



**Request for Letters of Interest (LOI)
FY18 Community Schools**

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BACKGROUND AND PURPOSE OF THIS INVESTMENT

Family League, in partnership with Baltimore City Public Schools and the Mayor’s Office, 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 from 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 that they may align resources and to provide students with wrap-around services. Through CSE, school principals and their partners are engaged in leveraging their resources, thereby developing a continuum of services in each school and surrounding community.

Through this request for Letters of Interest (LOI), Family League is seeking partners to implement the Community School component of the CSE model at the following schools:

- Tench Tilghman Elementary/Middle school;
- Armistead Gardens Elementary; and,
- Barclay Elementary

All schools have developed an action plan based on an in-depth community needs assessment. The partner selected through this LOI is expected to coordinate services with the current Out-of-School Time (OST) partner(s) in keeping with the CSE model.

PROGRAM DESIGN

Community School (CS) – a network of partnerships between the school and other community partners that promote student achievement and family and community well-being through the intentional coordination of needed resources and services. Anchored by the role of a site coordinator, a CS maintains an integrated focus on academics, enrichment, health and social supports, youth and community development, and family engagement. The organization implementing a CS within the CSE strategy is known as the “community school lead agency.”

By submitting this application, all partners are agreeing to honor the roles and responsibilities associated with being the community school lead agency. These are summarized below. These roles and responsibilities will become part of the contract with Family League for all funded partners.

Roles and Responsibilities

1. Employ a Community School Coordinator housed at the school.
 - a. This staff member must be dedicated full-time to this work, and on site during the school day for these hours.
 - b. This staff member must participate in Family League’s mandatory professional development.
2. Build on plans developed in the school level assessment and create an action plan to address the needs of the overall school community.
 - a. Assessment can include:
 - i. Youth development needs
 - ii. Family & Community support needs
 - iii. Health and mental health needs
 - iv. College and career readiness needs
 - b. Action plan should include steps to address needs both through existing resources and through the securing of new resources.
3. Participate in school level teams to integrate goals of the Community School Engagement Strategy with overall school goals.
4. Support and build upon existing school strategies to improve school attendance and reduce chronic absenteeism.
5. Leverage existing partnerships and resources to support school and reduce barriers to student success.
6. Focus on building parent and family leadership.

7. Develop new partnerships and secure new resources to support school and Community School Engagement Strategy goals.
8. Work with Principal (or designee) to utilize data to assist in identifying students who need/would benefit most from services and work to link students to those services.

GRANT TERMS AND APPLICANT ELIGIBILITY

Grant Terms

Grant Period: September 2017 – June 2018.

Funding Available

\$55,000 per school

Match Requirement

\$20,000 cash match required

Applicant Eligibility

- Qualify as a nonprofit corporation with 501c(3) status; a for profit corporation¹; a public entity; or an organization partnering with a fiscal agent; AND
- Have a minimum two-year track-record for supporting children, youth and families, either through:
 - The delivery of older youth support services (e.g. mentoring, tutoring), out of school time programming; and/or
 - The coordination of services/partnerships in the community and/or in partnership with Baltimore City Schools, or
 - The provision of direct services to youth and their families within a framework of collaboration.

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 LOI 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 LOI, or to withdraw this LOI at any time prior to contract award. Family League shall not be bound by or liable under this LOI 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: August 16, 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 in our system in the past, it is not necessary to do so again, just use your

¹ Preference will be given to minority or women's owned businesses.

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 LOI.

Application

Organizations must submit the application in **FUNDINGtrack**. The application for this LOI 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.

REVIEW AND SELECTION PROCESS

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.

Selection Criteria

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

- Compliance with all LOI guidelines;
- Organizational Capacity of Coordinating Partner – Demonstration that the mission of the organization is aligned with the principles of the CSE strategy, demonstrates commitment to quality education, has a strong presence within the community and solid track record for the establishment of partnerships, and has a staffing structure to support and implement the CS activities associated with the role of a lead agency.
- 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).
- Leveraging of Additional Resources – Evidence that the applicant and its partners will utilize this investment to leverage significant additional resources for youth and families.

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 the week of August 21, 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 LOI. 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 <https://familyleague.org/funded-partnerships/>. By submitting a proposal to this LOI, 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 <https://familyleague.org/funded-partnerships/>. 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 LOI shall become a part of the contract between the grantee and Family League.