



**FY26 Out-of-School Time Lead Agency
Pre-Proposal Conference
June 18, 2025**

FAMILY LEAGUE
OF BALTIMORE

MAKING CONNECTIONS. IMPROVING LIVES.

Agenda



- Welcome and Introductions
- Out-of-School Time at Family League
- Purpose of this Investment
- Priority Funding Areas Available
- Program Requirements
- Data & Evaluation Tools & Requirements
- Performance Measures
- Applicant Eligibility & Requirements
- Submission Requirements
- Timeline
- Questions and Answers

Family League's Strategic Plan



Community Schools & Out of School Time (OST)



The Community School(CS) Strategy – The CS Strategy is a 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.

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.

Purpose of this Investment



Family League - in partnership with **Baltimore City Public Schools, the Mayor's Office, and City Council** and other stakeholders 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. 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.

This investment will support the implementation of high-quality **Out of School Time (OST) programming in Baltimore City Community Schools:**

- Augusta Fells Savage Institute of Visual Arts
- Booker T. Washington Middle School
- Career Academy
- Collington Square Elementary/Middle School
- Highlandtown Elementary/Middle School #215
- Hilton Elementary School
- Southwest Baltimore Charter School
- Stadium School

Priority Areas



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.

OST Roles: At-A-Glance



Lead Agency (LA)	OST Site Manager (SM)	OST Frontline Staff
Leads and manages OST programming at a designated Community School	Manages daily operations and implementation of OST programming	Delivers direct academic, enrichment, and SEL programming
Hires, trains, supervises, and evaluates Site Manager and Frontline Staff	Supervises Frontline Staff and ensures program quality	Creates safe, engaging, and inclusive environments
Strategic partner to school leadership and community stakeholders	Aligns programming with school goals and collaborates with stakeholders	Builds strong relationships with youth and supports positive peer interaction
Ensures alignment with NAA CKSCs and Weikart YPQA standards	Uses data for planning, reflection, and continuous improvement	Implements activities aligned with youth needs and interests
Accountable for compliance, grant deliverables, and sustainability	Collects attendance and performance data; ensures safety and compliance	Participates in ongoing training and coaching
Builds internal capacity and maintains oversight of all OST operations	Leads quality improvement practices, including QIT and PIP	Reinforces learning by collaborating with school-day staff and families

Safe & Supportive Environments



Foundation for quality OST experiences:

- ✓ **Relationships:** Staff model **respect, inclusion, and belonging**
- ✓ **Space & Materials:** Clean, youth-centered, well-equipped spaces
- ✓ **Policies & Procedures:**
 - ✓ Mandated reporting, COVID protocols, background checks
- ✓ **Recordkeeping:** Secure attendance, emergency, and health data
- ✓ **Emergency Preparedness:** Plans posted; staff trained
- ✓ **Supervision:** Youth actively supervised; locations tracked
- ✓ **Ratio:** Max **15:1 student-to-staff** (lower encouraged for younger students)



Program Structure & Staffing

Funded Partners must design structured, inclusive, high-quality OST programs that:

- Meet youth developmental and academic needs
- Reflect culturally responsive practices
- Align with **NAA Core Knowledge, Skills & Competencies (CKSCs)**
- Include systems for **continuous improvement**

Staffing Expectations:

- Hire, onboard, train, and evaluate a **diverse, qualified team**
- Ensure staff are aligned with program goals and receive regular PD

Key Operational Requirements:

- **Program Dates:** Start by **October 13, 2025**; end by **June 30, 2026**
- **Dosage:**
 - Minimum **100 program days**, at least **8 hours/week**
 - no less than 4 days a week, 2 hours per day
- **Modality:**
 - **In-person** programming only
 - Must be in **school building** or within **0.25 miles (5-minute walk)**

Daily Programming Requirements



Daily programming must be **engaging**, **age-appropriate**, and **youth-centered**, incorporating academic, enrichment, and SEL components.

Required Daily Components:

Academics / College & Career Readiness	Social-Emotional Learning (SEL) & Youth Voice
<ul style="list-style-type: none">• Minimum 45 minutes/day• Tutoring, project-based learning, credit recovery, career pre• Aligned with curriculum & responsive to IEPs / 504s / Learning Plans	<ul style="list-style-type: none">• Youth-led learning opportunities• Leadership roles and advisory groups• Mental/social health referrals• Surveys, forums, and reflection spaces for input and feedback
Diverse Enrichment Activities	Nourishment
<ul style="list-style-type: none">• STEM, arts, sports, technology, and interest-based experiences• Promote skill-building, creativity, and youth voice	<ul style="list-style-type: none">• Provide Child and Adult Care Food Program (CACFP) - approved meals/snacks• Ensure safe drinking water is always available

Academic Enrichment / Support



Experiential Learning	Intentional, Data-Driven, and Goal-Oriented
<ul style="list-style-type: none">• Learning should be active, hands-on, and engaging• <i>Examples:</i><ul style="list-style-type: none">○ Field trips; Project-based learning; Arts integration; Vocational trades & life skills	<ul style="list-style-type: none">• Programming must be designed using academic and engagement data• Activities should be aligned with set learning goals
Culturally Competent & Relevant	Authentic Family Engagement
<ul style="list-style-type: none">• Programming should reflect the identities of youth and families• <i>Examples:</i><ul style="list-style-type: none">○ Translating all communications; Hiring bilingual staff; Utilizing interpreters; Celebrating diverse cultures	<ul style="list-style-type: none">• Families are partners in student success• <i>Examples:</i><ul style="list-style-type: none">○ PTO involvement; Family reps on leadership teams; Family volunteers
Authentic Stakeholder Engagement	Engaged Learning & Skill Building
<ul style="list-style-type: none">• Include input and collaboration from all key voices• <i>Examples:</i><ul style="list-style-type: none">○ Enrichment partners; Community leaders; Families; School staff & administration	<ul style="list-style-type: none">• Promote critical thinking, problem-solving, collaboration, and self-confidence through structured activities

Quality Framework – YPQI Overview



All Funded Partners must implement the **YPQI model** developed by the **Weikart Center**, which strengthens OST programming through **reflection, assessment, and improvement**. The process ensures safe, supportive, engaging environments while building staff capacity.

Key Deliverables & Expectations:

Quality Improvement Team (QIT)

- Meets **quarterly** to assess and improve quality
- Led by **OST Site Manager**; includes **Frontline Staff, Community School Coordinator, school staff, families, and partners**

YPQA Basics Training (Annual)

- **New SMs:** 6 hrs | **Returning SMs:** 3 hrs | **Frontline Staff:** 2 hrs



Self-Assessment

- Annual internal quality review using the **YPQA tool**
- Data submitted via **Scores Reporter** (Weikart's online platform)
- Led by **Site Manager**; includes **Frontline Staff** participation
- Site Managers must attend **Scores Reporter Workshop**

External Assessment

- Conducted by a certified assessor **once per year**
- **Site Manager** schedules, supports, and attends
- Rescheduling must be submitted **24+ hours in advance**

Program Improvement Plan (PIP)

- Informed by self + external assessments
- Developed during **PIP Workshop**
- Participants: **Site Manager** (leads), **Frontline Staff** (contribute), **Lead Agency** (supports)

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Capacity Building Activities



Family League supports OST quality by offering **professional development** aligned to data, standards, and core competencies. **Participation in all required trainings is mandatory. Credit is only granted when the identified staff member attends directly.**

Summer Institute (*Site Managers*)

- Multi-day PD held before programming begins
- Focused on launch planning and implementation tools

Site Manager Bi-Monthly Meetings (*4 per year*)

- In-person convenings for PD, networking, and resource sharing

Lead Agency Cohort Meetings (*4 per year*)

- Strategic planning, systems alignment, and continuous improvement

INSIGHT Data System Training

- Required for all staff who manage data/reporting (program plans, quarterly reports, attendance, outcomes)
- Ensures compliance and accurate tracking

Lead Agency Annual Check-In (*1-2 per year*)

- One-on-one meeting with Family League leadership to review performance and support needs

Specialist Site Visit (*1 per year*)

- On-site observation aligned to Weikart PQA

Site Manager Virtual Check-Ins (*2 per year*)

- **Fall Check-In:** Progress and support review
- **Spring Check-In:** External Assessment, Site Visit, PIP review

Recommended (Optional):

- **Ongoing PD:** Youth development, SEL, trauma-informed practices, equity, etc. (Family League PD calendar)

Program Requirements



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 Funded Partner contract requirements for this RFA:

- ☐ Adhere to **RFA program requirements** when designing and implementing programming.
- ☐ Begin programming after contract execution and end programming no later than **June 30, 2026**. If extenuating circumstances arise, 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.

Program Requirements (cont.)



- ☐ Attend Family League-**required meetings**, including, but not limited to, orientation, INSIGHT training, 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 INSIGHT: Family League's salesforce-based data system.
- ☐ Administer **participant surveys** as permitted by parent/guardian or participants 18+ years old consent.
 - Consent forms/links should be included in enrollment packets.
 - 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.



Data & Evaluation Tools and Requirements

Evaluation Consent forms

- Collected at enrollment for all participants

Youth Surveys

- Collected near the end of programming
- Gauge youth satisfaction, impact
- Get feedback to improve programming
- Can be combined with existing surveys

Attendance Tracking

- Individual level demographic, enrollment, and daily attendance data
- Reported using web-based platform (INSIGHT), training required

Program Plan and Quarterly Reports

- Set goals and program plans for the year
- Report on progress toward goals and describe action plans
- Attendance and enrollment data must be in before Quarterly Reports can be submitted



Performance Measures

How much/ many?	# students served one or more days
How well?	<p>% of average daily attendance in the program out of enrolled youth</p> <p>% of Site Managers and Frontline staff trained in Weikart Program Quality Assessment by a certified trainer this fiscal year</p>
Is Anyone Better off?	% of students who report that the program helped them learn something new on youth survey

Programs have the option to add an additional measure specific to the program for each category.



**Our Data &
Evaluation Team
is here to
support!**

- Training and support on all deliverables
- Integrating Family League requirements with existing data collection
- Capacity building and professional development
- Creating impact communication collateral like infographics and reports to tell your story



Applicant Eligibility & Requirements

- Serve Children and Young Adults in Baltimore City;
- Qualify as a nonprofit corporation with 501(c)(3) status, a for-profit corporation, or a public entity;
- Be in “Good Standing” with the State of Maryland. Must provide a PDF copy of the Certificate of Good Standing **dated within the past 30 days**. Screenshots of the State Department of Assessment and Taxation will not be accepted; and
- Be in Good Standing with Family League of Baltimore



Applicant Eligibility & Requirements (cont.)

- 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;
- Provide a clear and concise operating budget.

Submission Requirements



- Applicants are required to submit Applications through **FUNDINGtrack**, Family League's online grants management system accessible through <https://flb.fluxx.io>
- Applicants must be registered in **FUNDINGtrack**.

Applicants are highly encouraged to register early!

How to Access *FUNDINGtrack*



1

There's no place like...



2

<https://flb.fluxx.io>

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3

Welcome to Family League's *FUNDINGtrack*

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](#)

Register

 FLUXX

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

Complete Registration Form & Submit



Registration Form

Organization Information

Organization Name (Legal Name)

Organization Acronym

Organization Phone

Authorized Official Name

Authorized Official Title

Authorized Official Email Address

Website

Address 1

Address 2

City

Country

State/Province

Postal Code (Zip)

Tax ID

Please enter the Federal Tax ID in the following format: XX-XXXXXXX

DUNS Number

Tax Class

Organization Operating Budget

Contact Person Information

Prefix

First Name

Last Name

Title

Work Phone

E-mail

Please note that all fields in **BOLD** are required.

Cancel

Submit Request



Welcome Email & Create Password



New User Information Inbox x



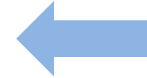
Family League FUNDINGtrack do-not-reply.grants07-us-east-1@fluxx.io via amazonses.com
to me ▼

Welcome to Family League's Fundingtrack Grantee Portal!

To get started, please navigate directly to our website at <https://flb.fluxx.io> using Chrome and use the following credentials to access your account:

* User Name: [Your Username@email.com](#)

* Password Setup Link: <https://flb.fluxx.io/token/9656ed7fc422b3abc7111f2628d6534bd41d366629a4d7b02b>



As part of our onboarding process, we require ALL new users to undergo FUNDINGtrack training. This is an easy and informative 1 hour session to help you get up to speed. For more information on one of our upcoming monthly training sessions, please follow the link to our [PD Calendar](#). If you need immediate training, we also offer personalized training sessions. [FUNDINGtrack Navigation - Partner Training](#).

Our dedicated support team is here to help. Reach out to us at support@familyleague.org or give us a call at 443-423-0910, and we will be more than happy to assist you.

↩ Reply

➦ Forward

Log in with credentials and navigate to Funding Opportunities

All

INFORMATION

Welcome

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Apply for Grant

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Administrative

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Organization Information

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Funding Opportunities

Invitation to Present (ITP) Application for Professional Development Facilitators

In the application, please be sure to select "2024" as the Fiscal Year. Save the application and then Edit to complete the process.

To view details of this Application, please go to: <https://familyleague.org/funding-opportunities/>

Please click here to proceed to the Invitation to Present (ITP) Application



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Request for Qualification (RFQ): Community Advisory Board (CAB) Consultant

In the application, please be sure to select "2024" as the Fiscal Year and "Community Advisory Board (CAB) Consultant" as the Program Type. Save the application and then Edit to complete the process.

To view details of this RFA, please go to: <https://familyleague.org/funding-opportunities/>

Please click here to proceed to the RFQ: Community Advisory Board (CAB) Consultant





Submission Assistance



For assistance with issues while using **FUNDINGtrack**, contact the help desk, available between 8:30am and 4:30pm

Email support@familyleague.org OR Call **443-423-0910**
Always provide as many details of your issue as possible:

- Your name
- Brief description of issue
- Program type
- Organization
- Site/School
- Screenshots

➤ **Applications must be submitted by July 11, 2025, 4:00pm EST.**

Technical Support



- For questions or problems using **FUNDINGtrack**, contact the help desk, available between 8:30 a.m. and 4:30 p.m.
 - Support@FamilyLeague.org
 - 443-423-0910
- **Applications and all required supplementary documentation must be submitted by July 11, 2025, 4:00 pm EST.**

Review and Selection Process



Applications will be reviewed and scored by our Community Advisory Board, a group of community members from diverse geographical areas and backgrounds. This group has been well-briefed on the procurement and has actively participated in the process throughout the planning stages.

Applicant must respond to all questions, submit all required documentation, and demonstrate the ability to implement high-quality programming in alignment with requirements and priorities in this proposal.



Timeline*

DATE	DELIVERABLE
June 13, 2025	RFA Released
July 11, 2025	Application Deadline
July 19, 2025	Technical Review + Cure Period
July 23, 2025—August 29, 2025	Application Review
September 2, 2025	Determination Notices
TBD	Orientation
Flexible based on program structure <i>Partners are encouraged to start programming immediately after contract execution</i>	Program Start

Questions?



Answers to questions discussed at the pre-proposal conference will be posted on Family League's website at www.familyleague.org/funding-opportunities.

Additional questions can be submitted to fundedpartnerships@familyleague.org.