

FAMILY LEAGUE OF BALTIMORE

REQUEST FOR PROPOSALS (RFP): Baltimore Youth Service Bureaus

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DEADLINE: May 13, 2019 at 4:00 PM

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INTRODUCTION & PURPOSE OF FUNDING

Family League of Baltimore (Family League) is a 501(c)(3) nonprofit organization and the designated Local Management Board for the City of Baltimore. Since 1991, it has served as an architect of change in Baltimore by promoting data-driven, collaborative initiatives and aligning resources to create lasting outcomes for children, families and communities. Stewardship, performance, trust, respect, innovation, and equity are the core values that guide its work.

Family League believes that racial equity is achieved when race no longer determines the life trajectory of people in Baltimore. As such, it applies a racial equity lens to our policies, practices, and organizational culture. It will evaluate and develop new practices and rebuild relationships that are based upon a commitment to justice and the dismantling of institutional racism. Family League expects to be held accountable to equitable practices by the communities with whom we work and are committed to holding our partners accountable for implementing equity practices as well.

Through funding provided by the Governor's Office for Children, this Request for Proposals (RFP) seeks to fund a Youth Services Bureau (YSB) focused on removing barriers, increasing access to opportunities and leveraging community assets within Baltimore City for Opportunity Youth.

Please review this RFP to learn about guidelines, Funded Partner requirements, submission instructions, proposal review, and the funding process. For more information, visit our website at www.familyleague.org.

DEFINITIONS

- **Barrier Removal:** is the provision of resources that assist participants in navigating the conditions, policies and/or personal and social hurdles that many must surmount in day-to-day life that might prevent or impede full participation and success in the initiative. These removals might include providing access to transportation; assistance in securing legitimizing documentation (birth certificate, identification); access to expungement services and associated fees, etc.
- **Opportunity Youth:** individuals aged 16-24 who are not in school and are not working
- **Results Based Accountability (RBA):** A disciplined way of thinking and taking action that communities can use to improve the lives of children, youth, families and the community as a whole; can also be used to improve the performance of programs, agencies and service systems
- **Youth Services Bureaus (YSBs):** are community-based, non-residential organizations that provide formal and informal counseling, case management, and crisis management services to youth

PROGRAM REQUIREMENTS

Youth Service Bureaus (YSBs) serve a critical function in Baltimore by working to keep at-risk children and youth connected with their schools and communities. Their services, tailored to their communities' specific needs, can include delinquency prevention, youth suicide prevention, drug and alcohol abuse prevention, youth development services, and, where appropriate, wraparound services for caregivers. Because of this, a YSB can be a key partner in assisting Opportunity Youth. Baltimore has one of the highest concentrations of Opportunity Youth in the nation and they face challenges such as lack of stable housing, education and transportation, as well as a need for childcare, physical and mental health supports and employment that provides a living wage. As has been amply documented, youth in Baltimore need "wrap-around services to mitigate [program] participation barriers...opportunities to train or study and earn at the same time [and] workforce development programs that are designed to meet industry demands."¹

Program Requirements:

¹ Annie E. Casey Foundation. (2017). *Reshaping Workforce Development in Baltimore: Ensuring Community Voice and Expertise Guide Us*. <http://cms.aecf.org/m/resource/doc/aecf-reshapingworkforcedevelopmentinbaltimore-2017.pdf>

1. Must be certified by the Department of Juvenile Services
2. Provide the following core services:
 - a. Formal Counseling
 - b. Information and Referral Services
 - c. Crisis Intervention
 - d. Substance Abuse Assessment and Referral
 - e. Informal Counseling
3. Provide at least one of the following additional services:
 - a. Tutoring
 - b. Alternative leisure activities
 - c. Employment assistance
 - d. Community education including training and information relating to youth suicide prevention.
4. Must use the Child and Adolescent Functional Assessment Scale (CAFAS)
5. Provide services at convenient hours in a manner that is accessible to the community
6. Promote community awareness of its services to children, youth and families and include targeted outreach to Opportunity Youth
7. Make referrals to existing public and private services in their communities that are available and appropriate to for the individual, family, or group.
8. Have a valid organizational structure, including a board of directors or an advisory board.

PERFORMANCE MEASURES & PROGRAM OUTCOMES

It is essential that organizations and programs be held accountable for the participants served. Performance for the program funded through this opportunity will be measured using the Results Based Accountability (RBA) framework. The performance measures focus on whether participants are better off as a result of your services. These performance measures also look at the quality and efficiency of these services.

In addition to the data aligned to the performance measures below, applicants need to collect the following data at a minimum, but not limited to: client demographics, clients by type of counseling received, referrals provided by type, services provided by type, referral sources, assessments, substance abuse referrals, non-core services provided, count of critical incident reports, and client follow-up.

How much/many?

- # of formal counseling cases (more than three sessions on a regular basis) by individual, family, and group counseling
- # individuals referred/linked to community-based services

How well?

- #/% of formal counseling cases for which services plans with all required elements are developed before the 4th session
- #/% of individuals who attended the first appointment after referral

Better off?

- #/% of formal counseling participants who re-engage in school and/or employment within 90 days of completing the intervention
- #/% of formal counseling participants who improved their CAFAS scores by 20 points or greater

GRANT TERMS & APPLICANT ELIGIBILITY

Grant Period: July 1, 2019 – June 30, 2020

Available Funding (not to exceed): \$250,000

Applicant Eligibility/Requirements

To apply applicants must:

- Submit a proposal that demonstrates how the organization’s services address the priorities and program requirements outlined in the RFP;
- Qualify as a Youth Service Bureau in Baltimore City;
- Have a status of 501(c)(3) in “Good Standing.” Must provide a PDF copy of the certificate within the 2019 calendar year (January 1, 2019 to present). Certificate can be obtained from [here](#);
- Provide a copy of the organization’s independently audited financial statements for its fiscal year-end within the past 12 months or provide an engagement letter from an auditor licensed in Maryland;
- Provide evidence of organizational capacity to implement a quality program as outlined in the RFP;
- Provide details regarding a demonstrated capacity to collect, manage, and utilize participant-level and programmatic data, including which systems the applicant will utilize to collect and manage data; AND
- Provide a clear and concise operating budget.

As Baltimore City’s appointed local management board (LMB), Family League is committed to strengthening Baltimore City-based businesses and providing equity and inclusion in its procurement process. It is the policy of Family League to provide all Baltimore City-based small, minority and/or woman-owned or -led business and other historically underrepresented and underutilized business enterprises the maximum practicable opportunity to compete and be awarded contracts to provide goods, services, and activities administered by the Organization.

APPLICATION SUBMISSION REQUIREMENTS

Applicants are required to submit proposals through **FUNDINGtrack**, Family League’s online grants management system accessible through <https://flb.fluxx.io>. **Submission must be completed by the date and time specified in this RFP and in the FUNDINGtrack application.** The deadlines will be strictly enforced. It is the responsibility of the applicant to ensure that the application process is completed by the deadline. Hard copies, emailed copies, and late submissions will not be accepted. Furthermore, Family League reserves the right, at its sole and absolute discretion, to amend or modify any provision of this RFP, or to withdraw this RFP at any time prior to contract award. Family League shall not be bound by or liable under this RFP and/or any response thereto until a final written contract has been executed by Family League and the grantee incorporating the terms and conditions of the award.

Applications Due: May 13, 2019 at 4:00 PM

Registration

All applicants must be registered in **FUNDINGtrack**. This is done by selecting the “Register” link on the portal’s home page, found here: <https://flb.fluxx.io>. Applicants will receive login credentials via email within three (3) business days from submission of the registration form. **Applicants are highly encouraged to register early.**

Organization Information and Documentation

The Organizational profile enables all registered users of **FUNDINGtrack** to provide the key business and contact information needed from Funded Partners. All registered users should fully complete the requested information and

upload the due diligence documentation required in this RFP.

Help using the Online Application

For questions or problems, contact the Help Desk at FUNDINGtrack@FamilyLeague.zendesk.com, Monday through Friday, 8:30 am to 4:30 pm.

QUESTIONS

Questions can be emailed to fundedpartnerships@familyleague.org. **Questions will be accepted until close of business (5:00 pm) on May 2, 2019.** All questions and responses will be publicly posted on the Family League website <http://familyleague.org/funded-partnerships/funding-opportunities/professional-service-opportunities/> by May 6, 2019.

BUDGET GUIDELINES

Be sure that the budget:

- Does not exceed the allocated award amount;
- Does not include in-kind contributions;
- Is consistent with the program design/plans outlined in the corresponding proposal narrative; and
- Ensure administrative costs, if applicable, do not exceed 10% of total direct costs.

REVIEW & SELECTION PROCESS

Review Panel

Applications will be reviewed and rated by a panel comprised of individuals with experience, knowledge, and expertise in the field. This panel may include service professionals; community members; and parents, youth and/or family members of Baltimore City. Review panelists will serve at the invitation of Family League.

Selection Criteria

The following criteria will be used in selecting the application to be awarded:

- Compliance with all RFP guidelines
- Detailed responses to application questions
- A clear and concise proposed program operating budget and supporting budget narrative
- Additional proposed resources not required by RFP
- References

Announcement

Funding decisions are expected to be announced by May 27, 2019.

GRANTEE ORIENTATION

June 11, 2019 at 3:30-5:00 PM

The selected grantee is required to have at least their Primary Program and Primary Fiscal or Contracting contacts participate in a post award orientation. The purpose of the orientation is to ensure grantees are provided an overview of reporting, contracting, and programming requirements.

GENERAL TERMS & CONDITIONS

Data Collection

All Funded Partners will be required to submit data on every participant they serve on a monthly basis. Funded Partners must have the capacity to collect, manage, utilize, and report participant-level and program data. The data will be entered into a data system or tool provided by Family League.

Reporting

All Funded Partners must submit quarterly financial and programmatic Results Based Accountability-framed reports. These include, but are not limited to, a narrative report; data specified in each Funded Partner's Scope of Work, including outcome and demographic information; and line-item financial information.

Training and Technical Assistance

All Funded Partners must participate in staff development activities as required by Family League. Information related to training opportunities, both required and optional, will be shared with Funded Partners on a regular basis. Additionally, Family League is committed to providing technical assistance and welcomes Funded Partner feedback.

Grant Award

The submission of a proposal does not, in any way, guarantee an award. Family League is not responsible for any costs incurred related to the preparation of a proposal in response to this RFP. Family League reserves the right to withdraw an award prior to execution of a contract with a Funded Partner in Family League's sole and absolute discretion.

Contract Terms

All Funded Partners must comply with all terms and conditions applicable to contracts executed by Family League. These terms and conditions can be found on the Family League website at www.familyleague.org. By submitting a proposal to this RFP, applicants attest that they have read and accept these conditions fully. A Scope of Work with details about specific requirements and measurable outcomes will be a requirement of grant recipients as an addition to the contract.

Criminal Background Checks

All Funded Partners must conduct criminal background checks for employees. These practices must comply with the terms and conditions applicable to contracts executed by Family League. All Funded Partners must have established standard operating policies and procedures for conducting, reviewing, and if necessary, responding to the results of the record checks.

Additional Funder Conditions

Any additional terms and conditions imposed by funders following the release of this RFP shall become a part of the contract between the Funded Partner and Family League.