

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 11, 2006

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **100 BLACK MEN OF MARYLAND, INC. – MEMORANDUM OF UNDERSTANDING**

**ORIGINATOR:** J. Robert Haines, Esquire, Deputy Superintendent, Business Services

**RESOURCE PERSON(S):** Barbara Burnopp, Chief Financial Officer  
Dr. Manuel Rodriguez, Area Assistant Superintendent, SW Area  
Jean Satterfield, Area Assistant Superintendent, SE Area

**RECOMMENDATION**

That the Board of Education approve a partnership with 100 Black Men of Maryland, Inc., for programs at Woodlawn and Dundalk high schools.

Attachment – Memorandum of Understanding

# MEMORANDUM OF UNDERSTANDING

*Between The*

100 BLACK MEN OF MARYLAND, INCORPORATED

*And The*

BALTIMORE COUNTY PUBLIC SCHOOLS

July 1, 2006 – RGA-193-06

## 1. Purpose

- 1.1. This is an Agreement between the 100 Black Men of Maryland, Incorporated (hereinafter referred to as “100 Black Men” or “Contractor”) and the Board of Education of Baltimore County on behalf of Baltimore County Public Schools (hereinafter referred to as “BCPS” or “Board”) (sometimes collectively referred to as the “Parties”). The purpose of this Agreement is to establish and define the implementation of the 100 Black Men of Maryland, Incorporated College Access Program (hereinafter referred to as “100 CAP”) through funding provided by 100 Black Men, including by not limited to grants from the Jack Kent Cooke Foundation (hereinafter referred to as “Grant Funding”), and to specify those areas of responsibility not previously defined by the grant funding guidelines.
- 1.2. The Parties believe that 100 CAP supports the BCPS Blueprint for Progress, Performance Goal 1 – By 2012, all students will reach high standards, as established by the Baltimore County Public Schools and State performance level standards, in reading/language arts, mathematics, science, and social studies and Performance Goal 5 - All students will graduate from high school. The Parties further believe that 100 CAP supports the vision the program goals established by the Jack Kent Cooke Foundation. The goal is to increase the number of 11<sup>th</sup> and 12<sup>th</sup> grade students who pursue post-secondary education at Dundalk High School and Woodlawn High School.
- 1.3. It is understood and agreed that the Lead Partner in the 100 CAP is 100 Black Men. The Lead Partner accepts the overall management and fiscal responsibility for any and all grant funds.

## 2. Responsibilities of the Parties:

- 2.1. For the purposes of this agreement The Jack Kent Cooke Foundation shall provide Grant and Personnel Requirements to include the expectation that funds provided will be used for some or all of the following activities:

- 2.1.1 Developing education and related operations
  - 2.1.2 Preparing the budget
  - 2.1.3 Incorporating, designating, and establishing the program as 501c(3)
  - 2.1.4 Searching for and selecting an executive director
  - 2.1.5 Securing office space, furniture, equipment, technology, and resource materials
  - 2.1.6 Interviewing, hiring, and completing security checks on advisers
  - 2.1.7 Developing processes for training and staff development for 100 Black Men employees
  - 2.1.8 Preparing publicity for the program
  - 2.1.9 Building fundraising capacities where necessary and appropriate
- 2.2 For the purposes of this Agreement, 100 Black Men designates Melvin Bates, President, 100 Black Men of Maryland, as its Lead Agent. As Lead Agent for 100 Black Men, Mr. Bates, his designee or his designated successor to this Agreement, shall maintain authority and responsibility for 100 Black Men' responsibilities and obligations as detailed in this Agreement. 100 Black Men retains the discretion to designate a Lead Agent other than the person named in this Agreement and agrees to provide no less than thirty (30) days written notice to BCPS of any change in such designation.
- 2.3 For the purposes of this Agreement, BCPS designates Dr. Joe A. Hairston, Superintendent, as its Lead Agent. As Lead Agent for BCPS, Dr. Hairston, his designee or his designated successor to this Agreement, shall maintain authority and responsibility for BCPS' responsibilities and obligations as detailed in this Agreement. BCPS retains the discretion to designate a Lead Agent other than the person named in this Agreement and agrees to provide no less than thirty (30) days written notice to 100 Black Men of any change in such designation.
- 2.4 For the purposes of this agreement , 100 Black Men shall:
- 2.4.1 develop educational and related operations
  - 2.4.2 interview, hire, and complete security checks on advisers in compliance with section 17. Background Investigation
  - 2.4.3 be responsible for the salary and benefits of all employees hired by 100 Black Men under this Agreement
  - 2.4.4 develop processes for training and staff development
  - 2.4.5 prepare publicity for the program
  - 2.4.6 build fundraising capacities, where necessary and appropriate
  - 2.4.7 have overall management and fiscal responsibility for all funds, including requirements outlined in the grant application included in Attachment A.
  - 2.4.8 create an evaluation plan as outlined in the grant application included in Attachment A.
  - 2.4.9 provide a budget and expenditures as outlined in Attachment A.
  - 2.4.10 have an Advisory Committee established at each school site to be charged with, among other duties, identifying local business partners, where use of

such partners does not conflict with the Board of Education's Ethics Code Policies

2.4.11 create the CAP Advisory Board.

2.5 For the purposes of this agreement, BCPS will:

2.5.1 provide 100 Black Men with the names of students and families to be served in the 100 CAP program, where such information can be released pursuant to state and federal laws

2.5.2 provide reimbursement of authorized expenditures as outlined in Attachment B up to a maximum of \$70,000 for Year 1

2.5.3 provide reimbursement of authorized expenditures as outlined in Attachment B up to a total of \$95,000 for Year 2

2.5.4 provide in-kind contributions at Dundalk and Woodlawn High Schools in the form of classroom space and equipment, as long as such space and equipment are available

2.5.5 provide use of the communications department and the education channel to promote the program.

### 3 Term

3.1 The initial term of this Agreement will be July 1, 2006 to December 31, 2008. Thereafter, the Agreement may be renewed annually, for successive one year terms, through December 31, 2010. To renew this Agreement, 100 Black Men must provide notice to BCPS of its request for renewal at least sixty (60) days prior to the end of the term. To be effective, the renewal must be approved by the Board of Education of Baltimore County.

### 4 Cost Reimbursement

4.1 This is a cost reimbursement agreement. 100 Black Men, as lead partner, should expend such funds as outlined in Attachment B. Invoices with appropriate supporting documentation will be submitted by 100 Black Men to BCPS not less often than quarterly.

4.2 All invoices are to be submitted to:

Dr. Joe A. Hairston, Superintendent  
Baltimore County Public Schools  
Greenwood-Administration Building  
6901 Charles Street  
Towson, MD 21204

4.2.1 All invoices must contain a valid Baltimore County Public Schools' purchase order number.

4.2.2 Invoices shall be itemized and should fully describe the services provided.

4.2.3 After review and approval, the invoices shall be submitted to the Office of Accounting for payment, where the necessary funds have been appropriated to BCPS.

## 5 Taxes

5.1 Materials, which are incorporated into work under formal or informal contracts, are not exempt from the Maryland State Sales or Use Tax. Contractor shall be responsible for paying such taxes when purchasing materials.

## 6 Re-budgeting

6.1 100 Black Men is permitted to re-budget its direct costs as long as such re-budgeting is in compliance with applicable Grant Funding guidelines and directives.

## 7 Publication

7.1 When publishing any work involving this Agreement, the Parties agree to maintain the confidentiality of any private information protected by law from disclosure. For the purposes of this Agreement, such private information includes the names, addresses, and identities of the schools, students, 100 Black Men, and BCPS staff members.

## 8 Termination

8.1 In the event that BCPS terminates reimbursements to the 100 Black Men funding, or if grant funding is ended, or for any other reason, 100 Black Men may terminate this Agreement. In the event of such termination, 100 Black Men will be reimbursed for authorized expenses properly incurred prior to the date of notice of termination.

8.2 TERMINATION FOR NON-APPROPRIATION OF FUNDS: Baltimore County Board may terminate this contact, in whole or in part due to insufficient funding with written notice to the Contractor. Baltimore County Board shall pay for all of the costs incurred by Contractor up to the date of the termination notice.

8.3 TERMINATION FOR CONVENIENCE: The Contractor or Baltimore County Board may terminate this Agreement by giving thirty (30) days notice prior to the commencement of the semester upon which termination shall become effective. Baltimore County Board shall pay all costs incurred by Contractor up to the date of termination. Contractor shall not be reimbursed for any anticipatory profits, which have not been earned up to the date of termination. In case of termination by convenience by either party, both parties are committed to ensuring to students still registered on the program such provision and support as specified in this agreement. The termination of the agreement must not compromise the possibility for students remaining on the program to complete their studies in a manner comparable to that of the previous classes.

8.4 TERMINATION FOR CAUSE: This Agreement may also be terminated by either party upon the nonperformance of the other party. If at any time either party materially fails to fulfill or abide by the terms or conditions of this agreement, the other party reserves the right to cancel the agreement without pecuniary risk or penalty upon thirty (30) days written notice.

## 9 Audit

### 9.1 Access to Records

For the purpose of evaluating and reviewing the 100 CAP as established by this Agreement, BCPS shall have access to any and all documents created by 100 Black Men in connection with this Project and shall have the right to copy any books, accounts, records, correspondence, or any other documents pertinent to this Project that are in the possession, custody, or control of 100 Black Men.

### 9.2 Audits and Inspections

At any time during normal business hours, upon reasonable notice, and as often as the Superintendent or his designee may deem necessary, 100 Black Men shall make available to BCPS for examination, all of its records with respect to all matters covered by this Agreement. BCPS shall have the authority to audit, examine, and make excerpts or transcripts from records, including, but not limited to, all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to invoices submitted to BCPS as covered by this Agreement.

## 10 Representations, Warranties, and Covenants:

10.1 Baltimore County Board hereby represents warrants and covenants to the Contractor as follows:

10.1.1 Baltimore County Board has full power and authority to enter into this Agreement and to grant and convey to Contractor the rights set forth herein.

10.1.2 All necessary approvals for the execution, delivery and performance of this Agreement by Baltimore County Board have been obtained, and this Agreement has been duly executed and delivered by Baltimore County Board and constitutes the legal and binding obligation of Baltimore County Board enforceable in accordance with its terms.

10.2 The Contractor hereby represents warrants and covenants to Baltimore County Board as follows:

10.2.1 The Contractor, as the case may be, has full power and authority to enter into and perform this Agreement.

10.2.2 All necessary approvals for the execution, delivery and performance of this Agreement by Contractor, as the case may be, have been obtained, and this Agreement has been duly executed and delivered by Contractor, and constitutes the legal and binding obligation of Contractor, enforceable in accordance with its terms.

- 10.2.3 The Contractor has not entered into and during the Term of this Agreement, will not enter into, any other agreements which would prevent it from fully complying with the provisions of this Agreement.
- 10.2.4 The Contractor hereby warrants and represents that the professional services provided under this Agreement shall be performed competently and with due care, and in accordance with all applicable laws, codes, ordinances and regulations. Breach of this warranty constitutes a material breach of the Agreement.

## 11 Governing Law and Venue:

- 11.1 This agreement shall be governed and construed in accordance with the laws of the State of Maryland. All lawsuits arising out of this agreement must be filed in the appropriate state court located in Baltimore County, Maryland.

## 12 Civil Rights and Equal Employment Opportunity

- 12.1 Each Party agrees that it shall not unlawfully discriminate on the basis of race, color, religion, age, ancestry or national origin, sex, sexual orientation, physical or mental disability, marital status or veteran's status with respect to employment opportunity or access to the program pursuant to this Agreement.

## 13 Indemnification

- 13.1. Subject to the Limitation of Liability, the Contractor shall indemnify and hold harmless Baltimore County Board, its employees, agents, and officials from any and all claims, suit, or demands including attorney fees which may be made against Baltimore County Board, its employees, agents or officials resulting from any act or omission committed in the performance of the duties imposed by and performed under the terms of this Agreement by the Contractor or anyone under agreement with the Contractor to perform duties under this Agreement, except to the extent that any injury, loss or damage resulting in such claims, suits or demands shall have been caused by the negligence, gross negligence or willful misconduct committed by Baltimore County Board, its employees, agents or officials.
- 13.2. It is hereby stipulated and agreed between the Parties that, with respect to any claim or action arising out of any services performed under or pursuant to this Agreement, each entity shall only be liable for payment of that portion of any and all liability, costs, expenses, or demands, settlements, or omissions of its own, or of its own agents, public officials, and employees. Each Party shall be responsible for its own defense and each Party agrees to cooperate with the other fully in the defense of any action taken against it. It is expressly understood and agreed that BCPS's obligations under this paragraph are subject to and limited by its liability under Section 5-518, Courts and Judicial Proceedings Article, Annotated Code of Maryland, as amended.

#### 14. Assignment

- 14.1 The Contractor shall not assign or transfer the Contractor's interest or obligation under this Agreement to any third party, without the prior written consent of the Board. Nothing herein shall be construed to create any personal or individual liability upon any employee, officer, elected official of the Board, nor shall this Agreement be construed to create any rights hereunder in any person or entity other than the parties to this Agreement.

#### 15. Delegation of Duties

- 15.1 The Contractor shall not delegate the Contractor's duties under this Agreement without prior and express written consent of the Board.

#### 16. Fee Prohibition

- 16.1 The Contractor warrants and represents that he/she has not employed or engaged any person or entity to solicit or secure this Agreement, and that he/she has not paid, or agreed to pay any person or entity a fee or any other consideration contingent on the making of this Agreement.

#### 17. Criminal Background Checks

- 17.1 Baltimore County hereby requires the Contractor to have a criminal background investigation, including fingerprints, before the Contractor begins providing services under this Agreement and to the extent allowed by law.
- 17.2 Furthermore, Contractor shall advise Baltimore County Board of the intention to use any employees or volunteers that are hired or obtained from any penal pre-release or work-release programs. In the event such employees or volunteers are used, notification to Baltimore County Board shall include name and violation for each individual. Baltimore County Board reserves the right to reject any employee listed based upon the nature of their violation. The contractor shall take reasonable precautions when selecting such individuals and provide whatever safeguards are necessary for effective supervision. Contractor's employees are not permitted inside school buildings if the nature of the Agreement is for outside work.

#### 18. Child Sex Offender Notification

- 18.1 Maryland law requires certain child sex offenders to register with the local law enforcement agency. One of the purposes of this law, found in the Annotated Code of Maryland, Criminal Procedure, Article §11-709, is to inform school systems when a child sex offender is residing or working in the area. When the child sex offender registers, the local police are required to notify the Superintendent of Schools, and the Superintendent, in turn, is required to send a notice to school principals.



- 18.2 In connection with this Agreement, Board requires that Contractor does not employ convicted child sex offenders to work on the Property, or with students at any time in connection with this program.
- 18.3 To assist Contractor in identifying convicted child sex offenders, the Purchasing Office of the Board has the list of convicted child sex offenders, which Contractor is welcome to view. Board's Office of School Security maintains this list and distributes updates to us as new offenders are identified.

#### 19. Political Contribution Disclosure

- 19.1 The Contractor shall comply with the provisions of the Election Law Article §§14-104 through 14-108 of the Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year under which the person receives in the aggregate \$100,000 or more, shall file with the Secretary of State of Maryland certain specified information to include disclosure of political contributions in excess of \$500 to a candidate for elective office in any primary or general election, as required by §14-104.

#### 20. Financial Disclosure

- 20.1 The Contractor shall comply with the provisions of Section 13-221 of the State Finance and Procurement Article, Annotated Code of Maryland, which requires that every business that enters into contracts, leases or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more, shall within 30 days of the time when the aggregate value of these contracts, leases or other agreements reached \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

#### 21. Non-hiring of Employees by Contractor or BCPS

- 21.1 No employee of the BCPS or any unit thereof, whose duties as such employee include matters relating to or affecting the subject matter of this contract, shall, while so employed, become or be an employee of the party or parties hereby contracting with the BCPS or any unit thereof.
- 21.2 No employee of the Contractor or any unit thereof, whose duties as such employee include matters relating to or affecting the subject matter of this contract, shall, while so employed, become or be an employee of the party or parties hereby contracting with the Contractor or any unit thereof.

## 22. Retention of Records

- 22.1 The Contractor shall retain and maintain all records and documents relating to this contract for five (5) years after final payment by BCPS hereunder or any applicable statute of limitations, whichever is longer, and shall make them available for inspection and audit by authorized representatives of BCPS or designed, at all reasonable times.

## 23. Compliance With Specifications

- 23.1 The Contractor shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the drawings and specifications as described.
- 23.2 Where the requirements of the laws, ordinances, etc., are mandatory, they shall govern.
- 23.3 In case of any apparent conflict between the specifications and such laws, ordinances, etc., the Contractor shall call the attention of the applicable BCPS designee(s) to such conflict for a decision before proceeding with any work.

## 24. Liability for Loss of Data

- 24.1 In the event any data or record necessary for the performance of this Agreement where such loss is due to gross negligence of the Contractor, the Contractor shall be responsible, irrespective of the cost to the Contractor, for the re-creation of such lost data or records. BCPS shall be the sole judge as to whether the lost records have been re-created accurately and completely.

## 25. Delays, Extensions of Time

- 25.1 The Contractor agrees to perform all work and provide all supplies or materials, in accordance with all the sections of this Agreement in a timely, continuous and diligent manner in order to comply with the time requirements set forth in this bid and/or the contract. The Contractor acknowledges and agrees that the only party that may grant a legally binding time extension or agree to a substitution of products, materials, equipment and/or supplies is BCPS. Any and all time extensions and/or changes/substitutions of products, materials, equipment and/or supplies must be requested in writing by the Contractor before the extension and/or change takes place and approved in writing by BCPS.
- 25.2 Delays by the Contractor causing the completion of Projects to extend past the Commencement Date will not change the Commencement Date for Performance guarantee purposes.

## 26. Annulments and Reservations

- 26.1 BCPS may conduct any necessary investigation to determine the ability of the Contractor to perform the work, and the Contractor shall furnish to the BCPS all such information and data requested. BCPS reserves the right to reject any proposal if the evidence submitted by the Contractor or investigation of such Contractor fails to satisfy BCPS that such Contractor is properly qualified to carry out the obligations of the Contract and to complete all stipulated requirements. Conditional proposals will not be accepted.
- 26.2 BCPS reserves the right to annul any contract, if in its opinion there shall be a failure, at any time, to perform faithfully any of its stipulations, or in case of any willful attempt to impose upon BCPS work that is inferior to that required by the Contractor, and any action taken in pursuance of this latter stipulation shall not affect or impair any rights or claims of BCPS to damages for the breach of any covenant of the contract by the Contractor.
- 26.2.1 Should the Contractor fail to comply with the conditions of this contract or fail to complete the required work within the time stipulated in the contract, except for circumstances beyond their control, including but not limited to Act of God, war, flood, governmental restrictions or the inability to obtain transportation, BCPS reserve the right to purchase these in the open market, or to complete the required work and receive liquidated damages as specified in this document.
- 26.2.2 Should the Contractor be prevented from furnishing any item or items, or from completing the required work included in the contract, by reason of such failures caused by circumstances beyond their control, including but not limited to Act of God, war, flood, governmental action or the inability to obtain transportation, BCPS reserves the right to withdraw from the Agreement without incurring further liabilities.
- 26.3 BCPS reserves the right to issue Blanket Purchase Orders to encumber, i.e. make available without obligating to spend, certain monies for Contractor's services. The Blanket Purchase Order dollar value does not in any way represent a guarantee of potential contracts, jobs, work assignments or monies during the course of the contract. The allocation of funds is at the discretion of BCPS.

## 27. Insurance

- 27.1 In the event the Contractor, as part of the award is responsible for installation and/or product demonstration, the Contractor will be responsible for hiring personnel to perform such services at their own costs. Such personnel will be considered employees of the Contractor and are under their control and direction. The Contractor shall maintain Worker's Compensation in the statutory amount in

- accordance with the laws of the state in which the work of this contract is to be performed.
- 27.2 The Contractor shall also maintain Employer's Liability Insurance with a limit of at least \$100,000 for each occurrence to cover diseases and injuries excluded under the Worker's Compensation Act.
- 27.3 Prior to the commencement of any work, or at any time during the term of this Agreement, the Contractor may be required to submit a certificate of insurance evidencing Worker's Compensation and Employer Liability Insurance in the amounts required above. This certificate will indicate the amounts of insurance carried by the Contractor of the following types: Comprehensive General Liability Insurance, Comprehensive Automobile Insurance, Excess Liability Insurance, and any other insurance coverage maintained by the Contractor. The Certificates of Insurance will state that such insurance is in force and cannot be canceled or released except upon thirty (30) days prior written notice to the Board of Education of Baltimore County. The Certificate of Insurance must name the Board of Education of Baltimore County as an additional insured.
- 27.4 All required insurers allowed to do business in the State of Maryland and acceptable to the Board must underwrite insurance coverage. The insurers must also have a policyholders' rating of "B" or better, and a financial size of "Class VII" or better in the latest evaluation by A.M. Best Company. The Board hereby grants specific approval for the acquisition of workers compensation and employer's liability insurance from the Injured Worker's Insurance Fund of Maryland

## 28. Waiver of Jury Trial

- 28.1 The Contractor and Board hereby waive trial by jury in any action or proceeding to which the Board and/or the Contractor are parties arising out of or in any way pertaining to this agreement. It is agreed and understood that this waiver constitutes a waiver of trial by jury of all claims against all parties to such actions or proceedings, including claims against parties who are not parties to this agreement. This waiver is knowingly, willingly and voluntarily made by the Board and the Contractor and the Board and the Contractor hereby represent and warrant that no representations of fact or opinion have been made by an individual to induce this waiver of trial by jury or to in any way modify or nullify its effect. The Board and the Contractor further represent and warrant that they have been represented or have had the opportunity to be represented, in the signing of this agreement and in the making of this waiver by legal counsel, selected of their own free will, and that they have had the opportunity to discuss this waiver with counsel.

## 29. Confidential Information/Proprietary Rights

- 29.1 The term "confidential information" shall include all non-public documentation and information disclosed to the Contractor in the course of performance of duties hereunder with respect to the past, present, and future Board operations, business and services. The Contractor hereby agrees to maintain all such confidential information in trust and confidence and agrees not to disclose such information to any person, firm, corporation, or entity during or after the term of this Agreement. The Contractor further agrees that all work product generated as a result of this Agreement shall be the sole and exclusive property of the Board.

## 30. Drug, Tobacco, and Alcohol

- 30.1 All BCPS properties are "drug, tobacco, and alcohol free zones" as designated by local and state laws. Neither the Contractor nor any of his employees (or subcontractors) are permitted to have any drugs, tobacco, or alcohol product on school property. Use or possession of such items on school properties will result in immediate termination of the contract. Upon termination of the contract, the Contractor will be paid for all services performed to date but will not be paid for any lost profit or anticipated profits due to termination of the contract. The Contractor will also be removed from all bids with BCPS for a period of time not to exceed two years and BCPS will provide an "unsatisfactory" reference when inquiries are made.

## 31. Conflict of Interest, Lobbying, and Ethics Review Panel

- 31.1 Conflict of Interest. The Contractor represents and warrants that there exists no actual or potential conflict of interest between the Contractor's performance under this Agreement and the Contractor's engagement or involvement in any other personal or professional activities. In the event such conflict or potential conflict arises during the term of this Agreement, or any extension thereof, the Contractor shall immediately advise the Board thereof.
- 31.2 In accordance with §§15-811 through 15-815 of the State Government Article of the Annotated Code of Maryland, the Board of Education of Baltimore County has promulgated Ethics Policies which cover conflict of interest, financial disclosure and lobbying. All Contractors are expected to comply with any and all Board Ethics Policies that may apply to them individually or as a business entity.
- 31.3 All Contractors should review carefully the conflict of interest policies. Specific attention should be accorded to the Board Ethics Policies (Board Policy 8363) prohibiting Baltimore County Public Schools employees from benefiting from business with the school system.
- 31.4 All Contractors are placed on notice that all questions/interpretations concerning the Board Ethics Policies may be submitted to the Ethics Review Panel in accordance with Board Policy 8366.

32. Modifications

32.1 Modifications to this Agreement may be made only in writing signed by authorized representatives of both parties. Any modification of this Agreement must be approved by the Board of Education of Baltimore County.

33. Severability

33.1 Should any part, term or provision of this Agreement be declared invalid, void, or unenforceable, all remaining parts, terms, and provisions here of shall remain in full force and effect, and shall in no way be invalidated, impaired, or affected thereby.

34. Entire Agreement

34.1 This Agreement, including any Appendices, represents the entire understanding of the parties. Any other agreement, written or oral, is hereby superseded.

35. This Agreement consists of the following parts:

35.1 Appendix A: Start-Up Grant Application for Jack Kent Cooke Foundation.

35.2 Appendix B: Budget And Budget Narrative

36. Notices

36.1 Notices and communications that are required under the terms of this MOU or that may be necessary between the Parties shall be made in writing to the following:

For BCPS

Joe A. Hairston  
Superintendent  
Baltimore County Public Schools  
6901 Charles Street  
Towson, MD 21204  
(410) 887-4281

For 100 BLACK MEN

Melvin Bates  
President  
100 Black Men of Maryland, Inc.  
2227 Southland Road  
Baltimore, MD 21207  
(410) 966-5698

37. The Parties' designation of these individuals to perform the duties herein specified in this Agreement in no way limits either Parties' right and authority to assign personnel.

38. Approvals

The individuals designated below, by signing this Agreement, so indicate that they possess the necessary authority to bind the parties to the obligations described herein.

IN WITNESS WHEREOF, each of the undersigned has executed this Agreement by the signatures of their respective authorized representatives as of the date first written above.

Accepted by:

100 BLACK MEN OF MARYLAND, INC.

\_\_\_\_\_  
Signature Owner/Partner/Corporate Officer

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Typed/Printed Name and Title

\_\_\_\_\_  
Date

Accepted by:

BOARD OF EDUCATION OF BALTIMORE COUNTY

\_\_\_\_\_  
Joe A. Hairston  
Superintendent of Schools  
Baltimore County Public Schools

\_\_\_\_\_  
President  
Board of Education of Baltimore County

APPROVED FOR LEGAL FORM AND SUFFICIENCY\*  
(Subject to execution by a duly authorized  
superintendent and president of the Board  
of Education of Baltimore County)

\_\_\_\_\_  
OFFICE OF LAW  
\*Approval of legal form and sufficiency  
does not convey approval or disapproval  
of the substantive nature of this transaction.  
Approval is based upon typeset document-  
all modifications require re-approval.

Start-up Grant Application

100 Black Men of Maryland, Incorporated

**COLLEGE ACCESS PROGRAM**



# Maryland College Access Program Initiative

## *Start-up Grant Application*



**Application Deadline: October 14, 2005**

*(application must be received at the Foundation by this date)*

*Start-up grants are awarded to support new community-based college access programs. Up to \$50,000 for the first year of operations is available to assist with direct program costs. The Foundation may renew this grant up to \$40,000 for a second year of funding.*

*Start-up grant funds can be used for some or all of the following activities:*

- Developing educational and related operations
- Preparing the budget
- Incorporating and designating the program as 501(c)3
- Searching for and selecting an executive director
- Securing office space, furniture, equipment, technology, and resource materials
- Interviewing, hiring, and completing security checks on advisers
- Developing processes for training and staff development
- Preparing publicity
- Building fundraising capacities

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*Grants from the Jack Kent Cooke Foundation may not be used for scholarship awards.*

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### **Executive Summary**

The 100 Black Men of Maryland, Incorporated College Access Program (100 CAP) accepts the challenge of increasing college information available to underserved, first-generation and low-income students. Our goal is to increase the number of students who pursue post-secondary education.

- Developing educational and related operations
- Interviewing, hiring, and completing security checks on advisers
- Developing processes for training and staff development
- Preparing publicity
- Building fundraising capacities

The 100 CAP will seek to assist those students who would not otherwise go to college. We want to add value to the students' lives that are economically challenged and lack the necessary information to make educated decisions about post-secondary education but possess high potential.

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**Part I—Program/Organization Information**

**Applicant Organization Name:** 100 Black Men of Maryland, Incorporated

**Fiscal Agent Name** (if not a 501(c)3 public charity): \_\_\_\_\_

**Fiscal Agent Executive Director** (if applicable): Executive Director

**Address:** 4413 Liberty Heights Avenue **City:** Baltimore

**State:** Maryland **Zip:** 21215 **County:** N/A

**E-mail:** net100md@aol.com **Phone:** (410) 664.6726

**Fax:** (410) 225.0603

**IRS Name, as listed on 501 (c) 3 letter:** 100 Black Men of Maryland, Incorporated

**IRS letter date:** 8/18/97 **Tax Exempt ID number (EIN):** 52-1730939 **Amount of this request:** \$90,000

First year, \$50,000 and Second year, \$40,000.

**Total budget for this program/project:** \$131,884.50

**Proposal contact person: Name:** Dr. Warren C. Hayman

**Title:** Vice-President **Phone:** (410) 298.1054 **Fax:** (410) 298.3919

**E-mail:** bcps@comcast.net

**Authorizing Signatures:**

**Applicant Representative Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fiscal Agent Authorized Representative Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Superintendent/Principal Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Part II—Profile of Organization

### Please attach the following information:

- Brief summary of the organization's history.

On a Saturday morning in March, 1991, a group of Black men had a meeting in Baltimore City's Friendship Baptist Church. The purpose of the meeting was to form an organization designed to halt destructive directions being taken by many of our Black youth. Following that meeting, the 100 Black Men of America, Inc., whose mission is specifically directed towards improving the conditions of black youth, was contacted for information about starting a chapter in Maryland.

A follow-up meeting by ten men of the group was held later in the month at Coppin State College. That group quickly put in place an organizational structure and submitted an application for a chapter from the 100 Black Men of America, Inc.

The national organization approved our application and the 100 Black Men of Maryland, Inc. was established in April, 1991.

See Appendix F for more information.

- Brief statement of the organization's vision/mission/organizational structure

The mission of the 100 Black Men of America, Incorporated is to substantially improve the chance of success of African American youth, specifically males, and to help them achieve responsible, self-sufficient and law abiding manhood by their participation in programs designed to build self-esteem, develop appropriate moral values, motivate and promote cultural relativity and, where possible, assist them in the pursuit of higher education and continue learning.

The mission statement of the 100 Black Men of Maryland, Inc includes African-American youth and one of the main goals is to assist in their pursuit of higher education. All of the programs include females and other ethnic groups (i.e. Basketball Academy, Peer Leadership, African-American History Challenge, African-American Inventors competition).

As with all of the programs, the 100 Black Men of Maryland, Inc. will create and distribute a brochure describing the College Access Program. The CAP will be highlighted in the 100 annual reports, souvenir journals and in the newsletter.

- List of elected board members and officers (if independent 501(c)3). See page below.

Roderick Larry	President	2227 Southland Road Baltimore, Maryland 21207 410.966.5698 (w)
Dr. James R. Perkins	Vice-President	4600 Alcott Way, Unit 302 Owings Mills, Maryland 21117 410.356.5473 (h) 410.802.7796 (cp)
Dr. Warren C. Hayman	Vice-President	3603 ½ Patterson Avenue Baltimore, Maryland 21207 410.298.1054 (h)
Gregory E. Moore	Secretary	4300 Mary Ridge Drive Randallstown, Maryland 21133 410.922.7940 (h)
Claude Parker	Treasurer	15 Gondola View Court Woodstock, Maryland 21163 410.655.1096 (h)
Willie Nichols	Financial Secretary	4509 Ambermill Road Baltimore, Maryland 21236 410.256.9343 (h)
Charles Barnum		6139 Camelback Lane Columbia, Maryland 21044 410.992.4128 (h)
Melvin Bates		6226 Sebring Drive Columbia, Maryland 21044 410.730.6268 (h) 410.905.6268 (cp)
Marvin Briscoe		1650 Roundhill Road Baltimore, Maryland 21213 410.852.7428 (cp)
Terry Evelyn		8322 Chestnut Farm Lane Ellicott City, Maryland 21043 410.780.6503 (w)
Howard Tucker		9400 Wadsworth Way, #102 Owings Mills, Maryland 21117 410.902.4448 (h)
James Watkins		6706 Turtle Dove Place Columbia, Maryland 21046 410.730.2118 (h)
Stanley A. Hackett	Executive Director	12 Cedar Hill Road Randallstown, Maryland 21133 410.922.1761 (h) 410.493.7650 (cp)

- Partner organizations in the community (local higher education institute, chamber of commerce, corporations, and others)

ORGANIZATION	ROLE
American Cancer Society	Health and Wellness Program
American Federation of Government Employees, Local 923	Mentors
Baltimore City Public Schools	Peer Leadership Program
Baltimore Department of Recreation and Parks	Basketball Academy
Coppin State University	Saturday Tutorial Program
Johns Hopkins Medical System	Prostate Screening Program
Lens Crafters	Free eye exams and eyeglasses
Lucent Technologies	Financial Support
National Youth Sports Program	Summer Academy
Prudential Financial	Financial Support

- Brief description of the organization’s activities and progress to date. See Appendix D.
- Needs statement of the community for this type of program, including brief description of the expected service area. See page below and Appendix G.

2004-2005 data		
	<b>Dundalk</b>	<b>Woodlawn</b>
City/county served by the school(s)	Baltimore county	Baltimore county
Total students in the high school(s)	1396	2044
*Projected number of students in the school that this program will serve	100	200
Number of guidance counselors in the high school(s)	5	6
High school graduation rate (%)	74.16%	93.36%
College-going rate (%) – full time	43.1%	46%
College-going rate (%) – part time	29.3%	13.8%
Juniors taking the PSAT (%)	59.2%	79.5%
Average SAT scores of high school seniors – verbal	460	418
Average SAT scores of high school seniors - math	471	400
Annual expenditures per high school student	\$6988	\$5849

\*The program intends to service all 11<sup>th</sup>/12<sup>th</sup> graders needing service. The numbers above account for mobility and attrition.

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### **Part III—Financial Overview**

**Please attach the following information:**

- Organization budget (revenues and expenses) of fiscal agent with access program costs identified for both the current and following fiscal year. The current fiscal year is inserted below. The following fiscal year has not been approved as of the time that this application is being submitted.

<b>2004-2005 (Current Year)</b>		
<b>PROGRAMS</b>		
	African American Inventors Contest	\$1,500.00
	African American History Challenge	\$5,000.00
	Education/Mentoring	\$22,400.00
	Health & Wellness	\$33,000.00
	Peer Leadership	\$9,000.00
	Scholarship Assistance	\$12,200.00
	Annual Scholarship Brunch	\$23,000.00
	Youth Development	\$3,200.00
	Annual Spring Gala	\$35,000.00
	Annual Golf Tournament	\$2,500.00
	Annual Crab Feast	\$22,000.00
	Economic Development	\$10,000.00
	Community Services	\$1,000.00
	Discretionary Funds	\$2,000.00
	Public Relations	\$2,000.00
	Membership	\$900.00
<b>TOTAL PROGRAMS</b>		<b>\$184,700.00</b>
<b>OPERATIONS</b>		
	Ads	\$1,500.00
	Salaries	\$25,500.00
	Payroll Taxes	\$1,800.00
	Telephone	\$1,600.00
	Postage	\$550.00
	Office Rental	\$7,200.00
	Insurance	\$5,000.00
	Professional Fees & Audit	\$4,000.00
	Equipment	\$550.00
	Equipment Repair	\$500.00
	Benevolence	\$500.00
	Supplies	\$1,000.00
	Furniture	\$200.00
	National Conference	\$5,000.00
	National Dues	\$3,100.00
	Travel	\$1,500.00
	Board Meetings	\$500.00
<b>TOTAL OPERATIONS</b>		<b>\$60,000.00</b>
<b>TOTAL PROJECTED EXPENSES</b>		<b>\$242,100.00</b>

<b>PROJECTED REVENUE</b>		
<b>CASH</b>		
	Combined Federal Campaign	\$45,000.00
	Maryland Charities Campaign	\$15,000.00
	Combined Charities	\$5,000.00
	United Way Central Maryland	\$7,000.00
	Corporate Sponsorship	\$10,000.00
	Foundation Grants	\$35,000.00
	Donations	\$7,200.00
	Annual Golf Tournament	\$5,000.00
	Annual Scholarship Brunch	\$30,000.00
	Annual Spring Gala	\$50,000.00
	Annual Crab Feast	\$36,000.00
	Membership Dues	\$16,500.00
	Interest Income	\$300.00
<b>TOTAL CASH</b>		<b>\$257,000.00</b>
<b>IN-KIND (VOLUNTEER HOURS) @ \$25.00 PER HOUR</b>		
	Mentoring	\$30,000.00
	Peer Leadership	\$60,000.00
<b>TOTAL IN-KIND</b>		<b>\$90,000.00</b>
<b>TOTAL PROJECTED REVENUE</b>		<b>\$347,000.00</b>



- College access program budget (revenues and expenses) for both the current and following fiscal year, including staffing requirements and income sources

<b>YEAR 1</b>				
<b>EXPENSES</b>				
	<b>TOTAL</b>	<b>PROGRAM</b>	<b>ADMIN</b>	<b>DEV</b>
<b><i>Per School Services</i></b>				
Part-time Advisor Salaries	\$42,000.00	\$42,000.00	\$0	\$0
Materials	\$1,000.00	\$1,000.00	\$0	\$0
Campus Tours	\$1,000.00	\$1,000.00	\$0	\$0
Workshops	\$1,000.00	\$1,000.00	\$0	\$0
<b><i>Central Administration</i></b>				
Executive Director	\$55,384.50	\$47,076.82	\$5,538.45	\$2,769.22
Part-time Administrative Assistant	\$18,000.00	\$15,300.00	\$1,800.00	\$900.00
Mentors	In Kind			
Volunteers	In-Kind			
Materials	\$2,000.00	\$1,700.00	\$200.00	\$100.00
Administrative Expenses	\$1,000.00	\$850.00	\$100.00	\$50.00
Evaluation	\$1,000.00	\$850.00	\$100.00	\$50.00
Development	\$2,000.00	\$1,700.00	\$200.00	\$100.00
Professional Development	\$500.00	\$425.00	\$50.00	\$25.00
Professional Dues & Publications	\$1,000.00	\$850.00	\$100.00	\$50.00
<b><i>Last Dollar Grants</i></b>				
10 @ \$500.00	\$5,000.00	\$5,000.00	\$0	\$0
<b><i>Travel</i></b>				
Meetings & Conferences	\$1,000.00	\$850.00	\$100.00	\$50.00
<b><i>Space &amp; Technology</i></b>				
Office Space	In Kind – 100 Black	Men of Maryland and	“We Are Family”	CDC
Technology	In Kind – 100 Black	Men of Maryland		
<b>TOTAL EXPENSES</b>	<b>\$131,884.50</b>	<b>\$119,601.82</b>	<b>\$8,188.45</b>	<b>\$4,094.22</b>
<b>REVENUE</b>				
100 Black Men of Maryland, Inc.	\$18,000.00	\$15,717.33	\$688.45	1,594.22
*Balto County Schools	\$70,000.00	\$70,000.00	\$0	\$0
Basketball Academy	\$5,000.00	\$5,000.00	\$0	\$0
Jack Kent Cooke Foundation	\$50,000.00	\$40,000.00	\$7,500.00	\$2,500.00

- The Baltimore County Public School's Superintendent included \$50,000 for the College Access program in his FY2007 budget. The additional funds will be provided by the school site budgets.

If the aforementioned funds do not become available, the fundraising efforts will be enhanced. If funds are not secured, there will be necessary adjustments to the budget to accommodate the applicable reduction. Note: The projected revenue exceeds the projected expense budget.

To date, the following steps have been taken to enhance funding capabilities:

- Submitted a needs request to the Baltimore County Higher Education Advisory Committee.
- Met with the Baltimore County Chamber of Commerce to solicit their support in fundraising.
- The County Executive has agreed to have his agency identify funding support possibilities.
- A follow-up meeting is being scheduled with the Community College of Baltimore County Development Foundation to identify specific funding possibilities.

<b>YEAR 2</b>				
<b>EXPENSES</b>				
	<b>TOTAL</b>	<b>PROGRAM</b>	<b>ADMIN</b>	<b>DEV</b>
<b><i>Per School Services</i></b>				
Part-time Advisor Salaries	\$43,260.00	\$43,260.00	\$0	\$0
Materials	\$2,000.00	\$2,000.00	\$0	\$0
Campus Tours	\$2,000.00	\$2,000.00	\$0	\$0
Workshops	\$2,000.00	\$2,000.00	\$0	\$0
<b><i>Central Administration</i></b>				
Executive Director	\$60,000.00	\$48,000.00	\$9,000.00	\$3,000.00
Part-time Administrative Assistant	\$18,540.00	\$14,832.00	\$2,781.00	\$927.00
Mentors	In Kind			
Volunteers	In-Kind			
Materials	\$2,000.00	\$1,600.00	\$300.00	\$100.00
Administrative Expenses	\$1,000.00	\$850.00	\$100.00	\$50.00
Evaluation	\$1,000.00	\$850.00	\$100.00	\$50.00
Development	\$2,000.00	\$1,600.00	\$300.00	\$100.00
Professional Development	\$500.00	\$425.00	\$50.00	\$25.00
Professional Dues & Publications	\$1,000.00	\$850.00	\$100.00	\$50.00
<b><i>Last Dollar Grants</i></b>				
10 @ \$500.00	\$5,000.00	\$5,000.00	\$0	\$0
<b><i>Travel</i></b>				
Meetings & Conferences	\$1,000.00	\$850.00	\$100.00	\$50.00
<b><i>Space &amp; Technology</i></b>				
Office Space	In Kind – 100 Black	Men of Maryland and	“We Are Family”	CDC
Technology	In Kind – 100 Black	Men of Maryland		
<b><i>TOTAL EXPENSES</i></b>	<b>\$141,300.00</b>	<b>\$124,117.00</b>	<b>\$12,831.00</b>	<b>\$4,352.00</b>
<b>REVENUE</b>				
100 Black Men of Maryland, Inc.	\$18,000.00	\$8,817.00	\$6,831.00	\$2,352.00
*Balto County Schools	\$95,000.00	\$95,000.00		
Basketball Academy	\$5,000.00	\$5,000.00	\$0	\$0
Jack Kent Cooke Foundation	\$40,000.00	\$32,000.00	\$6,000.00	\$2,000.00

\* The School Board will place this contribution in the 2007-2008 operating budget for approval.

## BUDGET NARRATIVE

### *Per School Services*

Part-time Advisor Salaries: This salary represents 2 part-time advisors (1 per school). They would work 20 hours per week, beginning July 1, 2006 at a rate of \$16.55 per hour x 52 weeks = \$17,220.00. The remaining \$3,780.00 represents 18% for taxes & benefits.

The year 2 salary includes a 3% increase.

Materials: This amount includes the cost of purchasing items such as *College Board Handbooks*, *College Board Scholarship Handbooks*, and office supplies for each school (stapler, staples, tape, pencils, pens, etc).

The year 2 amount includes an increase allowed for servicing more students.

Campus Tours: This amount includes hosting local college tours for the targeted population.

The year 2 amount includes an increase allowed for servicing more students.

Workshops: This amount includes materials for advertising and serving refreshments to students and their parents.

The year 2 amount includes an increase allowed for servicing more students.

### *Central Administration*

Executive Director: This salary represents a \$60,000.00 prorated salary for the Executive Director. S/he would work 20 hours per week, February 1-May 31, 2006 at the prorated annual salary of \$60,000 ( $\$576.92 \times 17$  weeks) = \$9,807.72. The Executive Director would begin work full-time June 1 – December 31, 2006 at the prorated annual salary of \$60,000 ( $\$1153.85 \times 30$  weeks, 3 days) =  $\$34,615.50 + \$692.31 = \$35,307.81$ . The total salary ( $\$9,807.72 + \$35,307.81$ ) = \$45,115.53. The remaining \$14,884.47 represents approximately 24% for taxes & benefits.

Part-time Administrative Assistant: This salary represents 1 part-time administrative assistant that will be employed in the Central office. S/he would work 20 hours per week, beginning February 1, 2006 at a rate of \$15.70 per hour x 47 weeks, 3 days = \$14,758.00. The remaining \$3,242.00 represents 18% for taxes & benefits.

The year 2 salary includes a 3% increase.

Mentors: These are non-paid positions.

Volunteers: These are non-paid positions.

Materials: This amount includes the cost of purchasing college access materials, posters, pamphlets, etc.

Administrative Expenses: This amount includes the cost for printing, postage, and office supplies (stapler, staples, tape, pencils, pens, etc.)

Evaluation: This amount includes the cost for developing a database to input baseline data, track monthly progress and manage student reports.

Development: This amount includes the cost for producing brochures and one-page fact sheet. The 100 Black Men of Maryland, Incorporated will provide in-kind support to produce other materials and assist with materials necessary for marketing the program.

Professional Development: This amount includes the cost for supplies for monthly staff meetings and on-going training.

Professional Dues & Publications: This amount includes membership fees for NCAN and college access related periodicals.

### ***Last Dollar Grants***

10 @ \$500.00: This amount provides 5 last dollar grants at each school.

### ***Travel***

Meetings & Conferences: In the first two years, the budget allows for the Executive Director or 1 advisor to attend the Annual conference of the National College Access Network. The part-time advisors will also attend local conferences (i.e. College Board).

### ***Space & Technology***

Space: The 100 Black Men of Maryland, Incorporated will provide space for the college access program at the new 100 Black Men of Maryland, Inc facility. Additionally, the *We Are Family* CDC will provide space for evening meetings with students and parents.

Technology: The 100 Black Men of Maryland, Incorporated will allow the CAP to use the technological resources at the 100 Black Men of Maryland, Inc facility.

- Amount of request from the Jack Kent Cooke Foundation \$90,000 - \$50,000.00 (year 1); \$40,000 (year 2)
- Sustainability plan describing how the organization will maintain operations in subsequent years without funds from the Cooke Foundation.

The 100 Black Men of Maryland, Incorporated College Access Program will engage in various activities to support sustainability of the program. Activities will include the following:

1. The CAP Planning Committee will become the CAP Advisory Board. The current members of the Planning Committee will be asked to recommend other individuals to join the committee and offer support.
2. There will be an Advisory committee established at each school site to be charged with identifying local business partners.
3. Establish a fund development committee that will assist with raising funds for the initial start-up of the college access program. A list of partners is listed below:
  - a. Aramark
  - b. Comcast
  - c. County Executive of Baltimore County
  - d. Law Offices of Peter Angelos
  - e. Ritz Carlton Hotels
4. Contact businesses in the local areas surrounding the two schools that will be serviced. A list of potential funders is listed below:
  - a. Catonsville Community College Foundation
  - b. Combined Charity Campaigns
  - c. Duda-Ruck Funeral Home
  - d. Dundalk Community College Foundation
  - e. MARS Supermarkets
  - f. Vaughn Greene Funeral Home
5. Contact major organizations to seek grant opportunities. A list of potential funders is listed below:
  - a. Aramark
  - b. Bank of America
  - c. Bill & Melinda Gates Foundation
  - d. Club Mom
  - e. Comcast
  - f. Citigroup Foundation
  - g. Educational Testing Service
  - h. General Mills
  - i. ING
  - j. Lumina Foundation for Education
  - k. National Aeronautics and Space Administration
  - l. National Science Foundation
  - m. Provident Bank

- n. Sodexo
- o. Target Stores
- p. The Coca-Cola Company
- q. The Proctor & Gamble Company
- r. Time Warner, Incorporated
- s. U-Promise
- t. United Way
- u. USA Funds
- v. Wachovia Bank
- w. Wal-Mart Stores, Inc.
- x. Weinberg Foundation

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## Part IV—Plan for Implementing the Program

### Please attach the following information:

- General plan for delivery of college access services, including role and contribution of each partner organization

Baltimore County Public School System has several roles:

- (1) To provide students and families with CAP services
- (2) To provide funding from its operating budget category (partnership programs) and from school site budgets and other programs (e.g. Office of Equity and Assurance)
- (3) In-kind contributions at each school of classroom space and equipment (value to be determined)
- (4) Use of communications department and education channel to promote the program

The program will service students in the 11<sup>th</sup> and 12<sup>th</sup> grades, based on the following criteria:

- ◆ Referral (Teacher, Guidance Counselor, Administrator)
- ◆ Self Identification
- ◆ 2.0 GPA, 80% attendance and free/reduced lunch

Each CAP Advisor will report to their assigned school 3 days per week. The CAP Executive Director, High School Principal and High School Guidance Department Chair will determine the days.

The CAP advisors will meet with students and parents individually to assist with SAT/ACT registration, completing college applications, scheduling college visits, completing the Free Application for Federal Student Aid (FAFSA), etc.

Presentations will be made in all 11<sup>th</sup> & 12<sup>th</sup> grade English classes, back to school nights, PTA meetings, class meetings, parent empowerment workshops and other appropriate school Assemblies. The part-time college access advisors will provide workshops on the following topics:

Workshop A: How to choose a college

Workshop B: College admissions

Workshop C: Career & College Interest Inventories

Workshop D: Finding Scholarships

Workshop E: Financial Aid (completing the FAFSA, What is the SAR, Financial Aid Award Letter, etc.)

Workshop F: What to do after High School (college placement testing, registering for classes, acceptance fees, etc.)

Workshop G: Parent Empowerment

Workshop H: SAT/ACT Overview & registration

Long-Term Goals:



Partner Organizations

NAME	CONTACT	ROLE
Baltimore Metropolitan Alumnae Chapter of Delta Sigma Theta Sorority, Inc	Ms. Wanda Carrington, President	<ul style="list-style-type: none"> <li>• Mentors</li> <li>• Volunteers</li> </ul>
CollegeBound Foundation	Mr. Jimmy Tadlock, Program Director	<ul style="list-style-type: none"> <li>• Technical Assistance</li> </ul>
Community College of Baltimore County (Catonsville and Dundalk campuses)	Dr. Donna McKusick, Senior Director of Developmental Education	<ul style="list-style-type: none"> <li>• College Advising Activities</li> <li>• College Readiness</li> <li>• Campus Tours</li> </ul>
County Executive of Baltimore County	Ms. Erin O’Connor, Education Liaison	<ul style="list-style-type: none"> <li>• Funding Capacities</li> <li>• Agency Involvement</li> </ul>
Morgan State University	Mr. Ricardo Perry, Vice-President of Student Affairs  Ms. Nina Hopkins, Director of the Counseling Center	<ul style="list-style-type: none"> <li>• Mentors</li> <li>• Campus Tours</li> </ul>
Peter Angelos Law Firm	Mr. Craig Thompson, Partner	<ul style="list-style-type: none"> <li>• Funding Capacities</li> <li>• Mentors</li> <li>• Guest Speakers</li> </ul>
Social Security Administration and The American Federation of Government Employees (AFGE) Local 923	Mr. Reginald Cornish Ms. Jackie Hamilton	<ul style="list-style-type: none"> <li>• Mentors</li> </ul>
“We Are Family” Community Development Corporation	Rev. Charles T. Sembly, Chair of the Board	<ul style="list-style-type: none"> <li>• Space</li> </ul>

- Timeline for implementation

DATE	CENTRAL OFFICE	CAP ADVISOR
February 2006	Notification of start-up grant approval	N/A
February – March 2006	1.Prepare Employee Handbook 2.Prepare Job Descriptions 3.Continue Fundraising Efforts	N/A
March – April 2006	1.Begin Employee Search 2.Develop Training Materials 3.Conduct Background Checks 4.Continue Fundraising Efforts 5.Attend High School Based Meetings 6.Attend **Community Based Meetings 7.Collect & Analyze baseline data	N/A
May – June 2006	1.Issue Employment Offers 2.Continue Fundraising Efforts 3.Continue Community Meetings 4.Order Office Supplies, Equipment, etc. 5.Collect & Analyze baseline data	N/A
July 2006	1.CAP Office Opens 2.All Employees on Staff 3.Staff Development & Training 4.Continue Fundraising Efforts	1. *Staff Development & Training (facilitated by Executive Director & NCAN/MCAN personnel)
August 2006	1.Continue Staff Development 2.High School Meetings 3.Continue Community Meetings 4.Continue Staff Development & Training	1. Continue Staff Development & Training (facilitated by Executive Director & NCAN/MCAN personnel)
September 2006	1.Continue Staff Development 2.High School Meetings 3.Continue Community Meetings 4.Continue Staff Development & Training 5.Continue Fundraising Efforts	1.Advisors Report to Schools 2.In Class Presentations 3.Assembly Presentations
October 2006	1.Continue Community Meetings 2.Continue Staff Development & Training 3.Continue Fundraising Efforts 4. All other Program & Development tasks	1.Individual Meetings 2.Group Presentations 3.Workshops
November 2006	1.Continue Community Meetings	1.Individual Meetings

	2.Continue Staff Development & Training 3.Continue Fundraising Efforts 4. All other Program & Development tasks	2.Group Presentations 3. Workshops
December 2006	1.Continue Community Meetings 2.Continue Fundraising Efforts 3. All other Program & Development tasks 4. Collect data for comparative purposes	1.Individual Meetings 2.Group Presentations 3.Workshops
January 2007	1.Continue Community Meetings 2.Continue Fundraising Efforts 3. All other Program & Development tasks 4.Collect data for comparative purposes	1.Advisors Report to Schools 2.In Class Presentations 3.Assembly Presentations
February 2007	1.Continue Community Meetings 2.Continue Fundraising Efforts 3. All other Program & Development tasks	1.Individual Meetings 2.Group Presentations 3. Workshops
March 2007	1.Continue Community Meetings 2.Continue Fundraising Efforts 3. All other Program & Development tasks	1.Individual Meetings 2.Group Presentations 3. Workshops
April 2007	1.Continue Community Meetings 2.Continue Fundraising Efforts 3. All other Program & Development tasks	1.Individual Meetings 2.Group Presentations 3. Workshops
May 2007	1.Continue Community Meetings 2.Continue Fundraising Efforts 3. All other Program & Development tasks 4. Collect data for comparative purposes	1.Advisors Report to Schools 2.In Class Presentations 3.Assembly Presentations
June 2007	1. End of the year report	1.Advisors prepare end of the year reports

\*Trainings would include preparing advisors for their high school based roles, developing materials for meetings with students, etc. The Executive Director and NCAN/MCAN personnel will facilitate initial training.

\*\*Community meetings will include groups targeted by the Advisory Board.

- Staffing plan, including volunteers, with delineated task assignments by individual
  - Executive Director
    - Selects, trains and supervises full-time staff, including advisors and specialists.
    - Coordinates staff in-service training.
    - Establishes and maintains contact with staff at community organizations, local colleges and universities and satellite offices.
    - Coordinates outreach activities to target populations.
    - Collects baseline data.
    - Reviews participant data, periodic follow-up reports, outreach activity summaries and other information to ensure that services are being provided effectively.
    - Analyzes data and evaluates progress towards goals of the project.
    - Meets regularly with staff to discuss areas of concern and to monitor service delivery.
    - Develops and implements marketing plans and strategies to reach and serve target populations.
    - Serves as liaison to other programs that focus on improving educational access for underserved students and adults
    - Reviews expenditures for supplies, resources and equipment and ensures that funds are being spent appropriately according to budget.
    - Oversees the development of participant database and other record keeping activities designed to evaluate service delivery.
    - Identifies new funding sources and develops proposals for the continuation/expansion of client services and programs
    - Attends appropriate state, federal and other relevant conferences and seminars.
    - Attends workshops on grant funding by public and private funding sources.
    - Reviews materials (articles, research reports, etc.) on college access programs, financial aid and other educational issues.
  - College Access Advisors
    - Assists students to assess and determine their educational needs and academic potential.
    - Assists students to set career goals and determine the steps necessary to achieve them.
    - Provides educational advising to students to encourage them to complete secondary school and enroll in postsecondary educational programs.
    - Tracks individual student visits.
    - Tracks monthly college application submissions.
    - Tracks monthly college acceptances.
    - Tracks monthly FAFSA submissions.
    - Tracks monthly scholarship submissions.
    - Provides one-on-one advising to students (preferably with parents or guardian) in areas of college selection and applications, financial aid opportunities and FAFSA completion, and college entrance examination encouragement.

- Refers participants to appropriate social service and government agencies to enhance their abilities to complete school and access postsecondary opportunities.
- Administrative Assistant
  - Answers and routes telephone calls, refers callers to appropriate staff members, takes messages, and provides general information about services and hours.
  - Logs and posts requests for information from callers and visitors
  - Sorts and distributes incoming mail and faxes, stamps and posts outgoing mail, processes bulk mailings and prepares mailings to participants, media agencies and other organizations.
  - Organizes and maintains filing system for office forms, reports, documents and other related materials.
  - Processes baseline data, enters participant data required for program documentation and statistical reports.
  - Prepares purchase orders and checks for program expenses.
  - Uses office software to prepare correspondence, newsletters, documents, reports and informational materials.
  - Prepares personnel timesheets.
  - Coordinates maintenance requests and service orders.
  - Maintains information resources, both electronic and print materials.
  - Documents progress of projects and compiles statistical reports.
  - Updates office forms according to the needs of management.
  - Assists with budgetary tasks.
  - Assists with coordination of project activities and special events
- Mentors
  - Provides counseling referrals, information, and support services to meet student's developmental and educational needs.
  - Provides opportunities that will enhance persistence and personal growth.
- Volunteers
  - Assists the part-time advisors with preparing and delivering workshops.
  - Assists with coordination of project activities and special events.
  - Assists with tracking CAP students once they go to college.
- Advisory Board
  - Oversees the management of the College Access Program to ensure that goals and objectives are being met.
  - Assumes a primary role in fundraising and development.

- Information on purchase/lease/plan for acquisition of facilities, technology and materials

#### 100 Black Men of Maryland, Inc. Facilities

In October, the 100 Black Men of Maryland, Incorporated will move into its new building at 4413 Liberty Heights Avenue, Baltimore, Maryland 21215. This site is on a direct bus line and will be the permanent site for the 100 CAP. The College Access Program will have the following:

- Administrative office space
- Use of the computer lab
- Space for after-school and weekend tutoring, mentoring and college advising
- Access to fax machine, telephone and copier

#### Woodlawn Area

In addition to classrooms, library, counseling center and computer lab available for use at Woodlawn High School, the “We Are Family” (WAF) Community Development Corporation will provide an in-kind contribution of office space, room for after-school and weekend tutoring, mentoring and college advising and equipment for the duration if the college access program valued in excess of \$5,000.00 a year.

WAF Community Development Corporation is the 501©3 organization of the Union Bethel A.M.E. Church, 8611 Church Lane, Randallstown, Maryland 21133.

#### Dundalk Area

The high school will provide classrooms, use of library, computer lab and counseling center for in-school activities.

We will negotiate with the Baltimore County Library, Baltimore County Government and local churches for in-kind contributions of space and equipment for after-school and weekend activities.

- Communications plan - The 100 Black Men of Maryland, Incorporated College Access Program will engage in the following communications activities:
  - Create and distribute a brochure describing the College Access Program.
  - Highlight the CAP in the 100 annual reports.
  - Highlight the CAP in all souvenir journals.
  - Send letters to “friend of the 100” and “friends of the CAP” to solicit support and update our progress.
  - Include updates in the quarterly 100 Black Men of Maryland, Incorporated newsletter.
  - Include updates in the monthly Baltimore Metropolitan Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated newsletter.
  - Attend local Faith Based Institutions’ council meetings.
  - Attend PTA meetings.
  - Attend Neighborhood Association meetings.
  - Attend regular meetings of the Baltimore County Chamber of Commerce.
  - Attend regular meetings of the Baltimore County Executive Advisory Board.

- Develop a one page information session which would include the following information:
  - Overview of the CAP
  - Target population
  - Activities
  - Goals
  - Board members
  - Contact information
  - How to contribute
- Develop marketing and print materials to be utilized to publicize the CAP to local media outlets.

In addition, the College Access Program would be considered a committee of the 100 Black Men of Maryland, Incorporated. Dr. Warren Hayman would chair the CAP committee. The CAP would be an agenda item at every Board meeting and every membership meeting. Both meet monthly from January – June.

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## Part V—Evaluation Plan

### Please attach the following information:

- Preferred benchmarks and measurable outcomes
  - The 100 Black Men of Maryland, Incorporated College Access Program will:
    - Increase the number of low income and first-generation college goers in the Dundalk and Woodlawn areas by 10% in the first year of the grant and 25% in the second year.
    - Raise the awareness level of all stakeholders (students, parents and community members) as to the importance of post-secondary education.
    - Increase the number of low income and first-generation students that apply for federal financial aid and scholarships by 10% in the first year of the grant and 25% in the second year.
    - Increase funding and scholarship opportunities for program participants by 10% in the first year of the grant and 25% in the second year.
    - Administer Last Dollar Grants to program participants.
    - To increase parental awareness, involvement and knowledge base of college access.
- Plans for assessing progress toward goals
  - Quarterly tracking of parent empowerment workshops.
  - Quarterly tracking of group presentations
  - Quarterly tracking of group workshops
  - Quarterly tracking of individual meetings
  - Quarterly tracking of meetings that seek to meet any of the above objectives
  - Quarterly tracking of participant attendance at “College Rep Days”
  - Quarterly tracking of participant attendance at College Fairs
  - Quarterly tracking of participant attendance on College Tours
  - Quarterly tracking of SAT/ACT registrations and assessments
  - Quarterly tracking of college application submissions and acceptances
  - Quarterly tracking of college acceptances
  - Quarterly tracking of FAFSA submissions
  - Quarterly tracking of Last Dollar Grants submissions and awards granted
  - Quarterly tracking of Scholarship application submissions and awards received
- Plan for reporting progress
  - The following is an example of a document to be submitted to Jack Kent Cooke and the CAP Board every quarter or upon request:



**College Access Program**  
**100 Black Men of Maryland, Incorporated**

**QUARTERLY REPORT**

**Period: 09/01/06-12/31/06**

**Contact Person: Executive Director**

**I. Progress Toward Activity Objectives-**

**Goal 1:** Increase the number of low income and first-generation college goers in the Dundalk and Woodlawn areas by 10% in the first year of the grant and 25% in the second year.

Group Presentations: There were # of group presentations during the month of September. The presentations were made in the junior class meeting and the senior assembly.

SAT/ACT Registrations and Assessments: # of students registered for the SAT. # of students registered for the ACT.

**Goal 2:** Raise the awareness level of all stakeholders (students, parents and community members) as to the importance of post-secondary education.

Group Workshops: There were # of group workshops. The topics included “How to choose a college”, “College admissions” and “Parent Empowerment”.

Individual Meetings: There were # individual meetings this month.

College Rep Days: There were # of college rep days (college names) this month. There were # of students in attendance.

College Fairs: There were # of college fairs this month. There were # of students in attendance.

College Tours: There were # of college tours this month. There were # of students in attendance.

College Application Submissions and acceptances: # of students applied to # of colleges this month. There have been # of acceptances.

**Goal 3:** Increase the number of low income and first-generation students that apply for federal financial aid and scholarships by 10% in the first year of the grant and 25% in the second year.

FAFSA Submissions: There were # of FAFSA’s submitted this month.

**Goal 4:** Increase funding and scholarship opportunities for program participants by 10% in the first year of the grant and 25% in the second year.

Scholarship Application Submissions and awards received: # of students completed scholarship applications. There were # of awards received.

**Goal 5:** Administer Last Dollar Grants to program participants.

Last Dollar Grants submissions and awards granted: # of students applied for Last Dollar Grants. # have been awarded.

**Goal 6:** To increase parental awareness, involvement and knowledge base of college access.

Parent Empowerment Workshops: # of workshops were held with # of parents in attendance.

**II. Progress on Previous students**

- % of former CAP students are enrolled in college part-time.
- % of former CAP students are enrolled in college full-time.

**III. Organizational Meetings & Professional Development**

- The CAP staff met on (date).
- The CAP Board met on (date).
- The Executive Director met with the Guidance Department Chairs on (date).

**IV. Other Meetings**

- The Executive Director met with a potential funder on (date).

**V. Conferences**

- None

**VI. College Visits**

- None

**VII. Summary**

- This quarter was spent primarily organizing space and developing the semester calendar.

Grant recipients must report annually to the Foundation. Reports include benchmarks and progress toward goals, as well as tracking information on results, at least including the number of students served, types of services offered, and data on recipients' postsecondary enrollment. The Foundation may also request interim reports.

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**Part VI —Tax-Exempt Determination**

Please attach a copy of I.R.S. ruling (501(c)3 letter) of the college access program or fiscal agent. Please see Appendix B.

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