FAMILY LEAGUE

OF BALTIMORE

REQUEST FOR APPLICAIONS (RFA):

FY20 Out-of-School Time Programs in Community Schools

DATE OF ISSUE: August 23, 2019

DEADLINE: September 20, 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.

PURPOSE OF THIS INVESTMENT

Family League - in partnership with Baltimore City Public Schools, the Mayor's Office, and City Council - is committed to supporting students in a collective effort to surround them with opportunities for success and to remove the barriers that keep them from attending school regularly and being engaged and supported in school, at home, and in their communities. The Community and School Engagement (CSE) partnership model represents the expressed intention of school principals to partner with community-based organizations so they may align resources and services to essentially wrap around students. Through CSE, school principals and their partners are engaged in leveraging their resources, thereby developing a continuum of services in each school and the surrounding community.

The Community School (CS) and Out-of-School Time (OST) strategy. The Baltimore Community School strategy is composed of two critical components: Community Schools and Out-of-School Time programs. A Community School is both a place and a set of strategic partnerships that promote student achievement, positive conditions for learning, and the well-being of families and communities. Through the work of a community-based partner, the Lead Agency (LA) leverages unique community resources to meet needs with a focus on children and families. A full-time Community School Coordinator (CSC) at each school coordinates resources and partnerships, transforming a school into a hub of integrated service delivery and creating one seamless access point to critical supports. Community Schools are guided by a bi-annual needs assessment and annually developed Action Plan, informed by the needs assessment, that is tailored to the unique needs of that school and identifies strategies for improvement in: Community Development, Family Engagement, Health and Social Supports, Youth Development, Enhanced Academics and Enrichment, and College and Career Readiness. Out-Of-School Time (OST) programs provide students with the opportunity to explore new ideas, build 21st century skills, find new talents, and experience success. assessment, that is tailored to the unique needs of that school and

identifies strategies for improvement in: Community Development, Family Engagement, Health and Social Supports, Youth Development, Enhanced Academics and Enrichment, and College and Career Readiness. Out-Of-School Time (OST) programs provide students with the opportunity to explore new ideas, build 21st century skills, find new talents, and experience success.

Through this Request for Applications (RFA), Family League and the Mayor's Office and City Council are looking to increase the number of OST opportunities for youth in our city.

School	Program	Funds Available from Family League
Commodore John Rodgers Elementary/Middle School	OST for 35 youth	$50,395

*You can learn more about the organization by visiting http://familyleague.org/.

DEFINITIONS

Out-of-School Time (OST): Out-of-School Time (OST) programs are supervised youth programs that provide regularly scheduled, structured, and supervised activities where learning opportunities take place outside of the typical school day.

Average Daily Attendance (ADA): the average number of students who attend the program compared to the number of enrolled students who could have come to program for a given time period.

PROJECT DESCRIPTION

Out-of-School Time Programs (OST) provide high quality activities for youth during the times when school is not in session. These activities provide safe places, encourage academic success, develop youth leadership, and nurture talents and interests so young people can achieve in their own unique ways.

OST PROGRAM DESIGN PARAMETERS

OST programs must be designed to meet the following best-practice parameters:

Minimum Program Dosage
- OST Program begins no later than Monday, November 4th, 2019
- OST program serves youth for a minimum of 12 hours/week
- OST Program operates for a minimum of 80 days

Program Design
- All OST Programs must:
  - authentically engage families;
  - incorporate youth voice into programming;
  - administer Youth Surveys annually;
  - ensure the safety of participants by having:
    - the appropriate student to staff ratio (15:1 or lower) at all times;
    - staff, including Site Manager, trained in First Aid and CPR present at program;

- a Site Manager that is available to oversee operations during the program;
- a first aid kit available;
- all participants sign in and out of the program;
- youth monitored and accounted for at all times;
- updated records of participant dismissal procedures (authorized dismissal methods and persons picking up);
- program schedule posted;
- signage on school doors informing parents/guardians of OST Points of Contact and how to access the building after hours, and
- emergency plans available; and
  - participate in a minimum of two site visits and two check ins with Family League.
- All OST Programs must include the following daily:
  - A minimum of 45 minutes of academic content (Language Arts, Mathematics, Homework Help, etc.)
  - Enrichment activities (STEAM, Arts, Technology, Sports, etc.)
  - Snacks and/or meals - Ensure that children and youth participate (where eligible) in the Child and Adult Food Care Program (CACFP)
  - Opportunities for all youth to participate in a minimum of 30 minutes of staff-facilitated physical activity as outlined by the U.S. Department of Health and Human Services' Physical Activity Guidelines for Americans

OST PROGRAM ROLES AND RESPONSIBILITIES

By submitting this application, the OST partner agrees to honor these responsibilities for the length of this grant award.

Meet Professional Development Requirements. All OST Lead Agencies, Site Managers, and Frontline Staff have professional development requirements throughout the year.
- **Frontline staff –** The number of professional development hours required is proportional to the number of youth being served by the OST program [(# youth to be served/15) x 10 = # of PD hours]. A single front-line staff person may not complete more than 15 hours.
- **Site Managers** – Site Managers will meet three times a year at Family League to network, share best practices/resources and participate in professional development training. Site Managers also participate in an annual Summer Institute training.
- **Lead Agencies (Site Directors and/or Leadership)** – Lead Agency representatives will meet three times per year to network, plan collaboratively, share best practices and participate in continuous improvement.

Participate in the Continuous Quality Improvement Process. Family League follows the Weikart Center for Youth Program Quality model. All OST Site Managers must participate in the Continuous Quality Improvement process which is tailored to the needs and experience of the Site Manager. They must:
- establish a Quality Improvement Team (QIT). The QIT is led by the OST Site Manager and is comprised of the Community School Coordinator and other diverse stakeholders who meet at a minimum quarterly to assess program quality;

- attend a Program Quality Assessment (PQA) Basics workshop;
- complete a Program Quality Self-Assessment; and
- sign up for an External Program Quality Assessment.

Support t**he alignment of Community Schools and OST.** Funded OST partners must collaborate regularly with key stakeholders. This includes:
- The OST Site Manager meeting monthly with the CSC to discuss data and program needs and to plan ways to target eligible students, maintain enrollment, and deepen the partnership between the OST program and school staff.
- The OST Site Manager meeting quarterly with the principal and Lead Agency to discuss strategic OST goals and to promote collaborative efforts.
- The OST Site Manager participating in a joint OST/CS planning meeting to discuss alignment and to develop goals to support the integrated Community School strategy.

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 and the frequency of youth program attendance. However, since each OST program is unique in its program offerings and aligned to specific school and community needs, there is space for each applicant to identify an additional "how well?" measure and a maximum of two "better off?" measures.   At a minimum, proposals must describe how you monitor programming through data. The following performance measures are expected for this proposal. Please define how you plan to capture this information.

How much?
students served one or more days

How well?
#/% of average daily attendance in program out of enrolled youth
Applicant to provide one additional quality "how well?" measure specific to the program

Better off?
Applicant to provide 1-2 impact "better off?" measures specific to the program

GRANT TERMS & APPLICANT ELIGIBILITY

Grant Terms

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

To apply, interested individuals or organizations must:

- Qualify as a nonprofit corporation with 501(c)(3) status, a for-profit corporation, or a public entity;
- 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;
- Provide evidence of organizational capacity to implement a quality program as outlined in the RFP;
- 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 the Organization that all Baltimore City-based small, minority, and/or woman -owned or -led businesses and other historically underrepresented and underutilized business enterprises will be given 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. 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: September 20, 2019 by 4:00 p.m.

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 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.

PRE-PROPOSAL CONFERENCE/QUESTIONS

Date & Time: September 9, 2019 at 1:30-2:30 PM
Location: Family League of Baltimore, 2305 N. Charles St., Suite 200, Baltimore, MD 21218

Family League will host an in-person and webinar pre-application conference 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.

Webinar: https://global.gotomeeting.com/join/834523061 or **Dial in by Phone: 1-312-757-3121**

Access Code: 834-523-061

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 until Friday, September 6th at 4:00 PM.
Note: Please limit your webinar connection to one per organization.

BUDGET GUIDELINES

Be sure that the budget:

- Does not exceed the 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 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; 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 RFA guidelines;
- Organizational capacity to implement a quality program at the outlined scale;
- A demonstrated capacity to collect, manage, and utilize participant-level and programmatic data; and,
- A clear and concise operating budget that reflects the required cost-sharing requirements as well as transparency and accountability (as applicable).

The school principal will play an integral part in the review and selection process. If needed, Family League will facilitate interviews with top ranked organizations and the school principal so that they may make an informed decision regarding the selection.

Family League is the sole and final authority regarding the approval or disapproval of contract awards, and the conditions under which they are awarded. All grants awarded by Family League are final and not subject to appeal or review.

Announcement
Funding decisions are expected to be announced by: October 30th, 2019.

Key Dates and Deadlines

DATE	TASK
August 23, 2019	RFA Released
September 9, 2019 @ 1:30-2:30 PM	Pre-Proposal Conference
September 6, 2019	Question & Answer Deadline
September 20, 2019	Applications Due
September 23 – October 22, 2019	Application Review
Week of Oct 28th	Award Announcements
November 4, 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 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.