Welcome and Introductions - Valencia

Remember that you can find all of the information we discuss here today in the RFP.

The RFP

- **Purpose** - To improve the outcomes of Opportunity Youth, through investment in educational and job programs, the City of Baltimore, through its designated intermediary the Associated Black Charities (ABC), has created this Request for Proposals (RFP) for Opportunity Youth Program.

- **Priority Areas** – There are four areas we want you to focus programs
  - Basic Skills Training
  - Job Readiness
  - Job Preparation and/or On-the Job Training
  - Pre-Apprenticeship and Apprenticeship Programs

- **Restrictions**
  - All agencies applying for funding must meet the following characteristics:
    - Be located within the Baltimore City limits
    - Have the program for which funding is being request in operation for at least 12 months (1 year)
    - Must serve (or be expanded to serve) opportunity youth agencies ages of 18 to 24 years old
    - Must provide services to individuals (direct benefit) must meet low/moderate income criteria. Organizations must maintain records regarding income eligibility of each client served.
    - Must provide services in the City of Baltimore
    - Must have 60% or more of participants in the program residing in the City of Baltimore (based on address and zip code of the participant).

- **Submission requirements** – The proposal should contain the following:
  - Sections 1 -10 as outlined in the RFP – Please refer to the RFP for more details on each item as there are multiple items in sections 6 and 9.
- **Agency Background**: A background, including the vision, mission and programs provided by the organization should be included.
- **Program Description**: Investment Priority, location, historic need, program objectives, population, organizational partnerships, expansion or innovation in your program
- **Budget Narrative and Table**: The table is included in the RFP and should include, staffing, program materials, stipend, transportation, and any other expenses
- **Audited Financial Statements**: for the past year 2014
- **Previous Program Evaluations (Optional)**, but should include an explanation why no evaluations were done
- **Leadership information**: provide position descriptions for the program and the bio and resume of the program director.
- **List of Board members**: This is provided only to ensure there are no conflicts of interest between any partners should funding be awarded to the non-profit agency.
- **Copy of IRS 501 (c)(3) Letter Status**: The agency's or fiscal agent's IRS letter confirming their non-profit status should be submitted in this section of the proposal response.
- **Copy of current Certificate of Good Standing from Secretary of State
- **By-Laws and charters**: The agency should provide the most recent copy of the by-laws and charter for the organization.
- **Certificates of Insurance**: Agencies should provide their certificates of insurance for professional liability as well as Workers Compensation and Employers Liability.
- **References**: Please provide at least one (1) letter of reference from a previous or current funder of your program.
  - Please submit one (1) original and three (3) copies

Associated Black Charities
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- Make sure to follow all instructions as they will be taken into account during the evaluation process
- Non-responsiveness or incomplete responses to this RFP may be cause for the proposal to be disqualified from further consideration.
- ABC reserves the right to accept any Proposal and/or any part or parts thereof, and/or to reject any or all Proposals.

**The Evaluation Process**

- Points – Applicants can earn up to 100 points, which are broken down into 5 sections:
  - Program Description
• The team will also be asked to consider the following criteria when evaluating each grant proposal:
  o Program description and feasibility of using additional funds for program expansion
  o Program outcomes as evidenced by program evaluations from previous years
  o Overall fiscal soundness of the organization, as evidenced by the financial history and record of the organization, as well as audited financial statements (or the equivalent) from the most recent program year

Notification

• All Applicants will be notified on or by November 20th

Questions?

• Both questions and answers from today will be documented and sent out to all applicants for whom we have contact information
• You can also submit questions via email until October 26th
• Additional questions will be compiled, answered, and sent to all applicants for whom we have contact information

Thank you

• Again, if you have questions, please email Valencia King at VKing@abc-md.org
• Thank you again for coming and your efforts in supporting youth in Baltimore.