



**FY27 Community Advisory Board
Request for Qualifications
Pre-Proposal Conference
May 27, 2027**

FAMILY LEAGUE
OF BALTIMORE

MAKING CONNECTIONS. IMPROVING LIVES.

Agenda



- Welcome and Introductions
- Family League Overview
- Key Definitions
- Project Description
- Agreement Terms and Applicant Eligibility
- Required Financial Documents & Payment
- Review and Selection Process
- Submission Requirements
- FUNDINGtrack Submission
- Timeline
- Questions and Answers

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 (HIPPIY)
- 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

Key Definitions



- **Community Advisory Board (CAB):** A diverse group of community members that serve as liaisons between the public and an organization; CABs are a critical element of participatory grant-making.
- **Family League's Priority Results Areas:** 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.
- **Participatory Grant-making:** A form of granting that shifts decision-making power into the hands of the communities affected by them.
- **Procurement of Services:** The full-cycle process of sources services for an organization; this includes identifying the needed service, promoting the opportunity, accepting applications, making funding determinations, and contract issuance/execution.

Project Description



Family League's Community Advisory Board (CAB), which is comprised of Baltimore City residents with diverse social, educational, and professional experience, is a critical component of the organization's participatory grantmaking. CAB Members are heavily involved in all of Family League's procurements including, but not limited to, reviewing and providing feedback on procurements and related documents, serving as external reviewers for funding applications, and making funding recommendations.

In addition to their role in procurements, CAB Members act as community ambassadors sharing information and resources with their networks. The CAB also participates in special projects such as Family League's Community Health Needs Assessment.

Project Description



Selected CAB Members will:

- Attend monthly CAB Meetings and required trainings;
- Review and provide feedback to pre-posting procurement documents;
- Review procurement applications, including
 - Completing individual application reviews;
 - Attending and actively participating in corresponding Consensus Meetings; and
 - Serving as Designated Reporter, providing formal CAB funding recommendations to the Director of Grants & Contracts; and
- Serve as Family League ambassadors in sharing opportunities and resources as requested.



Agreement Terms and Applicant Eligibility

The contract period for this grant is **July 1, 2026 – June 30, 2028** with one 1-year option to renew. To apply, interested individuals must:

- Be Baltimore City residents;
- Respond fully to all questions; and
- Submit a resume' with two references, including contact information, by the posted deadline.



Required Financial Documents and Payments

The selected applicants will be required to submit the following financial documentation prior to contracting:

- 2026 W-9
- Electronic Funds Transfer Form
- Voided Check/Bank Letter

Payment Terms

- Selected CAB Members will be paid an hourly rate of \$25.00 for attending meetings and trainings, conducting document and application reviews, and other assigned tasks.
- Payments will be issued electronically and within 30 days of receipt and approval of monthly invoices. Family League will provide the invoice template upon contract execution.

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.)



Internal Review and Approvals

All applications that pass Technical Review will be reviewed by Family League staff using a standardized Scoring Rubric.

Selection Criteria

The following criteria will be used in selecting the application to be awarded:

- Commitment and availability;
- Past and current community involvement;
- Knowledge of and experience with Family League's priority Results Areas; and
- Writing skills.

Determination Notices

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

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>



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



[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.

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 amazones.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. For more information, please see [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

OF BALTIMORE

All

INFORMATION

Welcome

Funding Opportunities

APPLICATIONS

Apply for Grant

Withdrawn-Declined-Not Submitted

AWARDS

Active Awards

Closed Awards

REPORTS

Overdue

Expenses

Attendance

Local Hiring

Program & Data

Scopes

Staffing & Background Checks

Administrative

Approved

ORGANIZATIONS

Organization Information

FLUXX

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 and all required documentation must be submitted by June 16, 2026, 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
- Please copy fundedpartnerships@familyleague.org on all support requests.



Timeline*

KEY DATE	ACTIVITY
May 20 2026	RFQ posted
May 27, 2026	Deadline to Submit Questions
May 27, 2026	Pre-proposal Conference
June 1, 2026	Q&A Posted to Family League website
June 16, 2026	Submission deadline (by 4:00 pm)
June 17 – 25, 2026	Technical Review and Cure Period
June 26 – July 24, 2026	Application Reviews and Approvals
July 31, 2026	Determination Notices
TBD	Contract Term 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.