



FY25 Funded Partners Kick-Off

August 7, 2024

9:00am - 3:00pm



MAKING CONNECTIONS. IMPROVING LIVES.

Agenda

- Breakfast
- Welcoming Remarks
- President & CEO, Demaune Millard
- Speed Dating
- Family League Programs/Initiatives Overviews
- Administrative Team
- Activity
- Contract Requirements and FY25 Updates
- Lunch & Networking
- Criminal Background Checks & Confidentiality
- Local Hiring Law and Required Reporting
- Partnership Manager Break-out Sessions
- Data & Evaluation
- Break
- FUNDINGtrack & Support
- Finance
- Questions & Answers





Demaune Millard
President & Chief Executive
Officer



Keontae Kells
Executive Administrator



Zanes Cypress, III
Communications
Consultant

MAKING CONNECTIONS. IMPROVING LIVES.



"Speed Dating" Instructions

- Find someone you don't already know.
- Take turns telling each other who you are, what organization you represent, and your favorite thing about your work.
- Three sessions
- Five minutes each



Senior Directors of Community Impact



Jenee' Tucker

FAMILY LEAGUE
OF BALTIMORE



Melissa Moore

MAKING CONNECTIONS. IMPROVING LIVES.



Invest in Communities

*Family League invests in strategies and initiatives to create **lasting change** for children and families. To do this, we work with an array of program partners who seek to **transform communities and achieve sustainable impact**.*

- Family League of Baltimore **collaborates with key stakeholders** to support youth, families and communities across Baltimore City.
- Family League has been successful in **braiding resources together** to maximize the **impact** of each dollar invested in support of priority areas.
- Family League leverages resources to serve Baltimore's children, youth, and families through our participation as a **convener, implementation lead and collaborator**.

B'more for Healthy Babies



Nina Kearin
Program Director, B'more for Healthy Babies



B'more for Healthy Babies (BHB)

Our Vision: All Baltimore children are born healthy and grow and thrive in healthy families.

- **Improve Health before pregnancy**
- **Ensure quality care during pregnancy**
- **Support families to raise healthy Children**
- **Promote social and economic justice**

Reach out to me at:
nkearin@familyleague.org

**PREGNANT?
JUST HAD A
BABY?**

**NEED HELP NAVIGATING THE
MEDICAID SYSTEM, CONNECTING
WITH A DOCTOR OR RESOURCES
AND SUPPORT WITH PARENTING**

Scan here to be connected
to HealthCare Access
Maryland

<https://redcap.link/HCAMSelf>



BHB Programs

Home Visiting

- 304 families served by Healthy Families America sites with 4,215 home visits in FY24
- 160 families served by Baltimore Healthy Start's home visiting program funded by Family League in FY24

BHB Communities

- 94 outreach events in FY24
- 84 groups, including lactation, prenatal, and postpartum support groups in FY24
- 20 community meetings in FY24



School Readiness



Yolanda Jenkins
Program Director



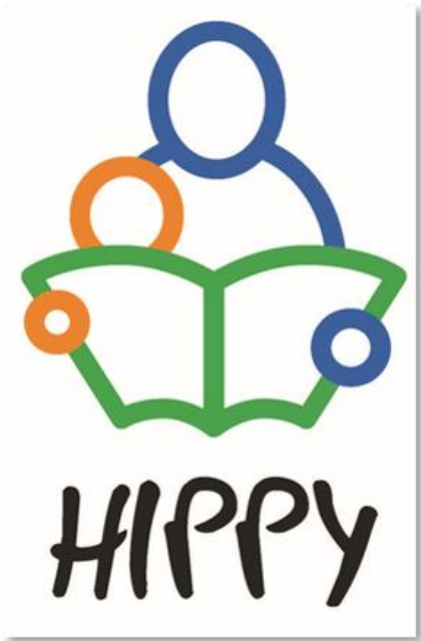
Sapphire Jackson
Early Learning Manager



School Readiness: A Three-Pronged Approach

PARENTS

HIPPY's mission is to help parents prepare their children for success in school and beyond.



Families with children ages 2-4

30 weeks of home visiting

Peer support





School Readiness: A Three-Pronged Approach

TEACHERS



All Children Ready is an initiative of Improving Education focused on significantly increasing literacy achievement in Head Start and Preschool



School Readiness: A Three-Pronged Approach

Systems



- A coalition of 28 organizations, businesses, and funders
- All Baltimore City children enter school ready to learn

<http://ecacbaltimore.org>

Youth Development



Deyara Morris Burns
Program Director
Youth Development



Reginald Grant
Youth Development
Specialist



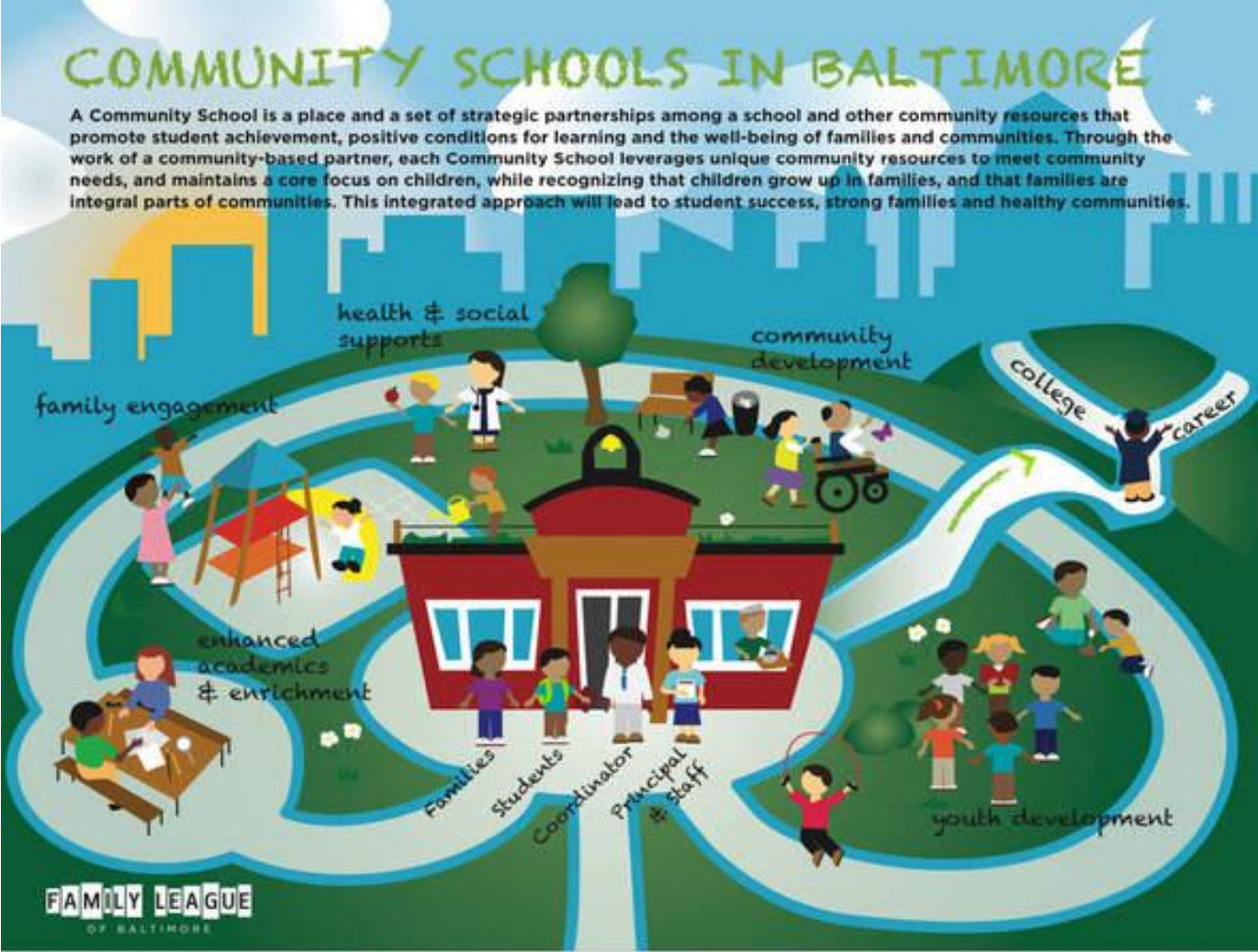
Kalilah Harried
Youth Development
Specialist



Chelsi Johnson
Youth Development
Specialist



Community Schools



Out-of-School Time (OST)



➤ 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.

➤ Our comprehensive programs generally operate October through May, 4 days per week and include:

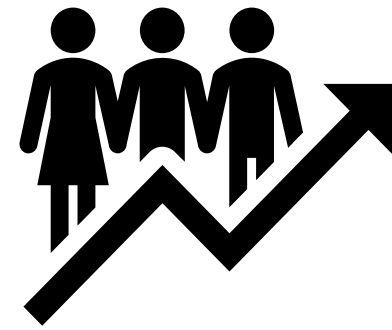
- Academic component
- snack/supper,
- Diverse enrichments (e.g., art, STEM, sports etc.)
- Other components such as project-based learning and experiential learning
- Our high school OST programs focus on college and career readiness.



CORE KNOWLEDGE,
SKILLS, AND
COMPETENCIES

for Out-of-School Time Professionals

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Investment

- In FY24, Family League braided together City and State resources to support over **2,900 K-12 out-of-school time seats** in **55 community schools**.
- In addition, in FY24, Family League provided grants to funded partners to operate summer programming for youth enrolled in Baltimore's community schools.
- In FY25, Family League is expanding OST programming into additional community schools.

Expanded Youth Opportunities



Tiffany Snead-Rose
Program Manager, Expanded Youth Opportunities



Program Manager of Expanded Youth Opportunities

- **Continuous Improvement** - Review and analyze programmatic data to address challenges, make decisions, develop new strategies.
- **Support Positive Outcomes** - Utilize best practices and evidence-based strategies to create tools and processes.
- **Capacity Building** - (via Site Visits, Check-Ins, & PD) Coordinate with internal teams to build capacity of partners and provide professional development offerings based on priorities, needs/trends and local and national best practices;
- **Problem Solving & Resource Sharing**
- **Special Projects & Events**
- **Other** - Represent Family League at local/state/national meetings and conferences.



Overview of Expanded Youth Programming

Family League of Baltimore 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 barriers keeping them from attending school regularly and from being engaged/supported in school, at home and in their communities.

Expanded Youth Programs offer comprehensive and single-focused Out of School Time (OST) programming to young people of all ages (school age up to age 24) in Baltimore City **community locations**. These diverse programs, led by community-based organizations, are aimed at improving outcomes for young people in underserved/under-resourced communities. OST programs provide students the opportunity to explore new ideas, build new skills, find new talents and experience success.

Interagency Initiatives and Local Care Team



Rennett Bennett-Burden
Program Director, Interagency Initiatives



Michael Lee, Jr.
Local Care Team Manager



Thriving Youth Partnership: A Four-Pronged Strategy

Increasing youth justice diversion is the priority for the Thriving Youth strategy.

PARTNERS

Baltimore Brothers, Inc.

Choice Jobs at UMBC

Mayor's Office of African American Male Engagement - MOAAME

New Vision Youth Services

Family League invested over \$1.2 million dollars in the Thriving Youth Strategy for FY24.



BCDHR - Child Welfare Program Partnerships

Provides home and community-based support services to families to enhance family cohesion, strengthen relationships, and develop a families' capacity to provide safety and well-being for children at risk of entering foster care.

PARTNERS

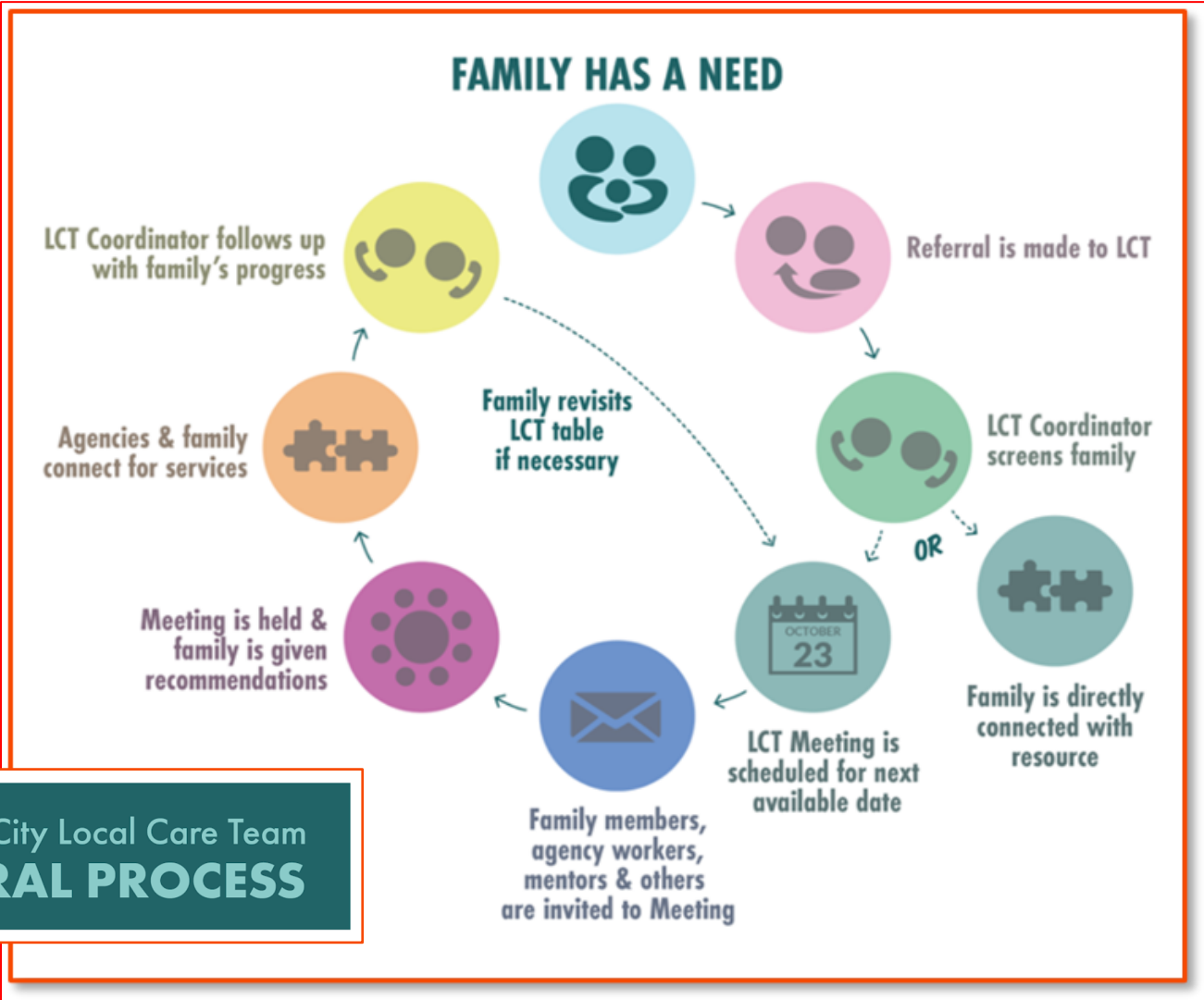
Family
Connections
Baltimore

Family
Recovery
Program

Family League invested over \$2.1 million dollars between community-based programs in FY24.



Local Care Team



Baltimore City Local Care Team
REFERRAL PROCESS

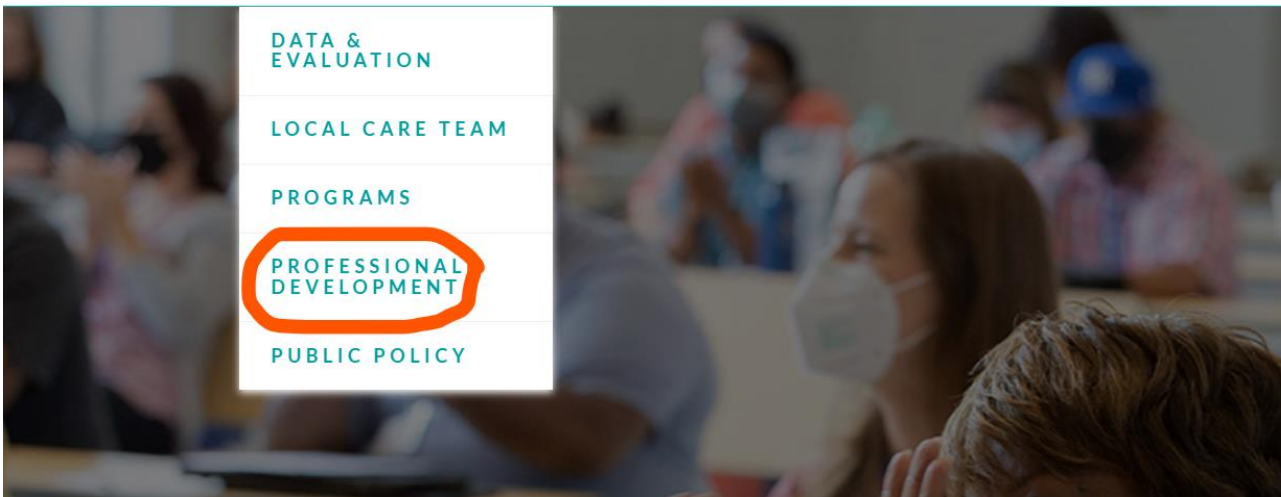
Food Justice



Professional Development Calendar



ABOUT US | OUR IMPACT | FUNDING & OPPORTUNITIES | MEDIA CENTER | CO



<https://familyleague.org/our-impact/professional-development/>

Click on Professional Development Calendar in orange



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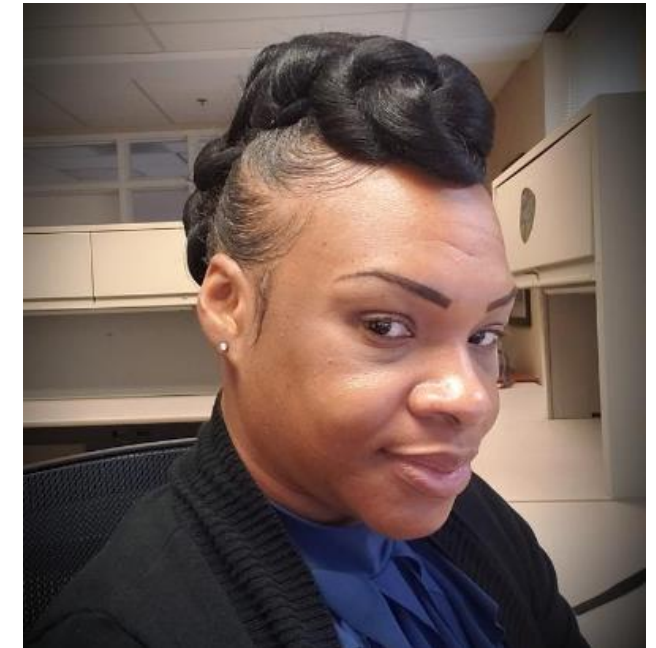
We Couldn't Do it Without You!



La Tonia Rush
Office Manager



Marvo Simon
Receptionist



Renita Warren
**Impact Administrative
Specialist**





Jonathan Carter
Chief of Staff

Grants & Contracts



**Sharon
Bostwick,
Director
of Grants &
Contracts**



**Clifton
Williams
Sr. Partnership
Manager**



**Candas Parke
Partnership
Manager**



**Mark Hughes
Partnership
Manager**



**Yolanda Jones
Partnership
Manager**



**Carla Thomas
Contracts
Assistant**



Documents Required Post-Contract Execution

In order to receive initial payment (Advance #1 for those eligible or Q1 for those who are not), Funded Partners must execute their Award Letter and Contract; they must also submit the following due diligence documents:

- Audited Financial Statements dated within the past 12 months for awards \$50,000 and over or Form 990 for awards \$49,999 or less;
- Certificate of Good Standing with the State of Maryland (available on the Maryland State Department of Assessments and Taxation) dated within the past 30 days;
- Certificate of Insurance that meets requirements defined in the contract;
- Confidentiality Policy ***New due date**
- Conflicts of Interest Policy ***New due date**
- Criminal Background Check Policy ***New due date**
- Drug and Alcohol Abuse Policy ***New due date**
- Financial Policies and Procedures ***New due date**
- Grievance Policy ***New due date**
- Fiscal Sponsor/Agent Addendum (if applicable) ***New due date**
- Record Retention Policy ***New due date**
- Subcontractor Policy ***New due date**



Why did the due dates change for some of these documents?

- To ensure all appropriate policies are in place to protect Funded Partners, their participants, and Family League;
- To provide adequate time to ensure policies are in effect prior to the start of programming;
- To ease administrative burden of gathering and providing documents during the height of programming and key reporting periods; and
- To shift the focus of Administrative Monitoring/Site Visits from document collection and review to more meaningful interactions and opportunities for Family League support.

Standard Reporting

Report Type	Due Date(s)
Local Hiring Employment Analysis Part 1 - Workforce Information*	August 3rd
Local Hiring Employment Analysis Part 2 – Subcontractor Information*	August 3rd
Local Hiring Monthly Report*	August 3rd and then the 3rd of each subsequent month (e.g., August 3rd for July's report)
Local Hiring New Hire Data Form	The 3rd of the month after the hire
Local Hiring Ready to Work Job Posting	7 days prior to posting
Post-contract Execution Documents (Advance #1)	August 31st
Monthly Data Report*	August 5th and then the 5th of each subsequent month (e.g., September the for August's report)
Quarterly Data Report*	The 5th of the month after the end of the quarter (October, January, April, and July)
Program Plan and Quarterly Report	August 31st and then quarterly on the 15th (October, January, April, and July)
Standard Budget	August 31st and then quarterly on the 10th (October, January, April, and July)



Required Deliverables and Payment

Family League recognizes and appreciates that Funded Partners' top priority is their programming and their participants and that reporting deadlines are sometimes challenging. However, delayed or missing reporting from our Funded Partners prevents our accurately and compliantly reporting to and receiving funding from our funders; and, it can even affect our funder grants and award amounts. To support Funded Partner and Family League close-out as well as payments, the following policy updates have been made:

- Award Letters and Contracts must be executed and all required post-contract execution documents submitted within 60 days or awards may be rescinded.
- ALL deliverables must be submitted by their respective due dates, but not later than 60 days following their respective due dates.
- Should a Funded Partner not comply with this policy, any award balance may be forfeited with no additional payments remitted.



Off-site Activities

EXHIBIT A

FAMILY LEAGUE OFFSITE ACTIVITY GUIDANCE

A. OVERVIEW

Funded Partner acknowledges by providing initials below that it has reviewed and will abide by this Guidance. Other than international trips which are prohibited, Family League does not specially approve or provide authorization for any offsite activity trips beyond ensuring that the costs of the trip are properly budgeted. This Guidance is intended to assist Funded Partner in thinking through practical and legal issues which may arise from such activities.

B. PURPOSE

The purpose of these procedures is to help ensure that any program which desires to undertake an offsite activity (including overnight trips) has evaluated and thought through issues surrounding the safety of all children, staff and volunteers, and to reduce any loss exposures and risks which may arise from such activities. Field trips, excursions, and outdoor activities may be a part of children's education and enrichment, however, since they are out of the ordinary, they are an area rife with possibilities for injuries and liability. Therefore, additional safeguards must be used for the protection of children and other participants.

In addition to adequate and thoughtful planning, there is always the danger of negligence on or during the activity, i.e., the failure to use a degree of reasonable care as a reasonable precaution under a given circumstance, which can create liability. At a minimum, all programs have certain basic duties to help ensure the safety of all children, staff, and volunteers that are summarized as follows:

- The duty to warn and inform
- The duty to provide proper instruction
- The duty to condition and equip participants properly
- The duty to provide proper supervision
- The duty to provide safe facilities
- The duty to provide safe equipment

Every activity has its own unique challenges and issues; however, we have developed this Guidance as a general aid to help you think through the problems, logistics and difficulties of such trips.

C. CHECKLIST OF ISSUES FOR CONSIDERATION BEFORE HOLDING AN OFFSITE ACTIVITY

1. Develop a full description of the proposed offsite activity which includes at least the following:
 - a. The purpose/benefit of the activity



Resources



**FY25 Funded Partner
Resource Guide**



**Baltimore City Local Hiring Law
Reporting Requirements
& Instructions**

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Fundedpartnerships@familyleague.org

Important Reminders

- If you have not already signed your Award Letter and Contract, please do so as soon as possible. If you have questions about your documents, reach out to your Partnership Manager.
- Those documents must be executed and all post-contract execution documents submitted and approved before any funds will be released.
- Please notify us as soon as possible of any changes to your organizations points of contact and related requests to update FUNDINGtrack credentials.
- Do NOT share your FUNDINGtrack credentials.
- Use the naming conventions provided for all documents submitted to FUNDINGtrack.



Lunch & Networking

11:45-12:45





Guidelines for Criminal Background Checks

RKW
LAW GROUP



FAMILY LEAGUE
OF BALTIMORE

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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



By Frits Ahlefeldt



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.



Local Hiring Law

- The Local Hiring Law (Council Bill 12-0159) stipulates that any organization receiving Baltimore City funds to satisfy the goal of hiring 51% of all new hires that are residents of Baltimore City.
- The Local Hiring Law requires full compliance from City of Baltimore Funded Partners, their vendors, and subcontractors regardless of the amount awarded by Family League or the amount Funded Partners pay to vendors and subcontractors.
- Detailed information on the law, submission requirements, and submission process can be found in the FY25 Local Hiring Instruction Manual provided in your contract packet.

***Submission processes have been updated to increase clarity and efficiency.**



CITY OF BALTIMORE

LOCAL HIRING EMPLOYMENT ANALYSIS

Part 1 – Workforce Information

FEIN # _____

Company:			
Contract Name/#: FY25 Mayor's Office of Children and Family Success (MOCFS) Grant			
Date of Award:	Award Amount:	Contract Start Date: 07/01/2024	Contract End Date: 06/30/2025
Women or Minority Owned Business <input type="checkbox"/> No <input type="checkbox"/> Yes	Total number of employees currently on payroll:	Is this a Subcontractor? If yes, list name of Prime Family League of Baltimore, Inc.	
Company Contact Information			Industry
Contact Name, Title			
Company Address			
City, State, & Zip			
Telephone #	Office #	Cell #	
E-mail Address			

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

- 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)

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

Local Hiring Employment Analysis Part 1: Required Naming Convention

Name	XXX FY25 EAP1
Name Key	Replace XXX with Funded Partner's initials (e.g., FLB FY25 EAP1 = Family League of Baltimore FY25 Employment Analysis Part 1).



Local Hiring Employment Analysis – Part 2



FY25 COB-CSE HWP School Grant

CITY OF BALTIMORE

LOCAL HIRING EMPLOYMENT ANALYSIS
Part 2 – Subcontractor Information

Contract # _____ 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: _____

**Local Hiring Employment Analysis Part 2:
Required Naming Convention**

Name	XXX FY25 EAP2
Name Key	Replace XXX with Funded Partner's initials (e.g., FLB FY25 EAP2 = Family League of Baltimore FY25 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	
Contract Award Date	
Contract Start / End Date	7/1/2024 - 6/30/2025
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.

**Local Hiring Employment Report:
Required Naming Convention**

Name	XXX MER YYMM
Name Key	Replace XXX with Funded Partner's initials and replace YYMM with two-digit year and two-digit month (e.g., FLB MER 2407 = Family League of Baltimore FY25 Monthly Employment Report for July 2024).



Local Hiring Ready to Work Job Posting

EMPLOY BALTIMORE – READY TO WORK FOR YOU!

Job Posting Application



Instructions: Complete all fields XXXXXXXXXX
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
MOED OFFICE USE ONLY 12/2015		
BSR Assigned/Date:		

Local Hiring Employ Baltimore-Ready to Work for You! Job Posting Application: Required Naming Convention	
Name	XXX RTW YYMM
Name Key	Replace XXX with Funded Partner's initials and replace YYMM with two-digit year and two-digit month (e.g., FLB NHD 2407 = Family League of Baltimore Employ Baltimore – Ready to Work for You! Job Posting Application submitted in July 2024).



LOCAL HIRING REPORT-NEW HIRE DATA

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

Company Name:	
Contract #/Name:	FY25 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	HrlyWage	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:

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

Local Hiring New Hire Data Report



Meet your Partnership Manager

Breakout
Session

Candas Parke

- B'more for Healthy Babies
- Home Visiting (including HV Housing)
- Summer Youth Development

Clifton Williams

- Child Welfare
- Credible Mentors
- HIPPY
- Summer Youth Development
- Thriving Youth
- University Partners (all)
- Youth Services Bureau

Mark Hughes

- Baltimore City Recreation & Parks
- Out-of-School Time
- Summer Youth Development

Yolanda Jones

- Food Access
- Out-of-School Time
- School Readiness
- Summer Youth Development

Data and Evaluation

Director



Jessie Tartanian

Project Managers



Fiyinfole Atanda
Interagency Initiatives



Ross Hackett
School Readiness &
Perinatal Health



Chioma Okerulu
Youth Development



Eleanor Luken
Youth Development



Consultant
Kayla (Jones) Hollings
Interagency Initiatives



Why Evaluate?

Working with data can be a pain, so we make sure the data you collect and report tells the whole story and helps you make a difference.

We collect, analyze, and make meaning from data, both numbers and the stories behind them to:

- Hold Ourselves Accountable
- Celebrate and Communicate Impact
- Identify Needs and Gaps
- Share What Works
- Improve Programs
- Advocate for funding and supporting legislation



Your Data and Evaluation Deliverables

Check your Exhibit B of your contract.

Each grant has unique measures and deliverables that can include:

- Administering evaluation consent forms
- Gathering and reporting on
 - Participant enrollment and demographic data
 - Program services
 - Program attendance
- Administering feedback surveys

Your Data and Evaluation Project Manager will support you to:

- Understand, create, and set targets for your performance measures
- Collect and report your data
- Understand your results
- USE your data to improve, share success and needs, and plan next steps

We are here to support!



Family League and Funded Partners use Results Based Accountability, a framework born and raised in Baltimore.

A disciplined way of **thinking and taking action** that communities can use to improve the lives of children, youth, families and the community as a whole; it can also be used to improve the performance of programs, agencies and service systems

RBA Performance Measures

Quantity

Quality

Effort

How much did we do?

Who are our customers and what services do we provide for them?

How well did we do it?

How well do we provide those services?

Effect

Is anyone better off?

What is the desired impact of those services on our customers (a.k.a. "customer results")?

Together we use Turn the Curve Thinking together: a cycle of action and evaluation to make positive impact





Find someone you don't already know and tell each other one thing you wish you had known before you started to work in your field.

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.





What is FUNDINGtrack?

FUNDINGtrack is Family League's grant management system and is used by Family League Staff, Funded Partners, and Procurement Reviewers for the submission and review of a variety of documents and reports, including Requests for Proposals (RFPs), Requests for Applications (RFAs), Requests for Qualifications (RFQs), and Requests for Information (RFI).

How to Access FUNDINGtrack

1 There's no place like...



2 <https://flb.fluxx.io>



Welcome to Family League's FUNDINGtrack

3

Login Now:

Your Name

.....

Sign in

[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](#)

If New Partner

Register



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

How Do You Get Support?

For assistance while navigating FUNDINGtrack

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

Always provide if possible:

- ✓ Description of Issue
- ✓ Your name
- ✓ Organization
- ✓ Report name
- ✓ Program type
- ✓ Site/School
- ✓ Screenshots

Monthly group *FUNDINGtrack* training sessions are available on our [PD Calendar](#) link or you can schedule [FUNDINGtrack One-on-one](#) sessions at your convenience.



Finance & Accounting



Keianna Thompson
Chief Financial Officer



Neasiel "Nikki" Moses
Grant Accounting
Manager



Aaron Edmondson
Accounting Manager



PAYMENTS

- Payments are issued within **30 days of approval of all required reports** for the quarter.
- Payment amounts are contingent on the Expense Report and the payment schedule in the contract.
- All payments are issued via Electronic Funds Transfer (EFT).



PAYMENT SCHEDULE

- A **10%** payment of the full contract amount will be issued upon: (a) acceptance and execution of the Award Letter and Contract and (b) submission and approval of all required documents per the Award Letter and explained earlier by Grants & Contracts.
- A second **10%** payment of the full contract amount will be issued upon submission and approval of the Program Plan (formerly Scope of Work or RBA) and Standard Budget.
- **1st quarter payment** cannot exceed **40%** of total award amount.
- **2nd quarter payment** cannot exceed **60%** of total award amount.
- **3rd quarter payment** cannot exceed **80%** of total award amount.
- **Final payment** cannot exceed **100%** of total award amount.



Questions & Answers





What is one new thing you learned today that you can use in your work?

