



**Request for Proposals (RFP)
FY19 Community Schools Planning**

**Submission Deadline:
Tuesday, October 16, 2018 by 4:00 p.m.**



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INTRODUCTION

Family League of Baltimore is facilitating a Request for Proposals (RFP) process in support of the Baltimore City Community School Strategy partnership model. This opportunity is open to local governments, nonprofit organizations, for-profit entities, and faith-based organizations.

Please review this Request for Proposals (“RFP”) 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.

BACKGROUND

Family League, in partnership with Baltimore City Public Schools and the Mayor’s Office, are 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. This work is coordinated through the Baltimore City Community School Strategy partnership model.

The Community Schools (CS) model represents the expressed intention of school principals to partner with community-based organizations so that they may align resources and services to essentially wrap around students. Through Community Schools, school principals and their partners are engaged in leveraging their resources, thereby developing a continuum of services in each school and surrounding community. A full Community School model includes:

- Community School (CS) – a network of partnerships between the school and other community partners that promotes student achievement and family and community well-being through the intentional coordination of needed resources and services; AND
- Out of School Time Program (OST) – provides 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.

For further details on the Community School Strategy, please review the School Board Policy and Administrative Regulation found in Exhibits A and B.

In FY 2019, Family League supports 45 Community School partnerships within Baltimore City schools that promote student achievement and family and community well-being. Anchored by the role of a site coordinator, a Community School maintains an integrated focus on academics, enrichment, health and social supports, youth and community development, and family engagement. We believe that this integrated focus will lead to student success, strong families and healthy communities. The Community School initiative ensures that neighborhoods are engaged in school activities and are offered resources through the community resource school, such as parenting classes, GED classes, and Family Nights. Within the current network of Community School schools, roughly 24,000 students and their families are served by the Initiative. This initiative also creates the opportunity to innovatively and efficiently connect services and opportunities across schools within a neighborhood or community.

PURPOSE OF THIS INVESTMENT

A primary goal of Community Schools is to create stronger partnerships and better systems for connecting children, youth and families to resources that will improve critical outcomes in their lives. Community Schools start with a planning process, where a community-based partner works in partnership with school stakeholders to lead a data-driven needs assessment and partnership development process. These processes are focused on strengthening partnerships between schools and community organizations, service providers and city agencies that serve youth and families to increase the scale and efficiency of service delivery. Ultimately, this will increase the positive impact of that service delivery on youth and families.

Specific efforts will be made to:

- Utilize schools as a hub/access point for agencies to better identify and reach youth/families who need and will benefit most from available services;
- Where possible, co-locate services directly in the schools (in either unique space design or through development of a partnership model) to increase direct and easy access to those services by families;
- Develop systems/planning structures for better use of data (school performance and other) to target efforts/resources where they will have the greatest impact on key outcomes. For example, using early warning indicators such as early chronic absenteeism to identify youth / families for needed resources;
- Partner with each school to develop a strategic action plan, identifying partnerships in core areas as well as an operational plan to manage resources.

Through this RFP, we are seeking a community-based partner to lead the Community Schools planning processes in the following school:

School	Address	Principal	Phone Number
Cecil Elementary School	2000 Cecil Avenue	Aleesha Manning	410-396-6385

The Cecil Elementary School Profile can be viewed on the Family League website at <http://familyleague.org/funded-partnerships/funding-opportunities/>

The selected partner will work with the school community to complete a needs assessment focused on priorities for, student achievement, social supports, family engagement and partnership development. Funded partners will work with each school to develop a team made up of key school and community stakeholders to drive the work of the Community Schools planning process. The Family and Community Engagement (FCE) specialists within City Schools will play a significant role in the planning process and are expected to be engaged by funded partners throughout the process. Applicants should speak to their ability to leverage partnerships and tangible resources to meet the expressed needs of the school community for which they are applying. Funded partners who have direct experience with implementing a successful Community School Planning Process or with implementing a Community School can apply for multiple schools based on their unique experiences.

We believe that building on successful programs and improving the coordination of the City's Better Schools Priority Outcome with Baltimore City Public Schools will make significant gains in youth outcomes, taking us from addressing the needs of Baltimore City youth to impacting them.

GRANT DETAILS AND APPLICANT ELIGIBILITY

Grant Details

Funding will be granted to support the following:

- \$15,000 for planning activities for the partnership development and design of a Community School (CS) strategic plan to be in place by June 30, 2019.

Grant Term: November 1, 2018 – June 30, 2019

Applicant Eligibility

1. Applicants must:
 - Qualify as a nonprofit corporation with 501(c)(3) status; a for-profit corporation; or a public entity; AND
 - Have a minimum two-year track-record for supporting children, youth and families, either through:
 - Demonstrated success as a Community School Lead Agency;
 - The delivery of out-of-school time programming; and/or
 - The coordination of services/partnerships in the community and/or in partnership with Baltimore City Schools.
2. Applicants must provide the following Due Diligence documents for each organization being considered for funding:
 - A Certificate of Good Standing with the State of Maryland. Must provide a PDF copy of the certificate within the 2018 calendar year (January 1, 2018 – present). Certificates can be obtained here: <https://egov.maryland.gov/businessexpresshttps://egov.maryland.gov/businessexpresshttps://egov.maryland.gov/businessexpresshttps://egov.maryland.gov/businessexpress>.
 - Your organization's Form 990 for 2017
 - If your organization has been awarded more than \$50,000 in total from Family League for FY19, a copy of the organization's independently audited financial statements dated July 1, 2017 or later, covering the previous fiscal year.

INVESTMENT PRIORITIES

Family League will be awarding funding through this RFP to an organization working in partnership with schools. All funding will go to support efforts to coordinate services and provide resources and opportunities for youth residing in Baltimore City.

Investment Priorities

The following criteria will be used in determining which collaborative applications will be selected for funding.

1. **Organizational Capacity of Coordinating Partner** - Demonstration that the mission of the organization is aligned with the principles of the Community School strategy demonstrates commitment to quality education, has a strong presence within the community and solid track record for the establishment of partnerships resulting in tangible resources, and has a staffing structure to support and implement CS

planning activities.

2. **Leveraging of Additional Resources** – Evidence that the applicant and its partners will utilize this investment to leverage significant additional resources for youth and families.

COMMUNITY SCHOOL PARAMETERS / PARTNER ROLES & RESPONSIBILITIES

Community School (CS) – a network of partnerships between the school and other community partners that promotes 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 Community School within the Community School Strategy is known as the “community school lead agency”.

By submitting this application, the organization agrees to facilitate a planning process and comply with the roles and responsibilities listed below. Planning funds must be used to secure a variety of needed resources to facilitate a comprehensive and robust planning process. Examples include but are not limited to: consultative services; design, implementation, and analysis of key stakeholder focus groups; and team building for school and CBO staff. Whether this is done with existing staff, consultants, or a combination thereof, applicants must demonstrate their qualifications and capacity to successfully conduct this work. However, funds may not be used to supplant existing staff or agency resources.

Funded partners are expected to work closely with the Family and Community Engagement (FCE) specialists for the identified schools throughout the planning process. This includes but is not necessarily limited to: engaging them in the needs assessment process, ensuring continuity in partnership development through the development of the action plan and operational plan.

Roles and Responsibilities for the Planning Phase:

1. Implement a school and community needs assessment in the following key areas in order to develop the Community Schools Strategic Plan:
 - a. Education
 - b. Youth Development and Recreation
 - c. Health
 - d. Mental Health
 - e. Family Engagement
 - f. Partnerships
 - g. Community and Economic Development
2. Development of a Community School Planning Team of key stakeholders including school staff, principal, students, parents and community partners.
3. Facilitation of monthly meetings at each school to implement the needs assessments and develop the action plan with Community School Planning Team to discuss the progress of the planning process.

4. Completion of a Community School Action Plan based on needs assessment and collaboration with key stakeholders.
5. Participation in quarterly technical assistance sessions with the Family League.
6. Participation in school- and community-level meetings (where applicable), e.g. School Family Council, Attendance Teams, Organized Parent Group, Neighborhood Associations, etc.
7. Submission of monthly progress reports to Family League and other stakeholders as needed.
8. Developing a plan to leverage potential funding needed to support the implementation of a CS in FY19.
9. Submission of a final year-end report.

APPLICATION INFORMATION

Applications must be completed in FUNDINGtrack, Family League’s online grants management system. Details on utilizing this system are found in the **SUBMISSION INFORMATION** section of this RFP.

Proposal Summary

Provide an overview of the proposed CS Planning process. Your summary should not exceed 2-3 sentences in length.

Narrative Questions:

Please address the questions outlined below.

1. **Describe why your organization is best suited to serve as the Community School planning partner for the school you are applying for. Outline why you will be successful in this role. *Be sure to include: a) your mission and role in the communities you serve; b) your history/experience in forming and coordinating partnerships in support of children, youth and families; c) your track record of providing strong support and working in partnership with schools - in general and, if applicable, specifically with the partner school(s) for this application.***
2. **Describe your organization’s experience in community engagement and mobilizing schools, families and community stakeholders.**
3. **How has your organization committed itself to equity and inclusion, and how would you incorporate equity and inclusion in the planning process?**
4. **Please make the case for why your organization is best suited to address these needs and barriers of this school, and build on current assets you see in the community.**
5. **What resources and partnerships will your organization leverage to support the planning and implementation of the CS strategy at this school?**
6. **Describe your experience in using data to drive strategic planning. Describe how you would go about collecting and assessing data at the student, family and community level.**

7. How will the planning process be staffed and supported by your organization? Describe the individuals or team that will be leading this work in partnership with the school stakeholders. What role will the board/partners of your organization play in making the planning process successful?

Spending Plan:

Applicants will submit a detailed spending plan for the major budget categories listed below. A line item budget is not required.

- Personnel
- Benefits/Fringes
- Training and Conferences
- Supplies
- Contracted Services
- Program Expenses
- Equipment Purchases
- Administrative/Indirect Costs

The spending plan should itemize the types of services and resources that will be used. Details as to how the cost estimates were derived must be provided. All costs must align with the planning strategy outlined in the narrative. Funded partners are highly encouraged to use funds to support professional development, conferences and trainings for the school teams. If funding will go to support a portion of existing staff time, applicants must detail how these funds are not supplanting existing funding or resources of the organization.

PRE-PROPOSAL MEETING

Date/Time: Wednesday, October 3, 2018 at 3:00 PM-4:00 PM

Family League will host a pre-proposal Webinar 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://familyleague.org/funded-partnerships/funding-opportunities/>.

Webinar: <https://global.gotomeeting.com/join/222113901>

Or

Dial in by Phone: (312) 757-3121; Access Code: 222-113-901

Note: Please limit your webinar connection to one per organization.

SUBMISSION REQUIREMENTS

Applicants are required to submit proposals through **FUNDINGtrack**, Family League's online grants management system accessible at <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, 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: Tuesday, October 16, 2018 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 at <https://flb.fluxx.io>. Applicants will receive login credentials via email within 72 hours 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. This includes:

Required Document	Format
A Certificate of Good Standing with the State of Maryland within the 2018 calendar year (January 1, 2018 – present) Certificates can be obtained here: https://egov.maryland.gov/businessexpress https://egov.maryland.gov/businessexpress	PDF of hard copy Certificate
Your organization’s 990 Form for 2017	PDF
If your organization has been awarded more than \$50,000 in total from Family League for FY19: Copy of the organization’s independently audited financial statements dated July 1, 2017 or later, covering the previous fiscal year.	PDF

Application

Organizations must submit the application in **FUNDINGtrack**. The application for this RFP is found on the welcome page of the portal, under Funding Opportunities. Applicants must address all narrative and budget questions outlined in the RFP.

Please see **FUNDINGtrack’s** “Getting Started” tutorial for step-by-step guidance on how to create an account and log in at <http://familyleague.org/wp-content/uploads/2016/07/FUNDINGtrack-Tutorial-FINAL.pdf>. For questions or problems, contact us at FUNDINGtrack@FamilyLeague.zendesk.com or by calling 443-423-0910, between the hours of 8:30 AM and 4:30 PM, Monday through Friday.

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 education, substance abuse, youth development, and programmatic oversight of out-of-school time programming. The panel will rank applicants and recommend top candidate organizations for the principal interview process.

Principal Review / Interviews

The school principal seeking the CS programming will play an integral part in the review and selection process. 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 proposals selected for funding. Family League is the final authority regarding approval or disapproval of contract awards, and the conditions under which they are awarded. The selection and subsequent grant award by Family League are final and not subject to appeal or review.

Selection Criteria

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

- Compliance with all RFP guidelines;
- A demonstrated track record showing the ability to perform the required activities and services;
- A clear and concise spending plan that reflects the resources and staffing needed to conduct the planning activities as well as transparency and accountability (as applicable).

Announcement

Funding decisions are expected to be announced by the week of October 29, 2018.

GENERAL TERMS AND CONDITIONS

Reporting

All grantees must submit quarterly programmatic reports and expenditure reports. This includes, but is not limited to, a narrative; 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 an application does not, in any way, guarantee an award. Family League is not responsible for any costs incurred related to the preparation of an application. 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 an application, 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.

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