



**REQUEST FOR APPLICATION (RFA): Expanded Youth Program**

DATE OF ISSUE: August 22, 2019

**DEADLINE: September 16, 2019 at 4:00 PM**

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## INTRODUCTION

Since 1991, Family League of Baltimore (Family League) has been the designated Local Management Board for the City of Baltimore. It serves as an architect of change by promoting data-driven, collaborative initiatives and aligning resources to create lasting outcomes for children, families, and communities with a vision of a Baltimore where every child grows up in a family that thrives. Family League believes that racial equity plays a pivotal role in realizing its organizational vision and that it can be achieved when race no longer determines the life trajectory of people in Baltimore. As such, Family League applies a racial equity lens to its policies, practices, organizational culture, and grantmaking.

Family League's work is guided by, and its success is defined by its ability to address, the State of Maryland's eight (8) Child Well-being Results Areas. We work to ensure that children are born and remain healthy; are prepared for, succeed in, and complete school; that youth are prepared for college or career opportunities; that communities are safe; and that families are able to enjoy safety and economic stability.

As a careful steward of the funds awarded by the City, the State of Maryland, and federal and private entities, Family League braids its resources together to maximize the impact of each dollar invested in support of these results areas. We leverage these resources to serve Baltimore's children, youth, and families through our participation as a convener, implementation lead, or partner in numerous collaborative spaces.

## DEFINITIONS

- **Out-of-School Time (OST):** Out-of-School Time (OST) programs provide educational and recreational opportunities to young people during the hours when school is not in session, typically, before and after school, during school breaks, and over the summer.
- **Community-Based Setting:** Non-school locations in the community such as churches, recreation centers, youth development centers, etc.
- **Barrier Removal:** 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.

## PROJECT DESCRIPTION

Family League, in partnership with the Mayor and City Council of Baltimore, is committed to supporting youth through a collective effort to surround them with opportunities and to remove barriers to success.

Far too many youth lack access to opportunities and services to help them thrive. However, in Baltimore, there are a wide variety of such programs within our neighborhoods and schools. We believe we can improve the lives of youth in Baltimore by working together and focusing on the needs of our students. Through this funding opportunity, **\$1.5 million** will be invested in programs to improve outcomes for young people in their schools and their communities. These funds will support Out-of-School Time (OST) programs operating in community-based settings which are serving school-aged youth (grades K-12) and young adults up to age 24. Of the funding available, **\$434,000** is made available as a result of Video Lottery Terminal (VLT) funds for programs serving youth in the Park Heights footprint.

OST programs provide students with a safe space to explore new ideas and opportunities, build new skills, find new talents, and experience success. With this Request for Application (RFA), Family League and the Mayor's Office are striving to increase the number of OST opportunities for youth in our city. This investment will:

- expand Baltimore's OST programming operating in **community-based, non-school locations**; and
- Fund comprehensive programming AND single-focus/specialty programming.

- Comprehensive Program Components:
  - Offers structured group-based activities with a staff-to-youth ratio of 1:15 or less.
  - Operates for a minimum of 100 days (no less than 3 days a week, 3 hours a day)
  - Provides multiple opportunities for growth in various areas (i.e., academics; homework help; and enrichment activities such as art, sports, technology, etc.)
  - Provides opportunities for authentic family engagement
- Single-Focus/Specialty Program Components:
  - Offers structured activities with a staff-to-youth ratio of 1:15 or less
  - Focuses on providing a specific set of expertise and skills to youth and provides fundamental activities promoting skills of a specific topic (Examples include, but are not limited to, STEM, Sports, Tutoring, Drama, Coding, etc.)
  - Operates for a minimum of 12 weeks (1 day per week, 1 hour or more per day)

Please review this RFA to learn about funding categories, guidelines, grantee requirements, submission instructions, proposal review, and the funding process. For more information, please visit our website at <http://familyleague.org/funded-partnerships/>.

## PRIORITY AREAS & PROGRAM REQUIREMENTS

### Priority Areas for this Grant Include:

- Programs that support literacy, academic achievement, school day attendance, health and wellness, career readiness and/or positive changes in youth attitudes;
- Programs focused on supporting boys and young men of color that addresses educational attainment gaps, closing the opportunity gap that exists in the areas of college and career preparedness, and/or eradicating the cradle to prison pipeline; and
- Programs serving older youth (14 to 24) with a focus on connecting them to school or the workforce; including programs that foster learning an awareness in areas of:
  - College & Career Readiness
  - Effective Work Habits and Skills for Professional Growth
  - Financial Literacy and Financial Planning
  - Entrepreneurship
  - Healthy Lifestyles
  - Conflict Management and Resolution

### Program Requirements for this Grant Include:

All funded partners are required to:

- begin program no later than November 15, 2019. Adjustments to start dates must be approved by Family League at least two (2) weeks before required start date;
- serve snack and supper where applicable. Partners are encouraged to participate in the Child and Adult Care Food Program (CACFP). However, youth over 18 are not eligible to receive meals through CACFP;
- maintain a staff-to-youth ratio of 1:15 or less;
- have at least one (1) staff person who is CPR and First Aid Certified on site at all times (training will be provided);
- maintain a safe environment for youth, including keeping a First Aid Kit on site, maintaining records of dismissal procedures and emergency plans, and maintaining records of youth attendance;

- attend all Family League-required meetings, including, but not limited to, orientation and professional development;
- submit quarterly data and reports in FUNDINGtrack;
- incorporate youth voice in programming (i.e. providing opportunities for youth to provide feedback to adults, providing opportunities for youth to make relevant and meaningful choices, providing youth with opportunities for leadership and responsibility, providing scaffolding and increase challenges, roles, and responsibilities over time);
- participate in at a minimum 2 scheduled site visits conducted by Family League Staff; and
- administer youth surveys to participants as permitted by parent/guardian.

## PERFORMANCE MEASURES

### Program Quality, Data Collection, and Performance Measures

Performance for all programs funded through this opportunity will be measured using the Results Based Accountability (RBA) framework. The performance measures include the number of youth served, the dosage and frequency of youth program attendance, and leadership skills gained for youth. At a minimum, proposals must describe your monitor programming through data. The following performance measures are expected for this proposal.

#### How much?

# students served one (1) or more days

#### How well?

#/% of average daily attendance in program out of enrolled youth

#/% of participants who attended 80% or more of their enrolled days

#### Better off?

#/% of participants who report the program helps them become a better leader

## GRANT TERMS & APPLICANT ELIGIBILITY

Grant Period: **November 1, 2019 – June 30, 2020**

Total Available Funding: **\$1.5 million**

### Applicant Eligibility

With this RFA, Family League and the Mayor’s Office are looking to expand OST programming in Baltimore. Specifically, the investment is intended to serve communities/schools that are not currently operating in Family League-funded Community Schools in order to offer equitable distribution of opportunities. To apply, interested individuals or organizations must:

- serve children and youth in Baltimore. Special priority will be given to underserved/under-resourced communities;
- qualify as a nonprofit corporation with 501(c)(3) status;
- have a status of 501(c)(3) in “Good Standing.” Applicants must provide a PDF copy of the certificate within the 2019 calendar year (January 1, 2019 to present). Certificate can be obtained [here](#);

- provide a copy of the organization’s independently audited financial statements for its fiscal year-end within the past 12 months;
- provide evidence of organizational capacity to implement a quality program as outlined in the RFA;
- possess a demonstrated capacity to collect, manage, and utilize participant-level and programmatic data; AND
- provide a clear and concise operating budget.
- **For VLT Applicants:** Collaborative proposals will be considered. At least one of the partner organizations must be a Park Heights-based service provider and be actively engaged in a significant implementation role of the program.

### **Budget Narrative**

Applicants will submit a detailed line item budget equal to the total amount of requested funds and a budget narrative that explains the 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.*

## **SUBMISSION REQUIREMENTS**

Applicants are required to submit proposals through FUNDINGtrack, Family League’s online grants management system accessible through <https://flb.fluxx.io>. Submissions must be completed by the date and time specified in this RFA 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 RFA, or to withdraw this RFA at any time prior to contract award. Family League shall not be bound by or liable under this RFA 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: Monday, September 16, 2019 by 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 business days of 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 RFA.

### **Help Using the Online Application**

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

## PRE-PROPOSAL CONFERENCE/QUESTIONS

Family League will host in-person and webinar pre-application conferences to present this RFA and respond to questions. It is Family League's aim to provide as much information and support to potential applicants as possible. While it is not mandatory to attend the meeting, it is strongly encouraged. Family League will compile and publish responses to questions from this meeting on our website at <https://www.familyleague.org/funded-partnerships/#1548809405209-d8ad0acd-710c>.

### Pre-proposal Conference Schedule

**Date: September 10, 2019 at 4:00-5:00 PM**

- **Location:** Pimlico Elementary/Middle School, 4849 Pimlico Road, Baltimore, MD 21215
- **Webinar:** <https://global.gotomeeting.com/join/850816653> or **Dial in by Phone:** 1-872-240-3412 with **Access Code:** 850-816-653

**Date: September 11, 2019 at 9:00-10:00 AM**

- **Location:** Edgcombe Circle Elementary/Middle School, 2835 Virginia Ave, Baltimore, MD 21215

**Date: September 11, 2019 at 1:00 – 2:00 PM**

- **Location:** Family League of Baltimore, 2305 N. Charles St., Suite 200, Baltimore, MD 21218
- **Webinar:** <https://global.gotomeeting.com/join/646895613> or **Dial in by Phone:** 1-872-240-3212 with **Access Code:** 646-895-613

*Note: Please limit your webinar connection to one per organization.*

### Questions

Applicants may submit written questions about the RFA via email to [fundedpartnerships@familyleague.org](mailto:fundedpartnerships@familyleague.org) until Friday, August 30<sup>th</sup> at 4:00 PM. All responses to the questions received via email will be compiled and published on the website by 5:00 PM on Friday, September 6, 2019. Please visit our website for updates.

## REVIEW AND 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, youth and parents/family members of Baltimore City youth. Review panelists will serve at the invitation of Family League and the Office of Children & Family Success. Careful attention will be exercised to ensure that review panelists do not have a conflict of interest.

### Selection Criteria

The following criteria will be used in determining which applicants will be awarded grants and become community partners:

- Compliance with all RFA guidelines and priorities
- A strong, demonstrated track record that establishes the applicant's abilities and capacities to perform the activities and services described in the proposal
- A clear indication that youth voice and experience was involved in the development of the proposal and that the collaborative applicant has a commitment to including youth voice at all stages of the project

- A clear and detailed description of the evidence-based best practices or promising practices the program uses or is informed by
- A demonstrated capacity to collect, manage, and utilize participant-level and programmatic data and to share that data with the Mayor’s Office of Children & Family Success and Family League
- An adequate staffing structure to fulfill the service delivery model described; the staff is adequately experienced and trained; the collaborative organization demonstrates a commitment to staffing excellence and opportunities for appropriate professional development in order to provide quality youth programming
- A clear and concise operating budget that reflects transparency, accountability and cost-effective approach that maximizes the funding available and the impacts to be made

### Announcement

Funding decisions are expected to be announced on or about the week of October 21, 2019, but this is subject to change. Family League will communicate with all applicants if any deviations from the schedule occur.

### Key Dates and Deadlines

DATE	TASK
August 22, 2019	RFA Released
September 10, 2019 @ 4-5 PM September 11, 2019 @ 9-10 AM September 11, 2019 @ 1-2 PM	Pre-Proposal Conference
August 30, 2019	Question & Answer Submission Deadline
September 6, 2019	Question & Answer Posting to Family League of Baltimore Website
September 16, 2019	Applications Due
September 20-27, 2019	Technical Review and Cure Period
September 30 – October 21, 2019	Application Review
Week of Oct 21 <sup>st</sup>	Award Announcements
October 28, 2019 @ 11 AM – 4 PM	Orientation
November 15, 2019	Programming Must Begin By

## GENERAL TERMS AND CONDITIONS

### Data Collection

All Funded Partners will be required to submit data on every participant they serve. Funded Partners must have the capacity to collect, manage, utilize, and report participant-level and program data. The data will be entered into Family League’s data system, Charm, or in such form as agreed upon by Family League.

### Reporting

All Funded Partners must submit quarterly financial and programmatic reports, unless otherwise specified by Family League. 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 RFA. 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. By submitting a proposal to this RFA, 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 RFA shall become a part of the contract between the Funded Partner and Family League.