

Agency Minority Business Enterprise (MBE) Projected Expenditure Plan
- Fiscal Year 2014-

Section I.	
Agency Information	
Agency Name:	Department of Mental Health and Addiction Services
Director/Executive First Name:	Tracy
Director/Executive Last Name:	Plouck
Director/Executive Title:	Director
Address:	30 E Broad St. 36th Floor
City:	Columbus
State:	OH
ZIP:	43215
Telephone:	614-466-2337
E-mail Address:	jody.anderson@mha.ohio.gov

Designation of Responsibility (Agency MBE/EDGE EEO Officer)	
First Name:	Beverly
Last Name:	Hoskinson
Title:	Fiscal Operations Manager
Address:	30 E Broad St. 36th Floor
City:	Columbus
State:	OH
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Section II.	
DAS Contracts - Administered Under DAS Authority	

Contract Information									Set-Aside Data		Quarter Projected Expenditures									
Contract Name & Number	Account Code	Desc.	Contract Amount	Contract Est. Bid Date	Contract Start Date	Contract Exp. Date	New/Renewal/Repl/Void Type	Bid Web Address	Set-Aside	Open Market	1 st Qtr.		2 nd Qtr.		3 rd Qtr.		4 th Qtr.		Annual	
											Set-Aside	Open Market	Set-Aside	Open Market	Set-Aside	Open Market	Set-Aside	Open Market	Set-Aside	Open Market
DAS-CAI-440007198 - Data Processing Services (Multiple)	517001	Personal Services-Data Processing	\$2,658,700	7/1/2013	7/1/2013	6/30/2015	New		31%	0%	\$203,477		\$203,477		\$203,477		\$203,477		\$813,908	\$0
Administration Support (Multiple)	518001	Personal Services - Ad Mgmt	\$515,100	7/1/2013	7/1/2013	6/30/2015	New		27%	73%	\$35,350	\$93,425	\$35,350	\$93,425	\$35,350	\$93,425	\$35,350	\$93,425	\$141,400	\$373,700
DAS-ST5155 Temporary Staff (Multiple)	521802	Personal Services - Temp Services - Ad Mgmt	\$48,150	7/1/2013	7/1/2013	6/30/2015	New		21%	79%	\$10,000	\$9,537	\$0	\$9,537	\$0	\$9,537	\$0	\$9,537	\$10,000	\$38,148
DAS-ST5155 Transcription - Medical (Multiple)	515004	Personal Service - Other Medical	\$349,345	7/1/2013	7/1/2013	6/30/2015	New		21%	100%	\$18,750	\$87,336	\$18,750	\$87,336	\$18,750	\$87,336	\$18,750	\$87,336	\$75,000	\$349,344
DAS-ST5155 Pharmacy Technicians (Multiple)	515005	Personal Service - Temporary Medical	\$929,055	7/1/2013	7/1/2013	6/30/2015	New		11%	89%	\$25,600	\$206,663	\$25,600	\$206,663	\$25,600	\$206,663	\$25,600	\$206,663	\$102,400	\$826,652
CSP900312 - Food and Purchased Meals	520100	Food	\$7,872,386	7/1/2013	7/1/2013	6/30/2015	New		0%	100%	\$0	\$1,968,097	\$0	\$1,968,097	\$0	\$1,968,097	\$0	\$1,968,097	\$0	\$7,872,386
CSP901114-Statewide utilization/review BH services for medicaid	518002	Personal Service-Temp Services Ad Mgmt	\$1,500,000	7/1/2013	7/1/2013	6/30/2015	New		0%	100%	\$0	\$375,000	\$0	\$375,000	\$0	\$375,000	\$0	\$375,000	\$0	\$1,500,000
CRP00714-Lawn care services - Appalachian Behavioral Health Care	526201	Building Maint & Serv	\$125,000	7/1/2013	7/1/2013	6/30/2014	New		0%	100%	\$0	\$31,250	\$0	\$31,250	\$0	\$31,250	\$0	\$31,250	\$0	\$125,000
CRP03214-Janitorial Service - Heartland Behavioral Health Care	526201	Building Maint & Serv	\$100,000	7/1/2013	7/1/2013	6/30/2015	New		0%	100%	\$0	\$25,000	\$0	\$25,000	\$0	\$25,000	\$0	\$25,000	\$0	\$100,000
CRP08814-Janitorial Services-Appalachian Behavioral Health Care	526105	Housekeeping Service	\$100,000	7/1/2013	7/1/2013	6/30/2014	New		0%	100%	\$0	\$25,000	\$0	\$25,000	\$0	\$25,000	\$0	\$25,000	\$0	\$100,000
CRP08514-Janitorial Services-Northwest Ohio Psychiatric Hospital	526105	Housekeeping Service	\$75,843	7/1/2013	7/1/2013	6/30/2014	New		0%	100%	\$0	\$18,961	\$0	\$18,961	\$0	\$18,961	\$0	\$18,961	\$0	\$75,843
CRP01514-Janitorial Services-Office of Support Services	526105	Housekeeping Service	\$65,000	7/1/2013	7/1/2013	6/30/2014	New		0%	100%	\$0	\$16,250	\$0	\$16,250	\$0	\$16,250	\$0	\$16,250	\$0	\$65,000
CRP06214-Janitorial Services-Northcoast Behavioral Health Care	526105	Housekeeping Service	\$253,300	7/1/2013	7/1/2013	6/30/2014	New		0%	100%	\$0	\$63,325	\$0	\$63,325	\$0	\$63,325	\$0	\$63,325	\$0	\$253,300
CRP01813-Laundry/Linen Rental-Summit Behavioral Health Care	526105	Housekeeping Service	\$50,000	7/1/2013	7/1/2013	6/30/2014	New		0%	100%	\$0	\$12,500	\$0	\$12,500	\$0	\$12,500	\$0	\$12,500	\$0	\$50,000

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CRP04814-Professional Laundry Service-Heartland Behavioral Healthcare	526105	Housekeeping Service	\$460,000	7/1/2013	7/1/2013	6/30/2014	New		0%	100%	\$0	\$115,000	\$0	\$115,000	\$0	\$115,000	\$0	\$115,000	\$0	\$460,000
CRP04214-Janitorial/Lawncare Service-Twin Valley Behavioral Healthcare	526105	Housekeeping Service	\$116,450	7/1/2013	7/1/2013	6/30/2014	New		0%	100%	\$0	\$29,113	\$0	\$29,113	\$0	\$29,113	\$0	\$29,113	\$0	\$116,450

FY 2014 Annual Expenditures:	\$15,218,329	Quarterly Expenditures:	\$293,177	\$3,076,456	\$283,177	\$3,076,456	\$1,142,708	\$12,305,823								
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Section III.
Agency Contracts - Administered Under Agency Authority:

Contract Information									Set-Aside Data		Quarterly Projected Expenditures											
Contract Name & Number	Account Code	Desc.	Contract Amount	Est. Bid Date	Contract Start Date	Contract Exp. Date	New/Renewal/Repl/Void Type	Bid Web Address	Set-Aside	Open Market	1 st Qtr.		2 nd Qtr.		3 rd Qtr.		4 th Qtr.		Totals			
											Set-Aside	Open Market	Set-Aside	Open Market	Set-Aside	Open Market	Set-Aside	Open Market	Set-Aside	Open Market		
Personal Service - Psychiatrists (Multiple)	515002	Personal Service - Psychiatrists/Psychologist	\$4,024,764	3/21/2013	7/1/2013	6/30/2015	Renewal		0%	100%	\$0	\$1,006,191	\$0	\$1,006,191	\$0	\$1,006,191	\$0	\$1,006,191	\$0	\$1,006,191	\$0	\$4,024,764
Physician Specialists (Multiple)	515001	Personal Service - Physician Specialists	\$1,125,291	3/21/2013	7/1/2013	6/30/2015	Renewal		0%	100%	\$0	\$281,330	\$0	\$281,330	\$0	\$281,330	\$0	\$281,301	\$0	\$281,301	\$0	\$1,125,291
Peer Support (Multiple)	511502	Personal Service - Other Professional Medical	\$209,720	3/21/2013	7/1/2013	6/30/2015	Renewal		0%	100%	\$0	\$52,430	\$0	\$52,430	\$0	\$52,430	\$0	\$52,430	\$0	\$52,430	\$0	\$209,720
Research Consultants (Multiple)	517501	Personal Service - Research	\$46,050	3/21/2013	7/1/2013	6/30/2015	Renewal		0%	100%	\$0	\$11,513	\$0	\$11,513	\$0	\$11,513	\$0	\$11,513	\$0	\$11,513	\$0	\$46,052
Conference Speakers	518001	Personal Service	\$20,000	7/1/2013	7/1/2013	6/30/2015	New		0%	100%	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$20,000
SPF/SIG Grant Evaluation	518001	Personal Service	\$134,000	7/1/2013	7/1/2013	6/30/2015	Renewal		100%	0%	\$33,500	\$0	\$33,500	\$0	\$33,500	\$0	\$33,500	\$0	\$33,500	\$0	\$134,000	\$0
Gambling Hotline	518001	Personal Service	\$65,000	7/1/2013	7/1/2013	6/30/2015	Renewal		0%	100%	\$0	\$16,250	\$0	\$16,250	\$0	\$16,250	\$0	\$16,250	\$0	\$16,250	\$0	\$65,000
Gambling Training	518001	Personal Service	\$100,000	7/1/2013	7/1/2013	6/30/2015	Renewal		0%	100%	\$0	\$25,000	\$0	\$25,000	\$0	\$25,000	\$0	\$25,000	\$0	\$25,000	\$0	\$100,000
Epidemiologists	518001	Personal Service	\$84,000	7/1/2013	7/1/2013	6/30/2015	Renewal		0%	100%	\$0	\$21,000	\$0	\$21,000	\$0	\$21,000	\$0	\$21,000	\$0	\$21,000	\$0	\$84,000
Cultural Training	518001	Personal Service	\$7,400	7/1/2013	7/1/2013	6/30/2015	Renewal		100%	0%	\$1,850	\$0	\$1,850	\$0	\$1,850	\$0	\$1,850	\$0	\$1,850	\$0	\$7,400	\$0
FY 2014 Annual Expenditures:		\$5,816,225	Quarterly Expenditures:	\$35,350	\$1,418,714	\$35,350	\$1,418,714	\$35,350	\$1,418,714	\$35,350	\$1,418,714	\$35,350	\$1,418,714	\$35,350	\$1,418,685	\$141,400	\$5,674,827					

Section IV.
Purchases:

Source	Account Code	Desc.	Total Expenditures	Set-Aside	Open Market	1 st Qtr.		2 nd Qtr.		3 rd Qtr.		4 th Qtr.		Totals	
						Set-Aside	Open Market	Set-Aside	Open Market						
Seminars	513601	seminars in state	\$26,900	6%	94%	\$0	\$6,334	\$1,565	\$6,333	\$0	\$6,334	\$0	\$6,334	\$1,565	\$25,335
Office Supplies	521101	office supplies	\$412,226	21%	79%	\$22,000	\$81,056	\$22,000	\$81,056	\$22,000	\$81,056	\$22,000	\$81,058	\$88,000	\$324,226
Electronic Supplies (batteries, misc.)	521103	electronic supplies	\$29,339	51%	100%	\$3,750	\$7,335	\$3,750	\$7,335	\$3,750	\$7,335	\$3,750	\$7,334	\$15,000	\$29,339
Copy paper and copier supplies	521104	duplicating supplies	\$74,675	9%	91%	\$1,625	\$17,043	\$1,625	\$17,043	\$1,625	\$17,043	\$1,625	\$17,046	\$6,500	\$68,175
Toner, printer supplies	521105	data processing supplies	\$87,482	7%	93%	\$1,625	\$20,245	\$1,625	\$20,245	\$1,625	\$20,245	\$1,625	\$20,247	\$6,500	\$80,982
Software packages	521106	software packages	\$36,268	17%	83%	\$1,500	\$7,567	\$1,500	\$7,567	\$1,500	\$7,567	\$1,500	\$7,567	\$6,000	\$30,268
Blister cards, Ice Packs, Drug Containers	521107	merchandise supplies	\$500,000	0%	100%	\$0	\$125,000	\$0	\$125,000	\$0	\$125,000	\$0	\$125,000	\$0	\$500,000
DAS-ST652 Medical and lab supplies	521201	medical supplies	\$886,804	7%	93%	\$15,750	\$205,951	\$15,750	\$205,951	\$15,750	\$205,951	\$15,750	\$205,951	\$63,000	\$823,804
DAS-ST652 Dentures, eyeglasses, etc	521104	patient supplies	\$160,749	28%	72%	\$11,250	\$28,937	\$11,250	\$28,937	\$11,250	\$28,937	\$11,250	\$28,938	\$45,000	\$115,749
Xray Services	521215	xray services	\$162,657	0%	100%	\$0	\$40,664	\$0	\$40,664	\$0	\$40,664	\$0	\$40,664	\$0	\$162,657
DAS-ST662 - Laboratory Testing - drug tests	521222	drug testing	\$68,762	0%	100%	\$0	\$17,191	\$0	\$17,191	\$0	\$17,191	\$0	\$17,191	\$0	\$68,762
VCR tapes, patient program supplies	521301	educational supplies	\$62,306	2%	98%	\$500	\$15,327	\$0	\$15,327	\$500	\$15,327	\$0	\$15,327	\$1,000	\$61,306
Sporting goods, occupational therapy supplies	521302	rec Supplies	\$67,688	30%	70%	\$5,000	\$11,922	\$5,000	\$11,922	\$5,000	\$11,922	\$5,000	\$11,922	\$20,000	\$47,688
Agriculture related supplies	521402	ag, groundskeeping supplies	\$24,000	4%	96%	\$1,000	\$5,750	\$0	\$5,750	\$0	\$5,750	\$0	\$5,750	\$1,000	\$23,000

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Houskeeping, soap, light bulbs etc	521501	housekeeping supplies	\$524,077	60%	40%	\$72,750	\$52,519	\$73,750	\$52,519	\$84,250	\$52,519	\$83,250	\$52,519	\$314,000	\$210,077
DAS-ST511 - Plumbing, hardware, paint supplies	521502	building maintenance supplies	\$694,722	39%	61%	\$63,000	\$106,181	\$64,500	\$106,181	\$72,000	\$106,181	\$70,500	\$106,181	\$270,000	\$424,722
Other Misc Supplies	521503	misc office supplies	\$25,765	0%	100%	\$0	\$6,441	\$0	\$6,441	\$0	\$6,441	\$0	\$6,441	\$0	\$25,765
Client apparel and employee uniforms	521701	wearing apparel	\$226,460	44%	56%	\$24,750	\$31,865	\$24,750	\$31,865	\$24,750	\$31,865	\$24,750	\$31,865	\$99,000	\$127,460
Handcuffs, vests, security supplies	521803	safety supplies	\$44,726	23%	77%	\$2,000	\$8,557	\$2,500	\$8,557	\$3,000	\$8,557	\$3,000	\$8,557	\$10,500	\$34,226
Vehicle maintenance supplies/repairs	522201	tires, vehicle parts	\$252,894	4%	96%	\$0	\$60,849	\$0	\$60,849	\$7,000	\$60,849	\$2,500	\$60,849	\$9,500	\$243,394
DAS-RS903113/RS900212 Vehicle fuel - diesel	525100	fuel	\$168,000	0%	100%	\$0	\$42,000	\$0	\$42,000	\$0	\$42,000	\$0	\$42,000	\$0	\$168,000
DAS-RS900709 Freight	524302	freight	\$85,368	0%	100%	\$0	\$21,342	\$0	\$21,342	\$0	\$21,342	\$0	\$21,342	\$0	\$85,368
Food handling equip maint	526101	food handling equip maint	\$25,972	0%	100%	\$0	\$6,493	\$0	\$6,493	\$0	\$6,493	\$0	\$6,493	\$0	\$25,972
Moving	524401	moving	\$84,368	41%	59%	\$9,815	\$12,388	\$8,000	\$12,388	\$8,000	\$12,388	\$9,000	\$12,388	\$34,815	\$49,553
Housekeeping service/Janitorial serv	526105	housekeeping service	\$379,834	0%	100%	\$0	\$94,959	\$0	\$94,959	\$0	\$94,959	\$0	\$94,959	\$0	\$379,834
Office Equip service	526103	office equip serv	\$19,836	0%	100%	\$0	\$4,959	\$0	\$4,959	\$0	\$4,959	\$0	\$4,959	\$0	\$19,836
Medical/Laboratory Equip service	522110	education/medical lab serv	\$36,493	18%	82%	\$500	\$7,498	\$500	\$7,498	\$5,000	\$7,498	\$500	\$7,498	\$6,500	\$29,993
Groundskeeping equip service	526111	groundskeeping equip serv	\$75,622	0%	100%	\$0	\$18,905	\$0	\$18,905	\$0	\$18,905	\$0	\$18,905	\$0	\$75,622
Maintenance/Warehouse Equip serv	526113	factory manufacturing /warehouse serv	\$10,540	95%	5%	\$1,000	\$540	\$3,000	\$0	\$3,000	\$0	\$3,000	\$0	\$10,000	\$540
Copy Machine service	526121	copy machine serv	\$88,543	0%	100%	\$0	\$22,136	\$0	\$22,136	\$0	\$22,136	\$0	\$22,136	\$0	\$88,543
DAS-ST511 Building Maint Serv/fire & alarm	526201	building maint serv	\$1,408,097	29%	71%	\$231,000	\$250,149	\$58,500	\$250,149	\$58,500	\$250,149	\$59,500	\$250,149	\$407,500	\$1,000,597
Communication Equip rep/serv	526601	communication equip rep/serv	\$31,479	0%	100%	\$0	\$7,870	\$0	\$7,870	\$0	\$7,870	\$0	\$7,870	\$0	\$31,479
DAS-ST5033 & MMA (Multiple) Data processing equip serv/rep	526701	data processing equip serv/rep	\$79,951	43%	57%	\$4,500	\$11,488	\$2,500	\$11,488	\$24,500	\$11,488	\$2,500	\$11,488	\$34,000	\$45,951
DAS-ST5033 & MMA (Multiple) Software Maintenance	526703	software maintenance	\$4,527,830	11%	89%	\$50,000	\$1,006,958	\$50,000	\$1,006,958	\$200,000	\$1,006,958	\$200,000	\$1,006,958	\$500,000	\$4,027,830
replacement parts	526801	other maintenance	\$43,818	0%	100%	\$0	\$10,955	\$0	\$10,955	\$0	\$10,955	\$0	\$10,955	\$0	\$43,818
Software licenses	527103	software licenses	\$3,203	0%	100%	\$0	\$3,203	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,203
Records storage	527201	records storage	\$28,453	0%	100%	\$0	\$7,113	\$0	\$7,113	\$0	\$7,113	\$0	\$7,113	\$0	\$28,453
Office equipment rental	527401	office equipment rental	\$20,600	0%	100%	\$0	\$0	\$0	\$0	\$0	\$10,300	\$0	\$10,300	\$0	\$20,600
employee uniforms	527600	wearing apparel-rental	\$31,931	0%	100%	\$0	\$7,983	\$0	\$7,983	\$0	\$7,983	\$0	\$7,983	\$0	\$31,931
AV rental for conferences	527800	meeting space rental	\$16,800	0%	100%	\$0	\$1,800	\$0	\$5,000	\$0	\$10,000	\$0	\$0	\$0	\$16,800
Forms, programming supplies	528001	educational films, tapes etc	\$7,508	0%	100%	\$0	\$500	\$0	\$3,508	\$0	\$3,500	\$0	\$0	\$0	\$7,508
Advertising-recruitment	528302	advertising/promotional	\$85,596	5%	95%	\$1,000	\$20,399	\$1,000	\$20,399	\$1,000	\$20,399	\$1,000	\$20,399	\$4,000	\$81,596
Refrigerators, freezers, microwave	530200	food handling equip	\$21,434	14%	86%	\$2,000	\$4,609	\$0	\$4,609	\$1,000	\$4,609	\$0	\$4,609	\$3,000	\$18,434
DAS-ST514 Office Equipment	531101	office equipment	\$80,464	15%	85%	\$3,020	\$17,096	\$3,020	\$17,096	\$3,020	\$17,096	\$3,020	\$17,096	\$12,080	\$68,384
Vehicles-police cruiser/van	532012	vehicles	\$192,000	52%	48%	\$50,000	\$23,000	\$0	\$23,000	\$0	\$23,000	\$50,000	\$23,000	\$100,000	\$92,000
DAS-ST5652 medical equipment	535100	medical/laboratory equip	\$42,269	25%	75%	\$750	\$7,880	\$0	\$7,880	\$0	\$7,880	\$10,000	\$7,880	\$10,750	\$31,519
Laundry, vacuums, floor polishers	536001	housekeeping equip	\$86,231	14%	86%	\$3,000	\$18,558	\$3,000	\$18,558	\$3,000	\$18,558	\$3,000	\$18,558	\$12,000	\$74,231
DAS-ST5033 Computers, notebooks, etc	537001	data processing equip	\$844,860	18%	82%	\$23,250	\$172,824	\$53,532	\$172,824	\$53,532	\$172,824	\$23,250	\$172,824	\$153,564	\$691,296
Misc Equipment	538100	other equipment	\$33,837	0%	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,837	\$0	\$33,837
Housekeeping furnishings	539304	housekeeping furnishings	\$53,266	0%	100%	\$0	\$15,000	\$0	\$10,000	\$0	\$10,000	\$0	\$18,266	\$0	\$53,266
Security Equip	539402	security equipment	\$10,995	0%	92%	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,095	\$0	\$10,095
DAS-ST5652 Medical supplies, equipment and accessories (Prime Vendor Contract) for resale	560501	OSS physician orders, prescription forms, ledgers	\$70,000	0%	100%	\$0	\$17,500	\$0	\$17,500	\$0	\$17,500	\$0	\$17,500	\$0	\$70,000
DAS-ST5652 Medical supplies, equipment and accessories (Prime Vendor Contract) for resale	560503	Pharmaceuticals, medical supplies, over-the-counter medicine	\$38,000,000	0%	100%	\$0	\$9,500,000	\$0	\$9,500,000	\$0	\$9,500,000	\$0	\$9,500,000	\$0	\$38,000,000
Office of Support Services - Pharmaceuticals, medical supplies, etc for resale	560503	Pharmaceuticals, medical supplies, over-the-counter medicine	\$7,000,000	0%	100%	\$0	\$1,750,000	\$0	\$1,750,000	\$0	\$1,750,000	\$0	\$1,750,000	\$0	\$7,000,000
Office of Support Services - Bulk Food for resale	562001	Intra-govtl food & beverage	\$10,000,000	100%	0%	\$10,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000,000	\$0
FY 2014 Annual Expenditures:		\$68,063,697		Quarterly Expenditures:		\$10,606,335	\$13,947,835	\$412,617	\$13,940,299	\$614,552	\$13,955,592	\$611,270	\$13,989,297	\$12,244,774	\$55,833,024

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Section V.											
Totals	Total Projected Expenditures	1 st Qtr.		2 nd Qtr.		3 rd Qtr.		4 th Qtr.		Totals	
		Set-Aside	Open Mkt.	Set-Aside	Open Mkt.						
Section 2	\$15,218,329	\$293,177	\$3,076,456	\$283,177	\$3,076,456	\$283,177	\$3,076,456	\$283,177	\$3,076,456	\$1,142,708	\$12,305,823
Section 3	\$5,816,225	\$35,350	\$1,418,714	\$35,350	\$1,418,714	\$35,350	\$1,418,714	\$35,350	\$1,418,685	\$141,400	\$5,674,827
Section 4	\$68,063,697	\$10,606,335	\$13,947,835	\$412,617	\$13,940,299	\$614,552	\$13,955,592	\$611,270	\$13,989,297	\$12,244,774	\$55,833,024
Total Projected Expenditures	\$89,098,251	\$10,934,862	\$18,443,005	\$731,144	\$18,435,469	\$933,079	\$18,450,762	\$929,797	\$18,484,438	\$13,528,882	\$73,813,673

Section VI.	
Plan Analysis	
Total MBE Projected Eligible Budget -	\$89,098,251
Total MBE Projected Set-Aside Expenditures -	\$13,528,882
Total MBE Projected Set-aside Percent -	15.18%

Section VII.
Certification of Agency Director Approval/Revision

By checking this box, I the preparer of this document hereby certify that this Minority Business Enterprise Projection for Fiscal Year 2014 has been reviewed and approved by the Agency Director.

Preparer's Name _____
 Date Submitted/Revised _____