



FAMILY LEAGUE

OF BALTIMORE

MAKING CONNECTIONS. IMPROVING LIVES.

**FY24 Funded Partnerships
Week: Day 2
August 9, 2023
9:00am – 10:30pm**



Day 2 Agenda

- Welcome
- Administrative Team
- Chief Operating Officer
- Strategic Operations & Compliance / Grants & Contracts Team
- Initial Required Documentation
- Standard Reporting
- Contract Requirements and Administrative Monitoring
- Local Hiring Law and Reporting Requirements
- Finance Team



La Tonia Rush
Office Manager



Marvo Simon
Receptionist



Tywanna Taylor
Chief Operating Officer

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Jonathan Carter
Senior Director of
Strategic
Operations and
Compliance



Sharon Bostwick
Director of Grants
and Contracts



Clifton Williams
Senior Partnership
Manager



Candas Park
Partnership Manager



Yolanda Jones
Partnership Manager



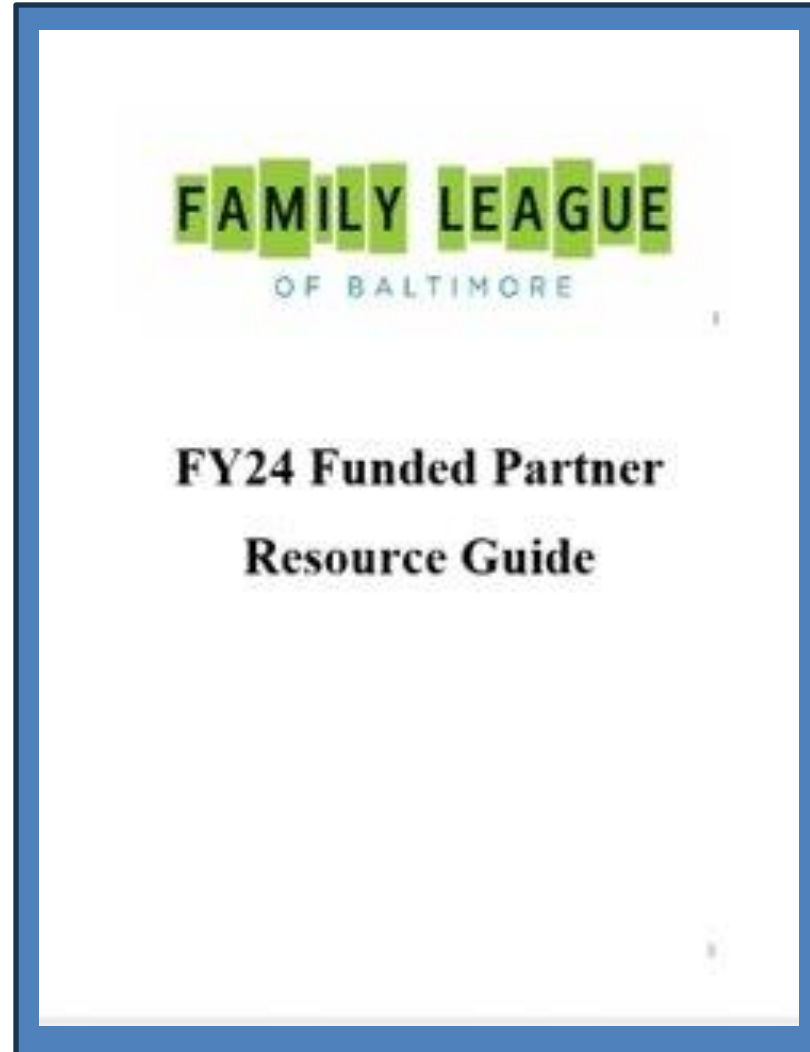
Mark Hughes
Partnership Manager



Kaylah Whittington
Contracts Assistant



FY24 Funded Partner Resource Guide





Documentation Required Post-Contract Execution

- Administrative Documentation
 - Certificate of Insurance
 - Certificate of Good Standing
 - Conflict of Interest Form
 - Independently Audited Financial Statement or Form 990
- Staffing and Criminal Background Check
- Scope of Work
- Standard Budget





Standard Reporting

Report	Due Date(s)
Quarterly RBA Program Report	15th day after the end of the quarter (October 15th, January 15th, April 15th, and July 15th)
Quarterly Expense Reports	10th day after the end of the quarter (October 10th, January 10th, April 10th, and July 10th)
Quarterly Data Reports (if applicable)	5th day after the end of the quarter (October 10th, January 10th, April 10th, and July 10th)
Monthly Data Reports (if applicable)	5th day of the following month (e.g., October 5th for September)
Monthly Local Hiring Employment Reports	3rd day of the following month (e.g., October 3rd for September)



Let's Break Things Up a Bit!



**What was something new you
learned about Family League
yesterday?**



Administrative Monitoring

Each year, Family League is required to conduct Administrative Monitoring of all Funded Partners; general submission requirements* include:

- Certificate of Good Standing
- Certificate of Insurance
- Confidentiality Policy
- Conflicts of Interest Policy
- Criminal Background Check Policy & Three Criminal Background Checks
- Drug and Alcohol Policy

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****This process is payment-contingent; failure to submit required documents will result in delayed payment(s).***



Administrative Monitoring



Additionally, Funded Partners are required to submit:

- Financial Policies and Procedures
- Identification of Accounting System and Three Non-payroll Expense Receipts
- Independently Audited Financial Statements or Form 990
- Record Retention Policy
- Subcontractor Policy
- Job Descriptions for all Family League-funded Positions



Local Hiring Law

- The Local Hiring Law (Council Bill 12-0159) (the “Law”) is applicable to all Family League of Baltimore, Inc.’s (FLB) funded partners (also known as subcontractors) that are funded by the City of Baltimore.
- Local Hiring Law requires full compliance from City of Baltimore funded partners, their vendors, and subcontractors, regardless of the amount awarded by FLB or the amount that partners pay to vendors and subcontractors.
- Local Hiring Law also requires funded partners to meet the minimum 51% Baltimore City residency hiring requirement for all new hires and to submit required reports, including monthly employment reports.





FY24 Local Hiring Reporting Requirements

- *Please refer to FY24 Local Hiring Instruction Guide that was distributed with this year's contract documents or reach out to your assigned Partnership Manager to obtain a copy. This guide includes detailed instructions for completing, naming, and uploading each of the following local hiring reports:*
 - *Ready to Work Job Posting – required to be submitted by all City of Baltimore funded partners prior to posting any new positions to be funded by this contract (Slide #14)*
 - *Local Hiring Employment Analysis, Part 1 - Workforce Information – required to be submitted by City of Baltimore funded partners that were not funded during FY23 (Slide #15)*
 - *Local Hiring Employment Analysis, Part 2 - Subcontractor Information – required to be submitted by all City of Baltimore funded partners, but only when subcontractors are paid with funds from this contract (Slide #16)*
 - *Local Hiring Monthly Employment Report – required to be submitted by all City of Baltimore funded partners (Slide #17)*
 - *Local Hiring Report - New Hire Data - required to be submitted by all City of Baltimore funded partners immediately following the hire of new employees that will be paid from this contract (Slide #18)*



EMPLOY BALTIMORE – READY TO WORK FOR YOU!

Job Posting Application



Instructions: Complete all fields [redacted]
It is recommended that you save a copy of the completed form for your records.

COMPANY INFORMATION		
Company		FEIN
Street Address		
City	State	ZIP
Website/URL	# of Employees	Industry
Contact Name		Title
Email Address	Phone	Fax
Is Job Posting for a City Contract? NO <input checked="" type="checkbox"/> YES <input type="checkbox"/>		Contract Name/#
JOB POSTING INFORMATION		
Job Title/	Number of Open Positions _____	Status: FT <input type="checkbox"/> PT <input type="checkbox"/> Temp <input type="checkbox"/>
Salary/ Hr. Wage	Benefits: NO <input type="checkbox"/> YES <input type="checkbox"/> Type:	
Work Environment: Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/>	Physical Requirement	NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> List
min. lifting _____ lbs		
Licenses/Certification Required: NO <input type="checkbox"/> YES <input type="checkbox"/> List: _____		
Car required: NO <input type="checkbox"/> YES <input type="checkbox"/>	Is company accessible by public transportation? NO <input type="checkbox"/> YES <input type="checkbox"/>	
Bus# _____		
Pre-Employment Screening: Alcohol/Drug <input type="checkbox"/> Credit <input type="checkbox"/> References <input type="checkbox"/> Criminal Background Check NO <input type="checkbox"/> YES <input type="checkbox"/>		
Education : <input type="checkbox"/> HS Diploma or GED <input type="checkbox"/> College Courses <input type="checkbox"/> Training/Tech Certificate <input type="checkbox"/> AA Degree <input checked="" type="checkbox"/> B. A. Degree <input type="checkbox"/> Other Degree		
JOB DESCRIPTION		
Experience/ Skills Required		
EMPLOYER CERTIFICATION		
I certify that the information on this job posting is accurate and is provided to recruit for a valid employment opportunity.		
Signature/Title		Date

Job Posting Application



CITY OF BALTIMORE

LOCAL HIRING EMPLOYMENT ANALYSIS

Part 1 – Workforce Information

FEIN #

Company:			
Contract Name/#: FY22-24 Mayor's Office of Children and Family Success (MOCFS) Grant			
Date of Award: 10/21/2021	Award Amount:	Contract Start Date: 07/01/2023	Contract End Date: 06/30/2024
Women or Minority Owned Business <input type="checkbox"/> No <input type="checkbox"/> Yes	Total number of employees currently on payroll: <input type="text"/>	Is this a Subcontractor? If yes, list name of Prime Family League of Baltimore, Inc.	
Company Contact Information			Industry
Contact Name, Title	<input type="text"/>		
Company Address	<input type="text"/>		
City, State, & Zip	<input type="text"/>		
Telephone #	Office # <input type="text"/>	Cell # <input type="text"/>	
E-mail Address	<input type="text"/>		

Total number of workers required to complete this project for the contractor & all subcontractors Company/Contractor <input type="text"/>	Total number of <u>new workers</u> required/projected for this project <input type="text"/>	Total number of positions to be posted with MOED (complete chart below*) <input type="text"/>
All Subcontractors <input type="text"/>	<input type="text"/>	<input type="text"/>

- Does the company require recruitment for new hires on this project? No Yes- How soon? Days
If no, explain.
- Will the company utilize subcontractors on this project? No Yes (complete Employment Analysis Part 2)
- Does the company have openings on other local projects? No Yes Location

*If recruitment is required for this project, complete the chart below and attach job descriptions for each position title.

Position Title	# Job Openings	Skills Required (Attach job description)	Wage Rate/Hr.	Experience Level (1=skilled, 2=entry, 3=no experience)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

By signing below, I verify that the information above is accurate to the best of my knowledge and commit that my company will adhere to the Local Hiring Law and ensure that at least 51% of the new jobs required to complete this contract or project must be filled by Baltimore City residents.

Signature of Authorized Company Representative

Date

LH Employment Analysis Part 1



**LOCAL HIRING EMPLOYMENT ANALYSIS
Part 2 – Subcontractor Information**

Contract # PI22-24 008-CSE HVP School Grant Prime Company Name: Family League of Baltimore, Inc.

# 1. Subcontractor -Company Name		Contract Amount	Start Date:	End Date:
Contact Name				
Company Address				
City, State, & Zip				
Telephone #	Office	Cell		
Email Address			Industry	
# 2. Subcontractor - Company Name		Contract Amount	Start Date:	End Date:
Contact Name				
Company Address				
City, State, & Zip				
Telephone #	Office	Cell		
Email Address			Industry	
# 3. Subcontractor - Company Name		Contract Amount	Start Date:	End Date:
Contact Name				
Company Address				
City, State, & Zip				
Telephone #	Office	Cell		
Email Address			Industry	

Notes: _____

Follow-up Date: _____
MOED Staff Name: _____ Date: _____

**LH Employment
Analysis
Part 2**



LOCAL HIRING EMPLOYMENT REPORT



The City of Baltimore Local Hiring Law Section 27-8 requires businesses to complete and submit this Employment Report by the 5th day of each month for the duration of the City contract award or city-subsidized project. Intentional violation of any provision of the Law may result in disbarment and/or criminal penalties.

Vendor/Business Name		
Contracting City Agency	Mayor's Office of Children and Family Success (MOCFS)	
Bid/Contract Number/Name	FY22-24 COB-CSE HVP -School Grant	
Contract Award Date	10/21/2021	
Contract Start / End Date	7/1/2023 - 6/30/2024	
Are you a Subcontractor?	Y	Prime Contractor: The Family League of Baltimore, Inc.

Business Representative Name _____ Title: _____
 Email Address _____ Telephone # _____

Workforce Activity - To be completed by the Contractor Report Period: Month _____ Year _____

1. Employees needed/on payroll for the contract	
2. Baltimore City Residents on Payroll for this contract	
3. Current employees transferred from other projects to work on this contract	
4. New job openings created	
5. Job openings listed with MOED	
6. Total of all new employees hired this month (Please complete new hire data form if applicable) (pg.2)	
7. Total Baltimore City Residents hired this month	

My signature certifies that the workforce activity reported below is accurate based on the company payroll records

Signature _____ Date _____

Employment Report Template Instructions

1. Please indicate the # of employees on payroll for this project.
2. Please indicate the # of City residents on payroll for this project.
3. Please indicate the # of workers transferred from other projects to work on this project.
4. Please indicate the # of new job openings created for this project.
5. Please indicate the # of openings posted with MOED.
6. Please indicate the # of new employees hired this month. (Please complete the New Hire Employment Report)
7. Please indicate the # of Baltimore City residents hired this month.

**LH
Employment
Report**



LH New Hire Data Report



LOCAL HIRING REPORT-NEW HIRE DATA

Please complete the information below for each new working hired during the report period.

Company Name: _____													
Contract #/Name: FY22-24 COB-CSE HVP School Grant													
City Agency: Mayor's Office of Children and Family Success													
Report Period:			Month:				Year:						
Hire Date	Application Date	Job Title	Hours per Week	Hrly Wage	Benefits Offered? Health/Fringe/Both	Last Name	First Name	SS # - Last 4 digits	Address	City, State Zip Code	Highest Grade Completed	Referral Source	Date Job Posted with MOED (or N/A if Waived)

- INSTRUCTIONS:**
- 1. Company Name/Contract/Name #: Please indicate your full company name, the contract # and/ name of your contract with the City of Baltimore.
 - 2. City Agency: Please indicate the city agency who contacted you for your award. This information can be found in your Notice to Proceed.
 - 3. Report Period: Please enter the reporting month and year for your Local Hiring Law Report.
 - 4. Hire Date: Please enter the employment start day for your new hire.
 - 5. Job Title: Please enter the official title for your new hire.
 - 6. Wage: Please enter the hourly wage for your new hire.
 - 7. Benefits Offered?: Will benefits be offered to your new hire within the next 12 months?
 - 8. Last Name/First Name: Please indicate the full last name and first name of your new hire.
 - 9. Social Security #: Please indicate the full social security number for your new hire.
 - 10. Address: Please indicate the full address for your new hire, including zip code.
 - 11. Referral Source: Please indicate the referral source for your new hire. For example, MOED, Staffing Company, Employer (your own recruit)



***New Quarterly Payment Requirement**

Effective July 1, 2023, all local hiring reports must be submitted and approved to qualify for each quarterly payment during the period of the contract. The following schedule reflects the alignment between the monthly local hiring reports and each quarter:

Monthly Local Hiring Employment Reports	Quarter
July, August, September	Q1
October, November, December	Q2
January, February, March	Q3
April, May, June	Q4



Keianna Thompson
Senior Director of
Finance



Neasiel Moses
Grants Accounting
Manager



Payments

- Payments are issued within **30 days upon approval of all required reports** for the quarter.
- Payment amounts are contingent on the expense report and the payment schedule in the contract.
- We issue payments via EFT.
- Please ensure you submit your expense reports before or by the due dates in FUNDINGtrack.

Payments Schedule

- **10% advance** issued when **award letter** is signed.
- **10% advance** issued when **contract is fully executed, and initial reports are approved.**
- **1st payment** cannot exceed **40%** of total award amount.
- **2nd payment** cannot exceed **60%** of total award amount.
- **3rd payment** cannot exceed **80%** of total award amount.
- **Final payment** cannot exceed **100%** of total award amount.



No Cost Extensions (NCEs)

- Funders do not allow extensions on contracts.
- NCE requests will not be considered nor approved.
- All funds must be spent by your contract end date.
- Budget modifications are encouraged to ensure full spending by contract end date.





Budget Modifications

- Please allow 4 weeks for the modification to go into effect.
- Modifications should be requested if the change is **greater than 10% for a line item** and funds are being allocated to a different category in the budget.
- If funds are reallocated within the same budget line, then no budget modification is required.
- **Budget modifications** must be submitted no later than 60 days from the end of the contract term (deadline: **Friday, April 30, 2024**).
- There is a budget modification tutorial on the Standard Budget in FUNDINGtrack.



Steps for Budget Modification

1. “Request Modification” in *FUNDINGtrack* on the expense report.
2. The Senior Director of Finance will determine if a budget modification is necessary.
3. If the modification is necessary, a template will be assigned in *FUNDINGtrack* for the Funded Partner to **complete and submit**.
4. **All line items of the budget must be entered, whether or not they are changing and the total must equal the award amount.**
5. The Senior Director of Finance will review and approve the revised budget.
6. The revised budget becomes the budget in which subsequent expenses are reported.



Questions?





FAMILY LEAGUE

OF BALTIMORE

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FamilyLeagueBaltimore



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