

FAMILY LEAGUE OF BALTIMORE

REQUEST FOR APPLICATION (RFA): Expanded Youth Program

DATE OF ISSUE: April 30, 2021

DEADLINE: May 28, 2021 at 4:00 PM

TABLE OF CONTENTS

INTRODUCTION	3
DEFINITIONS	3
PROJECT DESCRIPTION.....	3
PRIORITY AREAS & PROGRAM REQUIRMENTS	4
PERFORMANCE MEASURES	5
PROGRAM QUALITY, DATA COLLECTION, AND PERFORMANCE MEASURES	5
GRANT TERMS & APPLICANT ELIGIBILITY.....	5
APPLICANT ELIGIBILITY	5
BUDGET NARRATIVE	6
SUBMISSION REQUIREMENTS	6
REGISTRATION	6
ORGANIZATION INFORMATION AND DOCUMENTATION.....	6
HELP USING THE ONLINE APPLICATION	7
PRE-PROPOSAL CONFERENCE/QUESTIONS.....	7
REVIEW AND SELECTION PROCESS.....	7
REVIEW PANEL	7
SELECTION CRITERIA	7
ANNOUNCEMENT	8
KEY DATES AND DEADLINES	8
GENERAL TERMS AND CONDITIONS.....	8
DATA COLLECTION.....	8
REPORTING	8
TRAINING AND TECHNICAL ASSISTANCE.....	8
GRANT AWARD.....	8
CONTRACT TERMS	8
CRIMINAL BACKGROUND CHECKS	9
ADDITIONAL FUNDER CONDITIONS.....	9

INTRODUCTION

Since 1991, Family League of Baltimore (Family League) has been the designated Local Management Board for the City of Baltimore. Family League works collaboratively to support data-informed, community-driven solutions that align resources to dismantle the systemic barriers which limit the possibilities for children, families and communities. Stewardship, performance, trust, respect, innovation and equity are the core values that guide this work. Powered by and in partnership with the community, we will address inequities in education, health and economic opportunity through an anti-racist lens to ensure that positive outcomes can be a reality for Baltimoreans.

Family League works to ensure children are successful in school; families are economically stable; and communities are safe for children, youth and families. 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 priority 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

- **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 and young adults through a collective effort to surround them with opportunities and to remove barriers to success. Far too many lack access to opportunities and services that can help them thrive. However, in Baltimore, there are intentional efforts to support our young people as evidenced in the current priorities of Baltimore's Children Cabinet to:

- increase early childhood development,
- decrease food insecurity,
- decrease youth homelessness,
- increase youth literacy,
- increase trauma informed care for youth,
- increase diversion practices, and
- break down historical barriers for African American boys and young men

We believe we can improve the lives of youth and young adults in Baltimore by working together and focusing on their needs. This includes offering a wide variety of valuable programs within our neighborhoods. In FY22, a total of \$1,000,000 will be invested to support programming for youth in grades Pre-K through 12 and young adults up to age 24 that are operating in community-based settings.

These youth and young adult programs will provide participants 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 and expand the number of opportunities for young people in our city. This investment will:

- expand Baltimore’s youth and young adult programming operating in **community-based, non-school locations**; and
- fund both comprehensive AND single-focused/specialty program types operating in Baltimore:
 - Comprehensive Program Components:
 - Offers structured group-based activities with a participant-to-staff ratio of 15:1 or lower and/or in accordance with local/state/CDC guidelines
 - Operates for a minimum of 100 days (no less than 3 days a week, 3 hours per day)
 - Provides multiple opportunities for growth in various areas (i.e., academics/homework help; enrichment activities, such as art, sports, technology, etc.)
 - Provides opportunities for authentic student, family, and community engagement
 - Single-Focus/Specialty Program Components:
 - Offers structured activities with a participant-to-staff ratio of 15:1 or lower and/or in accordance with local/state/CDC guidelines
 - Focuses on providing a specific set of expertise and skills to participants and provides fundamental activities promoting skills within a specific topic (examples include, but are not limited to, STEM, College & Career, Sports, Drama, Coding, etc.)
 - Operates for a minimum of 12 weeks (no less than 1 day per week, 1 hour per day)
 - Provides opportunities for authentic student, family, and community engagement

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 www.familyleague.org/funded-partnerships.

PRIORITY AREAS & PROGRAM REQUIREMENTS

Priority Areas for this Grant Include:

- Programs that support/address one or more of the following priorities: early childhood development, food insecurity, youth homelessness, youth literacy, trauma informed care, diversion practices/supports
- Programs that help to remove historical barriers, specifically for African American boys and young men
- Programs with the ability to operate safe, high quality programming regardless of modality. Modalities include:
 - In-Person – programming is delivered in-person for all or some populations of participants following local/state/CDC guidelines
 - Virtual – programming is delivered through online facilitation (e.g. Zoom, GoToMeeting etc.)
 - Digital – programming is posted online and made available for participants and families
 - Take Home – programming is sent to the participant’s home or picked up from another physical location

Program Requirements for this Grant Include:

All funded partners are required to:

- begin programming immediately after contract execution but no later than September 30, 2021. 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, participants over 18 are not eligible to receive meals through CACFP;
- maintain a participant-to-staff ratio of 15:1 or lower and/or in alignment with local, state and CDC guidance. For virtual programming, group sizes should be appropriate for the targeted age range;

- have at least one (1) staff person who is CPR and First Aid Certified on site at all times for in-person programming (Free training will be provided by Family League of Baltimore);
- maintain a safe and healthy environment for youth and young adults (regardless of modality) including but not limited to maintaining participant records including attendance, emergency preparedness etc.;
- attend all Family League-required meetings, including, but not limited to, orientation and professional development;
- submit monthly and quarterly data and reports in FUNDINGtrack;
- incorporate participant voice in programming (i.e., providing opportunities for youth and young adults to provide feedback to adults; opportunities for participants to make relevant and meaningful choices; opportunities for leadership etc.);
- participate in, at a minimum, two (2) scheduled site visits conducted by Family League staff; and
- administer surveys to participants (with proper permissions as applicable).

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 participants served, the dosage and frequency of participant program attendance, and sense of future gained by participants. At a minimum, proposals must speak to the applicant’s ability to track progress towards performance measures using data. The following performance measures are expected:

- **How much?**
 - # of participants served one (1) or more days
 - *Upon award, partner has the option to provide one additional “how much?” measure specific to the program.*
- **How well?**
 - #/% of average daily attendance in program out of enrolled participants
 - *Upon award, partner has the option to provide one additional “how well?” measure specific to the program.*
- **Better off?**
 - #/% of participants who report the program helps them feel hopeful about their future
 - *Upon award, partner has the option to provide one additional “better off?” measure specific to the program.*

GRANT TERMS & APPLICANT ELIGIBILITY

Grant Period: **July 1, 2021 – June 30, 2022**

Total Available Funding: **\$1,000,000**

Applicant Eligibility

With this RFA, Family League and the Mayor’s Office aim to expand youth and young adult development programming in Baltimore. To apply, interested individuals or organizations must:

- 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 2021 calendar year (January 1, 2021 to present). Certificate can be obtained [here](#);
- for funding requests totaling \$50,000 or less, provide a copy of the organization’s Form 990 within the past 12 months;
- for funding requests totaling more than \$50,000, 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.

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 businesses 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: Friday, May 28, 2021 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 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, Monday through Friday, 8:30 am to 4:30 pm.

PRE-PROPOSAL CONFERENCE/QUESTIONS

Family League will host a virtual 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 www.familyleague.org/funded-partnerships.

Pre-proposal Conference Schedule

Date: Thursday May 6 @ 12:30 pm

- Webinar: <https://global.gotomeeting.com/join/573432197>
- Dial By Phone: [+1 \(312\) 757-3121](tel:+13127573121)
- Access Code: 573-432-197

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, May 7, 2021 at 4:00 PM. All responses to the questions received via email will be compiled and published on the website on Wednesday, May 12, 2021. Please visit www.familyleague.org/funded-partnerships.

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 Baltimore City youth, and parents/family members of Baltimore City youth. Review panelists will serve at the invitation of Family League and the Mayor's 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 requirements
- 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 participant voice and experience was involved in the development of the proposal and that the collaborative applicant has a commitment to including participant voice at all stages of the program
- A clear and detailed description of interactive, safe programming that includes a strong approach/practices, aligned goals/outcomes and robust recruitment & engagement strategies
- A demonstrated capacity to collect, manage, and utilize participant and programmatic data

- An adequate staffing structure to fulfill the service delivery model described. The staff is adequately experienced and trained. The organization demonstrates a commitment to staffing excellence and opportunities for appropriate professional development in order to provide quality programming.
- A clear and concise operating budget that reflects transparency, accountability, and a 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 June 28, 2021, 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
April 30, 2021	RFA Released
May 6, 2021	Pre-Proposal Conference
May 7, 2021	Question & Answer Submission Deadline
May 12, 2021	Question & Answer Posting to Family League of Baltimore Website
May 28, 2021	Applications Due
May 31- June 4, 2021	Technical Review and Cure Period
June 7 –28, 2021	Application Review
Week of June 28, 2021	Award Announcements
September 15, 2021	Programming Must Begin By

GENERAL TERMS AND CONDITIONS

Data Collection

All Funded Partners will be required to submit data on participants served, including demographic information and daily attendance. Funded Partners must have the capacity to collect, manage, utilize, and report participant-level and program data. The data will be entered into a Family League-designated data collection tool.

Reporting

All Funded Partners must submit monthly data and 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.