

FAMILY LEAGUE OF BALTIMORE

REQUEST FOR PROPOSALS (RFP): Mayor's Office of African-American
Male Engagement Repetition Center

DATE OF ISSUE: October 30, 2018

DEADLINE: November 19, 2018 at 4:00 PM

TABLE OF CONTENTS

Contents

INTRODUCTION3

BACKGROUND3

DEFINITION3

PURPOSE OF FUNDING3

PROGRAM DESIGN5

 Program Specifications5

 Documentation and Privacy5

 Holistic Approach5

PERFORMANCE MEASURES & PROGRAM OUTCOMES5

GRANT TERMS & APPLICANT ELIGIBILITY6

APPLICATION SUBMISSION REQUIREMENTS6

PRE-PROPOSAL CONFERENCE/QUESTIONS7

BUDGET GUIDELINES7

REVIEW & SELECTION PROCESS7

GENERAL TERMS & CONDITIONS8

INTRODUCTION

Family League of Baltimore (“Family League”), in partnership with the Mayor’s Office of African-American Male Engagement (“MOAAME”), is making competitive grant funding available to local governments, nonprofit organizations, for-profit entities, and faith-based organizations to provide supportive services to promote opportunities for Baltimore African-American male children, youth and adults to achieve life wellness.

Please review this Request for Proposals (RFP) to learn about funding categories, guidelines, Funded Partner requirements, submission instructions, proposal review, and the funding process. For more information, please visit our website at www.familyleague.org.

BACKGROUND

The Mayor’s Office of African American Male Engagement (“MOAAME”), via Mission 186, is working to create a Community Collaborative Network and support structure to identify and address needs impacting Baltimore’s male children, youth and adults. MOAAME’s vision is a Baltimore where all African-American male children, youth and adults count equally as human beings, and all have a promising destiny.

Family League, the local management board for Baltimore City, brings together public and private dollars and a wide range of partners to fund and support effective social change. By using evidence-based approaches, along with data analysis and program results, Family League makes investments in programs that work, supporting successful initiatives to best support Baltimore’s families and children. Baltimore’s network of Community Schools is among those initiatives being administered by Family League.

DEFINITION

- **High Standards of Engagement:** must be a direct service provided by a partner that takes into consideration each participants humanity, agency, needs and values.
- **Individual Repetition Plan:** is a document developed with an individual participant that helps map the participant’s progress toward personal development.
- **Repetition Center:** is a community-based resource center that promotes hope, dignity and change for underserved populations, particularly African-American males. Individuals are provided free comprehensive supports to include culturally informed self-exploration, mental health and wellness services, job readiness and coaching.
- **Barrier Removal:** is 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.

PURPOSE OF FUNDING

Many Baltimore families encounter tremendous barriers to success. These include concentrated poverty, systemic racism, high unemployment, high infant mortality, low wages, and a host of associated challenges. Across the city, there continues to be significant disparity in average life expectancy between neighborhoods with higher median household incomes versus those with lower median household incomes. This disparity also continues to disproportionately impact African-American males and their families.

An expansion of an engagement and coaching pilot, work within MOAAME’s Repetition Center will provide programming and wrap-around services to address this gap with comprehensive resources, coaching support and guidance, and career development for African-American males. MOAAME staff and partners will engage participants authentically,

recognizing their humanity to promote positive change through the completion of Individual Repetition Plans. Staff and partners are committed to:

- Provide a safe environment that fosters growth where participants feel welcome and can obtain resources, support, and services in alignment with MOAAME’s high standards of engagement;
- Reduce delays that may cause barriers to full engagement for both participants and service providers;
- Objectively identify resources to meet the direct needs of participants based on competency and experience without bias toward personal characteristics and socioeconomic status; and
- Establish quality, connected relationship as a vehicle to facilitate resources in a manner that is aligned with MOAAME’s high standards of engagement.

Below is a list of priority funding areas with examples of programming per category. Please note that the list of examples is to provide guidance and is not meant to be an exhaustive list of all programming eligible for funding through this opportunity.

Potential Priority Funding Areas

- Economic Opportunity
 - Job readiness & placements /Employment development
 - Entrepreneurship & wealth creation
 - Identification of apprenticeships/internships (paid)
 - College readiness & post-secondary education/certifications
 - HS/GED completion
 - Barrier removal
- Mental Health Support
 - Mental health treatment
 - Substance abuse treatment
 - Cognitive Behavior Therapy
 - Referrals
 - Barrier removal
- Health & Physical Well-being
 - Exercise & physical fitness
 - Nutrition
 - Mindfulness
- Life Skills Development
 - African- and/or African-American-centered initiation/rites of passage programs
 - Civic engagement focused on violence reduction strategies in communities of color in Baltimore City
 - Identity development/strengthening programs (inclusive of gender, racial and character components)

Family League and MOAAME anticipate serving a minimum of one hundred (100) participants through this opportunity.

PROGRAM DESIGN

MOAAME has worked with partners to identify solutions to the issue of violence and other adverse events experienced by people, particularly men of color, in the Park Heights community of Baltimore City. Understanding the often-devastating effects these kinds of experiences have on people's lives and families, this project seeks to address gaps in community resources and services to support effective community-based treatment and support services for African-American male children, youth and adults.

Once individuals are identified through the community outreach process, MOAAME staff and partners will conduct assessments at the Repetition Center located at the Park Heights Community Health Alliance. Recognizing that there is no one-size-fits all solution, the initial assessment will consider everyone's unique situation and identify factors that may affect outcomes. Once it is determined what immediate care must be provided, individuals will be referred for services or be enrolled into a cohort for Coaching and Career Development where they will complete a Repetition Plan to include 30-, 60-, 90-, and 120-day achievement benchmarks. At the conclusion of each cohort, an exit survey will be administered to gauge participant process. Partners and MOAAME staff will track outcomes at each benchmark timeframe.

Program Specifications

Service providers will engage in programming for 20 individuals enrolled in the cohort per month from January 2019 through September 2019. Program activities for the cohort will take place for a minimum of 15 hours per week for 4 weeks each.

Documentation and Privacy

Program providers and their support staff must be sure to keep accurate, up-to-date records of participants that are easily accessible when necessary. Selected partners must have data processing mechanism in place to provide reporting on participant progress as detailed above. Providers must comply with privacy standards outlined by the Health Insurance Portability and Accountability Act (HIPAA). This means that participant health information, including behavioral health information, may only be shared under certain circumstances with the participant's express permission.

Holistic Approach

Program providers will work collaboratively with each other to promote efficient coordination of care. This will include working with other community resource providers to better refer participants to available medical, social, educational, and vocational services. Selected partners must be available to participate in bi-weekly program reporting meetings with MOAAME staff.

Upon completion of cohort activities, MOAAME staff and partners will conduct follow-up monthly.

PERFORMANCE MEASURES & PROGRAM OUTCOMES

It is essential that organizations and programs be held accountable for the participants served. Performance for all program funded through this opportunity will be measured using the Results Based Accountability (RBA) framework. For programs and organizations, the performance measures focus on whether participants are better off as a result of your services. These performance measures also look at the quality and efficiency of these services. At a minimum, proposals must be able to report on the following measures:

How much/many?

- Number of participants enrolled in the program

How well?

- Number and percentage of participants who completed their Individual Repetition Plan

Better off?

- Number and percentage of participants who indicated a positive change in circumstance due to the program as reported on a participant survey
- Number and percentage of participants who show an improvement in service program area as determined by pre- and post-assessments

GRANT TERMS & APPLICANT ELIGIBILITY

Grant Terms

Grant Period: January 2, 2019 – September 30, 2019

Available Funding (not to exceed):

- Economic Opportunity (\$115,000)
- Mental Health Support (\$115,000)
- Health & Physical Well-being (\$40,000)
- Life Skills Development (\$120,000)

Applicant Eligibility/Requirements

To apply, interested individuals or organizations must:

- Address one or more of the priority areas and must seek to improve the well-being of African-American males and their families in Baltimore City;
- Qualify as a nonprofit corporation with 501(c)(3) status, a for-profit corporation, or a public entity;
- Have a status of 501(c)(3) in “Good Standing.” Must provide a PDF copy of the certificate within the 2018 calendar year (January 1, 2018 to present). Certificate can be obtained from [here](#);
- 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 RFP;
- Provide at least one (1) reference letter from an organization or entity;
- Possess a demonstrated capacity to collect, manage, and utilize participant-level and programmatic data; AND
- Provide a clear and concise operating 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 business 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.

APPLICATION 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. 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 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: November 19, 2018 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 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.

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

Date/Time: November 7, 2018 at 3:30 PM

Family League will host a pre-proposal face to face and Webinar 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 responses to questions from this meeting on our website at <https://familyleague.org/funded-partnerships/funding-opportunities/>

Webinar: <https://global.gotomeeting.com/join/264819789> ; Access Code: 264-819-789

Or

Dial in by Phone: (571) 317-3122

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

BUDGET GUIDELINES

Be sure that the budget:

- Does not exceed the category allocated award amount;
- Does not include in-kind contributions;
- Is consistent with the program design/plans outlined in the corresponding proposal narrative; and
- Ensure administrative costs, if applicable, do not exceed 10% of total direct costs.

REVIEW & 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 parents, youth and/or family members of Baltimore City. Review panelists will serve at the invitation of Family League and MOAAME.

Selection Criteria

The following criteria will be used in selecting the application to be awarded:

- Compliance with all RFP guidelines
- Detailed responses to application questions
- A clear and concise proposed program operating budget and supporting budget narrative
- Additional proposed resources not required by RFP
- References

Announcement

Funding decisions are expected to be announced by December 21, 2018.

GENERAL TERMS & CONDITIONS

Data Collection

All Funded Partners will be required to submit data on every participant they serve. Funded Partners must have the capacity to collect, manage, utilize, and report participant-level and program data. The data will be entered into Family League's data system, Charm, or in such form as agreed upon by Family League.

Reporting

All Funded Partners must submit quarterly financial and programmatic reports. 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 RFP. 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. 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 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 RFP shall become a part of the contract between the Funded Partner and Family League.