



*City of Annapolis*

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**Community Grant Application**  
Deadline: January 22, 2016

Organization name OIC of AAC, Inc.

Contact Edward A. Greene Title Executive Director

Address 2600 Solomons Island Road, Room 215, Edgewater, MD 21037

Phone 443-433-5894 Fax 410-263-8004 Email ed.oicaaco@comcast.net

Federal ID # 52-1116510

Incorporation Date 10/04/77 (MD) 501(c)(3) Registration date February 1982

Project title Job Readiness Program

Project location 2600 Solomons Island RD, Suite 215, Edgewater, MD 21037

Amount requested \$ 20,000.00

Other funds \$ 32,323.50

Total project amount \$ 51,721.50

**Certification**

***"I certify that*** I have reviewed this application and that to the best of my knowledge and belief, all the information provided in this application is true."

  
\_\_\_\_\_  
Signature of Chief Executive Officer

1/22/2016  
\_\_\_\_\_  
Date

Print name Edward A. Greene Title Executive Director

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## EXECUTIVE SUMMARY

Provide a brief summary of your project. Please be sure to include the following items: purpose of the project, number of people to be served, and how the city grant funds will be used.

OIC is an employment-oriented adult basic education service. We have played an important role in the community for over thirty-two years, helping all the residents of Annapolis still trapped in menial, bottom wage jobs to qualify for responsible, decent paying employment, and full participation in the broader community. The increasing immigration population needs to learn or become fluent in English in order to progress beyond menial employment. Providing quality education is key, especially in this era of increased technical and communication demands of nearly any employment that pays above minimum wage. To our knowledge there are no other free evening computer and employment skills classes in the area. The OIC/Community evening GED Preparation, Computer, and ESL programs helps to meet these needs providing such a service. In addition, OIC provides Computer classes on Wednesday and Thursday evenings at Stanton Center located on West Washington Street to further prepare out participants for the world of work at a decent hourly wage thereby helping the tax base here in the county rather than becoming a drain on AA county. (Letter of Support attached)

By maintaining high rates of enrollment, retention and completion in the courses available, OIC's evening classes continue to provide high quality service to our students at a very affordable cost. It costs OIC roughly \$460.00 per student to provide its courses. At the present time the courses continue to be offered free to the participants. Enrollment remains high, a credit to our excellent staff (both paid and volunteers), and the word of mouth recommendations they receive from our graduates.

We are presently in negotiations with a new non-profit in the area. Blessed In Tech Ministries and with this partnership we can expand our computer classes. Blessed in Tech will offer computer and hardware repair, software development as well as software installation, network set-up and configuration and maintenance. Through this partnership, a holistic approach forms the development of job and employment skills. The partnership between OIC, and the City of Annapolis Community Grant provide these needs of the many as described above.

## PERFORMANCE HISTORY

If you received Community Grant funds last year, please evaluate progress you have made in implementing those projects. Please discuss any factors that may have hindered your progress.

We did receive City funds last year. We were able to meet and exceed our goals. Our instructors were and are top notch professionals. Our GED prep class was the most successful of the three classes provided. There were waiting lists for all three classes and the GED prep class was standing room only. The only opportunity to get a seat in one of the classes was for someone to drop out (and that really happened), or miss more than three "un-excused" absences during the semester. At that point the waiting list comes into play, and phone calls are made to the next person on the list. Calls continue until the empty space is filled.

OIC was founded in 1978 by a group of prominent African Americans, and is a unique community product. The late George Phelps was our founding chairman. Since its inception, OIC has helped over 7000 city residents to improve their lives. The primary mission of OIC is to help the large number of city residents who are trapped in menial, bottom wage jobs to improve their knowledge and employee skills to enable them to obtain better paying employment, thus improving their standard of living for them and their families.

We have an increasing number of immigrants in our ranks and we work closely with Hispanic organizations. The executive director of OHLA sits on our board of directors. We are now partnered with Centro de Ayuda to offer ESOL classes in a more structured format. (MOU attached)

## **RATIONALE (20 Points)**

Describe the issue or problem to be addressed including the size and/or severity of the problem. Provide the demographic data and geographic information used to determine the extent of the problem.

OIC intends to address the un-met need of the approximately 24,335 people in the county (5.13%) including 4477 city residents (12.72%), who in our generally prosperous county, are officially impoverished, as well as the many residents whose incomes are not much higher-in large part for lack of education, and designed to build the educational and confidence level they need to obtain and maintain employment that will allow them to live decent normal lives, and join and contribute to the greater community. A testament to the needs is the observation of a former Executive Director of the Annapolis Housing Authority, that the level of poverty here is the worst of many areas in which he had previously worked.

OIC will enhance quality of life and economic vitality of the Anne Arundel community by helping people trapped in low paying jobs for lack of education and related employees skills to improve their situation by providing free evening instruction in GED Preparation, (GED Prep), Introduction to Basic computers, (IBC), and English for Speakers of other languages (ESOL): to enable them to hold jobs that will support their families.

## **PROJECT DISCRIPTION (30 Points)**

Please give a detailed description of the program or project you are proposing. Please include the group of persons you plan to serve and the number of expected participants, the activities or services you will provide and location.

The high number of minorities in Annapolis living in poverty, as well as the increasing immigrant population creates a need for this project. OIC provides training to increase the job readiness and education level for low income city residents. OIC also provides English training to the ever increasing number of immigrants who need to be able to effectively communicate if they are to obtain career ladder type jobs. OIC, with your funding support, take individuals who were previously a drain on city resources to make them tax paying members of the community.

This project will enhance quality of life and economic vitality of the Anne Arundel community by helping people trapped in low paying jobs for lack of education and related employee skills to improve their situation by providing free evening instruction in GED Prep, Introduction to Basic Computers (IBC), and English Speakers of other Languages (ESOL), to enable them to hold jobs that will support their families.

We also have partnered with Centro de Ayuda (Center of Help), to better offer ESOL classes. We both were offering Beginner classes in English. We met and decided that we should join forces and revamp the instruction model. It was decided by both entities to offer a new model that included three separate courses: Beginners, Intermediate, and Advanced. Having all levels of ESOL students in the same class was a problem for all students. There was frustration on all levels. (MOU attached). The classes are held at the Center of Help on Forest Drive on Monday through Thursday from 10:30 to 12pm. Our GED Prep class is held at the Arundel Lodge Solomons Island Road, on Monday and Thursday from 6 to 8pm. Volunteers assist us with tutoring individuals in the GED class that require help on Wednesday afternoon. This allows the students to receive additional instruction in Math and Writing.

We will interview and council between 50 and 75 prospects for the coming fiscal year, and accept at least 50. In past years at least 50% of our trainees have been successful in completing our courses and we expect to continue at that rate.

Describe the methodology (or approach) for the proposed program/project, e.g., the procedures, tasks, techniques, or tools you will use to develop the program

OIC provides the instructional materials for for all three classes. Books, manuals, paper, pencils, calculators and so on.

The Center of Help provides the class room space on Forest Drive for the ESOL classes along with two instructors and two volunteers. Class rooms for the GED Prep are provided at the Arundel Lodge, room 128/129. OIC provides two instructors.

The Into to Computers class in held at the Stanton Center on West Washington/Clay streets on Wednesday and Thursdays from 6 to 8pm.

(MOU and Letter of Support) are attached.

The GED prep class is the most vigorous and requires that we only accept the most qualified persons. There are five sections to the GED examination, therefore we have five sections that we present to the students.

Language Arts/Writing (Essay)

Language Arts/Reading

Science

Mathematics

Social Studies

Explain how this proposal relates to the organization's mission, goals and/or strategic plan, and other activities planned for this year.

OIC mission: provide low-income people with the tools and support to overcome barriers to economic opportunity and social justice in America.

OIC vision: we envision a world in which all people are contributing members of their families and communities. Through our efforts and theirs, our participants break the cycle of poverty, creating a more just society.

We help people who have not been able to succeed through traditional means. We serve youth and adults with programs targeted to the needs of each group. We serve those who:

\*are low income, underemployed, unemployed, or never employed.

\*are under educated, or at risk for not completing school.

\*have barriers to employment including, but not limited to, criminal record, limited English proficiency, or poor work history.

Our Primary Strategies:

1. Prepare our participants for employment or business ownership-we prepare them to become contributing members of their community though life skills development, fundamental education, job skills training, entrepreneurial training, employment readiness training, and assistance in job placement We actively work with employers and employer / industry / labor organizations to find work, career, and business opportunities for our participants. Our comprehensive services include recruitment, open entry, open exit, specialized curriculum and instruction, counseling job development, job placement, follow-up counseling, and employer orientation.

2. Advocate - we inform policy makers and the public about the need to strengthen our commodities and nation by preparing every participant to contribute his or her talents and skills to the economy. We are the source of information on what really helps individuals help themselves and their communities. We encourage and mobilize our participants to engage in the civic life of their communities and to advocate fro issues they support.

3. Operate through a network of community - based organizations. We recognize that each community has different needs to address and opportunities to build upon and that these are best met by an organization located in the community. When we strengthen citizens and families, we are strengthening communities as well.

4 Establish partnerships - we work with community -based, local, state, and national organizations whose services enhance our ability to help our participants.

5. Research - we actively monitor industry trends, changing demographics, and changes in the economy at the local and national level. We base our decisions, messages, and tactics on accurate data and information.

**TIMELINE (10 Points)**

Provide a timeline for implementation and all program/project activities for the project.

Date	Activity
July-Sept '16	GED Prep Class / ESOL Class / Introduction to Computers
Oct-Dec '16	GED Prep Class / ESOL Class / Introduction to Computers
Jan-Mar '17	GED Prep Class / ESOL Class / Introduction to Computers
Apr-Jun '17	GED Prep Class / ESOL Class / Introduction to Computers

Please indicate how you have determined that the timeline is achievable.

This has been our schedule since we partnered with the Community College, and again with this population, this time line seems to work best.

And as stated elsewhere in this proposal, our adult population tends to have school age children and some work a day time job. The evenings seem to work best for both the participants and our instructors. This specifically relates to the GED Prep and Computer classes. The ESOL classes are held in the mornings for a different reason. Most of the participants are mothers (non-working), and mornings are best while children are in school.

Describe the organization’s ability to implement the request.

OIC prides itself in serving the "working poor". With the help of the City's grant, our most important accomplishments in past years has been our provisions of the evening classes referenced above. Through these evening courses, we have served more than a thousand participants to date since March of 2001, of whom we estimate three quarters have substantially benefited. More than half of our participants received good and in some cases, perfect attendance. With the continued support of the City of Annapolis, we plan on expanding our operations to include other training courses as the opportunities present themselves.

We are presently in negotiations with a new non-profit in the area. Blessed In Tech Ministries and with this partnership we can expand our computer classes.

### EVALUATION (20 Points)

Clearly state the specific, goals, objectives, and measurable outcomes of the project/program.

Goals	Objectives	Measurable Outcomes
<p>Provide public services concerned with employment and self-sufficiency, through quality classes needed to succeed in today's work environment.</p> <p>Help, when needed, participants with the cost of taking the GED</p>	<p>Provide and support economic development (through education) and creation of decent jobs.</p> <p>Help with job searches.</p>	<p>At least 50% of our participants will become employed or increase their employment. We will monitor the trainee's progress while enrolled, perform a post test at the end of the instructional period and follow their success through surveys and phone calls.</p>

Describe the impact (long-term effects) you expect will be produced by program/project outcomes.

The people whom we serve would be better financially which will improve their living conditions. Them working in a decent job will allow them to contribute to our overall society and the economy. Gainful employment broadens the prospective of our participants making them better employees. In addition to the individual bettering him or herself, our training has a positive effect on the entire household. School age children seem to do better in their class work and overall school performance. (One of our former GED students who happened to be of Hispanic decent, shared with me that the reason he wanted to take the GED Prep class was to help his young daughter that will enter elementary school the next year)

### BUDGET DOCUMENTS (20 Points)

Include a detailed program budget that includes expenses, city funds requested and pending sources of support. **Please use the attached Program/Project Budget Format.**

Outline the organizations plans for securing funding from sources other than those provided by the City of Annapolis and indicate how City of Annapolis' funds will be used to leverage a request for, or use of, other grant funds.

OIC works closely with other funders, especially ACDS, CDBG, and AA County in providing these services. We have been successful in obtaining grants/awards from the Annapolis and Parole Rotaries along with fund raising that was done by our board of directors. We also will solicit donations through our web site which allows donors to make direct deposits to our on line accounts. This is a new approach and hopefully we will be able to generate some more income through the Internet.

The total funds needed to run the entire OIC program is estimated at \$50,000  
A current operating budget is attached:

Projections from other funders:

ACDS	\$15,000
CDBG	\$10,000
AAC Partnership for Youth, Children & Families	\$30,000
Annapolis & Parole Rotaries	\$ 2,000
Board Members, Donations, Fund Raising, etc.	\$ 5,000

OIC office Staff: 2

Computer Instructor: 1 (Paid)

Instructors: 3 (Volunteers)

Tutors 2 (Volunteers)

## PROJECT BUDGET

Please complete the following budget chart for this project, including all budget items, the total budget for each item, and the funds that are being requested for each line item.

Budget item	City funds requested	Other funds	Source of Other funds (Federal, State, Private)	Is "Other funding" committed or requested?	Total project cost
Salaries/Benefits (list each position)					
Executive Director	\$2485.48	\$12446.56	Fed/County/Private	Requested	\$14932.04
Admin Assistant	\$2414.52	\$7946.56	Fed/County/Private	Requested	\$10361.08
Book Keeper	\$1500.00	\$2500.00	Fed/County/Private	Requested	\$4000.00
Computer Instructor	\$6600.00				\$6000.00
			32,323.50		
Contract Services					
Rent/Leasing Costs	\$1500.00	2282.00	Fed/County/Private	Requested	\$3780.00
Utilities/Telephone (please specify)					
Telephone	\$500.00				\$500.00
Equipment		\$3000.00	Fed/County/Private	Requested	\$3000.00
Insurance	\$1000.00	\$258.88	Fed/County/Private	Requested	\$1258.88
Office Supplies	\$1500.00				\$1500.00
Printing/Postage		\$250.00	Fed/County/Private	Requested	\$250.00
Audit/Accounting		\$460.50	Fed/County/Private	Requested	\$460.50
Other (please describe)					
Instructional Materials	\$2500.00	\$500.00	Fed/County/Private	Requested	\$3000.00
Copier expenses		\$1679.00	Fed/County/Private	Requested	\$1679.00
Accounting Fees		\$500.00	Fed/County/Private	Requested	\$500.00
Dues & Subscriptions		\$500.00	Fed/County/Private	Requested	\$500.00
<b>Total Budget</b>	<b>\$20,000.00</b>	<b>\$32,323.50</b>			<b>\$51,721.50</b>