

Community Collaboration Program for Ex-inmates (CCPEX)

Grant Application

For Grassroots Faith-Based and Community Organizations

Release Date: September 26, 2005

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PART I:

IMPORTANT INFORMATION

1. The Mayor's Office of Employment Development on behalf of the Baltimore Workforce Investment Board is pleased to release this grant application for grassroots faith based and community organizations (FBCOs). We seek proposals from organizations that will:
 - Deliver pre-employment, mentoring, case management and/or post-employment services to ex-inmates in the Druid Hill, Forest Park and Lower Park Heights communities.
 - Work in partnership with the Northwest One-Stop Career Center.
 - Improve employment outcomes for Baltimore's ex-inmates in the targeted areas.
2. Applications are due on or before Friday, October 21, 2005, 1:00 p.m.
3. A signed original and six (6) copies and a computer disk on which the proposal has been saved (identify the program it is saved in, e.g., Word '97) must be mailed via U.S. Postal Service and postmarked by the due date and time or hand delivered to:

Mayor's Office of Employment Development
417 East Fayette Street, Suite 468
Baltimore, Maryland 21202

4. Only completed applications received by **the** deadline date and time will be considered.
5. A public informational meeting to discuss the details of this solicitation will be held in the conference room of the Northwest One-Stop Career Center at 1:00 p.m. on Monday, September 26, 2005 **located** at:

2401 Liberty Heights Avenue
Mondawmin Mall – Suite 302
Baltimore, Maryland 21215
410-523-1060

6. All applicants are strongly encouraged to attend the public informational meeting to learn more about the Community Collaboration Program for Ex-inmates, the Mayor's Office of Employment Development and the city's workforce development initiatives.
7. To request an electronic copy of the application or to register for the informational meeting, please contact Betty Yelity at (410) 396-1910 or via email at intensiveRFP@oedworks.com.

PART II: The Baltimore City Workforce Investment Board; The Mayor's Office of Employment Development; and the Workforce Investment Act

The Baltimore City Workforce Investment Board (BWIB) is a business-led, mayoral appointed board established in September 2000. The BWIB's role is to create local workforce policy and, through strategic planning, guide the development of a citywide coordinated and responsive workforce development system. The BWIB envisions a city where every person maximizes his or her career potential and where all employers have the human resources to grow and prosper. More information on the BWIB and its strategic plan are available at www.baltoworkforce.com.

The Mayor's Office of Employment Development (MOED) is the administrative entity for the federal Workforce Investment Act in Baltimore City. The MOED serves as the City's primary agent of workforce development services for employers, new workers, older workers, disabled, career changers, ex-inmates, laid-off workers and youth. Designated by the Mayor as the local One-Stop Operator, MOED is responsible for coordinating the delivery of a variety of workforce development programs through its One-Stop Career Center Network. More information on MOED is available at www.oedworks.com.

The Federal Workforce Investment Act of 1998 (WIA), P.L. 105-220, provides the framework for the nation's publicly funded workforce investment system, which is designed to meet the needs of both businesses seeking a prepared workforce and individuals seeking employment and opportunities to further their careers.

The cornerstone of the workforce investment system is the "One-Stop" delivery system where information about and access to a wide array of employment resources, career development, job training, education, and employment opportunities are available for customers. Customers include the job seeker, business and the community. This one-stop delivery system offers a three-tiered approach and combines the resources and assets of multiple partners.

Baltimore's One-Stop delivery system is comprised of four strategically located One-Stop Centers with easy access to public transportation. **This proposal seeks services for ex-inmates at the Re-entry Center @ the Northwest Career Center.**

PART III: PROGRAM SUMMARY

The Mayor’s Office of Employment Development’s (MOED) Community Collaboration Program for Ex-inmates (CCPEX) is funded through a grant from the U.S. Department of Labor’s Center for Faith-based and Community Initiatives.

MOED will implement a 12-month project to encourage the formation of long-term partnerships with grassroots faith based and community organizations to address the unmet needs of ex-inmates.

MOED seeks to partner with organizations that offer one or more of the following services including, but not limited to:

- Assistance obtaining photo IDs, birth certificates and social security cards,
- Pre-employment workshops including anger management and cognitive restructuring,
- Support services such as transportation, substance abuse treatment or housing,
- Life skills training and mentoring,
- Case management, and
- Post-employment and retention services.

Two to four grassroots faith based and community organizations will be selected as grantees to provide services to ex-inmates residing in census tracts:

1304	1504	1507.01	1507.02
1508	1509	1510	1511
1512	1513	2716	2717
2718.01	2718.02	2801.01	2801.02
2802	2803.01	2803.02	

In keeping with established Workforce Investment Act Performance Goals, MOED has developed a performance accountability system. Over the course of the CCPEX grant, MOED has committed to serve at least 400 ex-inmates and place 200 eligible individuals in full-time employment. To achieve these goals, each grantee must work with MOED to achieve these goals:

- Enroll between 150-200 ex-inmates from the designated census tracts;
- Ensure that 50% of enrolled ex-inmates served are placed in employment and receive post-employment services;
- Provide follow-up services to all enrolled ex-inmates for at least six months after placement or until the end of the contract period.

A. Eligibility Requirements

Eligible faith based and community organizations must be nonprofits which:

- Have social services as a major part of their mission;
- Are located in Baltimore City;
- Have an annual social services budget of \$350,000 or less or have six (6) or fewer full-time equivalent employees.

Partnerships between FBCOs, employers and other social service groups are encouraged.

No entity may receive a grant award if: (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; or (2) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of program or services.

Neutral, non-religious criteria that neither favor nor disfavor religion will be used in the selection of grant recipients. Additionally, MOED is prohibited from providing direct financial assistance for inherently religious activity. Therefore, as a general rule, CCPEX grants may not be used for religious instruction, worship, prayer, proselytizing, or other religious activities.

Grant recipients must attend mandatory training sessions, or Learning Network Sessions to be held at regular intervals during the grant award period. MOED will provide all grantees with technical assistance and training. Technical assistance and training will include but not be limited to the following: best practices, peer-to-peer networking, responding to federal grant applications; understanding guidelines and requirements for federally funded programs; implementing federally funded programs; completion of WIA required paperwork; case management; data collection and documenting results and OMB Circular training. In addition, regular monitoring will be conducted to ensure project goals are on target.

B. Reporting Requirements

The grantee must submit monthly financial and narrative progress reports to MOED. Templates for these reports will be provided as an attachment to the formal Agreement once funds are awarded. Reports are due by the fifteenth day of each month during the grant period. The chief executive officer or his/her senior level designee of the grantee organization must sign the monthly financial and narrative progress reports.

C. Frequently Asked Questions

- ***Our organization doesn't have all the systems and procedures other funders look for. Will we even be considered?***

Yes!! Funding for the CCPEX Program is provided through a grant from the U.S. Department of Labor Center for Faith-based and Community Initiatives and is specifically designed to help small organizations build their administrative and program capacity. We do not expect all the applicants who are selected to have all the systems and procedures that are generally required by other funders. By the end of the grant period, the selected organizations should be able to identify, apply for, receive and effectively utilize grant dollars to improve the services provided in the community. Therefore, applicants are encouraged to be forthright in describing both their strengths and weaknesses related to how they currently provide services and account for dollars.

- ***Doesn't federal funding mean we will have to open our books to the government?***

Not necessarily. MOED is the direct grant recipient from the U.S. Department of Labor for the federal faith-based and community organization initiative. We will assist small organizations in developing strengths, including accounting systems that meet the needs of all concerned. The federal government has clearly stated that the main purpose of this initiative is to overcome barriers to the full inclusion of small faith-based and community organizations as equal partners in the human services arena.

- ***Who is eligible to be considered for this project?***

Eligible grassroots faith-based and community organizations must be nonprofits which:

- Have social services as a major part of their mission;
- Are located in Baltimore City;
- Have an annual social services budget of \$350,000 or less or have six (6) or fewer full-time equivalent employees.

- ***How much money will be awarded and how long is it good for?***

MOED anticipates awarding 2 to 4 grants for approximately \$125,000 each. The award is anticipated to begin January 1, 2006 and will end by December 31, 2006. All awardees are expected to be operational by January 1, 2006.

- ***What can funding be used for?***

The award may be used by the grantee to cover costs associated with providing pre-employment workshops including modules on cognitive restructuring, life skills training, mentoring, case management services and post-employment and retention services and participating in available training and technical assistance.

- ***How will grantees be selected?***

A review team will read and score all applications submitted by eligible applicants and recommend the most promising proposals to the Baltimore Workforce Investment Board for review and approval.

Review team members will use the following criteria when reviewing the proposals:

1. **Organizational Profile (25 points)** – Priority will be given to those that indicate an ability to fulfill the grant requirements. Organizational status and structure will be taken into consideration.
2. **Community Commitment (25 points)** – Points will be awarded to organizations that demonstrate an ability to favorably impact economically disadvantaged neighborhoods and ex-inmates with significant barriers to achieving employment. Past performance will be taken into consideration.
3. **Service Delivery Model (25 points)** – Points will be awarded to organizations that clearly define the services that they will offer.
4. **Accountability (25 points)** – Points will be awarded on the basis of the organization’s proposed budget plan and willingness to support the intent of the grant to build on internal strengths in accountability.
5. **Bonus Points (maximum 10 – points)** The BWIB and the MOED reserve the right to offer bonus points for demonstrated collaborations, partnerships, years of service, type of service proposed, and innovative approach.

Proposal must include a clear and concise response to all items and questions posed in the application

D. GOVERNING AUTHORITY

Acceptable proposals will meet the specifications contained in this application, the requirements of the federal Workforce Investment Act (WIA), the BWIB’s 5-year plan, Maryland’s Unified Plan, MOED’s Two Year Plan and all applicable policies and regulations. It is incumbent upon proposers to familiarize themselves with these documents during proposal development. Reference copies are available for review via the Mayor’s Office of

Employment Development Web Page, which is: www.oedworks.com and Baltimore Workforce Investment Board Web Page, which is: www.baltoworkforce.com.

E. QUESTIONS

All questions regarding this application should be held until the Informational Conference. After the Informational Conference, questions must be submitted via email to intensiveRFP@oedworks.com

The "Question and Answer" period after the bidder's conference will be from 12:01 a.m., Monday, September 26, 2005 through Friday, September 30, 2005, 4:30 p.m., after which no further questions will be entertained.

Responses to questions will be posted on MOED's website at www.oedworks.com on Tuesday, October 4, 2005.

PART IV: PROPOSED PROCUREMENT TIMETABLE

Action

Date

Publish Legal Notice of the Application	September 17, 2005
Application Packets Available Monday,	September 26, 2005
Posted on BWIB & MOED website	September 26, 2005
Informational Conference	September 26, 2005
Applications Due	October 21, 2005 1:00 p.m.
Q & A Posted on the web site	October 4, 2005
Announcement of Award	November 18, 2005
Contract Negotiation	November 18, 2005
Services Begin	January 1, 2006

All time shown is Eastern Standard Time (EST). The MOED reserves the right to adjust the schedule when it is in the in the best interest of the MOED or to extend any published deadline in this Grant Application upon notification to those who have attended the September 26, 2005 Informational Conference.

All interested organizations are ***strongly encouraged*** to attend the Informational Conference since this will be the best opportunity for having technical and other concerns addressed.

PART V: APPLICATION PREPARATION INSTRUCTIONS

A. Responsive Proposals

To be considered responsive, proposals must meet the following minimum criteria:

- 1) Submit one (1) original proposal; six (6) copies and a computer disk on which the proposal has been saved (identify the program it is saved in, e.g., Word '97).
- 2) Proposal must be received by MOED at 417 E. Fayette Street, Suite 468, Baltimore, MD 21202 no later than the due date and time shown in the Proposed Procurement Timetable, Part IV of this Grant Application.
- 3) The original proposal must be manually signed in blue ink by the official authorized to represent and bind the proposing organization and should be marked "original".
- 4) Proposal contents must be presented in the same order as set forth in the application below and contain all of the information and documents requested.
- 5) Proposals are limited to fifteen (15) double-spaced single sided, 8.5 inch x 11 inch pages with 12 point text font. The only attachments permitted are listed in Section 4, Question 8. Anything more will not be considered.

**PART VI: MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT
COMMUNITY COLLABORATION FOR EX-INMATES
APPLICATION COVER PAGE**

Name of Organization:

Address:

Phone Number:

Website:

Person to contact during initial conversations:

Name:

Title:

Phone Number:

Fax Number:

Email:

Complete if different from above:

Chief Executive Officer:

Phone Number:

Email:

Identify which community your organization proposes to serve:

- Druid Hill
- Park Heights
- Forest Park

Section 1: Organizational Profile

1. Type of Organization:

8. Are there any geographic restrictions on the services offered by your organization? YES NO

If YES, please specify:

Section 3: Service Delivery Model

1. Describe the services your organization proposes to offer to the Re-entry Center @ The Northwest One Stop Career Center Please attach curriculum and/or work plans.
 - Describe services to be offered
 - Explain how the services will be provided
 - Identify your program's entry requirements
 - Indicate what your organization expects to achieve
 - Provide attendance policy
 - Indicate if program is open-entry, open-exit or has specific start and end dates.
 - Include a list of resource materials that each ex-inmate will use
 - Submit qualifications for each person who will provide services

2. List your proposed hours of operation, staffing, location of services and cross referral process to the The Re-entry Center @ The Northwest One Stop Career Center.

Section 4: Accountability

1. Does your organization carry liability insurance covering your human service/activities? YES NO

2. Does your organization currently receive funding or is applying for funding through other city agencies?

If YES, provide information on the agency name and activity funded.

3. Are your organization's financial statement audited annually? YES
 NO

If YES, please provide a copy of your most recent audit report.

4. Is your organization currently in good standing with the Maryland State Department of Assessment and Taxation? YES NO

If NO, please explain.

5. If you will use volunteers or in-kind contributions for this project, please explain:

6. Please complete the following budget chart for this project.

Budget Item	CCPEX Funds Requested	In-Kind Contributions
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Salaries (List each position)		
Benefits		
Telephone		
Equipment		
Insurance		
Office Supplies		
Travel		
Printing/Postage		
Audit/Accounting		
Other : (e.g. supportive services)		
TOTAL BUDGET		

“In-kind Contributions” is being defined as any contribution to advance the project in lieu of payment.

7. Describe your organization’s plans for continuing this program once CCPEX Grant funds are exhausted.

8. Please provide the following organizational documents with this application, if available:
- a. Most recent annual report
 - b. Current year's human services budget
 - c. Most recent audit report
 - d. Brochure
 - e. Mission Statement
 - f. Organizational Chart
 - g. For tax-exempt organizations – a copy of your IRS determination letter or some other form of verification.
 - h. Letters of commitment from proposed partners
 - i. Curriculum (as appropriate) and/or work plans

Section 5: Endorsement

I hereby declare that to the best of my knowledge, the information provided in this application is accurate, valid and represents a full disclosure of the requested information. I am fully authorized to represent the organization identified in this application, to act on its behalf, and to legally bind it in all matters related to this application.

 Signatory Authority (please type/print)

 Title

 Signature

 Date