



REQUEST FOR PROPOSALS (RFP):

COMMUNITY BASED SUPPORTS FOR OPPORTUNITY YOUTH (CBSOY)

DATE OF ISSUE: July 8, 2025

DEADLINE: August 5, 2025, 4pm EST

INTRODUCTION

Since 1991, Family League of Baltimore (Family League) has been the designated Local Management Board for the City of Baltimore. Family League's mission statement is: *Family League works collaboratively to support data-informed, community-driven solutions that align resources to dismantle systemic barriers that limit the possibilities for children, families, and communities.*

Family League's work seeks to dismantle systemic barriers that limit the possibilities for children, families, and communities. We focus on four priority Results Areas: Cradle to Career Education, Healthy Families, Economically Secure Families, and Safe and Thriving Families.

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

- **Barrier Removal:** The provision of resources that assist participants in navigating the conditions, policies and/or personal and social hurdles that many must surmount in day-to-day life that might prevent or impede full participation and success in the initiative. These removals might include providing access to transportation; assistance in securing legitimizing documentation (birth certificate, identification); access to expungement services and associated fees, etc.
- **Governor's Office for Children:** an agency within the Maryland's Executive Department created to provide a coordinated, comprehensive, interagency approach to the development of a continuum of care that is family- and child-oriented and that emphasizes prevention, early intervention, and community-based services for all children and families with special attention to at-risk populations.
- **Local Management Board:** the entity established and maintained by the local jurisdiction for the purpose of overseeing and ensuring the implementation of a local interagency service delivery system for children, youth, and families in that jurisdiction.
- **Opportunity to Cure:** the period of time allotted to allow an applicant to correct any errors in its application submission that were identified during the technical review.
- **Opportunity Youth:** Individuals aged 16-24 who are not in school and are not working.
- **Results Based Accountability (RBA):** 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; can also be used to improve the performance of programs, agencies and service systems.
- **Technical Review:** the internal review process for finding errors in application/proposal submissions.

- **Youth Services Bureaus (YSBs):** Community-based, non-residential organizations that provide formal and informal counseling, case management, and crisis management services to youth.

BACKGROUND

Community-based organizations that support the needs of young people serve a critical function in Baltimore by working to keep at-risk children and youth connected with their schools and communities. Their services, tailored to their communities' specific needs, can include delinquency prevention, youth suicide prevention, drug and alcohol abuse prevention, youth development services, and, where appropriate, wraparound services for caregivers. Because of this, Youth Service Bureaus (YSBs) are key partners in assisting Opportunity Youth showing the need for YSB services for youth in Baltimore City.

In 2022, an average of 8% of youth ages 16-19 living in Baltimore City (over 2,000 youth) were identified as Opportunity Youth.¹ They face challenges such as lack of stable housing, education, and transportation as well as a need for childcare, physical and mental health supports and employment that provides a living wage. As has been amply documented, youth in Baltimore need “wrap-around, trauma-informed case management, formal and informal counseling, crisis intervention, and information and referral services to mitigate [program] participation barriers...opportunities to train or study and earn at the same time [and] workforce development programs that are designed to meet industry demands.”² Based on the need, this partner will be operating at the intersection of two focus areas: improving outcomes for Opportunity Youth and increasing opportunities for diversion from the juvenile justice system. However, the primary focus will be on providing supports to young people so they can fully engage in school and/or work.

In FY26, Family League will invest Children's Cabinet funding to support a community-based program that provides services that meets COMAR 16.17.01 requirements to serve as Baltimore's Youth Services Bureau (YSB) and work to obtain YSB eligibility before June 1, 2026. The program will offer prevention and intervention services along with other programming to young people ages 16-24 and are at risk of becoming or who have been identified as Opportunity Youth. The program must offer formal and informal services at their agency site(s) and in the community. Counseling services include individual, family, and group counseling; substance abuse counseling; crisis intervention; and suicide prevention supports. A critical component to assisting young people in addressing their needs often requires barrier removal assistance. Examples of barrier removal supports include rental assistance, utility assistance, housing supplies, utility deposits, legal advice, state identification cards or birth certificate application guidance, school enrollment fees, clothing for interviews, transportation to job interviews, burial assistance, food, and medical equipment. Medical

¹ Annie E. Casey Foundation. (2022) Kids Count Data Center. Change Indicator. Teens Ages 16-19 Not Attending School and Not Working in United States. <https://datacenter.aecf.org/data/tables/7261-teens-ages-16-to-19-not-attending-school-and-not-working?loc=1&loc=2#ranking/3/any/true/2545/any/14312>

² Annie E. Casey Foundation. (2017). *Reshaping Workforce Development in Baltimore: Ensuring Community Voice and Expertise Guide Us*. <http://cms.aecf.org/m/resourcedoc/aecf-reshapingworkforcedevelopmentinbaltimore-2017.pdf>

equipment may include items participants need to manage diabetes, blood pressure cuffs, scales, bed pans, and prescriptions for participants who are survivors of gun violence and need additional assistance when they get home. “Young people who are living in poverty, returning from incarceration, and/or have had barriers to employment need resources for housing, food, health, nutrition, and hygiene to become economically stable. Programs report that prioritizing young people’s basic needs is critical to engaging youth in goal setting, education, and workforce training.”³

PROJECT DESCRIPTION

The program will engage youth and their families to develop effective skills that address adverse behaviors. Service delivery will focus on a prevention-oriented, community-based, and family-centered approach to enhance protective factors for both youth and their families. The Program must have a clear plan for program participant recruitment and retention. Family League will collaborate with a community-based partner to attain YSB eligibility through the Department of Juvenile Services, if they are not already eligible.

Program Requirements:

1. Must show the program is ready to apply for YSB eligibility by meeting the program requirements of [COMAR Reg 16.17.01](#) and as determined by the Department of Juvenile Services by or before December 31, 2025.
2. The Program shall provide all core services in accordance with the needs of Baltimore City youth, other services; and be located and serve the specific catchment area of Baltimore City.
3. Provide the following core services:
 - a. Formal Counseling
 - i. Individual, family, and group counseling shall be considered formal counseling if counseling sessions are provided on a regularly scheduled basis for more than three (3) sessions.
 - ii. Case files for each formal counseling case shall contain:
 - i) Intake material;
 - ii) Progress and session notes;
 - iii) Service plan; and
 - iv) Termination summary.
 - iii. Service plans shall be developed for each formal counseling case before the fourth (4th) counseling session and shall contain:
 - i) A problem statement;
 - ii) Mutually agreed-upon treatment goals;
 - iii) Strategies used by the counselor to meet treatment goals;
 - iv) Interactions with other parties when necessary to meet treatment goals;and,
 - v) Quarterly updates.

³ CLASP. (2020). From Surviving to Thriving: Supporting Transformation, Re-Entry, and Connections to Employment for Young Adults. 2 <https://www.clasp.org/sites/default/files/publications/2020/02/2020fromsurvivingtothriving.pdf>

- b. Information and Referral Services
 - i. Information and referral services shall be provided to the general public or individual clients of the Funded Partner.
 - ii. The partner shall maintain a list of available community services.
 - iii. The list shall include the name of the referral service, its address, and its telephone number
- c. Crisis Intervention
 - i. Crisis intervention, including intervention relating to youth suicide prevention, shall be provided to any child, youth and family in the community.
 - ii. These services are of an emergency nature and shall be provided when the situation demands an immediate response or action by the Bureau
- d. Substance Abuse Assessment and Referral
 - i. Substance abuse assessment and referral services shall be provided by Bureau staff who have received substance abuse assessment and referral training from the Office of Education and Training for Addictions Services of the Department of Health or from any other entity that the Secretary of the Department of Juvenile Services determines to be qualified to provide substance abuse assessment and referral training.
- e. Informal Counseling
 - i. Individual, family, and group counseling is provided on an irregular basis for three (3) or fewer sessions.
- 4. Provide at least one of the following additional services:
 - a. Tutoring
 - b. Alternative leisure activities
 - c. Employment assistance
 - d. Community education, including training and information relating to youth suicide prevention.
- 5. Must adopt and use age-appropriate, evidence-based Functional Assessment Scales
- 6. Provide services at convenient hours in a manner that is accessible to the community
- 7. Promote community awareness of its services to children, youth and families with priority targeted outreach to Opportunity Youth
- 8. Make referrals to existing public and private services in their communities that are available and appropriate for the individual, family, or group.
- 9. Program must provide evidence of qualified staff, resumes/ CV uploads are required.
- 10. Have a valid organizational structure, including a Board of Directors or an Advisory Board.
- 11. Must assist with emergency barrier removals as appropriate.

PERFORMANCE MEASURES

Family League of Baltimore utilizes the Results Based Accountability (RBA) framework that represents a disciplined way of thinking to improve the lives of children and their families and improve the effectiveness of programs. This grant will require the following performance measures:

How Much/ How Many Did You Do/Serve?

- # of participants served
- # of formal counseling cases (more than three sessions on a regular basis) by individual, family, and group counseling

How Well Did You Do It?

- % Formal counseling cases for which service plans with all required elements are developed before the 4th session
- % of families with their emergency needs or immediate needs met within 48 hours
- % of participants not working or in school who report a new connection to work/school

Is Anyone Better Off:

- % of formal counseling participants who show marked improvement on a pre-post assessment
- % of formal counseling participants who improved their CAFAS scores by 20 points or greater
- % of participants at-risk of disconnection who report maintaining the connection throughout program/service delivery

GRANT TERMS & APPLICANT ELIGIBILITY

Contract Award Amount: Not to exceed \$299,368.00

Grant Period: July 1, 2025 – June 30, 2026

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;
- Be in Good Standing with Family League if a past or current Funded Partner;
- Be in “Good Standing” with the State of Maryland (must provide a PDF copy of the certificate dated 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 by the posted due date.

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>. 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

Questions can be emailed to fundedpartnerships@familyleague.org. **Questions will be accepted until close of business (4:00 pm) on Monday, July 14, 2025.** All questions and responses will be posted on Family League's website on July 20, 2025.

A pre-proposal conference will be held virtually on July 15, 2025. The meeting can be accessed via Zoom:

Funded Partnerships is inviting you to a scheduled Zoom meeting.

Topic: FY26 Community-Based Supports for Opportunity Youth RFA Pre-proposal Conference

Time: Jul 15, 2025 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://familyleague-org.zoom.us/j/86336555188>

Meeting ID: 863 3655 5188

One tap mobile

+13017158592,,86336555188# US (Washington DC)

+14703812552,,86336555188# US (Atlanta)

Dial by your location

- +1 301 715 8592 US (Washington DC)
- +1 470 381 2552 US (Atlanta)
- +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)
- 833 548 0276 US Toll-free
- 833 548 0282 US Toll-free
- 877 853 5247 US Toll-free
- 888 788 0099 US Toll-free

Meeting ID: 863 3655 5188

Find your local number: <https://familyleague-org.zoom.us/j/kbl4KFZXAc>

Budget Guidelines

Please be sure that the budget:

- Does not exceed the award amount;
- Does not include in-kind contributions;
- Is consistent with the program design/plans outlined in the corresponding proposal narrative; and
- 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,
- Stakeholder letter of support

Announcement

Funding decisions are expected to be announced by: September 20, 2025.

GENERAL TERMS AND CONDITIONS

Data Collection

All Funded Partners will be required to submit data on every participant they serve. Funded Partners must have the capacity to collect, manage, utilize, and report participant-level and program data. The data will be entered into Family League's data system, or in such form as agreed upon by Family League.

Reporting

All Funded Partners must submit quarterly financial and programmatic reports, unless otherwise specified by Family League. These include, but are not limited to, a narrative report; data specified in each Funded Partner's Scope of Work, including outcome information; and line-item financial information.

Training and Technical Assistance

All Funded Partners must participate in staff development activities as required by Family League. Information related to training opportunities, both required and optional, will be shared with Funded Partners on a regular basis. Additionally, Family League is committed to providing technical assistance and welcomes Funded Partner feedback.

Grant Award

The submission of a proposal does not, in any way, guarantee an award. Family League is not responsible for any costs incurred related to the preparation of a proposal in response to this 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. A Scope of Work with details about specific requirements and measurable outcomes will be a requirement of grant recipients as an addition to the contract.

If selected, Funded Partner is required to complete all administrative contracting documentation upon contract issuance; these include:

- Certificate of Good Standing with the State of Maryland dated **within the past 30 days**
- Certificate of Insurance
- Audited Financial Statements (awards \$50,000 or more) or Form 990 (awards up to \$49,999.00) dated **within the past 12 months**
- Confidentiality Policy
- Conflicts of Interest Policy
- COVID-19 Safe Environment Acknowledgement Form
- Criminal Background Check Policy
- Drug & Alcohol Abuse Policy
- Financial Policies & Procedures
- Grievance Policy
- Record Retention Policy
- Subcontractor Policy

Criminal Background Checks

All Funded Partners must conduct criminal background checks for employees. These practices must comply with the terms and conditions applicable to contracts executed by Family League. All Funded Partners must have established standard operating policies and procedures for conducting, reviewing, and if necessary, responding to the results of the record checks.

Additional Funder Conditions

Any additional terms and conditions imposed by funders following the release of this RFP shall become a part of the contract between the Funded Partner and Family League.

Key Dates and Deadlines

KEY DATE	ACTIVITY
07/08/2025	RFP posted
07/14/2025	Deadline to submit questions
07/20/2025	Q&A posted to Family League website
07/15/2025	Pre-Proposal Conference
08/05/2025	Submission deadline (by 4:00 pm)
08/12/2025	Cure period
09/20/2025	Award status announcement