



Area 10 Workforce Development Board which consists of Richland and Crawford Counties has been awarded \$300,000 for COVID-19 business team and outreach expansion. The purpose and spirit of this funding is to help establish a strong foundation for the local area business team to meet the needs of employers and job seekers during these unprecedented times.

The funds are available August 1, 2020 and must be spent by June 30, 2021.

The Area 10 Workforce Development Board is looking for quotes for outreach services to minority owned businesses and African American male job seekers. The goal of the outreach is to engage minority owned businesses and African American male job seekers to utilize the services of the OhioMeanJobs Centers and other workforce partner agencies.

Quotes will be accepted by email through July 15, 2020 by 4:00 p.m. Please email quotes to Teresa.alt@jfs.ohio.gov by 4:00 p.m. Organizations can apply to serve both counties or just one. Organizations can apply for both business outreach and job seeker outreach or just one.

Questions can be directed to Teresa.alt@jfs.ohio.gov. Questions and answers will be posted on the Area 10 website as they are received and answered.

Services for RFQ:

Outreach to minority owned businesses to inform them of the services of the OhioMeansJobs Centers in Richland and Crawford counties

Collaboration with the OMJ Centers and workforce partners to encourage minority owned businesses to utilize services such as skills upgrading, customized training, other training services, pre-hire services, screening and referral of qualified applicants and labor market information.

Outreach to African American male job seekers to inform them of the services of the OMJ Centers and introduction to Career pathways in healthcare, manufacturing, and construction.

Career Exploration

Leadership skills

Soft skills development

Training leading to certified credentials in high wage career pathway

Expected Outcomes:

More African Americans recruited using various pathways including Community Opportunities platform

Increase job seekers and students using the new platform

Increase numbers of businesses connected to job seekers

Evaluations to be completed of targeted recruitment campaign

Satisfaction of businesses receiving support

Improvement of recruiting, onboarding and retention of African American job seekers in high wage career pathways

Number of Wrap around Services that resulted in entry into high wage career pathway

1. Description of Organizational Qualification and Experience (10 Points):

- a. Describe the organizations experience in providing outreach services to a similar population and demonstrated performance; describe the organization’s ability to measure performance outcomes.
- b. Provide a summary of agency personnel directly involved in the provision of services – qualifications and abilities to perform the required services.

2. Program Design/Strategies (20 Points)

- b. Describe the outreach services being proposed and explain how the services will be implemented (start-up and on-going); include a description of outreach and recruitment activities.
- c. Describe innovative and evidence-based strategies to be used to develop and/or provide outreach services.
- d. Describe how the program being proposed utilizes available community resources; describe efforts to collaborate with Richland and Crawford OMJ Centers and workforce partners to expand and enhance outreach services. Please be specific as to which or all services you are applying for and how you will collaborate with other organizations.

3. Financial Accountability (10 Points)

- a. Describe the organization’s accounting experience (ability to assume fiscal responsibility for the funding).
- b. Describe the organization’s internal control system (including fiscal tracking, information gathering and reporting, and performance tracking).
- c. Include a budget narrative which details the proposed budget and line item amounts; include a rationale for each line item.
- d. Provide a description of additional resources being committed to support the program (cost allocation plan); include amounts and sources of additional resources.
- e. Include a detailed budget (Attachment II) which is reasonable for the services being proposed; administrative costs must not exceed 10% the budget

Budget Worksheet

Administration

Wages & Fringes	Amount
Wages (Provide detail of positions, FTEs and responsibilities to grant)	
Fringes (List all fringes and benefits including fringe rates)	
Total Wages & Fringes	
Operating Expenses	
Consumable Goods	
Occupancy Costs	
Total Operating Costs	
Other	
Other (specify)	
Total Other	
Total Administration (Limited to 10% of total request)	

Program Costs

Wages & Fringes	Amount
Wages (Provide detail of positions, FTEs and responsibilities to grant)	
Fringes (List all fringes and benefits including fringe rates)	
Total Wages & Fringes	
Operating Expenses	
Travel	
Communications	
Total Operating Expenses	

Total Wages & Fringes & Operating Expenses	
Direct Client Costs	
Subcontracts: (List all contracts with amounts)	
Total Direct Client Costs	
Total Program Costs	
Grand Total All Categories	

Budget Narrative: Detail must be provided for every item requested by itemizing the costs that comprise each cost item. Costs which are prorated must be supported by a cost allocation plan showing RCJFS paying only its fair share of costs for that item. Contracted services must be able to be documented by a copy of the agreement (i.e., leases, audit, accounting fees, etc.)

Add and/or revise budget line items as needed.