

Mayor's Office Employment Development
Community Collaboration Program for Ex-Inmates Conference
Informational Conference
September 26, 2005
Question and Answers

- 1. Does the Grant Application have to be in Microsoft Word?** YES, Microsoft Word "97" or later.
- 2. Do charts or tables need to be in 12 point font?** YES.
- 3. Does the lead for this Grant Application have to have 6 or less employees?** YES, fulltime employees OR have a have a social service budget under \$350,000. However, if your organization has 12 part-time paid employees then this counts as 6 full-time paid employees.
- 4. Does social service and human service mean the same thing?**
For the purposes of these funds, Human Service and Social Service have the same meaning.
- 5. Does your organization have to be located in a targeted area?**
The funds require that you provide services at the Northwest Career Center or in a location in the targeted community as listed on page five of the Grant Application.
- 6. How about the other centers, i.e. Southwest One Stop Career Center?**
For the purposes of these funds, the customers that live in the targeted community as listed on page five of the Grant Application, must be registered and receive services at the Re-entry Center at the Northwest Career Center.
- 7. In regards to employees – what if you have independent contractors?**
If the independent contractors are not paid employees of your organization, then they should not be counted as employees, but should be listed as part of your agency budget if your organization intends to pay them for services. Organizations must list major sources of funding in the current budget year.
- 8. What if you are on a calendar fiscal year?**
That is acceptable. If your normal reporting period is current calendar year then that is your current budget.
- 9. Explain enrollment?** An enrollment is a participant or an individual who has been determined to be eligible to participate in and who is receiving services. Each project is expected to enroll between 150 to 200 individuals. The objective is to enroll 400 people through the awarding of 2 to 4 awardees. We expect to place 200 individuals or half of who we enroll.
- 10. What is the definition of job placement activity and retention?**
A job placement activity is the act of staff assisting an individual with finding a job. Staff ensures the individual demonstrates the skills necessary to be successful in the job

Mayor's Office Employment Development
Community Collaboration Program for Ex-Inmates Conference
Informational Conference
September 26, 2005
Question and Answers

and that there is a good match between the employer and the individual. Retention refers to continued retention in work or school/training/educational/military activities.

- 11. Are each of the awardees required to provide placement activities as part their service delivery?** Examples of services to be procured are on page five of the Grant Application. Each proposal must include outcomes that specifically relate to the proposed service delivery model. If substance abuse treatment is proposed, then the proposer must quantify the number to be served, the number who would complete treatment and the number who were able to register and receive job placement services at the Re-entry Center @ the Northwest Career Center. If employment related services are offered, the proposer must quantify the number to be enrolled, how services will be delivered and the number of placements that would result.
- 12. Is it possible to get 110 points without a placement component?** YES, it is possible.
- 13. Do you expect MOED to be a partner on this? What communication can be done prior to submission?** MOED is a partner in this project. MOED's primary role is to provide workforce development services for employers and job seekers and the targeted population that will be served through these funds. MOED is committed to serving at least 400 ex-inmates through these funds and achieving the goals set forth on page five. Questions will be taken today and through September 30th. Answers will be posted on the websites as defined on page nine of the Grant Application. Proposers who wish to provide services within the Re-entry Center @ the Northwest Career Center must contact Felix Mata, Project Director. It is recommended that you contact him by email no later than Wednesday, October 12, 2005 at fmata@oedworks.com and provide the following information, at minimum:

 - Summary of your plan,
 - Stated need, including office space, classroom space,
 - Proposed hours of operation, and
 - Commitment that you are requesting of the Re-entry @ Northwest Career Center.
- 14. What qualifies the ex-inmate for employment?** As indicated in the Grant Application, an individual is qualified for employment based on their ability to meet basic job readiness standards set by employers. Ex-inmates that are returning to live in one of the Census Tracts identified on page five of the Grant Application are eligible to enroll and receive services under this initiative.
- 15. Is expungement available for this?** The Mayor's Office of Employment Development does not provide expungement of criminal history services.

Mayor's Office Employment Development
Community Collaboration Program for Ex-Inmates Conference
Informational Conference
September 26, 2005
Question and Answers

- Expungement is the removal of police, court and criminal history records from public inspection.
- The expungement process at the Central Repository cannot begin until a court order is received from the court that handled the case.
- You must file a separate petition for each date of arrest and a separate petition for each charge to be removed from your record.
- The Central Repository does not have the authority to remove criminal history record information unless it has been ordered by a Maryland Court.

Information about Maryland's expungement process is available via the Department of Public Safety and Correctional Service (DPSCS) Expungement unit at expg@dpscs.state.md.us. Or contact the Homeless Persons' Representation Project, 300 Cathedral Street, Suite 204, Baltimore, Maryland 21201, 410-685-6589.

16. Will there be federal bonds for employers who agree to hire?

YES, they are already available through Department of Labor, Licensing and Regulations. Please contact: Edwina Howard, Administrator – Special Projects, DLLR-Division of Workforce Development, 1100 N. Eutaw Street, Room 601, Baltimore, MD 21201. Phone: 410-767-2018, or email: ehoward@dllr.state.md.us

17. What if these goals and objectives are not met?

How many of those people will be held accountable?

What are the punishments?

All awardees under this initiative will be held to standards and will be held accountable for meeting objectives. MOED will provide technical assistance and resource materials to strengthen awardees' role in the workforce development system. MOED will create a learning network that will encourage the exchange of best practices between awardees.

18. One of the requirements is that organizations have a small budget.

Could applicants coordinate with a larger organization?

YES, partnerships are encouraged.

19. Is the population to be served based on where they are planning to return?

YES.

20. How about a list of all the individuals here?

YES, the list will be posted on the website.

21. Does the organization's total budget have to be less than \$350,000?

NO, the social services budget must be less than \$350,000. An example may include a church which has a separate human or social service budget of less than \$350,000.

Mayor's Office Employment Development
Community Collaboration Program for Ex-Inmates Conference
Informational Conference
September 26, 2005
Question and Answers

- 22. Are the individuals already out of incarceration or prior to?**
Individuals must be ex-inmates.
- 23. How were the targeted areas selected?**
The target areas were selected by the BWIB as contained in its proposal to the U.S. Department of Labor.
- 24. What are the stipulations on the partnerships that can occur between organizations? For example, if the lead organization meets all eligibility requirements but wants to partner with another organization that does not meet the requirements (i.e. financial restrictions, direct service capacity) can this partnership occur?** Partnerships are encouraged.
The proposal with partnerships must meet all eligibility requirements listed in the Grant Application. The intent of this application is to fill gaps in the city's existing ex-offender service delivery model.
- 25. Does the non-profit have to be located in Baltimore City or can it be located elsewhere, but have someone working with it who lives in Baltimore?** See response to question 6.
- 26. In the organizational profile for type of organization it list "other" what do you mean by other? What other types of organizations would be eligible?** By other, we mean tax-exempt organizations.
- 27. If you are a new organization (small business – faith based only) just getting started, but having worked in the social services arena would you be eligible to submit a Grant Application?** YES, as long as you meet the eligibility requirements on page six of the Grant Application.
- 28. Does the Executive Summary have to be double spaced as well?** YES.
- 29. We have been conducting on a "pro bono" basis workshops/seminars/ministry activities for a number of years in a number of women's prisons. A number of the questions required to be answered on the proposal for e.g. most recent annual report, current year's human services budget and most recent audit report. These are not available because we have provided volunteer services to the prisons. Will this negatively effect the proposal?** To be considered responsive and receive the maximum points assigned to each question, all information requested must be provided.

Mayor's Office Employment Development
Community Collaboration Program for Ex-Inmates Conference
Informational Conference
September 26, 2005
Question and Answers

- 30. What organization do you know that would have funding availability to take what you are proposing into the corrections facilities to address these needs prior to release of the inmate?** MOED does not have any funds available at this time to address inmates' needs.
- 31. We began proactively planning our service delivery model and are ready to begin in November of this year. If we get our proposal done in a few days and send it to the BWIB, would they be able to review and provide a decision in time to begin in November of this year?** NO, all applications will be reviewed after the close date and as outlined in the Proposed Procurement Timetable on page 10 of the Grant Application.
- 32. We are a community based organization that is a small business whose direction has been ministry focused, while we work with non-profit organizations and are linked with a non-profit that has an "arm" in Baltimore, would that suffice for question 3 in section #1.** Any organization applying for funding must meet the eligibility requirements as listed on page 6 of the Grant Application.
- 33. Could you list the criteria used to select the target areas in the RFP and the BWIB application to the Department of Labor application for funding to work with faith-based and community organizations in providing employment services to ex-offenders? For example, the Sandtown-Winchester Harlem Park community, which was not included as a target area, receives more released prisoners each year than any if the included target areas, according to recent research by the Urban Institute, with more than 14 returning ex-offenders for every 1000 residents. The Sandtown-Harlem Park community is also one Baltimore City's most disadvantaged (high poverty, unemployment, and crime) further magnifying the reentry challenge.** The target area identified in the Grant Application and the BWIB application approved by the U.S. Department of Labor was northwestern Baltimore City. This target area was selected based on, but not limited to, the number of ex-inmates re-entrants, poverty rate, per capita earnings, average unemployment, labor force attachment, and adult educational attainment.
- 34. Do we need to submit the 'Components of a Proposal' e.g. executive summary, statement of need, project description, etc. in addition to the Grant Application? Or should it be included where appropriate in answering the Grant Application questions?** The *Components of a Proposal*

Mayor's Office Employment Development
Community Collaboration Program for Ex-Inmates Conference
Informational Conference
September 26, 2005
Question and Answers

was provided as a resource tool only. All individuals responding to this Grant Application must respond to the questions as written beginning on page 12.

- 35. If the Components of a Proposal is a separate document(s) from the Grant Application itself, must it be doubled spaced as well and be included in the 15 page total count?** The *Components of a Proposal* was provided to you as a resource tool only.
- 36. Can you provide the recidivists rate for the targeted areas (Druid Hill, Park Heights, Forest Park) in the last say 5-10 years? Or tell me where to get the information.** Information on recidivism and Baltimore City can be found on Baltimore City's Ex-offender Initiative website:
<http://www.oedworks.com/exoffender.htm>.

For more recent information please contact the DPSCS, Office of Planning, Policy, Regulations & Statistics, Department of Public Safety and Correctional Services, 300 East Joppa Road, Suite 1000, Towson, MD 21286, tel: 410-339-5066.