

# FAMILY LEAGUE OF BALTIMORE

**REQUEST FOR APPLICATION (RFA): Expanded Youth Program**

DATE OF ISSUE: December 3, 2018

**DEADLINE: December 17, 2018 at 4:00 PM**

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## PURPOSE

Family League of Baltimore (Family League), in partnership with the Mayor and City Council of Baltimore, is committed to supporting students through a collective effort to surround them with opportunities for success and to remove the barriers keeping them from attending school regularly and from being engaged and supported in school, at home, and in their communities.

Far too many children and youth lack access to opportunities and services to help them thrive. And yet, in Baltimore City, there is a wide variety of such programs within our neighborhoods and schools. Despite our efforts to coordinate these services to ensure access to those most in need, we recognize that there is room for improvement.

We believe we can improve the lives of youth in Baltimore, working together and focusing on the social-emotional, academic and community needs of our students. Through this funding opportunity, \$1.6 million will be invested in programs to improve outcomes for young people. A portion of these funds is being invested in out-of-school time programs serving youth in grades K-8 with the remaining investment being prioritized for programs serving youth ages 14 to 24. Of the funding available, \$440,000 is made available as a result of Video Lottery Terminal funds for programs serving youth in the Park Heights footprint. Special priority is given to underserved/under-resourced communities.

Out-of-School Time (OST) programs provide students the opportunity to explore new ideas, build new skills, find new talents, and experience success. With this Request for Application (RFA), Family League and the Mayor's Office are striving to increase the number of OST opportunities for youth in our city. This investment will:

- Expand OST programming in Baltimore City in community locations
- Fund comprehensive programming, such as any OST program operating 12 hours a week or more AND single-focus enrichment programming, such as sports leagues or art-focused programs that operate for a limited period of time (12 weeks or less) or within an existing comprehensive program.

Please review this RFA to learn about funding categories, guidelines, grantee requirements, submission instructions, proposal review and the funding process. For more information, please visit our website at <http://familyleague.org/funded-partnerships/funding-opportunities/>.

## PRIORITY AREAS

### Priority areas for this grant include:

- Programs that focus on violence reduction as an outcome;
- Programs located in or serving youth in Baltimore City;
- Programs serving older youth (14 to 24) with a focus on connecting them to school or the workforce; including programs that foster learning and awareness in areas of:
  - Money Management
  - Health and Hygiene
  - Healthy Relationships
  - Self-Awareness
  - Conflict Resolution
- Programs serving youth with unstable housing; Programs that demonstrate accountability to meeting the needs of youth and the needs of neighborhood.

## APPLICATION SUBMISSION REQUIREMENTS

Applicants are required to apply for funding using this link: <https://www.surveymonkey.com/r/ZLW7DVH> and answering the application questions in their entirety. **Submission must be completed by the date and time specified in this RFA.** 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 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: Monday, December 17, 2018 by 4:00 pm**

### Program Quality, Data Collection and Performance Measurements

It is essential that organizations and programs be held accountable for the participants served. Performance for all programs 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 describe your collaborative partnership's commitment to program quality and the steps you take to support/monitor programming denoting a framework informed by RBA and answering the following questions:

#### How much?

Number of students served

#### How well?

Number or percentage of average daily attendance in Out-of-School Time program out of contracted seats

Number or percentage of Out-of-School Time program participants who attended 80% or more of the OST program

#### Better off?

Number or percentage of Out-of-School Time participants who report their OST program helps them become a better leader

## GRANT DETAILS AND APPLICANT ELIGIBILITY

Grant Period: February 1, 2019 – September 30, 2019 (8 months)

Total Available Funding: \$1.64 million

### Applicant Eligibility

To apply, interested individuals or organizations must:

- Serve children and youth in Baltimore City;
- Serve afterschool meals as part of an OST Program;
- 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 if requesting \$50,000 or more in grants funds. Otherwise, provide a copy of recent 990 form;
- Provide evidence of organizational capacity to implement a quality program as outlined in the RFP;
- Possess a demonstrated capacity to collect, manage, and utilize participant-level and programmatic data; AND
- Provide a clear and concise operating budget.
- Collaborative proposals will be considered. At least one of the partner organizations must be a Park Heights-based service provider and be actively engaged in a significant implementation role of the program.

**Budget Narrative**

Applicants will submit a detailed line item budget equal to the total amount of requested funds and a budget narrative that explains the detailed 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.*

**PRE-APPLICATION CONFERENCE & QUESTIONS**

**Date & Time: Friday, December 7<sup>th</sup> 2018; 12:30 pm – 2:00 pm**

**Location: Family League of Baltimore, 2305 N. Charles St., Suite 200, Baltimore, MD 21218**

Family League will host an in-person and Webinar pre-application conference 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/816774237>; Access Code: 816-774-237

Or

**Dial in by Phone: (786) 535-3211**

*Note: Please limit your webinar connection to one per organization; webinar attendee participation is limited to 26 connections.*

**Questions**

Applicants may submit written questions about the RFA via email to [fundedpartnerships@familyleague.org](mailto:fundedpartnerships@familyleague.org) until December 11, 2018. All responses to the questions received via email will be compiled and published on the website. 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 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 MOHS. Careful attention will be exercised to ensure that review panelists do not have a conflict of interest.

### Selection Criteria

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

- Compliance with all RFP guidelines and priorities;
- A strong, demonstrated track record that establishes the organizations' abilities and capacities to perform the activities and services described in the proposal;
- A clear indication that youth voice and experience was involved in the development of the proposal and that the collaborative applicant has a commitment to including youth voice at all stages of the project;
- A clear and detailed description of the evidence-based, best practices or promising practices the program uses or is informed by;
- A demonstrated capacity to collect, manage, and utilize participant-level and programmatic data and to share that data with MOHS and Family League;
- An adequate staffing structure to fulfill the service delivery model described; the staff is adequately experienced and trained; the collaborative organization demonstrates a commitment to staffing excellence and opportunities for appropriate professional development in order to provide quality youth programming;
- A clear and concise operating budget that reflects transparency, accountability and cost-effective approach that maximizes the funding available and the impacts to be made;

### Announcement

Funding decisions are expected to be announced on or about the week of January 14, 2019, but this is subject to change. Family League will communicate with all applicants if any deviations from the schedule occur.

## TIMELINE

DATE	TASK
December 3, 2018	RFA Released
December 7, 2018	Pre-Proposal Conference
December 17, 2018	Applications Due
December 26, 2018 – January 11, 2019	Application Review
Week of January 14, 2019	Award Announcements
February 1, 2019	Programming Begins

## GENERAL TERMS AND CONDITIONS

### **Reporting**

All grantees must submit quarterly financial and programmatic reports to Family League. This includes, but is not limited, to a narrative detailing progress; data specified in the grantees scope of work; and line item financial information, **including 100% supporting documentation with each quarterly report.**

### **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.

### **Data Collection**

Grantees must have the capacity to collect, manage, and utilize participant-level program data through a data management system which is maintained and operated by the applicant agencies, and with the proper policies and procedures in place.

### **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](http://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.

### **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](http://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 Funded Partner and Family League.