



FAMILY LEAGUE

OF BALTIMORE

MAKING CONNECTIONS. IMPROVING LIVES.

**FY24 Funded Partnerships
Week: Day 3
August 10, 2023
9:00am – 10:30pm**



Agenda

- Welcome
- Criminal Background Checks
- Innovation & Technology Team
- FUNDINGtrack
- Local Hiring Update***
- Reminders
- Meet Your Partnership Manager
- Questions and Closing



GUIDELINES FOR BACKGROUND CHECKS

By: RKW LAW GROUP



It's the Law



Maryland Policies & Procedures Manual For Local Management Boards Issued By Governor's Office For Children On Behalf Of The Children's Cabinet

A national and State criminal history records check ***is required*** by State law, Md. Family Law Ann. Code §5-550, et seq and COMAR 12.15.02.

Board ***shall ensure*** vendors are in compliance with the criminal background check requirements.



It's the Law



Board ***shall ensure*** vendors develop and comply with policies and procedures to respond to situations where background check discloses criminal activity.

If background check is not required, it is recommended that Board ***consider possible liabilities*** of not requiring a criminal check.



It Makes Sense Advocates For Youth state that most children were abused by someone they know and trust

- *96% were known to their victims*
- *50% were acquaintances or friends*
- *20% were fathers*
- *16% were relatives*
- *4% were strangers*

Who

- Anyone who will or may come to contact with children.
- Employees
- Volunteers
- Interns
- Subcontractors



What do I have to do?

- 1. Considerations
- 2. Confirmation
- 3. Review





Considerations

Baltimore City Law – May only request background check ***after*** conditionally made an offer of employment.



Considerations

- Fair Credit Reporting Act (FCRA) and Baltimore City Law:
 - Must ***tell person*** you might use the information for decisions about his/her employment or working with youths.
 - Notice must be ***separate from*** application.
 - Get ***written permission*** to do background check.

Confirmation of:

- Authority for vendor to conduct criminal background investigations.
- Name, address and social security number of the employee/applicant.
- Completion of investigations before start.
- Investigations are timely and done annually or consider a repository.

Review



- Review records specifically for offenses related to abduction, abuse or neglect of a child or adult.
- **If you see any offense for which you are unsure, please consult with counsel and/or The Family League.**

Review

- child abuse;
- child selling;
- confinement of an unattended child;
- contributing to certain conditions of a minor delinquency;
- hiring, soliciting, engaging or using a minor for the purpose of manufacturing distributing, or delivering a controlled dangerous substance;

Review

- incest;
- indecent exposure;
- kidnapping;
- maiming or mayhem;
- murder;
- pornography;
- rape;
- sex offenses;
- sodomy;
- unnatural or perverted practices;
- religious or ethnic crimes; and
- any other crimes involving children or vulnerable adults.

Finding Adverse Actions



- Upon discovery of a disqualifying offense, you must immediately suspend any contact with youth.

Finding Adverse Actions

- Must give applicant/employee:
 - Notice and copy of report you use to make decision; and
 - Copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which you should receive from company which did report.





More Things to Keep In Mind

- Determine if company doing investigations acts as a repository/provides ongoing monitoring.
- Repositories automatically check, track, and pinpoint important record notifications identifying risk post-hire.
Most commonly used:

- Maryland Criminal Justice Information System (CJIS)
- Pinkerton



More Things to Keep In Mind

- Please note that if your program is not using a system which provides ongoing monitoring such as the two listed, your program is responsible for submitting proof of criminal background check on an annual basis.

Innovation & Technology Team



**Dara Gray -
Senior Director of Innovation & Technology**

Dara leads our team collaboration to ensure we best serve all our partners with a focus on integrity, stability and security.



**Patrick O'Connor -
Business Systems Administrator**

Patrick ensures that all applicable software systems are operating at capacity in order to meet ever-changing business needs.



**Anton Smith -
Information Technology Technician**

Anton maintains, troubleshoots and repairs hardware and software for Microsoft Windows based computer systems and peripherals such as printers and other related hardware.

**Shebbi Eversley -
IT Training & Support Specialist**

Shebbi provides technical assistance and support for all incoming queries and issues related to computer systems and software. Assists with training manuals and training users.





Need support?

Email support@familyleague.org OR Call 443-423-0910

Always provide if possible:

- ✓ Your name
- ✓ Report name
- ✓ Program type
- ✓ Organization
- ✓ Site/School
- ✓ Brief Issue description
- ✓ Screenshots



Shebbi Eversley
IT Training & Support Specialist



What is FUNDINGtrack?

FUNDINGtrack is Family League's grant management system for submitting & reviewing applications and reports.

Through this online portal, new applicants and current partners can apply for funding opportunities and submit required reports when selected for funding.



Browser and Web Address

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Welcome to Family League's FUNDINGtrack

Login Now:

Your Name

[Reset or create password](#)

Family League of Baltimore's FUNDINGtrack serves applicants and Funded Partners. New applicants can submit proposals Online through the portal. Existing Funded Partners can access active and closed contracts as well as create a new proposal.

Those applying for the first time will need to register by selecting "Register" below. Your login credentials are emailed to you following submission of the registration form. It is quick, easy, and only required once.

Applicants are encouraged to complete the registration process well in advance of submitting an application.

Questions or problems, contact us at:

support@familyleague.org

443-423-0910

Please note that this system requires Chrome.

[Download Chrome](#)

FLUXX

[Privacy Policy](#) [Accessibility](#)



<https://flb.fluxx.io>

Landing page

Oversight role view

INFORMATION

- Family League welcome, navigation tips and access to current funding opportunities

APPLICATIONS

- Active and inactive applications

AWARDS

- Active and Previous Contracts

REPORTS

- Scopes, Budgets, Expenses, Admin & other reports ready for your data.

ORGANIZATIONS

- Your organization or primary organization name

All

All

Funded Partnerships Test

Test Org

Welcome

Funding Opportunities

APPLICATIONS

Apply for Grant

Withdrawn-Declined-Not Submitted

AWARDS (1)

Active Awards (1)

Closed Awards

REPORTS (5)

Overdue

Expenses (1)

Attendance

Local Hiring

Program & Data (1)

Scopes (1)

Staffing & Background Checks

Administrative

Approved (2)

ORGANIZATIONS (2)

Organization Information

Change Password

Logout

FLUXX

Welcome to Family League's FUNDINGtrack

Web Browser:

Please use Chrome only. Some features may not work correctly in other browsers.

If you have any questions or technical issues, please contact us at support@familyleague.org or 443-423-0910.

Training is highly recommended for all **NEW** users. If you or someone you know can benefit from FUNDINGtrack training, please feel free to upcoming sessions using this link [PD Calendar](#)

In FUNDINGtrack, you can . . .

- Submit an application for funding
- Review your current and previous grants
- Review and submit reports
- Update your organization's information

NAVIGATION

INFORMATION

- **Funding Opportunities** (all open funding opportunities)

APPLICATIONS

- **Applications** (drafts and applications sent back) Note: Submitted applications will not be visible.
- **Active Contracts** (awarded contracts for current fiscal year)
- **Previous Contracts** (awarded contracts for previous fiscal years)

current and previous reports can be accessed in the applicable header)

REPORTS

Organization Information (organizational documents such as audited financial statements and certificates of good standing are uploaded)

Landing page

Program staff role view

All

INFORMATION

Welcome

REPORTS (2)

Overdue (1)

Program & Data (1)

Scopes

Local Hiring

Approved

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REPORTS (all current and previous reports can be accessed in the applicable header)

ORGANIZATIONS

- **Organization Information** (organizational documents such as audited financial statements and certificates of good standing)





Who's Who in FUNDINGtrack?

LEVEL OF ACCESS	ROLE	PERMISSIONS
Reviewer	Proposal Reviewers	<ul style="list-style-type: none"> • View assigned proposals • Submit (Scores)
Program Staff	<ul style="list-style-type: none"> • Program Directors • Program Staff • School Staff 	<ul style="list-style-type: none"> • View (Assigned reports) • Edit • Save • Print • Submit (w/ prior approval)
Oversight	<ul style="list-style-type: none"> • Organization Oversight • Organization Admin 	<ul style="list-style-type: none"> • View (All without assignment) • Edit • Save • Print • Submit



Types of Reports

Scope of Work

Staffing and Criminal Background

Administrative Contract Documentation

Audited Financial Statement

Monthly Expense

Standard Budget

Monthly Data Report

The Navigation Flow of Traffic

The screenshot shows the Family League of Baltimore website interface. On the left is a navigation menu with categories: INFORMATION (Welcome), REPORTS (Overdue, Program & Data, Scopes, Approved). The 'Program & Data' item is circled in red. A red cloud annotation says 'STOP HERE'. The main content area shows a search bar, a report card for 'Train Org' (Community School Strategy - Community School Program, Due: 10/9/2019, Status: New), and a form for 'Organization Name: Train Org' and 'Agency Street Address:'. A yellow cloud annotation says 'TAKE YOUR TIME... carefully read the description to make sure you have the right report.' On the right, the report title 'Community Schools Action Plan and Scope of Work' is shown, followed by 'Funded Partner Organization Train Org'. A green cloud annotation says 'GO!!! View, Edit, or Print your report.' In the top right corner, 'Edit' and 'Print' buttons are circled in green. A traffic light icon is in the bottom right corner.

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Search...

Train Org
Community School Strategy - Community School Program
Community Schools Action Plan and Scope of Work
Due: 10/9/2019
Fiscal Year: FY 2020
Status: New
School:

Edit



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Community Schools Action Plan and Scope of Work

Funded Partner Organization
Train Org

GO!!!

View, Edit, or
Print your
report.

Organization Name: Train Org

Agency Street Address:

Community School Name:

Community School Street Address :

City:

State:

Zip Code:

STOP
HERE

TAKE YOUR TIME...
carefully read the
description to make sure
you have the right report.



Completing Reports

- Follow the directions of the specific report to be completed.
- Clicking on a field will determine whether that field should be completed by the user
- Some fields will be optional, while most are mandatory
- Some fields will calculate automatically based on information provided in other fields

Sample Report

Funded Partner Organization
Train Org

Organization Name: Train Org

Lead Agency Street Address

City

State

Zip Code

Community School Name

Community School Street Address

City

State

Zip Code

▼ Contact Information

Community School Coordinator

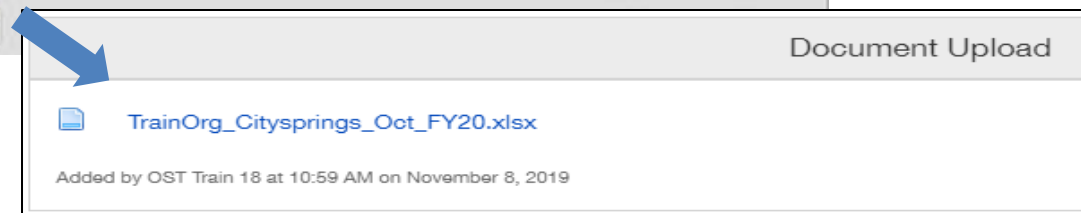
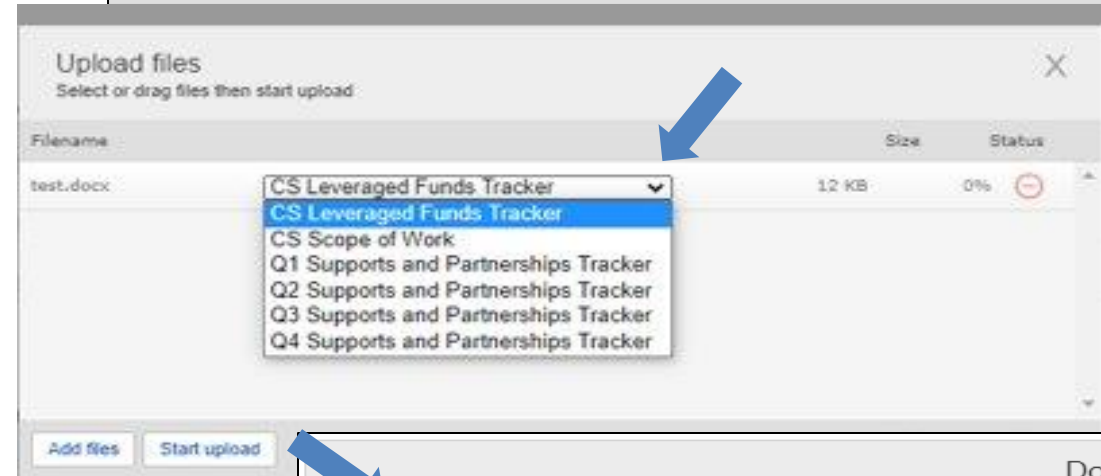
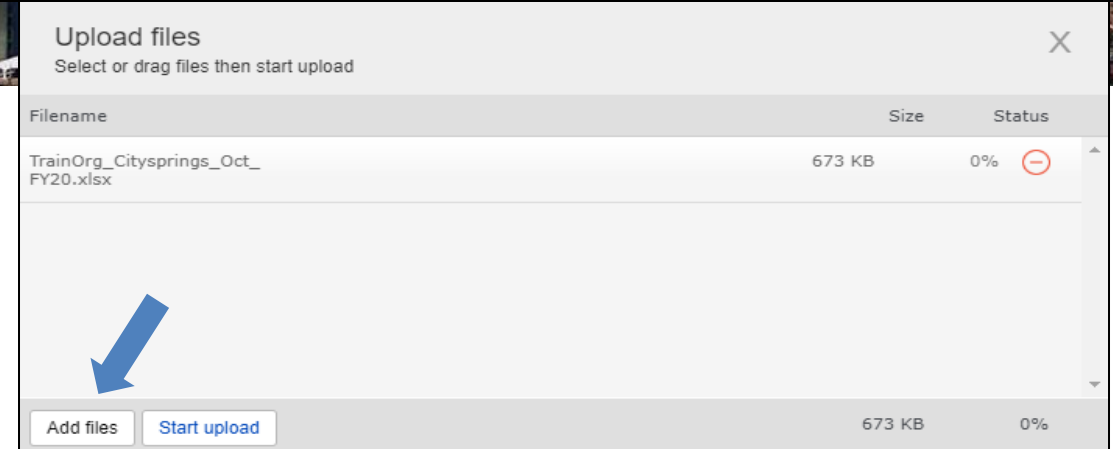
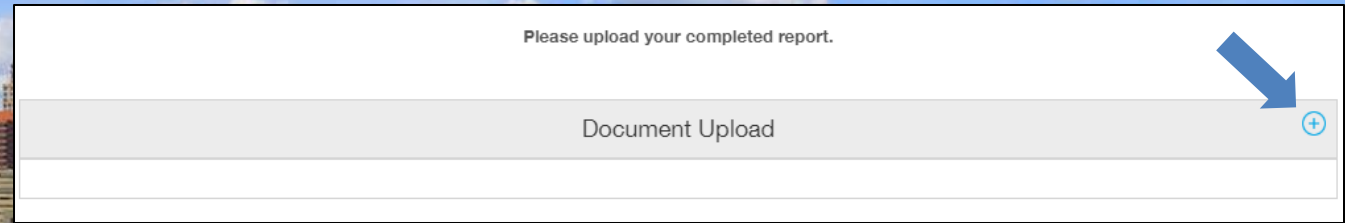
Cancel

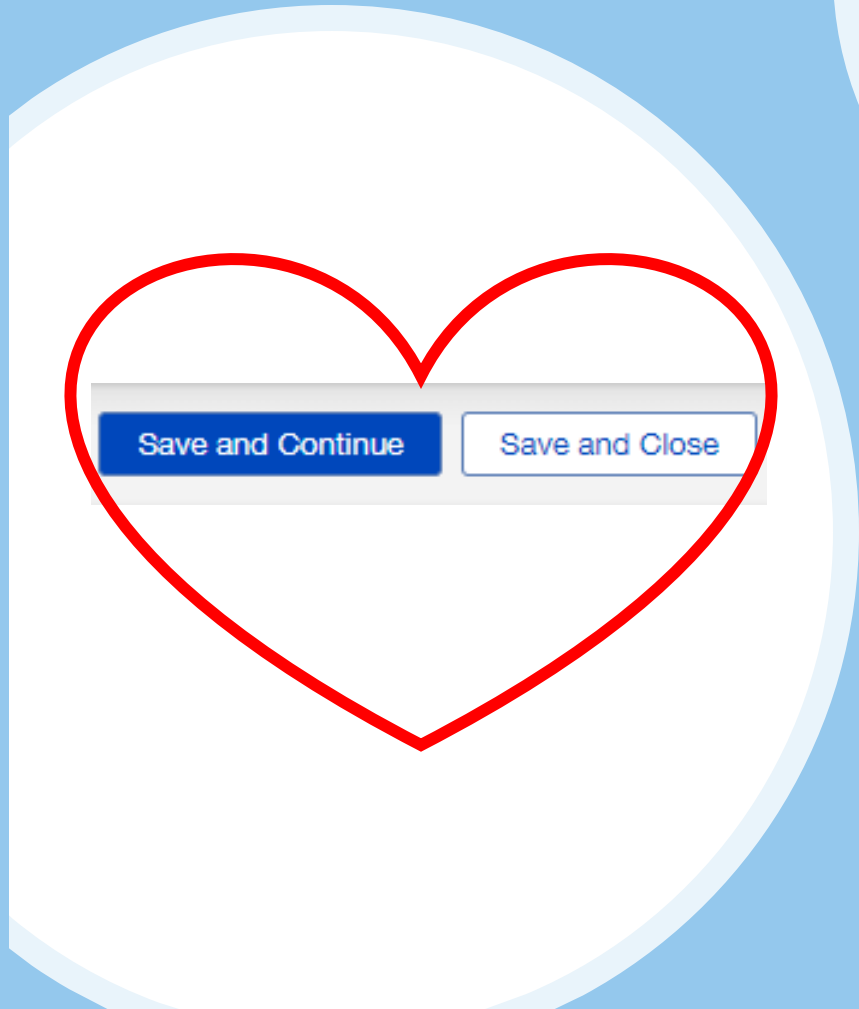


Save

Document Uploading

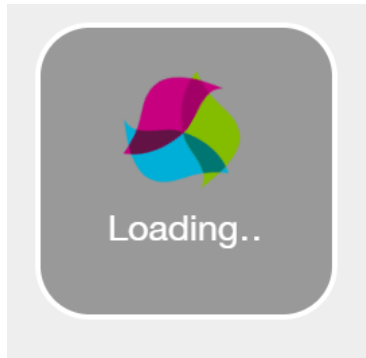
- Some reports will require the uploading of documents such as files, pictures, etc.
- There is no limit to the number of documents you may upload.
- If your report requires multiple document uploads, please identify the document type from the dropdown list for each one.
- The specific documents that you will need to upload will be detailed in your contract, and with a submission schedule.



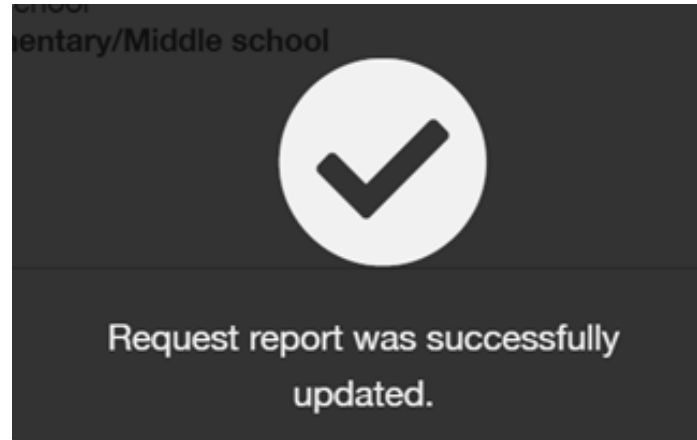


SAVE the day!

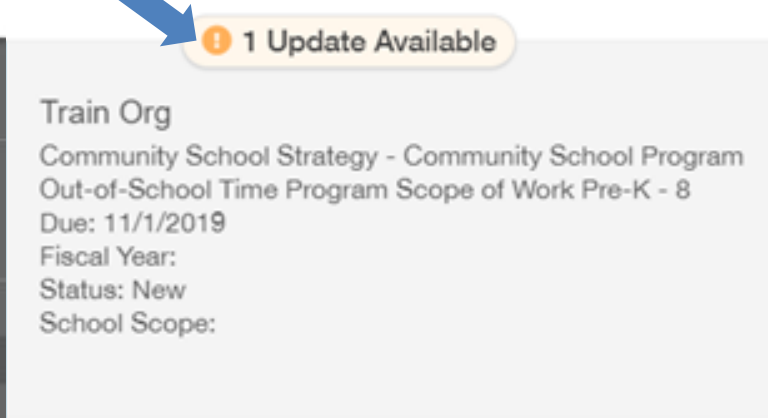
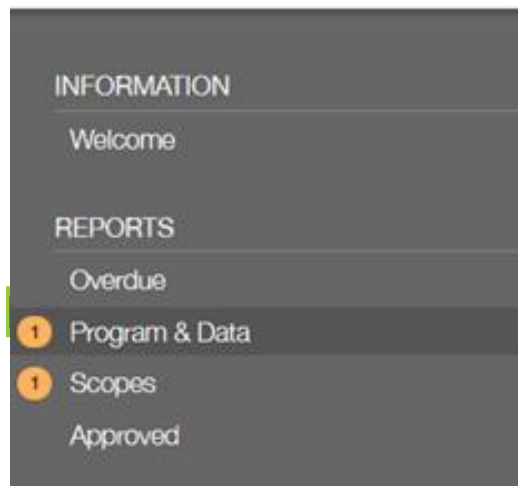
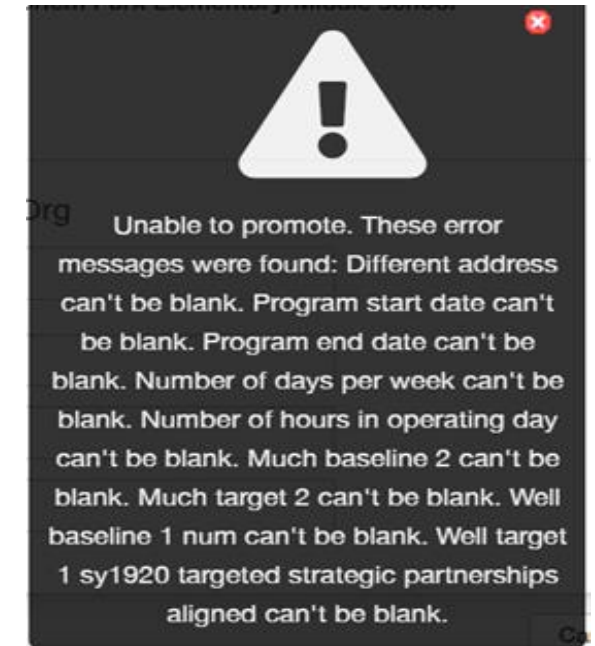
Look Who's Talking! Possible Notifications & Alerts



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OR



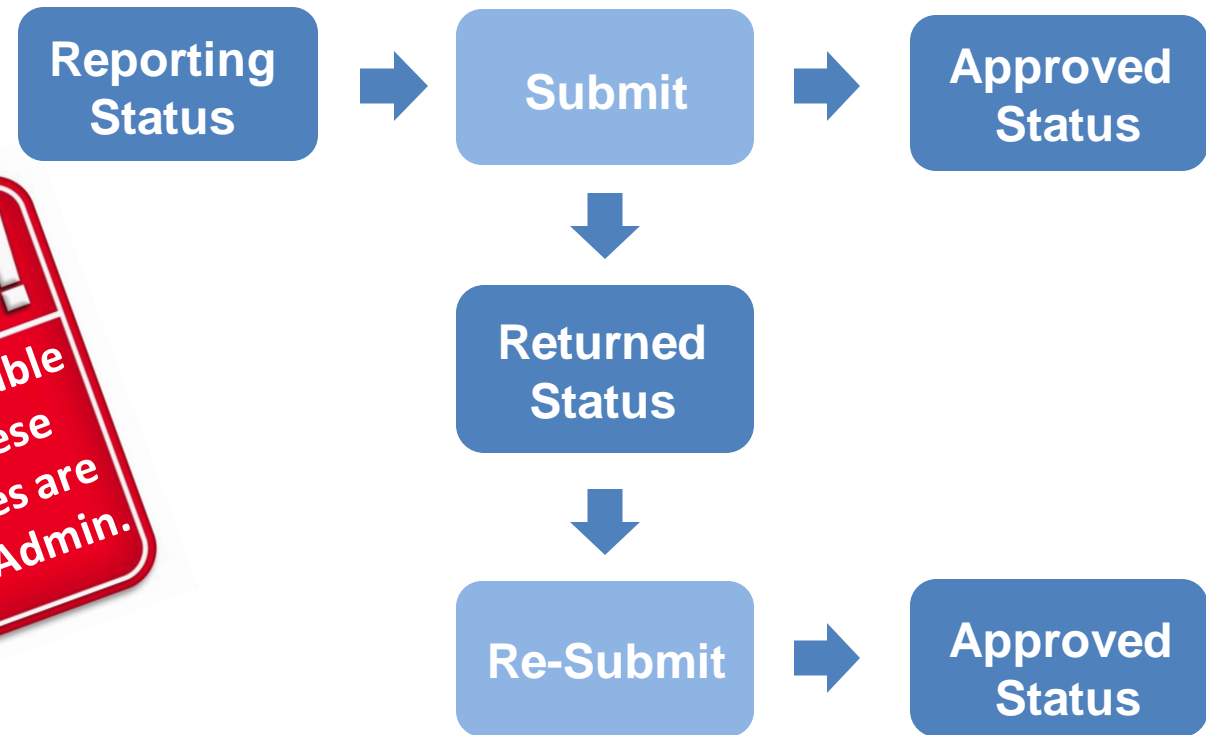
The Status “Flow”



- All reports will first appear to the user in the respective **Reporting Status** for the program type.

- Reports may be returned to users if they have not been completed correctly, until they meet the requirements for approval. This is the **Returned Status**.

- All reporting workflows have been completed once they reach the **Approved Status**.





Reminders

- Please submit any outstanding FY23 deliverables as failure to do so may impact your final FY23 payment as well as your FY24 advances.
- Sign your Award Letters and Contract packets as soon as possible. You will receive your first 10% advance upon execution of the letter (provided FY23 is closed out).
 - Submit required documentation discussed on Day 2. Once approved, you will receive your second 10% advance (provided FY23 is closed out).
- Email your Partnership Manager if any points of contact or contact information has changed as soon as possible.
- Session recordings and slides will be sent to you and available on the website (www.familyleague.org) next week.
- Keep in touch!
 - Fundedpartnerships@familyleague.org
 - Send us updates and photos from your programs! We want to see you in action!



Meet Your Partnership Manager: Breakout Rooms

Mark Hughes and Yolanda Jones

- Expanded Youth Programming
- Out-of-School Time

Candas Park

- B'more for Healthy Babies
- Care Coordination
- Community Schools
- Food Access
- Home Visiting
- School Readiness

Clifton Williams

- Directed Supports
- Home Instruction for Parents of Preschool Youngsters
- Interagency Initiatives
- Restoring Inner City Hope (RICH)
- University Partners





Local Hiring Update

- Local Hiring Agreement with Mayor's Office of Employment Development
 - Partners should submit their required forms to Family League through FUNDINGtrack to ensure proper tracking and timely payment of quarterly installments.
 - Partners will continue to receive email reminders from both MOED due to the manner in which their system works. However, the language of the email will be updated to indicate that partners should submit their forms and questions to Family League.
- Monthly Local Hiring Reports are now payment-contingent.

Questions?





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www.familyleague.org

info@familyleague.org

 [FamilyLeagueBaltimore](https://www.facebook.com/FamilyLeagueBaltimore)

  [family_league](https://www.instagram.com/family_league)

 [family-league](https://www.linkedin.com/company/family-league)