

Frequently Asked Questions

One Baltimore for Jobs



RFP: Neighborhood Based-Outreach Services & Youth/Young Adult On-Ramps to Work (Community Connections)

Released: Friday, April 1, 2016

Q1: Is there a minimum percentage of individuals serviced through this grant that need to fit the target population (black, males, 17-29, living in distressed neighborhoods)?

No

Q2: Can any young person serviced through this grant get child support relief?

Yes, all young people served by a 1B4J provider are eligible for order right-sizing and license reinstatement (child-support relief) services.

Q3: Do you have any fliers for the initiative and programs involved in it?

Yes, a listing of workforce programs (occupational skills training providers) already involved with the grant is available on the MOED website at www.oedworks.com.

Q4: What is the duration of the grant?

Grant agreements for this RFP are expected to start on or around July 1 of 2016, and all activities related to it must be complete by April 30, 2017. The date of grant start (contract execution) is dependent upon a number of factors, including timing of review and approval by the City Legal Department and the Board of Estimates.

Q5: Were the occupational skills trainers given the chance to fund similar neighborhood-based outreach services with the grant funding they received?

Yes; however, most of the allocations toward community-based partnerships, outreach, recruitment, and intensive case management (etc.) were fairly low. This may have been because the cost of occupational skills training alone is often pretty high. That is part of the reason this RFP is being issued – to build upon and strengthen the outreach and recruitment capacity of the larger 1B4J network.

Q6: Can you only refer individuals serviced under this grant to 1B4J occupational skills trainers and services?

No, you will be triaging clients according to one of three employment-tracks based on their needs and capabilities:

1. Occupational skills training
2. Direct placement in employment
3. Support services and soft skills training

Q7: How many individuals are you expecting to be serviced by a RFP awardee?

We have intentionally not set a requirement (mandatory minimum of clients to be served by grantees awarded through this RFP); however, the number of individuals expected to be served through use of grant funds should be clearly indicated in the proposal, along with a clear justification of proposed costs. Applicants should keep in mind that grant reviewers will

weigh cost, number of young people to be served, and the level of proposed service/impact for served youth (along with other factors noted in the RFP) as they make their ratings, so applicants should be responsible in their allocations and resist the temptation to over-allocate.

Q8: Could the awardee use funding entirely for outreach and recruitment?

No, you must identify a partner for baseline workforce training, like job readiness and soft skills training. Your budget should reflect the full range of services requested through the RFP. If any core function will be covered through an in-kind contribution, please indicate that in your application.

Q9: Does the workforce development partner have to be located in Baltimore City?

No, however, the goal of the RFP is to make services accessible to the target population. Therefore, if you propose to conduct training at a location outside of the city, you must show how you will address transportation and distance as a potential barrier to program access.

Q10: Can the workforce development partner provide vocational training for any industry?

Yes, as long the other services requested through the RFP are also covered.

Q11: Do the arts count as vocational training?

Yes, incorporating arts-based approaches to training is okay as long as there is a clear path to employment also articulated as a part of your proposal.

Q12: What are some of the reasons that youth may not be accepted into occupational skills training?

The main reason is insufficient literacy and math scores. Other noted reasons: inability to pass requisite drug screenings; lack of youth interest in the particular occupational skills training option; need for connection to other supportive services to mitigate work-related barriers prior to enrollment in an occupational skills training program. (Please note that this list is not intensive.)

Q13: Can young immigrants be serviced by the grant?

Yes

Q14: How do community organizations show a track record of community involvement?

Community partners may speak to factors such as the length of service to the targeted community, history of initiatives and involvements in the community, number and diversity of community residents involved, nature of resident involvement in the organization's leadership and/or governance (decision-making) structures, history of partnership with workforce development organizations (if applicable), etc.

Detailed letters of support are also helpful.

Q15: Would you encourage MOU's to be created between the applicant and any workforce provider or community group that is providing services under the grant?

Yes, in fact it is a requirement that any an MOU be created with any partner that is receiving financial support through this grant.

Q16: Is there a requirement for an applicant to show a track record in receiving and implementing federal grants?

No, but it is important to show that you are able to comply with the expectations of this grant. For example, partnerships are required to supply a minimum of two years of performance data on the workforce training partner. It is also important that you demonstrate that the lead applicant has sufficient capacity to administer federal funds and work in compliance with all data tracking, reporting, fiscal and other administrative requirements of the grant and agency.

Q17: Can lead applicants have a fiscal sponsor?

Yes, but our contract will be with a qualified entity who assumes all responsibilities associated with the contract.

Q18: If an entity is a partner to an occupational skills training provider supported under a prior 1B4J RFP, but not financially supported by the grant, can they apply for this grant?

Yes.

Q19: When and where is the grant writing workshop with Associated Black Charities?

Please visit the Associated Black Charities main website at www.abc-md.org for information regarding technical (grant-writing) assistance for applicants of this RFP. For more information, you can also contact Tanya Terrell, ABC Workforce Strategist at tterrell@abc-md.org.

Q20: Is it necessary to send copies of the documents described on pages 23 and 24 of the RFP?

Yes, you are required to do so.

Q21: Do you consider in-kind donations as part of a salary?

More details would have to be provided for us to adequately address this question

Q22: How do you show the monthly salary of part-time staff in your budget?

List the annualized salary (the annual salary if this was a full-time position [1.0 fte]) for the position, multiply it by the percentage of time they will work in relation to a full-time position [ex. 25% or .25 fte], and divide that number by 12 to get their estimated monthly salary chargeable to this Project for the number of months that they will be working on the Project.

Q23: Should the salary of employees with partner organizations be listed in the budget?

No, their costs should be shown under the Contractual (Object Class Category (H.)) Costs section and listed in the written Agreement between the two organizations.

Q24: How long should a vendor expect to wait before they are reimbursed for expenses?

MOED, through the City of Baltimore, projects that payments will be released within forty-five (45) days from receipt of a properly completed invoice which is accompanied by all required supporting documentation.

Q25: Can contracted partners have their own administrative costs included in the budget?

Yes, and any costs associated with a contract should be listed in the Contractual (Obligation Class Category (H.)) costs section. In addition, the MOU between the applicant and partner should describe services provided and costs associated with those services.

Q26: Do employment outcomes have to be either permanent full-time employment or related to occupational skills training?

Each employment outcome reported as a Placement should provide income and create a viable pathway to attaining an unsubsidized employment in the near future. These include unsubsidized full-time employment and part-time employment with wages leading to self-sufficiency.

A group planning on providing opportunities that connect clients to paid internships, on-the-job training, or subsidized employment as part of their proposal should include the expected outcomes numbers for these opportunities within their application; however, they should not include these outcomes in the number of Placements described in the *Key Proposed Performance Measure* table shown on page 22 of the RFP.

Q27: Please clarify whether an entity must be incorporated in the State of Maryland or have a 501 c (3) status to apply.

A27: Incorporated entities, except for-profit entities, registered to do business in the State of Maryland and are currently in good standing with the MD State Department of Assessments and Taxation may apply.

Q28: Can young immigrants be serviced by the grant?

Yes