



**Request for Proposals –
Children in Need of Supervision Program
Opens: May 16, 2017
Closes: June 12, 2017 (4:00pm)**

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BACKGROUND AND PURPOSE OF THIS INVESTMENT

In 2005, the Maryland General Assembly passed House Bill 1339 establishing the Children in Need of Supervision (CINS) Pilot Project in Baltimore City and Baltimore County. The intent of this bill was to divert CINS youth from formal involvement with DJS and to help put them on a pathway of positive youth development rather than delinquency. Diversion strategies included assessment, intervention, and referral services to children and their families. The bill directed the Maryland Department of Juvenile Services (DJS) to provide funding to the two Local Management Boards to support the project through FY 2010. The program has received continued support and has been expanded through subsequent action from the General Assembly.

The Baltimore CINS pilot program is modeled on the research-based Persons in Need of Supervision (PINS) established in New York City in 1986 as a way to divert status offenders from entering the juvenile justice system, referring them instead to community-based diversion and intervention programs. The program measured its success through (1) reductions in the use of court intervention for troubled youth and their families and (2) reducing the number of out-of-home placements that results from PINS petitions to family court. Program success led to major system reform, requiring that each county establish a PINS program, provide immediate crisis intervention upon referral, and limit the circumstances under which PINS youth could be held in non-secure detention or out-of-home placements. These reforms have led to significant reductions in the number of PINS intakes, referrals to family court, and out-of-home placements.

Under Maryland Law, a Child in Need of Supervision (CINS) is a “child who requires guidance, treatment, or rehabilitation and (1) is required by law to attend school and is habitually truant; (2) is habitually disobedient, ungovernable, and beyond the control of the person having custody of the child; (3) behaves so as to injure or endanger himself, herself, or others; or (4) has committed an offense applicable only to children”. The Maryland Department of Juvenile Services is responsible for making this assessment and in determining the most appropriate resource within its system to address the needs of the child and their family. Referrals to the CINS Diversion program are made by DJS Intake Officers after it has been determined that the child is at imminent risk of being found delinquent. Upon referral, the provider is expected to conduct a thorough assessment of the child and family and, together with the family, establish a case plan for the provision of services. Once established, the provider is expected to work closely with the family, informal supports, and service providers to implement the plan.

This prevention and intervention strategy has intervened and re-directed youth and families away from the juvenile justice system and into community based services while affording them the opportunity to be served in a positive and supportive way.

Family League of Baltimore, Baltimore City’s Local Management Board, is seeking proposals from eligible applicants to implement the CINS Program to at least 250 youth and their families. The amount of funding available through this RFP is approximately \$150,000.

PROGRAM DESIGN

A strong proposal will demonstrate an ability to serve 250 children and their families per year. Applicants must demonstrate familiarity with the needs and barriers faced by children at risk for delinquency and show how they will deliver quality services in accordance with the program requirements outlined below.

Program Requirements

It is expected that all applicants will have an Information/Referral mechanism that connect youth and their families to interventions that are welcoming and operated by caring adults. These services will meet the needs and facilitate positive outcomes as identified in the treatment plan. Applicants must establish contact with the youth and his/her family within two (2) business days following a DJS Intake and services are to begin within 25 days. The required

number of days a youth and his/her family will participate in the program will be on an individual basis with an end date established when both parties feel all needs and goals have been met to their satisfaction.

More specifically, a provider must ensure that the following services are administered to CINS youth and families:

- Respond to each referral from the DJS intake unit;
- Once the child and family are engaged, meet with the child and the child's parents two to six times to discuss the child's school performance, family interactions, peer relationships, and health, including drug / alcohol use;
- Review relevant records concerning the child (these include, but are not limited to academic, medical and psychiatric records);
- Using the Child and Adolescent Needs and Strengths (CANS), conduct an assessment of the child and family;
- With the family, establish a case plan for the provision of services to the child. Within this process, identify all supports, formal and informal, that can play a key role in the implementation of the plan;
- Ensure that the services in the plan are community-based and ongoing, and that the plan outline measurement tools to track the effectiveness of the services.
- With the family, develop a response strategy that clearly outlines a course of action in the event of a crisis/occurrences such as suspension/expulsion, eviction, arrest, and other matters;
- Provide and/or link child and family to services, such as individual and family counseling, drug and alcohol assessment and treatment, after school programs, truancy and dropout prevention, etc.;
- Make referrals, assist the child/family in making and keeping scheduled appointments;
- Collect individual and family level demographic and service-related statistics;
- Report monthly statistics and quarterly program and financial reports; and,
- Attend and participate in the youth, family and treatment team meetings; at initial meeting, present the individualized plan and at all subsequent meetings, provide updates on progress made. If progress has not been made, explain what efforts are in place to address the issues.
- Ensure that a post-service transition plan is developed prior to program completion.

Best Practices

It is expected that all applicants will have experience in providing direct services to youth and their families from a foundation of best practices that is strengths-based and embraces the belief that families are integral to the positive youth development of their child(ren). Providers should employ the following practices:

- Enters into positive, helpful relationships with the children and families served, while maintaining appropriate personal boundaries and valuing families' cultural beliefs;
- Interacts with families and service providers in a positive and empathic manner, and in so doing, models constructive interactions for families;
- Cultivates trusting relationships between families and the program, which includes respecting and maintaining confidentiality of sensitive and personal information;
- Empowers families to achieve goals by providing unbiased information that allows them to determine what will best serve their needs;
- Utilizes informal and formal community resources and supports to assist families in achieving desired outcomes;
- Educates parents and families on how to navigate systems and coordinate services;
- Helps families engage community supports and develops connections by playing only a temporary role in facilitating the relationship between family and community;
- Focuses on building parental and familial capacity to plan and access services; and,
- Advocates for family-centered practices and individualized service plans.

PERFORMANCE MEASUREMENTS AND PROGRAM OUTCOMES

Family League will utilize a framework of Results Accountability to measure program performance. It is expected that applicants have established data collection tools and methods to collect and report on the following performance measures (including, but not limited to):

What/How Much We Do:

- The number of youth and families referred by DJS intake officers
- The number of youth and families admitted for services
- The number of families who refused services and reason(s) stated
- A detailed list of services provided to families (must specify the determining factors leading to each service)
- What outcomes will be tracked to help with the diversion process
- The number of youth and families that are non-compliant with programs/services
- The action to re-engage youth and families that are non-compliant

How Well We Do It:

- The number and percent of referred youth/families contacted by the provider
- The number and percent of youth/families who received a needs and services assessment
- The number and percent of youth/families that received counseling
- The number and percent of youth/families with whom a service plan was developed
- The number and percent of youth referred to at least one of the community providers meeting a need identified in the treatment plan
- The number and percent of youth the DJS Intake Specialist can contact during transition from the CINS program

Anyone Better Off*:

- The number and percent of youth who have had no further involvement with DJS at six months following referral
- The number and percent of youth who have had no further involvement with DJS at twelve month intervals following referral
- The number and percent of youth who report satisfaction with the CINS provider as measured by satisfaction survey
- The number and percent of youth/families that complete counseling

*These are measured by the Department of Juvenile Services

GRANT TERMS AND APPLICANT ELIGIBILITY

Grant Terms

Grant Period: July 1, 2017 – June 30, 2018, renewable for one additional fiscal year at the discretion of Family League.

Applicant Eligibility

- Qualify as a nonprofit corporation with 501c(3) status, a for profit corporation, or a public entity;
- Have a status of good standing with the State of Maryland; AND
- Have a minimum two-year track-record for serving youth with a history of involvement with the juvenile justice system with:
 - Evidence of strong program performance as demonstrated through the ability to effect positive outcomes for youth and families that it has served;
 - Evidence of effective family engagement practices and methods; and,

- A strong history of partnering with the Department of Juvenile Services and have a successful track record in delivering services to youth known to this system.

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 business 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.

APPLICATION AND 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. Hard copies, emailed copies and late submissions will not be accepted. Furthermore, Family League reserves the right, in 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: June 12, 2017 by 4:00 p.m.

Registration

All applicants must be registered in **FUNDINGtrack** prior to gaining access to the application. Registration should only occur once, so if you have registered to our system in the past, it is not necessary to do so again just use your previously issued username and password. To begin a new registration, click on the portal’s home page, found here: <https://flb.fluxx.io>. Applicants will receive login credentials via email within 72 hours of submission of the registration form. **This process cannot be expedited, so 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 on the application and upload the due diligence documentation required in this RFP.

Application

Organizations must submit the application in **FUNDINGtrack**. The application for this RFP is found under Funding Opportunities tab in the left-hand sidebar once logging into the grantee portal. Applicants must address all narrative and budget questions outlined in the application, as well as submit all required application-specific documentation detailed in the application.

Help Using FUNDINGtrack

Please see **FUNDINGtrack’s** “Getting Started” tutorial for step by step guidance on how to create an account and log in here: <http://familyleague.org/getting-started-with-fundingtrack/>. For questions or problems, contact us at: FUNDINGtrack@FamilyLeague.zendesk.com or 443-423-0910, between the hours of 8:30 a.m. and 4:30 p.m., Monday - Friday.

PRE-PROPOSAL MEETING

Pre-Proposal Meeting	Scheduled:	May 30, 2017 from 12:30 p.m. – 2:00 p.m.
	Location:	2305 N. Charles Street, Suite 200 Baltimore, Maryland 21218

Family League will host a pre-proposal meeting to present this RFP 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 on the website responses to questions from this meeting. 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 fields of youth and family services, mental health/behavioral health needs, and supporting system-involved youth and their families. This experience will be shared from the perspectives of 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 determining which entities will be awarded grants and become community partners:

- Compliance with all RFP guidelines;
- A demonstrated track record showing the ability to provide the required services and activities;
- A strong history of accountability through sound data collection practices and program quality improvement;
- A letter of support from the Department of Juvenile Services detailing a strong history of the applicant's ability to effect positive outcomes for youth;
- Letters of commitment that validate tangible relationships with a provider network aligned to the resource needs of youth and their families; and,
- A clear and concise proposed program operating budget.

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 June 26, 2017.

GENERAL TERMS AND CONDITIONS

Data Collection and Use of Charm

All grantees will be required to enter data on every child and family they serve in a web-based information system called Charm. Grantees must have the capacity to collect, manage, and utilize participant-level and program data.

Reporting

All grantees must submit quarterly financial and programmatic reports. These include, but are not limited to, a narrative report, data specified in each grantee's Scope of Work including outcome and demographic information, and line-item financial information.

Training and Technical Assistance

All grantees must participate in staff development activities as required by Family League. Information related to training opportunities, both required and optional, will be shared with grantees on a regular basis. Additionally, Family League is committed to providing technical assistance and welcomes grantee 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 grantee in Family League's sole and absolute discretion.

Contract Terms

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

Local Hiring Law

All grantees must comply with the terms and conditions of this law designed to create opportunities for businesses to access qualified Baltimore City job seekers to meet their workforce needs. The Local Hiring Law is available on the Family League website at www.familyleague.org. Grantees will be oriented to the Local Hiring Law and its requirements.

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 grantee and Family League.