REQUEST FOR APPLICATIONS (RFA):

FY24 Out-of-School Time Programming in Baltimore Community Schools

DATE OF ISSUE: August 17, 2023

DEADLINE: September 14, 2023
INTRODUCTION

Since 1991, Family League of Baltimore (Family League) has been the designated Local Management Board for the City of Baltimore. It serves as an architect of change by promoting data-driven, collaborative initiatives and aligning resources to create lasting outcomes for children, families, and communities with a vision of a Baltimore where every child grows up in a family that thrives. Family League believes that racial equity plays a pivotal role in realizing its organizational vision and that it can be achieved when race no longer determines the life trajectory of people in Baltimore. As such, Family League applies a racial equity lens to its policies, practices, organizational culture, and grantmaking.
Family League’s work is guided by, and its success is defined by its ability to address, the State of Maryland’s Eight (8) Child Well-being Results Areas. We work to ensure that children are born and remain healthy; are prepared for, succeed in, and complete school; that youth are prepared for college or career opportunities; that communities are safe; and that families are able to enjoy safety and economic stability.

As a careful steward of the funds awarded by the City, the State of Maryland, and federal and private entities, Family League braids its resources together to maximize the impact of each dollar invested in support of these results areas. We leverage these resources to serve Baltimore’s children, youth, and families through our participation as a convener, implementation lead, or partner in numerous collaborative spaces.

DEFINITIONS

- **Out-of-School Time (OST):** Out of School Time (OST) is an integral part of the Community School (CS) Strategy in Baltimore. OST is a program providing before, after-school, weekend, and/or summer learning opportunities for children at a Community School that uses a youth development lens to enhance the core academic program of the Community School and is aligned with classroom learning.

- **Community School (CS) Strategy:** The Community School (CS) Strategy is an integrated and multidisciplinary strategy to promote student and community success. The purpose of the Community School Strategy is to ensure all students in Baltimore City Public Schools are learning and succeeding through an integrated focus on academics, health and social services, child and community development, college and career readiness, family and community engagement. The CS Strategy is an evidence-based approach to addressing inequities in areas of concentrated poverty. All stakeholders come together to build relationships and power to challenge systems that perpetuate inequities, while creating positive school climates that facilitate learning, growth, and strong, vibrant families and communities.

- **Intentional programming** – Programs and program activities aligned to explicit goals set for meeting young people’s needs.

- **Comprehensive Programs:** Diverse, culturally relevant programming that include the following daily: 45 minutes academic enrichment and support; diverse enrichment activities (e.g., STEM, sports, music, art, etc.); nutritious-healthy meals/snacks. Programming operates in person for a minimum of 100 days, 12 hours per week (no less than 4 days a week, 3 hours per day). Programming dosage should be equivalent to the requirements needed to meet program objectives and outcomes. Days/hours of operation can be flexible to meet school/participant needs (e.g., before school, weekends, evenings, during breaks, etc.). Programming may also include intentional, engaging, hands-on experiential learning and/or service learning & community projects, college & career awareness/preparation/exploration, youth-led learning and social activities, and wrap-around/emergency supports. Finally, 30 minutes of staff facilitated physical activity daily is recommended, especially for K-8 students.

- **Average Daily Attendance (ADA):** the average number of students who attend the program compared to the number of enrolled students who could have come to the program for a given time period.

- **Safe and supportive climate/spaces** - Nurturing environments that support the developmental, emotional, physical, and mental well-being of youth and staff.
• **Engaged learning** – Culturally relevant, meaningful activities or learning opportunities that expand youth and serve their cognitive, physical, social, and emotional development while responding to their interests and building skills for success in school, work and beyond.

• **Youth voice, choice and leadership** – Intentional opportunities for youth to play a meaningful role in program design and implementation including, but not limited to exercising choice and access to leadership development/roles.

**PURPOSE OF THIS INVESTMENT**

Family League - in partnership with Baltimore City Public Schools, the Mayor’s Office, and City Council - is 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 being engaged and supported in school, at home, and in their communities. This investment will support the implementation of high-quality Out of School Time (OST) programming at Baltimore City Community Schools.

By layering OST programming into a Community School, partners can leverage the existing infrastructure of the school and more holistically respond to the needs of students and their families. OST programs provide youth and young adults with a safe place to explore new ideas, connect with others, build skills including 21st-century skills, find new talents, and experience success during the times when school is not in session. Through OST, participants can engage with experiences focused on personal and academic growth as well as enrichment. High-quality OST programs support academic success, develop leadership, build skills, and nurture talents and interests so participants can achieve in their own unique ways.

**PROJECT DESCRIPTION**

There has been an increased demand for youth development programming in Baltimore City, especially for older youth. Through this Request for Application (RFA), Family League is seeking to procure partners who apply a racial equity lens to policies/practices and programming and has the capacity to lead OST programming in new and existing schools. Below is an overview of 3 different procurement opportunities:

I. Family League is seeking partners for 3 community schools who have **traditionally received** Family League OST funding:
   - **Gardenville Elementary School** – 45 seats, $65,250 award. To learn more about the school and OST program needs, please review the school profile [HERE](#).
   - **Pimlico Elementary/Middle School** – 45 seats, $65,250 award. To learn more about the school and OST program needs, please review school profile [HERE](#).
   - **City Springs Elementary Middle School** - 45 seats, $65,250 award. To learn more about the school and OST program needs, please review school profile [HERE](#).

II. Family League is seeking partners for 3 community schools who have been **identified by City Schools** as needing OST programming based on data:
   - **Harford Heights Elementary School** – 50 seats, $72,500 award. To learn more about the school and OST program needs, please review school profile [HERE](#).
   - **Highlandtown Elementary #215** – 50 seats, $72,500 award. To learn more about the school and OST program needs, please review school profile [HERE](#).
Violetville Elementary/Middle School – 50 seats, $72,500 award. To learn more about the school and OST program needs, please review school profile [HERE](#).

III. Family League is opening up procurement for community schools who **do not currently have Family League OST funding** (i.e., the school is not one of the 6 community schools listed above and/or not currently receiving OST funds). For more information on the schools that currently receive OST funding from Family League see list [HERE](#).

In addition to procurement for the 6 community schools listed above, this RFA makes **$1,456,750** available for new comprehensive OST programs that will operate in Baltimore community schools serving students K-12. Please note the following regarding this procurement:

- Schools considered for this funding opportunity must be identified as a Baltimore community school.
- To complete an application submission for a school that currently does not have identified OST funds from Family League, the applicant must upload a principal/school leadership letter of support. The letter of support should include the principal’s commitment to Out of School Time programming, why your organization aligns with their school community’s needs and the leader’s ultimate interest in potentially partnering with your organization for School Year 2023-2024 (and beyond).
- Funding requests can be flexible. However, to ensure equity and align with existing OST seats, Family League will generally pay an average of $1,450 per kindergarten-8th grade seats and $2,000 for 9th – 12th grade seats; Some exceptions may apply given proposed models. Seat requests should be aligned to data and school needs.
- Proposed program models can be innovative but must adhere to Family League’s comprehensive program requirements.

For all 3 grant opportunities listed above, principals are encouraged to provide community partners with a match up to 20% of Family League’s OST award to support high quality programming. However, this process is not managed by Family League of Baltimore.

Please review this RFA to learn more about funding priorities, guidelines, grantee requirements, submission instructions, proposal review, and the funding process.

**PRIORITY AREAS & PROGRAM REQUIREMENTS**

**Priority areas for this grant include:**

Programs and services associated with this opportunity shall be designed to:

- ensure that Baltimore’s children and youth are healthy; are ready to learn and succeed in school; and live in stable, safe, and supportive families and communities;
- focus on the prevention of negative outcomes and the support and enhancement of the strengths of children, youth, and their families;
- strengthen community-based networks of recreation and after-school services;
- ensure that children and youth with the highest needs receive maximum benefit from the funding;
Program requirements in this RFA include program and management practices that are aligned to recognized youth development competencies/standards designed to support positive youth development outcomes. For this RFA, they include:

- **Safe and Supportive Space/Positive Relationships** – Safe spaces (emotionally and physically) are tailored to the needs of participants. Positive climates are prioritized that include healthy relationships and bonding between participants and staff. In addition, there are intentional activities designed to make youth feel a sense of belonging and inclusion regardless of gender, ethnicity, sexual orientation, disabilities, or other factors.

- **Intentional Programming** – Program design addresses school community needs/priorities and implements innovative practices/strategies that lead to purposeful change and outcomes for participants. Programming employs a holistic approach and uses data consistently to support continuous improvement efforts and quality programming for young people.

- **Engaged Learning & Skill Building** – Engaged learning encourages participants to develop and/or enhance diverse skills (e.g., soft skills, social-emotional skills, etc.) through activities.

- **Youth Voice, Choice & Leadership** - Programming incorporates participant voice and choice into programming; Participants are encouraged to be responsible and independent. Engagement takes different shapes and there are opportunities for participants to take on new roles, including leadership roles.

- **Access to and Integration Among services** – Through collaborative efforts, information is available to participants and families connecting them to health and social services supporting a continuum of care and support.

- **Authentic Stakeholder Engagement** – Using an asset-based approach, collaborate with Community School Coordinator, school staff, school leadership and other key stakeholders (including families and community members/partners) to plan, implement, assess and enhance programming and supports.

- **Quality Staff & Support** – Program staff are diverse and have qualifications to meet needs. There is a plan for ongoing capacity building and the development of staff.

- **Program Design** – Innovative program design adheres to comprehensive model components. Programs that incorporate social emotional learning, trauma informed care and conflict resolution is a plus.

**Contract requirements for this grant include:**
Programming should address the needs and strengths of participants and be wide-ranging, including academic, social/emotional, health, and family domains. Below is an overview of contract requirements for this RFA:

- Adhere to RFA program requirements when designing and implementing programming.
- Begin in-person programming no later than October 30, 2023, and end programming no later than June 30, 2024. *A phased start up is recommended; if there are extenuating circumstances that impact this start date, please notify Family League of Baltimore.*
- Adhere to all safety protocols including background checks and having at least one (1) staff person who is CPR and First Aid Certified and on-site at all times; Maintain a staff-to-participant ratio of 1:15 or less.
- Attend Family League-required meetings, including, but not limited to, orientation, professional development, and Turn the Curve conversations.
- Participate in scheduled site visits and check-ins conducted by Family League staff.
- Adhere to all Quality (Weikart) deliverables including but not limited to completing the self-assessment, supporting an external assessment and creating improvement plan goals.
- Submit quarterly data and narrative reports in Family League-designated reporting tool.
• Administer participant surveys as permitted by parent/guardian consent.
  o Consent forms should be included in enrollment packets if possible.
  o If your program already administers a youth survey, Family League will work with you to add only the mandatory Family League survey questions to your existing survey, so you do not have to administer a second survey to the students.

By submitting an application, the Funded Partner agrees to honor these responsibilities/contract deliverables for the length of this grant award.

PERFORMANCE MEASURES
Program Quality, Data Collection, and Performance Measures
Performance for all programs funded through this opportunity will be measured using the Results Based Accountability (RBA) framework. The performance measures include the number of youth served and average daily attendance. However, since each OST program is unique in its program offerings and aligned to specific school and community needs, there is space for each applicant to identify an optional additional “how much?” and “how well?” measure at all grade levels. For High school programs, two-survey based “Is anyone better off” measures are provided. Elementary and Middle school programs will write 1-2 “better off?” measures that speak to the program’s intended impact on participants. At a minimum, proposals must describe how you monitor programming through data.

The following performance measures are expected for this proposal.

All programs:
How much or how many did we do?
# Students served one or more days
Applicant has the option to provide one additional “how much?” measure specific to the program that speaks to the number served or the services offered or produced in the program.

How well did we do it?
#/% of average daily attendance in the program out of enrolled youth
Applicant has the option to provide one additional “how well?” measure specific to the program that speaks to the quality of the programming and implementation.

Elementary and Middle School Programs:
Is Anyone Better off?
Applicant to provide 1-2 impact “better off?” measures specific to the program that speak to a positive change in the knowledge, skill, attitudes, or circumstance of participants.

High School Programs:
Is Anyone Better off?
#/% of students who identify a post-secondary goal for their future on program check in forms or youth survey

#/% of students who report that the program helped them learn something new that they use in school and life on youth survey
GRANT TERMS & APPLICANT ELIGIBILITY

Grant Period: July 1, 2023 - June 30, 2024

To apply, interested individuals or organizations must:

• 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 2023 calendar year (January 1, 2023, to present). A certificate can be obtained from here;
• for funding requests totaling $50,000 or less, provide a copy of the organization’s Form 990 within the past 12 months.
• for funding requests totaling more than $50,000, 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 RFA; and
• provide a clear, detailed, and concise operating budget equal to the total amount of requested funds and a budget narrative that explains the 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 the Organization that all Baltimore City-based small, minority, and/or woman-owned or -led businesses and other historically underrepresented and underutilized business enterprises will be given the maximum practicable opportunity to compete and be awarded contracts to provide goods, services, and activities administered by the Organization.

SUBMISSION REQUIREMENTS

Applicants are required to submit proposals through FUNDINGtrack, Family League’s online grants management system accessible through https://flb.fluxx.io. Submissions must be completed by the date and time specified in this RFA 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 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: September 14, 2023 @ 4 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 three business days 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 RFA.
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
Questions can be emailed to fundedpartnerships@familyleague.org. Questions will be accepted until close of business (5:00 pm) on August 24, 2023. All questions and responses will be publicly posted on the Family League website http://familyleague.org/funded-partnerships/funding-opportunities/professional-service-opportunities/ by August 29, 2023.

A Pre-proposal Conference will be held on August 31, 2023, 9am-10am via Zoom:
https://familyleague-org.zoom.us/j/88157588467?pwd=RnVjVEhEMzdZVnRmJJeU0zODZCd209
Meeting ID: 881 5758 8467
Passcode: 124975

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Dial by your location
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• +1 929 205 6099 US (New York)
• +1 267 831 0333 US (Philadelphia)
• +1 470 250 9358 US (Atlanta)
• +1 470 381 2552 US (Atlanta)
• +1 646 518 9805 US (New York)
• +1 786 635 1003 US (Miami)
• 833 548 0282 US Toll-free
• 877 853 5247 US Toll-free
• 888 788 0099 US Toll-free
• 833 548 0276 US Toll-free

Meeting ID: 881 5758 8467
Find your local number: https://familyleague-org.zoom.us/u/kcDLps7VgZ

BUDGET GUIDELINES
Be sure that the budget:

• does not exceed the 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 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; parents, youth, and/or family members of Baltimore City. Review panelists will serve at the invitation of Family League.

Selection Criteria
Criteria, including compliance with RFA priorities/requirements, will be used in determining which applicants will be awarded grants and become community partners. This includes:

- Proposal adheres to programming requirements designed to support positive youth outcomes
- Proposal is aligned and designed to meet school community needs/priorities
- Proposal meets needs identified by Baltimore City stakeholders (e.g., need for older youth programs (middle school only and high school); Programming in communities traditionally underserved (e.g., communities located in the Black Butterfly etc.)
- Budget/spending plan reflects maximizing of resources (stewardship) and sustainability
- Principal/school leadership letter of support uploaded with application (as applicable) to demonstrate alignment and buy-in

In some cases, the school principal will play an integral part in the review and selection process. Family League is the sole and final authority regarding the approval or disapproval of contract awards and the conditions under which they are awarded. All grants awarded by Family League are final and not subject to appeal or review.

Announcement
Funding decisions are expected to be announced by the week of October 2\textsuperscript{nd}.

Key Dates and Deadlines

<table>
<thead>
<tr>
<th>DATE</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17, 2023</td>
<td>RFA Released</td>
</tr>
<tr>
<td>August 24, 2023</td>
<td>Question &amp; Answer Deadline</td>
</tr>
<tr>
<td>August 29, 2023</td>
<td>Question &amp; Answer Posting</td>
</tr>
<tr>
<td>August 31, 2023</td>
<td>Preproposal Conference</td>
</tr>
<tr>
<td>September 14, 2023</td>
<td>Applications Due</td>
</tr>
<tr>
<td>September 15 – September 20, 2023</td>
<td>Technical Review &amp; Cure Period</td>
</tr>
<tr>
<td>September 21 – October 4, 2023</td>
<td>Application Review</td>
</tr>
<tr>
<td>October 10 – October 13, 2023</td>
<td>Award Announcements</td>
</tr>
<tr>
<td>By October 30, 2023</td>
<td>Programming Start Date (A phased start up is recommended; If there are extenuating circumstances that impact starting before this date, please notify Family League of Baltimore).</td>
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</table>
GENERAL TERMS AND 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 or in such form as agreed upon by Family League.

Reporting
All Funded Partners must submit quarterly financial and programmatic reports unless otherwise specified by Family League. 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 RFA. 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. By submitting a proposal to this RFA, applicants attest that they have read and accepted these conditions fully. A Scope of Work with details about specific requirements and measurable outcomes will be a requirement for 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 RFA shall become a part of the contract between the Funded Partner and Family League.