REQUEST FOR APPLICATIONS (RFA):

FY23 Out-of-School Time Program in a Community School

DATE OF ISSUE: Friday, April 29, 2022

DEADLINE: Friday, May 27, 2022 at 4 PM
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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, the State of Maryland’s Eight (8) Child Well-being Results Areas. 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 are able to enjoy safety and economic stability.

Family League of Baltimore 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 in the areas of child and maternal health, education, youth development, nutrition, child welfare and more. 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.

*You can learn more about Family League by visiting [http://familyleague.org/](http://familyleague.org/)

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. The Community School (CS) Strategy represents the expressed intention of schools to partner with community-based organizations (Lead Agencies) to align resources and services to essentially wrap around students. Through the Community School Strategy, school principals and their partners are engaged in leveraging resources, thereby developing a continuum of services in each school and the surrounding community.

The Community School (CS) and Out-of-School Time (OST) strategy. The Baltimore Community School Strategy is composed of two critical components: Community Schools and Out-of-School Time programs. A Community School is both a place and a set of strategic partnerships that promote student achievement, positive conditions for learning, and the well-being of families and communities. Through the work of a community-based partner, the Lead Agency (LA) leverages unique community resources to meet needs with a focus on children and families. A full-time Community School Coordinator (CSC) at each school coordinates resources and partnerships, transforming a school into a hub of integrated service delivery and creating one seamless access point to critical support. Community Schools are guided by a bi-annual needs assessment and an annually developed Action Plan that is informed by the needs assessment and tailored to the unique needs of that school. It identifies strategies for
improvement in: Community Development, Family Engagement, Health and Social Supports, Youth Development, Enhanced Academics and Enrichment, & College and Career Readiness. Out-Of-School Time (OST) programs provide students with a safe place to explore new ideas, connect with others, build 21st century skills, find new talents, and experience success. Through this Request for Application (RFA), Family League is seeking a Lead Agency to provide opportunities for youth at the following school:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Community School</th>
<th>Program Seats</th>
<th>Funds Available from Family League</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 23</td>
<td>Arlington Elementary School</td>
<td>50 seats (Students K-5)</td>
<td>$72,000 <em>Does not include the school’s resource (match)</em></td>
</tr>
</tbody>
</table>

DEFINITIONS

Out-of-School Time (OST): Out-of-School Time (OST) programs are supervised youth programs that provide regularly scheduled, structured, and supervised activities where learning opportunities take place outside of the typical school day.

Comprehensive Programs: Diverse, culturally relevant programming that includes academic enrichment and support; other enrichment activities (STEM, sports, music, art etc.), physical activity and nutritious-healthy meals. Programming operates in person for a minimum of 100 days (no less than 4 days a week, 3 hours per day). Programming also includes 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.

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 program for a given time period.

PROJECT DESCRIPTION

We are currently seeking a community-based partner to provide high-quality comprehensive OST programming at a selected Baltimore City community school. OST programs provide high quality activities for youth during the times when school is not in session. These activities provide safe places, encourage academic success, develop youth leadership, build skills and nurture talents and interests so young people can achieve in their own unique ways. Finally, we are seeking a partner that develops programming that complements their respective mission/vision, aligns to the requirements of this RFA and is also aligned to the school community’s needs, goals and anticipated outcomes.

PRIORITY AREAS & PROGRAM REQUIREMENTS

Priority areas for this grant include:
- Programs with the ability to operate safe, high-quality comprehensive programming in alignment with RFA requirements.

Program requirements for this grant include:
- Asset Based Approach – Programs that engage families & communities authentically and embrace an asset-based approach, leveraging abilities, strengths and contributions to support youth (participants) and strengthen programming. There are strong partnerships with
families/caring adults, community partners and the community to achieve program goals and support identified needs.

- **Intentional Programming** – Programs that address a community need and implement innovative practices/strategies that lead to purposeful change and outcomes for participants.

- **Engaged Learning** – Programs are meaningful, culturally-relevant, include experiential learning and prioritize youth development, including but not limited to incorporating youth voice, choice and leadership opportunities.

- **Safety** – Programs prioritize emotional and physical safety that enable participants to have the freedom to learn, engage, grow and connect. Healthy, positive and respectful relationships between staff and youth are present. Physical safety include: *the appropriate student-to-staff ratio of 15:1 or lower at all times; Staff are trained in First Aid and CPR; A Site Manager is available to oversee operations during the program; All participants sign in and out of the program daily; There is documentation of participant location during program; Youth have adult supervision from program opening through dismissal and hand off to parent/guardian (as applicable) is monitored via program policies/procedures; There are updated records of participant dismissal procedures (authorized dismissal methods); The program schedule is posted and there is signage on building doors informing parents/guardians of OST Points of Contact and how to access the building after hours; Emergency plans are available; Emergency preparedness includes equipment and resources (e.g., fire extinguisher, first aid kit, posted emergency procedures/plans etc.) that are available and accessible; The program’s indoor and outdoor space meets or exceeds local health and safety codes, meets the needs of youth/staff, is suitable for activities offered and has access to well-defined interest areas; Sufficient materials and guidelines regarding use/maintenance of the facility/equipment are written and available (as applicable); Programming adheres to contract requirements, policies/guidance (e.g., confidentiality) and/or any document required by law; Program policies and procedures are in place to protect the safety and health of youth including mandatory reporting for abuse, transporting youth, safe travel to and from program etc.; All staff (including volunteers) have undergone and passed criminal background checks.*

- **Health & Well-Being** – Programs employ a holistic approach to well-being, helping to build social emotional skills while also providing opportunities for other wellness activities.

- **Diverse and Committed Quality Staff** – Programs have an adequate staffing plan and structure to deliver quality programming and fulfill the activities listed in the proposal.

- **Ongoing Assessment and Improvement** – Programs employ sound data collection and management practices focused on continuous improvement.

- **Family League Contract Requirements** – Programs must adhere to Family League contract deliverables including but not limited to:
  - Attending all Family League-required meetings (e.g., kick off/orientation)
  - Meeting professional development requirements for leadership, Site Managers and frontline staff:
    - Results Based Accountability and Program Quality Assessment (PQA) Basics
    - Lead Agency and Site Manager meetings (generally 3-4 times per year)
    - Summer Institute – professional development experience
    - Meeting frontline staff PD requirements (# youth to be served/15) x 10 = # of PD hours
Support the Continuous Quality Improvement Process:
- Participating in Weikart’s Quality improvement process includes completing a Program Quality Self-Assessment, signing up for an External Program Quality Assessment, establishing a Quality Improvement Team (QIT). The QIT is led by the OST Site Manager and is comprised of the Community School Coordinator and other diverse stakeholders who meet at a minimum quarterly to assess program quality
- Participating in at least two (2) scheduled site visits and one (1) check-in conducted by Family League staff
- Participating in Turn the Curve Conversations
- Collecting consents and administering surveys to participants annually,

Submitting reports in Family League’s designated tool

*Weikart’s Youth Program Quality model frame includes Safe Environment, Supportive Environment, Interactive Environment and Engaging Environment. Maryland’s OST Program Quality Standards Framework include the following components: Mission Driven; Youth Program Leadership and Sustainability; Health, Safety & Program Space; Youth Program Staffing & Professional Development; Youth Program Climate; Youth Development and Family/Caring Adult & Community Engagement *

OST PROGRAM DESIGN PARAMETERS

In addition to the components aligned in this RFA, programming must be designed to meet the following parameters:
- OST Funded Partner collaborated with the principal, Community School Coordinator (CSC) and other identified school staff to plan, set goals to support the integrated Community School Strategy, recruit and ensure access to youth friendly services, integration among services and making information/resources available to youth and families. The OST Site Manager meets monthly with the CSC to discuss data and program needs and plan ways to maintain enrollment and deepen the partnership between the OST program and school staff. Finally, the OST Site Manager meets quarterly with the principal and Lead Agency to discuss strategic OST goals and to promote collaborative efforts.
- Begin programming no later than October 15, 2022, and end programming no later than June 30, 2023.
- Serve youth for a minimum of 12 hours per week (minimum of 100 days throughout the grant period)
- Operate in person programming, aligning to proper safety protocols/local guidance and have the ability to operate in other modalities (as applicable).
- Provide a minimum of 45 minutes of academic content (Language Arts, Mathematics, Homework Help, etc.) daily; Partner should complement learning and school day curriculum
- Provide enrichment activities (STEAM, Arts, Technology, Sports, etc.) daily
- Offer snacks and/or meals daily and ensure that children and youth participate (where eligible) in the Child and Adult Food Care Program (CACFP).
- Provide opportunities for all youth to participate in a minimum of 30 minutes of staff-facilitated physical activity daily as outlined by the U.S. Department of Health and Human Services’ Physical Activity Guidelines for Americans.

By submitting this application, the OST 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 additional “how much?” and “how well?” measure along with a maximum of two “better off?” measures that speak to the program’s intended impact on participants. At a minimum, proposals must describe how you monitor programming through data. The following performance measures are expected for this proposal. Please define how you plan to capture this information.

How much?
# students served one or more days
*Appointment to provide one additional “how much?” measure specific to the program*

How well?
#/% of average daily attendance in program out of enrolled youth
*Appointment to provide one additional quality “how well?” measure specific to the program*

Better off?
*Appointment to provide 1-2 impact “better off?” measures specific to the program*

Note: these required performance measures may change slightly during FY23 after collaborative discussion between Funded Partners and Family League, aligned with program priorities and funder reporting requirements.

GRANT TERMS & APPLICANT ELIGIBILITY

Grant Terms

Grant Period: July 1, 2022 - June 30, 2023

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 2022 calendar year (January 1, 2022 to present). Certificate can be obtained from [here](#);
- 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; and
- provide a clear and concise operating budget.

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](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 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 RFA, or to withdraw this RFA at any time prior to 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: May 27, 2022 @ 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](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](mailto:FUNDINGtrack@FamilyLeague.zendesk.com), Monday through Friday, 8:30 am to 4:30 pm.

**PRE-PROPOSAL QUESTIONS**

Questions can be emailed to [fundedpartnerships@familyleague.org](mailto:fundedpartnerships@familyleague.org). Questions will be accepted until close of business (5:00 pm) on May 6, 2022. All questions and responses will be publicly posted on the Family League website [http://familyleague.org/funded-partnerships/funding-opportunities/professional-service-opportunities/](http://familyleague.org/funded-partnerships/funding-opportunities/professional-service-opportunities/) by May 11, 2022.

**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; and
ensure 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:

- Compliance with all RFA guidelines
- Organizational capacity to implement a quality program at the outlined scale
- A demonstrated capacity to collect, manage, and utilize participant-level and programmatic data
- A clear and concise operating budget that reflects the required cost-sharing requirements as well as transparency and accountability (as applicable)

The school principal will play an integral part in the review and selection process. If needed, Family League will facilitate interviews with top-ranked organizations and the school principal so that they may make an informed decision regarding the selection. 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 the week of June 27, 2022.

Key Dates and Deadlines

<table>
<thead>
<tr>
<th>DATE</th>
<th>TASK</th>
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<tbody>
<tr>
<td>April 29, 2022</td>
<td>RFA Released</td>
</tr>
<tr>
<td>May 6, 2022</td>
<td>Question &amp; Answer Deadline</td>
</tr>
<tr>
<td>May 11, 2022</td>
<td>Question &amp; Answer Posting</td>
</tr>
<tr>
<td>May 27, 2022</td>
<td>Applications Due</td>
</tr>
<tr>
<td>June 1-2, 2022</td>
<td>Technical Review &amp; Cure Period</td>
</tr>
<tr>
<td>June 3-6, 2022</td>
<td>Application Review</td>
</tr>
<tr>
<td>Week of June 27, 2022</td>
<td>Award Announcements</td>
</tr>
<tr>
<td>By October 15, 2022</td>
<td>Programming Start Date</td>
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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 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 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 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. These terms and conditions can be found on the Family League website at [www.familyleague.org](http://www.familyleague.org). By submitting a proposal to this RFA, 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.

**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 RFA shall become a part of the contract between the Funded Partner and Family League.