



REQUEST FOR APPLICATIONS (RFA):

FY25 Out-of-School Time Programming in Community Schools

DATE OF ISSUE: November 20, 2024

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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 Maryland's Results for Child Well-Being Results Areas ([2023 Annual Report](#)). 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 can 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):** High-quality learning opportunities are at the core of Community Schools in Baltimore, providing individualized support for students. Out of School Time (OST) is a program that offers before school, afterschool, weekend, school breaks, and summer learning opportunities for children at a Community School. It utilizes a youth development lens to enhance the core academic program of the Community School and aligns with classroom learning. OST provides students with the opportunity to explore new ideas, build 21st-century skills, discover new talents, and experience success. Diverse enrichments within OST emphasize student voice and choice, real-world learning, community problem-solving, and engage students as independent learners. Family League's OST programming is structured around quality standards and frameworks designed to engage youth, strengthen their assets and skills, ultimately supporting positive youth outcomes.
- **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 includes the following daily: **45 minutes** of academic enrichment and support; diverse enrichment activities (e.g., STEM, sports, music, art, etc.); nutritious-healthy meals /snacks. Programming operates in person for **at least 40 days, 8 hours per week (no less than 4 days a week, 2 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 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

Through this Request for Application (RFA), Family League seeks to procure a community-based partner who applies a racial equity lens to policies/practices and can lead quality OST programming at the following community schools:

- **Booker T. Washington Middle School (45 seats; \$67,500 award)**
- **Windsor Hills Elementary Middle School (45 seats, \$67,500 award)**

Please note the following regarding this procurement:

Principals are encouraged to provide community partners with a match of 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; 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; and
- 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 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 participants can take on new roles, including leadership.
- **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 are 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:

- Complete all administrative contracting documentation upon contract execution; these include:
 - Certificate of Good Standing with the State of Maryland dated within 30 days
 - Certificate of Insurance (coverage requirements to be included in contracting documents)

- Audited Financial Statements (awards \$50,000 or more) or Form 990 (awards up to \$49,999.00)
- Confidentiality Policy
- Conflicts of Interest Policy
- Criminal Background Check Policy
- Drug & Alcohol Abuse Policy
- Financial Policies & Procedures
- Record Retention Policy
- Subcontractor Policy
- Grievance Policy
- Local Hiring Forms (instructions and resources to be provided during contracting)
- Adhere to RFA program requirements when designing and implementing programming.
- Begin in-person programming after contract execution and end programming no later than June 30, 2025. *A phased start up is recommended; If there are extenuating circumstances that impact your start date, please notify Family League of Baltimore.*
- Adhere to all safety protocols including background checks and have 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 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:
 - Self-Assessment: Program self-assessment is an adaptable, team-driven process that provides site managers and frontline staff with opportunities to evaluate, discuss, and build a shared understanding of instructional quality in their programs.
 - External Assessment: External assessment using the Youth Program Quality Assessment is a structured process in which a trained outside assessor generates observational program quality data precise enough to use for high-stakes evaluation and accountability purposes.
 - Program Improvement Plan: A program Improvement Plan is a set of goals that site leaders and staff have decided to improve using self-assessment and external assessment ratings. To learn more, visit Weikart's website: <https://forumfyi.org/weikartcenter/>
- Submit quarterly data and narrative reports in Family League-designated reporting tool.
- Administer participant surveys as permitted by parent/guardian consent.
 - Consent forms should be included in enrollment packets if possible.
 - 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. At a minimum, proposals must describe how you monitor programming through data. Partners are required to report on the following performance measures.

Performance Measure	Numerator (Num) and Denominator (Den) Definitions as Applicable
What/How Much We Do:	
# of youth served 1 day or more	
<i>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.</i>	
How Well We Do It:	
% average daily attendance of enrolled youth	Num: average # of youth marked Present each day
	Den: average # of youth Expected each day
% staff trained in Weikart PQA	Num: # staff who complete Weikart PQA training within the fiscal year from a certified trainer
	Den: total # staff (site managers + Lead Agency front line staff)
<i>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.</i>	
Is Anyone Better Off?	
% of students who report that the program helped them learn something new that they use in school and life	Num: # respondents who selected the option “This program helps me learn something new I can use in school and life” on the Family League Youth Survey
	Dem: # respondents who answered the survey question
<i>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.</i>	

GRANT TERMS & APPLICANT ELIGIBILITY

Grant Period: **July 1, 2024 - June 30, 2025**

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 **past 30 days**. A certificate can be obtained from [here](#);
- For funding requests totaling \$49,999 or less, provide a copy of the organization’s Form 990 within the **past 12 months**.
- For funding requests totaling \$50,000 or more, 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.
- Submit all required documents with the application.

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 applicant’s responsibility 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 the 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: December 20, 2024 @ 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 (4:00 pm) on December 10, 2024.** All questions and responses will be publicly posted on the Family League website <http://familyleague.org/funded-partnerships/funding-opportunities/professional-service-opportunities/> by **December 12, 2024.**

A Pre-proposal Conference will be held on **December 10, 2024 at 4:00pm EST** via Zoom:

Time: Dec 10, 2024 4:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://familyleague-org.zoom.us/j/85322903169>

Meeting ID: 853 2290 3169

One tap mobile

+13017158592,,85322903169# US (Washington DC)

+16465189805,,85322903169# US (New York)

Dial by your location

- +1 301 715 8592 US (Washington DC)
- +1 646 518 9805 US (New York)
- +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)
- 888 788 0099 US Toll-free
- 833 548 0276 US Toll-free
- 833 548 0282 US Toll-free
- 877 853 5247 US Toll-free

Meeting ID: 853 2290 3169

Find your local number: <https://familyleague-org.zoom.us/j/85322903169>

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;
- Ensure administrative costs, if applicable, do not exceed 10% of total direct costs; and
- Includes responses to narrative questions related to the budget.

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 and priorities
- Budget/spending plan reflects maximizing of resources (stewardship) and sustainability

Family League encourages applicants to connect with the school they are applying for before submitting an application to support alignment to priorities and meeting identified needs. In addition to the review panel, 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 **February 6, 2025**.

Key Dates and Deadlines

DATE	TASK
November 20, 2024	RFA Released
December 10, 2024	Pre-proposal Conference
December 10, 2024	Deadline to Submit Questions

December 12, 2024	Q&A Posted on Website
December 20, 2024	Applications Due
December 23, 2024-January 7, 2025	Technical Review & Cure Period
January 8 – February 4, 2025	Application Reviews & Approvals
February 6, 2025	Determination Notices
TBD	Programming Start Date (<i>partners are encouraged to start programming immediately after contract execution</i>).

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 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 regularly. 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 after this RFA release shall become part of the contract between the Funded Partner and Family League.