Submitted Questions

Area: Agency Eligibility

1. Can a city agency apply for this grant?
   Answer: We must confirm an answer with the City of Baltimore

2. I was wondering if my organization be eligible for this grant. We are a music and arts nonprofit that teaches youth ages 5 through 25 to use the skills and lessons learned through music, arts and our mentoring program to go off to college and graduate. With all that said, because we are more education and career focused than employment focused I was not sure if we still fit into an organization that you all would like to fund.
   Answer: No, this program falls outside of the 18-24 age range and does not seem to focus on disconnected youth as a population.

Area: Fiscal Agent or Partners

3. If your organization does not have a 501c3 status but you partner with an organization that does, can we still submit?
   Answer: Yes. If you do not have a 501c3 status, then you must work with either a fiscal agent or partner with an organization that has 501c3 status. However, an organization may apply for funding if, at the time of application, it has applied for such status; it must actually receive such status prior to contracting if it is selected for funding. You must be clear in your proposal about whether the arrangement is a partnership for programming or a fiscal agent relationship.

4. If you partner with Vehicle for Changes for the job training section in car detailing for youths who have been incarcerated for second chance would that be acceptable?
   Answer: Yes if it serves specifically Opportunity Youth and the program fits into one of the priority areas described in the proposal. Please use the proposal narrative to describe your program, how it works, and explain out the youth are getting job skills, job placement, or other workforce issues. If this program does not currently serve Opportunity Youth, please explain how it will be expanded to so do.

5. Can you submit a proposal on the behalf of one of your community partners?
   Answer: If they are partnering with you and you are a 501c3 serving as their fiscal agent you may submit a proposal together. The proposals should be from the agency who is leading the program with the fiscal sponsorship clearly defined.

6. Should partners submit one or two proposals?
   Answer: Partners should submit one proposal that CLEARLY describes the joint program and the relationship between the two organizations. Only (one) 1 of the partnering organizations should be the recipient of the funds and the financial arrangement between the organizations should be clearly described. The budget forms should also clearly describe the distribution of funding between the two organizations. ABC will not
distribute funds directly to two different organizations on the same proposal. One agency has to be clearly defined to receive and administer the funds and be responsible for all reporting for the grant funds and outcomes of the program.

7. For agencies that use a fiscal agent that is also applying for the grant, can the sponsored agency apply separately?
   Answer: Waiting for an answer from the City of Baltimore.

**Area: Programmatic Questions**

8. Is there a goal for the number of new people served by this funding stream?
   Answer: No there is not, however there is an expectation that if you are using this funding for program expansion you clearly describe how many new youth will be in your program and how you will track youth who have been in the program and then the number that will be new to the program due to expansion.

9. Is there an ideal minimum number of youth served through the grant? Or, is there an ideal range of cost per youth in the program?
   Answer: No there is not, however, the costs should be reasonable based on the program description, methodology and implementation.

10. Is there a baseline for number of new people served by this program expansion per grantee?
    Answer: No. The proposal should describe the current program for expansion, the baseline served and how the funding will help expand the program - where, when, why and to whom.

11. Can programs serve a greater age range than 18-24, i.e. 16-25?
    Answer: No. This funding is specifically for Opportunity Youth that are disconnected and ages 18 - 24 years of age. All information submitted should show how the program is serving this population and describe how they will track this information. Outcomes/evidence of serving this population will be required in the reports. Funding cannot be used for any participants over the age of 24.

12. Do program participants have to be disconnected or at risk of being disconnected?
    Answer: The youth in programs should be currently disconnected/opportunity youth. This funding is for the expansion or continuation of programming serving this population.

13. Could you elaborate on - give examples of the "on the job training" priority area that you would consider fund-able?
    Answer: There are no job areas that we are specifically looking for. For example, on the job training could be working in an office, medical tech work, learning trades (carpentry, etc.), or landscaping work. These are all examples of programs that exist that provide on-the-job training in a real world work environment.
14. We offer Adult Basic Education; would that be a program acceptable to basic skills?  
   Answer: Yes if it serves disconnected youth from ages 18-24 specifically. This funding 
   may not be used for anyone outside of this age range. Please make sure to describe your 
   program in the proposal.

15. Basic Skills training - does connecting opportunity youth at any level count? GED or 
   High School?  
   Answer: No, the youth that this funding seeks to serve, are not currently in high school 
   or working, but are eligible to receive a high school diploma, GED or job placement.

16. What kinds of outcomes are you looking for? Placement or retention?  
   Answer: Depends on what type of program you have. If you have a job placement 
   program, then you should have placement. Your proposal should articulate the clear 
   program and the outcomes.

17. Page 4, next to the last paragraph reads: The funding can only be used for program 
   operations and expansion to increase the number of opportunity youth served. Does this 
   mean that successful proposals must demonstrate an increase in the number of 
   opportunity youth receiving skills and connection services? Or may funds be used to 
   enhance skills and connections services to the current number of opportunity youth being 
   served?  
   Answer: The funding could be used for both or either. Both to increase the number of 
   youth served, or to enhance the skills based on more intensive services, or you can use 
   the funds for just one of those.

18. Is there an implementation timeline for the program expansion?  
   Answer: You should have your program implemented and have outcomes by June 30th, 
   but we do not have a specific one outside of the two reports (mid-year and end-of-year 
   reports). Please provide one for your program in your proposal.

19. Can a comprehensive workforce needs assessment be conducted as part of the proposal?  
   Answer: No.

20. Are funds for capacity development for services be allowed?  
   Answer: This is NOT a capacity building grant. All funds should be spent for programs 
   only and not on capacity building of the organization (e.g. not training program staff, 
   planning, etc.).

21. Are direct contracts for services considered as overhead costs?  
   Answer: This question is unclear to us. If you are going to contract a service, for 
   example, transportation to take you to a job site, then yes, you can use funds for that 
   service. You must document the program the need for this funding and allocate the 
   budget. Otherwise the funding should only be used for programming, no general 
   overhead, e.g. building maintenance, administrative support, operations.
22. What is the acceptable overhead percentage?
   Answer: we are waiting on confirmation of our answer from the City of Baltimore

**Area: Reporting**

23. How many progress reports will we need to submit?
   Answer: Two. A mid-year and an end report. ABC will send documentation and directions on when these reports are due and the content of the reports.

**Area: Proposal Submission**

24. When are proposals due?
   Answer: November 10, 2016 at 5:00pm EDT. Your agency needs to submit four (4) copies [One original and three copies] to
   Associated Black Charities
   Attn: Valencia Warnock King, Chief Operating Officer.
   1114 Cathedral Street
   Baltimore, MD 21201

25. Are the proposals due 10/26 or has the deadline been extended to 11/10?
   Answer: Proposals are due 11/10. Deadline for Questions is 10/26 by the close of business, 5:00 pm eastern time.

26. Is there a maximum number of pages?
   Answer: No. Please use the space needed to describe your program and outcomes in detail.

27. What should the letter of reference look like?
   Answer: The letter of reference should speak to the specific program for which you are asking funding and should address the effectiveness of the program and the impact of the outcomes on community.

28. Can a single organization submit two separate proposals for two different programs?
   Answer: No. If an organization desires funding for two separate programs they must submit two distinct program descriptions and two distinct budgets. A single organization can only receive up to $100,000

**Area: Timeline for Expending funds**

29. Is it correct that the grant period is only six months?
   Answer: Yes, this is correct.

*For questions 30-35 we are waiting on confirmation of our answer from the City of Baltimore.*
30. Is it possible to enter into a contract and pay the full amount before the RFP end date, but have some of the paid-in-advance work done after the end date?
   Answer: we are waiting on confirmation of our answer from the City of Baltimore

31. If we want our program to run from late winter to early fall – can we still use the funding?
   Answer: we are waiting on confirmation of our answer from the City of Baltimore

32. What if my program extends past June 30, 2016?
   Answer: we are waiting on confirmation of our answer from the City of Baltimore

33. Is it required that the funds be spend by June 30, 2016
   Answer: we are waiting on confirmation of our answer from the City of Baltimore

34. By what date must all funds be expended and outcomes met (to be described in Section 2.4)? With final reports due June 30, 2016, it appears to be essentially a 6 to 7 month grant period.
   Answer: we are waiting on confirmation of our answer from the City of Baltimore

35. Can funds be encumbered for the project but not fully spent?
   Answer: we are waiting on confirmation of our answer from the City of Baltimore

36. Funding ends June 30; are you requiring people to stay in the program past June 30?
   Answer: We are not requiring it, but hope that the program can be sustained after June 30, 2016.

RFP Process and Miscellaneous

37. Was the pre-bid meeting mandatory?
   Answer: No.

38. Will you let us know who attended the pre-bid meeting?
   Answer: We will release the pre-bid attendance list. We will email and post it to the website.

39. Will you be sending a list of the questions and answers?
   Answer: Yes, we will be sending out the agenda, the questions and answers from the pre-bid meeting. These will also be posted to the website.

40. Page 4 of the RFP indicates a maximum request of $100,000, but page 7 indicates a max of $125,000. Could you please confirm which is correct?
   Answer: $100,000 is the correct maximum amount

41. When do you expect to have the notes from the conference call compiled and emailed to attendees?
Answer: We hope to post questions as they are answered and will also post the attendance list on the website.

42. Would providing Second Chance’s Articles of Incorporation fulfill the requirement to attach the agency’s “charter” in section 9?
   Answer: Yes.

43. According to our insurance agent, we carry employer’s liability but not professional liability insurance. Would it be acceptable to make a grant award contingent upon obtaining the insurance, should we be awarded the grant?
   Answer: Yes.