



FY27 Professional Development: Invitation to Present
Pre-Proposal Conference
April 21, 2026

FAMILY LEAGUE
OF BALTIMORE

MAKING CONNECTIONS. IMPROVING LIVES.

Agenda



- Welcome and Introductions
- Professional Development at Family League
- Purpose of This Investment
- Applicant Eligibility and Requirements
- Submission Requirements
- Review and Selection Process
- FUNDINGtrack (Grants Management System)
- Timeline
- Q&A

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**.

Family League LMB Portfolio Map

CRADLE TO CAREER EDUCATION

Initiatives

- Home Instruction for Parents of Preschool Youngsters (HIPPY)
- Community Schools and Out of School Time
- Thriving Youth Programs
- Professional Development

Collaboratives

- Baltimore School Climate Collaborative
- Baltimore Summer Funding Collaborative
- Baltimore City Early Childhood Advisory Council
- Baltimore City's Community Schools Steering Committee
- Maryland Coalition for Community Schools
- Baltimore City Wide Summer Coordination Meeting
- Maryland State Early Childhood Advisory Council

HEALTHY FAMILIES

Initiatives

- B'More for Healthy Babies (BHB)
- Youth Services Bureau
- Food Justice
- Family Recovery Program
- Local Care Team
- Professional Development

Collaboratives

- Fetal and Infant Mortality Review
- Child Fatality Review
- BHB Steering Committee
- BHB Community Advisory Board
- Baby Basics Coalition
- Food Policy and Action
- Maxwell Workgroup Committee
- Core Implementation Team for BHB
- Baltimore City Local Health Improvement Coalition (LHIC)
- Youth Engagement Subcommittee

ECONOMIC SECURE FAMILIES

Initiatives

- Family Stability
- Professional Development

Collaboratives

- Greater Baltimore Committee
- Certificate of Deposit Account Registry Service (CEDARS) Financial Institutions

SAFE AND THRIVING COMMUNITIES

Initiatives

- Adaptive Village
- Professional Development

Collaboratives

- Morgan Center for Urban Health Equity
- Morgan State University Foundation
- Baltimore Summer Funding Collaborative
- Baltimore City Wide Summer Coordination Meeting



Professional Development Framework at Family League

1. **Capacity Building:** Family League offers training and resources designed to strengthen the skills, systems, and strategies of individuals and non-profit organizations working to improve community outcomes. These sessions focus on practical tools and approaches that enhance effectiveness and sustainability.
2. **Leadership and Wellness:** This track supports personal and professional growth through workshops that center leadership development, emotional well-being, and resilience. Participants gain insights and strategies to lead with clarity, compassion, and confidence.
3. **Evidence-Based and Best Practices:** Grounded in research and proven methodologies, these offerings highlight what works in community impact. Attendees explore data-informed models, innovative practices, and frameworks that drive measurable results.

Additional Frameworks:

1. Ways of Working (WOW) for Community School Coordinators
2. Youth Development: Weikart Youth Program Quality (YPQI, PQA)
3. National Afterschool Associations (NAA) Core Competencies
4. Home Visiting & Family Engagement Competencies

Purpose of This Investment



Strategic Intent:

- The ITP seeks to engage subject matter experts to deliver professional development aligned with adult learning theory and stakeholder needs.
- Trainings should be designed to support Family League’s funded partners—including Community School Coordinators, Youth Development staff, executive leadership, and Community Based Organizations—with tools to improve program quality and outcomes.

Equity & Inclusion:

- Family League prioritizes city-based, minority, and woman-owned businesses in its procurement process, ensuring inclusive access to training opportunities.

Deliverables for Facilitators:

- Workshop proposals with clear objectives, interactive methodologies, and differentiation strategies for diverse learners.
- Adherence to timelines and professional standards.

Review & Selection:

- Proposals are reviewed by the Community Advisory Board (CAB) using a rubric that evaluates alignment, experience, cost-effectiveness, and learning design.

Designing a Strong & Competitive Application



Adult Learning Expectations:

- Your session should:
 - Be interactive and engaging
 - Include opportunities for reflection and discussion
 - Connect directly to participants' real-world roles when applicable
 - Provide tools, strategies, or resources participants can use immediately

Writing Strong Learning Objectives:

- All sessions must include clear, measurable objectives:
 - Standard Formula: *Participants will be able to (measurable verb) + (specific outcome)*
 - Example:
 - Participants will be able to **(apply) trauma-informed strategies in youth programs**
 - Participants will be able to **(analyze) program data to inform decision making**
 - Participants will be able to **(demonstrate) effective family engagement techniques**

Avoid:

- Understand....
- Learning about....
- Be exposed to....



Applicant Eligibility & Requirements

- Applicants must respond completely to all application questions in the Grants Management System; uploading only a proposal document is not acceptable.
- **Businesses** must be in “Good Standing” with the State of Maryland and 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.
- Current and/or past partners must in Good Standing with Family League of Baltimore.
- Applicants are strongly recommended to upload their resumes in the Grants Management System.

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!

***If you are employed by a current Family League Funded Partner, but you are applying for the ITP as an individual, you must apply for and use your own, personal credentials. Applications under your organizational name will be returned unless the organization is the correct applicant.**

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Review and Selection Process



Technical Review and Cure Period

Once the application period closes, each application undergoes a **Technical Review**, during which the Grants & Contracts Team ensures that the application is complete, all required documents have been submitted, and that the documents are acceptable (e.g., correct document, dated appropriately, etc.)

- If there are no issues with the application, it moves to **External Review**;
- If there are issues with the application (e.g., incomplete responses, missing documents, unacceptable documents, etc.), applicants are notified via email that they have the opportunity to "**Cure**" the application. All issues must be resolved by the deadline provided or the application will not move to External Review.
- No extensions are possible for the Opportunity to Cure.

Review and Selection Process (cont.)



External Review

Once the application passes Technical Review, it undergoes **External Review** by Family League's Community Advisory Board (CAB), 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 process. Applications are reviewed and rated using a standardized scoring tool.

Internal Review and Approvals

The CAB recommendations are further reviewed by members of Family League's Leadership and Senior Management Teams prior to final funding decisions.

Determination Notices

Once funding decisions have been decided, all applicants will receive a **Determination Notice** indicating if they have been selected for funding.

Submission and/or selection does not, in anyway, guarantee an official contract with Family League. The purpose of this procurement is to create a list of approved professional development vendors.

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](#)



Register



[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

United States

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.

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:

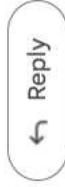
* User Name: Your_Username@email.com

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



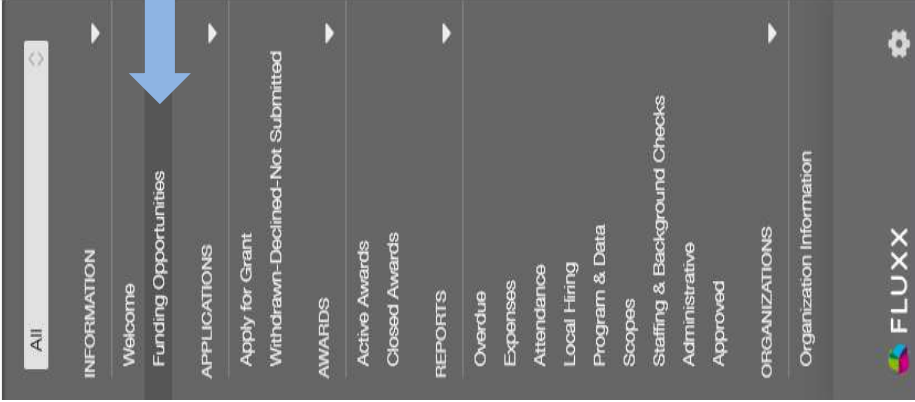
As part of our onboarding process, we require ALL new users to undergo FUNDINGtrack training. This is an easy and informative 1 hour session to help you get started. One of our upcoming monthly training sessions, please follow the link to our [PD Calendar](#). If you need immediate training, we also offer personalized session [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.



Log in with credentials and navigate to Funding Opportunities

OF BALTIMORE



The screenshot shows a dark grey sidebar menu for the FLUXX application. At the top is a search bar with 'All' and a dropdown arrow. Below are several menu categories with expandable arrows: INFORMATION (containing Welcome and Funding Opportunities), APPLICATIONS (containing Apply for Grant and Withdrawn-Declined-Not Submitted), AWARDS (containing Active Awards and Closed Awards), REPORTS (containing Overdue, Expenses, Attendance, Local Hiring, Program & Data, and Scopes), and ORGANIZATIONS (containing Staffing & Background Checks, Administrative, and Approved). At the bottom is ORGANIZATION INFORMATION and a settings gear icon. The FLUXX logo is at the very bottom. A blue arrow points to the 'Funding Opportunities' item in the INFORMATION section.

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](#)



Technical Support



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 May 13, 2026 4:00pm EST.**



Timeline*

DATE	DELIVERABLE
April 16, 2026	ITP Released
May 13, 2026	Application Deadline
May 14 – June 3, 2026	Technical Review + Cure Period
June 4 – August 4, 2026	Application Review
August 5, 2026	Determination Notices

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.