 2	
Other Costs:	Provide allocation basis and calculation (attach as necessary):
Rent	
Utilities	
Supplies	
Telephone	
Insurance	
Postage	
Copying/Printing	
Travel	
Other (Itemize)	

TOTAL COSTS	
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Total Expected Participants:	
Total Cost per Participant:	

Total Expected Participants:	
Total Cost per Participant:	

