

CARE BALTIMORE

Direct Cash Transfer (DCT) Program Pilot Request for Proposals (RFP)

Baltimore Lead Community-Based Organization (CBO)
Partner Selection



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Background & Overview of the Program

Across the United States, unaccompanied youth homelessness is far too common. According to research by Chapin Hall, an estimated [4.2 million youth and young adults](#) experience homelessness on an average night. Baltimore is amongst the growing list of cities who want to address system gaps which continue to perpetuate homelessness particularly for young people.

Due to the transient nature of young people, COVID-19, and the lack of reporting through the census, it is hard to determine an exact number for youth homeless in Baltimore. However, on the night of the 2022 Baltimore Point in Time Count, 4% (58) of individuals experiencing homelessness in Baltimore were counted as unaccompanied youth with the majority being people of color.

Point Source Youth (PSY), with partners across the US, have generated a growing body of evidence and practice knowledge on effectively implementing Direct Cash Transfer (DCT) interventions with young people by placing power and resources directly into the hands of young people. GreenLight Fund Baltimore is partnering with Point Source Youth to launch its Direct Cash Transfer program, CARE (Cash Assistance, Resources, & Engagement) Baltimore, to serve and support youth of Baltimore City experiencing homelessness or housing instability.

Building on the incredibly successful DCT model PSY has co-created alongside partners, PSY will work with Baltimore youth consultants and community partners to co-design the Baltimore DCT Program.

This pilot is designed to test and improve upon community models for supporting young people to thrive in safe, stable housing without needing to enter the homelessness system. We believe that by trusting young people, removing financial barriers to housing, and offering supportive services before becoming unhoused, we will see more young people avoid homelessness and stay housed long-term. The technical assistance provided by PSY will center on implementing effective, youth-driven practices to emphasize youth trust and end youth homelessness.

Learnings from Direct Cash Transfers implementation, partners, and young leaders led to the following key conclusions about how to develop an effective DCT program for youth experiencing homelessness:

1. **Center on youth, equity, and trust.** This project aims to place power and resources in the hands of young people, and trust that they know what they need to maintain stable and supportive housing. Support for young people should be youth-driven. Young people elevated the importance of centering the program on youth needs and preferences, particularly Black, Indigenous, and People of Color (BIPOC) and 2SLGBTQ youth who face discrimination and exclusion through existing systems.
2. **Boost housing stability and empowerment.** Participants encouraged setting this DCT program up with clear and bold objectives: help youth sustainably exit homelessness and get on paths to thriving, according to the paths they choose. These objectives should inform transfer amounts, duration, and supportive programming.
3. **Adopt a fast, flexible and simple approach.** Youth experiencing homelessness have diverse needs, preferences, and circumstances, and often need immediate access to resources to resolve crises. Providing simple, rapid, low-barrier payment delivery systems and supportive services makes the program easier and more efficient to implement.
4. **Identify and manage barriers to success.** While common concerns about risks to giving money to people living in poverty do not play out, certain design and support decisions can reduce the risk of rare adverse events and can help mitigate the potential for cash transfers to knock youth off other public benefits or face costly tax implications.

Through this request for proposals (RFP), we aim to identify one lead community-based organization (CBO) partner for coordinating and implementing key aspects of the program and recruitment during the initiative's pilot and initial evaluation phase. Box 1 includes a summary of the pilot.

Through this pilot, we aim to generate evidence for designing successful housing interventions for youth experiencing homelessness, and stand-up processes, procedures, and infrastructure that are geared for sustainability, scalability, and racial and 2SLGBTQ equity as part of Baltimore’s systemic response to ending youth homelessness. Point Source Youth seeks a lead CBO partner who can support these objectives.

Box 1. Direct Cash Transfer Program (DCT) Pilot

The DCT Pilot aims to cost-efficiently improve housing stability, food security, empowerment, and general well-being of youth experiencing homelessness in Baltimore. The pilot will engage approximately 45 young adults aged 18 to 24 experiencing homelessness or housing instability in Baltimore. Each participant will receive direct financial assistance of roughly \$1,000 per month for two years (24 months) disbursed in weekly or bi-weekly payments, with the option of one larger drawdown of approximately \$3,000 to pay for initial costs of exiting homelessness (e.g., first and last month’s rent, security deposit, furniture, etc). Payments will be delivered through a payment platform with the option of disbursement through direct deposit, mobile payments, or prepaid card. Receipt of the cash transfer is unconditional, and the pilot will provide voluntary strengths-based supportive programming delivered by a local youth-serving non-profit (lead CBO). In this sense, we plan to implement and evaluate a “Cash Plus” model whereby young people receive direct cash transfers *along with* non-monetary support to address other constraints to their housing stability and thriving. Young people will be identified and recruited for the pilot through Baltimore drop-in centers, young adult shelters, youth groups, and other entities serving youth experiencing homelessness.

Direct Cash Transfer Program Components

This section provides additional information on the pilot design. Some of the details of these design plans are subject to adjustment in partnership with the selected lead CBO and youth leaders.

Eligibility

The study aims to enroll young people ages 18-24 experiencing or at risk of homelessness. To be eligible to participate in the pilot, young adults must currently be experiencing homelessness or have experienced homelessness within the last 3 months (self-reported), and must be interested in obtaining housing.

The community will determine focus populations in partnership with PSY and youth consultants, and determine how to tailor the service delivery and referral relationships based on that.

Recruitment

Because the objective is to support housing stability among young people experiencing homelessness, recruitment will focus on identifying young people at or about to enter the front end of the youth homelessness system (e.g., through drop-in centers and shelters) rather than those already receiving longer-term housing assistance (e.g., those in transitional independent living programs, permanent supportive housing, rapid re-housing, or receiving housing vouchers or subsidies).

Specific effort will go into co-designing local referral and intake processes that center the experiences and needs Black, Indigenous, youth of color, 2SLGBTQ-identifying youth, and immigrant and refugee youth who are disproportionately represented among those experiencing homelessness.

We will work with a youth advisory council to collaborate on how to message the study and program in ways that communicate the objectives and principles of the program rather than explicitly focusing attention on the intervention's cash assistance component.

Payment Amount and Frequency

Given the primary objective of supporting young people's housing stability, we expect that an adequate transfer amount should align with the current market rate for shared housing in Baltimore. Each participant will receive direct financial assistance of roughly \$1,000 per month for two years (24 months) disbursed at a frequency pre-determined by youth. Additionally, youth will receive a one-time larger drawdown of approximately \$3,000 to pay for initial costs of exiting homelessness (e.g., first and last month's rent, security deposit, furniture, etc) or to support any self-determined housing outcome. Centering youth voice and choice is paramount, and we expect the lead CBO to engage in creative housing conversations with young people in order to determine what they need to resolve their homelessness and to accomplish self-determined goals.

The specific allowable amounts to be finalized in partnership with youth consultants, the lead CBO, and other key stakeholders.

Payment Mechanism

Young people need flexible access to their funds immediately to eliminate their financial barriers to housing. The international literature suggests that technology-enabled payments have a range of benefits over and above manual cash payment methods, such as cash or checks. Similarly, young people generally advised use of options such as Venmo, CashApp, direct deposits, or debit cards that would allow them to receive and spend cash quickly and without having to physically travel somewhere to receive cash. At the same time, different young people have different disbursement needs and preferences, so they indicated that, ideally, they would be able to select from options for a payout method that works best for their situation. Young people also underscored the importance of including low-barrier payout options that are accessible for youth lacking a social security number, existing bank accounts, or other documentation.

We therefore will partner with a payment provider who will provide flexible payment options for youth possibly including payment by Venmo, Paypal, ACH Direct Deposit, or debit card. (Note: The lead CBO selected through this RFP will *not* develop or implement a cash transfer payments system or platform.)

Youth-Driven Supportive Programming

Many of the long standing and well-evaluated DCT programs internationally have evolved into "cash plus" models with optional services provided to recipients. These couple direct financial assistance with a range of other optional program components and policies to address non-financial and structural barriers that people living in poverty face to escaping poverty and thriving.

Research findings similarly highlighted non-financial and structural barriers to young people achieving sustainable housing stability and well-being. This program will require CBOs to hire a youth peer navigator, a housing navigator, and to provide voluntary youth-driven and flexible supports, such as strengths-based peer counseling, mentorship and connection to other services and resources, housing navigation, financial inclusion and financial literacy supports, realistic goal-based budgeting, harm reduction and positive youth development approaches, among others, to amplify the effect of a DCT program for youth experiencing homelessness.

Lead CBO's Scope of Work

The lead CBO will be responsible for the following key functions, which applicants should demonstrate their ability to implement in the proposal:

Planning

TIMELINE: APPROXIMATELY MONTHS 1-3

Collaborate with PSY, program evaluators, and other key partners/stakeholders in finalizing program and evaluation design decisions through workshops and processes facilitated by PSY, finalizing the implementation manual, and finalizing the identification, recruitment, and referral plans for the program. Hire and onboard a program manager, peer navigator, housing navigator, case manager, and other identified key staffing needs. Part of this will include convening local funders, advocates, and policy makers to build momentum and buy in for this project. Participate in training, readiness, and kick-off events and activities as required.

Youth Identification, Recruitment, and Orientation Coordination

TIMELINE: APPROXIMATELY MONTHS 4-5

Coordinate and design identification, recruitment, and referral pipelines and relationships to the pilot study. Specifically, the lead CBO must build or ideally leverage existing relationships with systems and spaces of care including shelters and drop in centers:

- Map and design referral pathways and partnerships that will center **Black, Indigenous, youth of color, 2SLGBTQ-identifying youth, and immigrant and refugee youth who are disproportionately represented among those experiencing homelessness.**
- Prepare, train, and support personnel at referring entities to use predetermined communication scripts, brief screening protocols, and referral procedures for identifying eligible young people and referring them to participate in the program.
- Work closely with referral sites and provide significant support and communications to encourage strong engagement and recruitment.
- Coordinate with evaluators and local HMIS system administrators as needed to plan for program evaluation and consent documentation.
- Identify and operationalize payment platforms and processing workflows.
- Build mechanisms for ongoing collaboration and involvement of key local stakeholders in reviewing program data, implementation successes and challenges, and strategizing for sustainability of DCT in Baltimore.

We expect recruitment to take place over approximately a 2-to-4-week period.

Carry out program orientation and enrollment for young people selected to participate in the program. Orientation should be provided in person but a virtual option should be available based on the young person's circumstances and preferences.

Either through one-on-one sessions or group workshops (or a combination), the lead CBO will provide standardized orientation to all young adults assigned to participate in the DCT program. At a minimum, this orientation should include the following:

- An Introduction to the DCT Program and all key staff members;
- Public benefits counseling by a trained professional, to help young people understand the implications of participating in the DCT Program for any public benefits they might receive (SNAP, WIC, cash assistance, housing vouchers, etc.);
- Assistance with enrolling in the DCT via payment platform and making informed choices with respect to the payment option (e.g., Venmo, Paypal, direct deposit, prepaid card) and the disbursement option (e.g., whether to take a larger drawdown upfront);
- Establishment of a base line of needs and goals for program participants and initial connections to care;
- Allowing young people to opt in or out of supportive programming.

Program Launch & Supportive Programming

TIMELINE: APPROXIMATELY MONTHS 6-30

Launch the program locally and provide flexible, demand-driven supportive programming to all participants. Supportive programming includes voluntary, consistent, youth driven engagements over time with a collaborative four-person team, including a peer navigator, housing navigator, a coach (historically called a case manager), and a program manager who oversees the team. Programming may be provided virtually or in-person, depending on the young person's circumstances and preferences.

Over the course of the program, the supportive programming team will provide participants with the following supports and services, among others:

- Continuous public benefits counseling, as needed;
- Continuous goal planning, realistic budgeting, service/resource connections, and connection to care;
- Financial inclusion and education (e.g. assistance with establishing or utilizing a financial account that works for their needs, budgeting and financial practices, avoiding fees or penalties, skills to avoid fraud/theft of a debit card or financial information, building credit);
- Landlord recruitment and retention;
- Housing counseling and navigation including landlord mediation as needed;
- Strengths-based skills development, using a positive youth development and trauma informed care framework;
- Employ a harm reduction approach. Harm reduction involves policies, programs, and practices that aim to minimize negative health, social and legal impacts associated with drug use, drug policies and drug laws. Harm reduction is grounded in justice and human rights—it focuses on positive change and on working with people without judgment, coercion, discrimination, or requiring that they stop using drugs as a precondition of support;
- Motivational interviewing and critical time intervention support modalities;

- Meeting youth where they are at, particularly oriented toward the young person's individual goals and pathway to housing stability and thriving as well as how they prefer to communicate with a mentor or a peer navigator;
- Unless the participant requests otherwise, the supportive programming team will default to at least weekly contacts of some form with every participant;
- Collect and share basic program monitoring data as discussed for the purpose of the implementation evaluation.

Local Public Will Building

The lead CBO will play a key role in convening local stakeholders, including funders, key policy makers, advocates and young people with lived experience to review program data, discuss learnings, and plan for the sustainability of this project in the long term. In collaboration with PSY, we will design a strategy for building this momentum and investment locally, which could include hosting regular stakeholder meetings, strategy sessions, and/or other activities as needed.

Partnership

The lead CBO will be expected to participate as a partner in informing and finalizing several program and study design and implementation decisions. Additionally, the lead CBO will be expected to:

Provide a safe space and technology as needed for study participants to be able to complete evaluation surveys when they lack access to technology/wifi/data to take the surveys on their own or would otherwise prefer to take the survey at the lead CBO location. We expect that most young people will prefer to take the web-based surveys on their (or their household's/friend's) smart phones, tablets, or computers, but some participants may need or prefer to complete surveys at the lead CBO's physical site or a site arranged by the lead CBO.

Adhere to program implementation requirements laid out in the implementation manual, which will be jointly finalized by Point Source Youth, and the lead CBO. Discuss with PSY any expected adaptations/deviations in advance, and immediately report any unexpected adaptations/deviations. Engage in implementation support, training, and technical assistance provided by Point Source Youth.

Additional problem-solving assistance with respect to payments by being the primary interface with the payment provider, as needed (e.g., lost/stolen debit card, fraud, or non-receipt of timely disbursements). The payments partner will have primary responsibility for executing this support, but the non-profit agency will provide additional support, as needed, for escalated cases that are not readily resolved without support systems on the part of the payment partner. The supportive programming team will undergo training and orientation on the specifics of the payment partner's systems and services and will have a direct contact for technical assistance;

The lead CBO will also conduct periodic verification check-ins with participants to confirm their enrollment status in the program and to ensure no funds are disbursed inappropriately (e.g., to inactive accounts).

The lead CBO will share program data, regularly report on progress towards goals, and remain in regular communication with PSY and our evaluation partners. This may include implementation and fiscal reporting and monitoring requirements by PSY for the lead CBO as a subrecipient to PSY, which serves as an institutional passthrough for the funding dedicated to the lead CBO.

Staffing

PSY will provide support for the local non-profit agency's selection of the peer navigator, housing navigator, a coach (historically called a case manager), and a program manager to help ensure the program's success. Both parties will collaborate to ensure that youth with lived experience are part of the hiring, interviewing, selection, and ongoing review process with the implementation partner. Both parties will create job descriptions for the four positions, assist with recruiting the best candidates for each, participate in interviews, and provide feedback on hiring where helpful. During the selection process for this role, the CBO will need to establish their own primary liaison for all partners in this project with experience in hiring processes, with local service providers and systems of care, and recruiting youth for programs. All program staff are expected to participate in required PSY training before program launch and funds are distributed.

The following includes intended roles and responsibilities for the project's key staffing:

1. Program Manager that will oversee the program, be responsible for data quality, coordinate training, coordinating identification/recruitment/screening processes across recruitment sites/partners, and collaboration with PSY, evaluating partners, and referral sites (drop-ins/shelters/etc).
2. Program Coach (traditionally called a case manager) that will conduct assessments, program enrollments, enter data into participant case files, provide case advisory, conduct benefits counseling, mentorship coaching, budgeting support, warm referrals, and will facilitate follow ups.
3. Peer Navigator, preferably young person (18-24) with lived experience, that will recruit, enroll, and assist with optional supportive services, community engagement, engage youth action board (YAB)/youth advisors participation, and DCT program navigation. Peer can be defined broadly as a young person with previous lived experience of homelessness.
4. Housing Navigator that will assess housing needs of each youth participant, assist with the identification or housing units, application process, move-in, and coordinated services to maintain positive relationships in the community and stable housing for the youth.

Training & Continuous Improvement

Effective and ongoing training and support of the CBO partner staff is critical to the program's success. Using a continuous improvement framework and continually collaborating with youth with lived experience, PSY will work to ensure that program staff is supported throughout the program timeline. The training and continuous improvement work will also contain specific policies, procedures, and support for each staff person hired by the implementation partners. The CBO will have primary responsibility to ensure that the DCT staff are well supported, that the youth in the program are especially well served, and that research and implementation protocols are carefully followed.

Examples of key questions and areas of support include the following

- What happens if a youth is using the cash for something which is not consistent with their case management plan or which may do them harm?
- How can youth, mentor/case managers, and peer navigators support each other when they encounter systems whose policies harm youth?
- How do we support the program staff, the program, and youth when they experience discrimination based on race, gender, disability, or sexual orientation?

The Program Coach/case manager will co-create with young people all case management and housing plans and will collaborate with young people and other DCT staff to support them in meeting their goals. Some youth may appreciate a more regular contact, others less. The services provided, like the program itself, are youth directed and led.

Selection Process for this RFP

A local youth-serving nonprofit agency that has demonstrated a strong commitment to house young people through centering youth voices, demonstrates commitment to their staff and young people, and who has demonstrated experience serving BIPOC, LGBTQ, and immigrant youth, will be selected to implement recruitment, program enrollment, and supportive programming for the DCT pilot over a 6 month planning and 24-month implementation period.

The CBOs will be selected by a selection committee including representatives from Point Source Youth and youth leaders with lived experience of homelessness.

Budget & Funding Available for the lead CBO via GreenLight Fund Baltimore

The selected lead CBO will receive \$470,000. The total funding opportunity consists of salaries for the dedicated DCT program staff as well as training dollars. The budget accounts for the lead CBO's efforts for 24 months of programming preceded by approximately 6 months of participation in planning and preparedness discussions and activities as well as reporting and activities needed at the close of the project. PSY will provide all CBO training and technical assistance as it relates to this DCT project.

This project will require a payment provider who is able to process payments directly to young people. The costs for the DCT program (for 45 youth who are part of this program who will receive \$1,000 per month over 24 months and a one time payment of \$3,000 for a total of \$1,350,000) is funded separately and will be implemented by a PSY identified payment processor. If additional funding becomes available, the DCT project may enroll additional young adults or increase payment amounts.

Given the significant value that the project brings to the selected non-profit partner (substantial, continuous cash transfer disbursements for 45 young people), and the importance of leveraging existing service infrastructure, this RFP suggests applicants consider a 25% cash or in-kind (e.g., personnel FTE) match. A sample budget has been provided below depicting this match for the anticipated costs of the CBO's responsibilities in the project. Estimated salary costs include fringe. These estimates are budgetary indications and directional.

This is a sample budget with a sample match. We are open to options provided by the applicant, as long as they include at least a four-person staffing model for the program, including a program manager, program mentor (case manager), peer navigator, and housing navigator. The CBO will need to meet reporting requirements on how the funds were utilized.

Category	Year 1 (plus planning)	Year 2	Year 3	Year 4
Program Manager (incl. benefits)	\$75,000	\$75,000	\$50,000	\$150,000
Program Mentor (incl. benefits)	\$65,000	\$65,000	-	\$130,000
Peer Navigator (incl. benefits)	\$65,000	\$65,000	-	\$130,000
Housing Navigator (incl. benefits)	\$65,000	\$65,000	-	\$130,000
Training	\$5,000	\$5,000	-	\$10,000
Sub-total (actual cost of program)	\$275,000	\$275,000	\$50,000	\$600,000
25% Match (what the CBO would fund)	\$68,750	\$68,750	-	\$137,500
Funding Available from PSY	\$210,000	\$210,000	\$50,000	\$470,000

Application Requirements

Applicants must be able to provide a minimum of the defined services outlined in this RFP, execute the program effectively, collaborate with listed partners, and provide successful management of services to all enrolled youth.

We welcome applications from organizations whose staff on the project include people of all personal and professional backgrounds. We especially encourage applications that include individuals that have backgrounds and life experiences that make them especially well-suited for this program.

Eligibility Criteria

- Applicants must be either public entities or nonprofit organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code and are not private foundations or non functionally integrated Type III supporting organizations.
- Applicant organizations must be based in Baltimore City and have a Certificate of Good Standing with the state of Maryland.
- Awards will be made to organizations, not to individuals.
- Have an active organizational Youth Action Board, have youth representation on your Board of Directors, or regularly work with a community-wide Youth Action Board.
- Demonstrated experience with youth/young adult-centered case management and centering youth leadership.
- Demonstrated success with housing young people experiencing homelessness.
- Commitment and plan to uphold key principles of empowerment, trust, flexibility, meeting youth where they're at, and 2SLGBTQ and racial equity.
- Experience with/plan to participate effectively in program evaluation, tracking, managing and willingness to share program data with PSY and our evaluators.

Proposal Components Outline (maximum 15 pages) and Scoring Percentages

Technical Proposal (60%)

- Fulfillment of all eligibility criteria described above
- Examples of demonstrated commitment to the key conclusions about how to develop an effective DCT program for youth experiencing homelessness as detailed in Section I.
 - Center on youth, equity, and trust.
 - Boost housing stability and empowerment.
 - Adopt a fast, flexible and simple approach.
 - Identify and manage barriers to success.
- Description of capacity and initial plan to implement all areas of the scope of work described in Section III:
 - Planning
 - Program Launch & Supportive Programming
 - Youth Identification, Recruitment, and Orientation Coordination
- Supplementary Questions
 - Why is your organization interested in an unconditional cash transfers program for youth experiencing homelessness in Baltimore? What are you hoping to achieve through DCT?
 - Discuss your organization's housing impact on the Baltimore Community. Specifically, how many youth do you serve, in what communities, and how does your organization specifically support the needs of BIPOC and LGBTQ youth, youth in the foster care system, pregnant and parenting youth, and any other young adults experiencing homelessness?
 - In your previous program year, what percentage of youth transitioned from housing instability to sustainable living situations?
 - What is your experience with housing navigation and what does the process look like?
 - Please describe your current relationships with upstream systems and spaces of care (i.e. education, child welfare, inpatient mental and behavioral health, detention, diversion, 2SLGBTQ or BIPOC community spaces).
 - What does optional and flexible supportive programming mean to you? How would you approach providing 24 months of optional supportive services for young people in a DCT program? How would you provide services to a young person opting to relocate outside of Baltimore?
 - How would a DCT program provide unique opportunities and challenges for using both housing first and harm reduction frameworks?
 - What other challenges will your organization have around implementing DCT?
 - Please describe how your organization demonstrates the values of diversity, equity and inclusion, and trusting clients.
 - How will your organization ensure that youth with lived experience have power and leadership in co-creating program components, including design, training, hiring/staffing, etc.?

- What are your thoughts on the way this program should be staffed? How would the four-person team work to best provide support to young people?
- Describe your work culture and how your organization maintains talent and ensures staff receive livable wages and adequate benefits.
- Describe your organization's approach to data collection, ensuring data quality, and using data for improvement.
- What is an example of a program that you've launched that placed power and resources in the hands of youth? Please describe implementation, youth engagement, successes, and challenges.

Staffing Proposal (15%)

- Identify the point person that will be the primary point of contact with PSY during the planning phase. Please share this individual's experience with participating in research/evaluation processes, hiring and supervision processes, and recruiting young people for programs/studies in Baltimore
- Plan for filling the Peer Navigator, Housing Navigator, Coach (historically called a Case Manager), and Program Manager roles, along with a timeline
- # of staff and board members with lived experience
- [Diversity Breakdown](#) of staff, leadership and Board of Directors

Financial Proposal (10%) *This element of the proposal is excluded from the page limit requirement*

- Proof of 501(c)(3) status
- Certificate of Good Standing Status in Maryland. You can look documentation up here: <https://egov.maryland.gov/BusinessExpress/EntitySearch>. In the absence of Good Standing Status, you can provide a plan to come into compliance.
- Program Budget and Budget Narrative (including plans for match funding commitment)

3-4 Letters of Support (15%) *This element of the proposal is excluded from the page limit requirement*

- From CBO's or a community-wide Youth Advisory Board or CBO's Youth Representative
- From one youth who has exited from one of your programs
- 1 or 2 additional letters of support from your local CoC, other public sector partners, local funding agencies, or a youth referral partner

Additional information

PSY will be hosting a virtual information session on this RFP from 11-12 EST on September 25th for interested partners to talk through the process and get questions answered. Please [register by following the link here](#), or reach out to DCT@pointsourceyouth.org to receive the Zoom information.

In the decision making process, we may request an interview with staff and youth from your youth advisory council who have participated in your programs. **These interviews will take place the week of November 6th, 2023.**

Timeline

- **September 12th** | RFP Released
- **September 25th** | RFP Info Session - 11 A.M. EST (will be recorded)
- **October 6th** | Deadline for Clarification Questions by email to dct@pointsourceyouth.org
- **October 13th** | **RFP Applications Due**
- **November 6th-10th** | Interviews as Requested
- **November 30th** | Decision Announced
- **December 7th** | DCT- Kickoff meeting for selected CBO - 1:00 P.M. EST

XI. Submission

Please submit your RFP response by **October 13th, 2023- 5:00 PM EST** to dct@pointsourceyouth.org.

The Proposals should not exceed 15 pages, 1" margins, 11pt, single space, and must provide all required information.

Note: We have decided that the Financial Proposal and Letters of Support will be *exempted from the 15 page limit*. This includes:

- Proof of 501(c)(3) status
- Certificate of Good Standing Status in Maryland. You can look documentation up here: <https://egov.maryland.gov/BusinessExpress/EntitySearch>. In the abstinence of Good Standing Status, you can provide a plan to come into compliance.
- Program Budget and Budget Narrative (including plans for match funding commitment)
- Letters of support

Selection of Community Based Organization

The selection process will include the creation of an evaluation team composed of Baltimore Youth Consultants and PSY Staff that will score and discuss applications and conduct interviews as needed.