



**Request for Applications (RFA)
FY18 Out-of-School Time Programs
in 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 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.

Out-of-School Time (OST) programs provide students the opportunity to explore new ideas, build new skills, find new talents, and experience success. Through this Request for Applications (RFA), Family League and the Mayor’s Office are looking to increase the number of OST opportunities for youth in our city. This investment will expand the work in three new Community Schools (CS) by adding comprehensive OST programs addressing the holistic needs of youth and families. The three schools are detailed in the chart below:

School	Program	Funds Available from Family League	Cash Match Required
Arlington Elementary/Middle School	OST for 60 youth	\$86,400	\$21,600
James McHenry Elementary/Middle School	OST for 60 youth	\$86,400	\$21,600
Tench Tilghman Elementary/Middle School	OST for 50 youth	\$72,000	\$18,000

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

PROGRAM DESIGN

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 that 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

- Program begins no later than October 1, 2017
- Comprehensive programs (as defined below) that serves youth a minimum of 12 hours/week at the identified schools

Program Design

- Provide youth with a minimum of 30 minutes of staff-facilitated physical activity daily. Physical activity provided should include: aerobic activities, muscle strengthening activities, and/or bone-strengthening activities as outlined by the U.S. Department of Health and Human Services’ *Physical Activity Guidelines for Americans*: <http://www.health.gov/paguidelines/guidelines/chapter3.aspx>
- Plan for and participate in the Child and Adult Food Care Program (CACFP), which will provide nutritious suppers to all program participants on a daily basis.
- Provide opportunities for participants to demonstrate mastery of skills (related to target program outcomes).
- Provide activities that engage/involve parents/family members.
- Have appropriate student to staff ratios (recommended 15:1).

In addition, comprehensive programs should have the following components:

- Time for homework support (with staff support).
- Intentional and/or project-based learning, which:
 - Utilizes research-based curricula for academic instruction;
 - Integrates academic skills with hands-on and engaging activities;
 - Connects to but does not repeat school-day learning;
 - Provides skills-based instruction in enrichment areas that complement and/or fill gaps in key youth development programming in school day offerings (such as art, sports, leadership development, service learning, etc.); and
 - Learning opportunities are developmentally appropriate. Programs that serve older youth have increased opportunities for leadership and participation in decision-making as well as focus on career and college readiness.

OST PROGRAM ROLES AND RESPONSIBILITIES

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

Participation in Quality Improvement

- Work to incorporate the Maryland Out-of-School Time (MOST) Quality Standards Framework
- Fully participate in the OST Quality Improvement System, consisting of:
 - Establishing Quality Improvement Team (3-5 members)
 - Training in the Youth Program Quality Assessment (YPQA); (Quality Improvement Team members)
 - Conducting self-assessments using the YPQA (Quality Improvement Team)
 - Coordinating with Family League in the delivery of external assessments
 - Participating in YPQA Planning with Data Workshop (Quality Improvement Team)
 - Developing and implementing Quality Improvement Plans
- Plan for and fully participate in required OST Professional Development components
 - Programs must plan and budget for staff participation in mandatory OST professional development (minimum 24 hours)

Strong Program Attendance

- To receive full funding, OST programs at the elementary/K-8 level must maintain an Average Daily Attendance percentage of 90%. This is calculated as follows:
$$\text{ADA}\% = \frac{\text{Average Daily Program Attendance}}{\text{Number of Youth the Program is Contracted to Serve}}$$
- Through improved data collection, Family League will work to incorporate special considerations to this policy for programs that are successful in enrolling youth with a history of chronic absenteeism.

Support of the Community School Engagement Strategy

- Work in Partnership with CS Lead Agency and the school to support and build upon existing school strategies to improve school attendance and reduce chronic absenteeism:
 - Help recruit youth at-risk of chronic absenteeism;
 - Support communication / messaging efforts to promote attendance; and
 - Support plans involving safe travel home from school/OST program.
- Share data on program enrollment and attendance with partners on a regular basis and enlist support when needed;

- Utilize CS Coordinator in supporting space needs for programming and special events;
- Support parent engagement efforts, especially for youth enrolled in your OST program;
- Meet regularly with school-based teams to review data and improve communication/coordination; and
- Attend at least two meetings annually between school administration, CS Coordinating Partner and OST provider(s) to plan and assess success of program implementation.

GRANT TERMS AND APPLICANT ELIGIBILITY

Grant Terms

Grant Period: October 1, 2017 – June 30, 2018.

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;
- 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).

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 RFA 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 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: August 23, 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 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 RFA.

Application

Organizations must submit the application in **FUNDINGtrack**. The application for this RFA is found under the 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 Meetings

Date/Time: TBD
Location: TBD

Family League will host several pre-proposal meetings 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 its website. Please visit our website for scheduling updates regarding these meetings.

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 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 September 18, 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 RFA. Family League reserves the right to withdraw an award prior to execution of a contract with a grantee.

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 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 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 RFA shall become a part of the contract between the grantee and Family League.