



REQUEST FOR PROPOSALS (RFP):

Adaptive Village

DATE OF ISSUE: August 26, 2024

DEADLINE: September 20, 2024

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 its success and is defined by its ability to address the State of Maryland's 8 Child Well-being Results Areas. We work to ensure that children are born and remain healthy; are prepared for educational success; are prepared for college and/or career opportunities; are safe in their communities; and, most importantly, are able to enjoy communities that are safe and economically stable.

As a careful steward of funds awarded by the City of Baltimore, the State of Maryland, and federal and private entities, Family League braids its resources together to maximize the impact of each dollar invested in supporting initiatives that brandish positive results.

PROJECT DESCRIPTION

In response to the findings of an extensive Community Health Needs Assessment (CHNA) conducted in collaboration with Morgan State University's School of Community Health and Policy, Family League is proud to announce the Adaptive Village Small Grants Program. This funding opportunity is aimed to support innovative projects that address critical health needs within prioritized communities.

Our grant program seeks to empower community members to propose and implement projects that directly address health disparities and promote wellness. This opportunity is aligned with Maryland's Results for Child Well-Being. This year, we are particularly focused on initiatives serving the following areas: Park Heights, Southeastern, Cherry Hill, Brooklyn/ Curtis Bay/ Hawkins, Belair-Edison, Point Sandtown Winchester/Harlem Park, Penn-North/Reservoir Hill, Southwest Baltimore, Madison East, Greenmount East, and Greater Govans.

We invite community members and organizations to submit proposals that align with identified needs and priorities of their respective communities. Projects should align with the Maryland Results for Child Well Being Areas: Children are Successful in School; Families are Economically Stable and Communities are Safe. Priority will be given to proposals that demonstrate a clear understanding of community needs, innovative approaches and have the potential for sustainable impact and collaboration.

An example of some of the projects funded last year include:

- Catherines Family and Youth Services: Expanded their food pantry, introducing healthier choices for the community. In addition, they expanded their Diaper Hub. Finally, they innovatively incorporated a refrigerated vending machine accepting EBT and debit cards.
- Mental Health Emergency Fund: This stipend program targets Baltimore City residents who have less than \$1000 in their savings account and are on the verge of reaching a crisis regarding their mental health. This initiative established four different youth therapy stipend programs, facilitated literacy training for over 100 community members and built partnerships with therapy practices to deliver pro-bono therapy services.
- No Boundaries Coalition: Conducted the Fresh Workforce Development Program. In addition, 80% of participants obtained the Serve Safe Manager Certification and secured employment in the culinary industry.

Project proposals should include:

1. Identification of the Maryland Child Well Being Result Area being addressed (<https://goc.maryland.gov/wellbeingscorecard/>)
 - Children are Successful in School
 - Families are Economically Stable
 - Communities Are Safe
2. A brief description of the project, including objectives and expected impact
3. A comprehensive project budget outlining expenses and requested funding

Through the Adaptive Village Small Grants program, we aim to support community-driven initiatives that promote health equity and improve overall well-being. By investing in grassroots efforts and leveraging local expertise, we believe we can create lasting positive change in our communities.

This year, the Adaptive Village Small Grants program will allocate grants of \$5,000 or \$10,000 to community members/organizations. The grant term for this project is November 1, 2024- June 30, 2025. The project must occur within this time and all funds must be spent by June 30, 2025. Grant awards will vary based on the scope and impact of the proposed projects. We encourage applicants to be thoughtful and strategic in their proposals to maximize the potential for funding.

Together, we can work towards building healthier, more resilient communities for all City residents. We look forward to receiving your innovative project proposals and partnering with you to make a difference.

GRANT TERMS & APPLICANT ELIGIBILITY

The contract period for this grant is November 1, 2024 – June 30, 2025. To apply, interested individuals or organizations must:

- Applicants do not need to be a 501(c)(3) nonprofit corporation.

- If they are a 501(c)(3) nonprofit corporation, they must have a status of in “Good Standing.” Must provide a PDF copy of the certificate dated within the past 30 days. Certificate can be obtained from [here](#);
- Provide evidence of capacity to implement a quality project as outlined in the RFP; AND
- Provide a clear and concise operating budget.

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 the 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.

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 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

Applicants can submit questions regarding this funding opportunity to fundedpartnerships@familyleague.org through 4:00pm on September 3, 2024.

A pre-proposal conference will be held virtually on September 4, 2024 at 1:00pm. All questions will be compiled and responses posted on the Family League website (www.familyleague.org) on September 5, 2024.

The meeting can be accessed via Zoom:

Funded Partnerships is inviting you to a scheduled Zoom meeting.

Topic: FY25 Adaptive Village RFP Pre-Proposal Conference
Time: Sep 4, 2024 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://familyleague-org.zoom.us/j/89203333730>

Meeting ID: 892 0333 3730

One tap mobile
+13017158592,,89203333730# US (Washington DC)
+17866351003,,89203333730# US (Miami)

Dial by your location

- +1 301 715 8592 US (Washington DC)
- +1 786 635 1003 US (Miami)
- +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)
- 877 853 5247 US Toll-free
- 888 788 0099 US Toll-free
- 833 548 0276 US Toll-free
- 833 548 0282 US Toll-free

Meeting ID: 892 0333 3730

Find your local number: <https://familyleague-org.zoom.us/u/kcX750B1gW>

Budget Guidelines

Please be sure that the budget:

- Does not exceed the award amount;
- Does not include non-cash contributions" or "donated goods and services (e.g., tablets, pro bono services, vehicles, etc.)

- Is consistent with the program design/plans outlined in the corresponding proposal narrative; and
- Ensures 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; and parents, youth and/or family members of Baltimore City. Review panelists will serve at the invitation of Family League.

Selection Criteria

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

- Adheres to proposal requirements,
- Budget reflects maximizing of resources/stewardship

Announcement

Funding decisions are expected to be announced on or around November 19, 2024.

GENERAL TERMS AND CONDITIONS

Reporting

All Funded Partners must submit financial and programmatic reports.

Partners will receive 60% of the award when the award letters are fully executed and required Administrative Contract Documentation is received. The final payment will be remitted when Family League receives the final expense reports with expenses by line item and a narrative report that includes written reflections on the project and the number of people served. The final payment amount is based on total actual expenses minus the 60% advance and will not exceed the award amount.

The final expense and narrative reports are due to be submitted in FundingTrack by July 15, 2025. If the project concludes before that date, partners may submit earlier.

Training and Technical Assistance

All Funded Partners must participate in staff development activities as required by Family League. Information related to optional 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.

Criminal Background Checks

All Funded Partners must conduct criminal background checks for employees in direct contact with children and youth. 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.

Key Dates and Deadlines

KEY DATE	ACTIVITY
August 26, 2024	RFP posted
September 3, 2024	Deadline to submit questions (fundedpartnerships@familyleague.org)
September 4, 2024	Pre-proposal Conference
September 5, 2024	Questions and Responses Posted to Family League website (www.familyleague.org)
September 20, 2024	Submission deadline (by 4:00 pm)
September 23-27, 2024	Technical Review
September 30 – October 1, 2024	Cure period
October 2, 2024 – November 18, 2024	Review and Approval Process
November 19, 2024	Determination Notices
November 1, 2024	Contract Start Date