

The Family League of Baltimore City, Inc.
FY 2010 Out of School Time/ After School Request for Proposals (RFP)
May 8, 2009
Johns Hopkins University, Center for Summer Learning
2800 N. Charles Street, Baltimore, MD

Community Forum Questions & Answers

Thank you for attending the Community Forum. As was shared at the Forum, all questions and answers are public information. Below we have outlined specific questions and answers that were raised during the May 8, 2009 Community Forum.

We suggest you review the Question and Answers from all three Community Forums. In particular, please pay special attention to the three sections that begin the May 4th Question and Answers as they contain further clarification on: 1) The Funding Categories; 2) Parameters for BOOST, YouthPlaces and A-Teams; and 3) Submission of Applications.

Q1. Is the \$4 million only for programs reapplying?

A. Please see: "Clarifications on Funding Categories" on the first page of the Question and Answers for the May 4th Community Forum.

Q2. For the Innovation Fund, do you need to be able to start this summer?

A. If you are proposing summer or year-round programming, you will need to begin this summer. Funding is available for the 2010 fiscal year which runs July 1, 2009 through June 30, 2010.

Q3. If a program was approved but not funded last year, are programs able to apply for Category 1?

A. Not unless they meet one of the two exceptions outlined in "Clarifications on Funding Categories" on the first page of the Question and Answers for the May 4th Community Forum.

Q4. Can leveraging outside funding / resources include mental health services?

A. Yes.

- Q5. How does one fill in the gap for Category 1 with the two exceptions? What happens if a principal wants to switch to a different CBO / lead agency partner?**
- A. The principal will need to take the lead and inform their current partner that they do not wish to continue the partnership. They would then be welcome to invite another agency to apply for funding through this application in partnership with the school.
- Q6. What happens if a program isn't prepared to start on July 15? Is there room or negotiating for the start date of a program?**
- A. Programs should make every effort to begin on the date they propose to start in their application. If there are reasonable unforeseen delays, including a delay in contracting from The Family League, there will be room for negotiating the start date.
- Q7. Do programs need to identify a school and neighborhood for the Innovation Fund?**
- A. Yes, applicants need to outline who the youth are that they will serve, including what neighborhoods will be targeted / served and what schools the targeted youth are enrolled in.
- Q8. Is one of the requirements for the Innovation Fund partnering with different initiatives? If so, what kinds of partners are you looking for?**
- A. The RFP states (page 5) that "an area of interest" of the Innovation Fund is an intentional coordination with other Baltimore City initiatives". Partnerships can benefit programs in many ways such as expanding the number of opportunities for children and youth, adding richness to the experiences that children and youth receive, and connecting youth and families to additional resources.
- Q9. How should an existing BOOST program, go about applying for the Innovation Fund for expansion.**
- A. Please see the answer the Question 13 from the May 4th Community Forum.
- Q10. Can organizations apply for more than one category?**
- A. Yes, if they qualify for both categories. Please see: "Clarifications on Funding Categories" on the first page of the Question and Answers for the May 4th Community Forum.
- Q11. We have our parent organization that is out of state, can we apply?**
- A. Yes, so long as your program will directly serve Baltimore City children and youth.

Q12. What happens if a program has never been audited?

- A. Programs that have not been audited are eligible to apply should indicate in the application that they have never received an audit. Please keep in mind, the Family League must make sure that there is strong fiscal accountability of the public and private funding received. We urge organizations that do not have a full audit and/or are new organizations, to consider approaching a fiscal agent to assist with their proposal.

Q13. What happens if you don't have a current audit and will not have one by May 22nd? Can we submit last year's audit?

- A. Yes.

Q14. We have one organization, but two different programs at different sites. Should we have one narrative?

- A. If they fall under two different subcategories (BOOST, YouthPlaces, A-Teams or Innovation Fund) then you should submit two separate proposals. If they fall under the same funding subcategory, then the decision is up to the organization submitting the proposal.

Q15. Do you still want the one original and seven copies of the proposal?

- A. Please see "Clarifications on Submission of Applications" on page 2 of the May 4th Community Forum.

Q16. Do all Innovation Fund applications have to include the activities, strategies, curriculum, and components?

- A. There are no program parameters on Innovation Fund applicants. Applicants are encouraged to come with their best, most innovative plans to improve outcomes for children and youth through out of school time programs. For Section C of the RFP, if the RFP asks for specific information that does not align with your program design, applicants should indicate this in their narrative.

Q17. If you form a partnership with another organization, should you specify a lead agency? How do you decide which partner should be the lead agency?

- A. Yes, there needs to be a lead agency designated that is accountable for complying with the contract and delivering the work outlined in the scope of work. It is up to the applicant partners to decide which agency will best serve as the lead.

Q18. What documentation is needed for the 20% match?

- A. The Application Budget Form has a column entitled "Other Funding" where applicants should indicate what other resources they are bringing to this project, including cash and in-kind. To meet the matching funds requirement, the items outlined in the "Other Funding" column should total more than 20% of the total grant request. In addition, under Summary Information, on page 14 of the RFP, programs are asked to list primary sources of additional funding for their proposed program.

Q19. Does the ADA and matching funds guidelines apply to Category 1 and 2?

- A. Yes, it applies to both categories.

Q20. Do we need the matching funds because Family League will not have the start up money by July?

- A. The requirement to have matching funds directly relates to our collective ability to serve Baltimore City's children and youth. The Family League wants to leverage, as much as possible, other funding sources. The Family League will make every effort to make start-up funding payments in July of 2009. It is important that funded programs have some matching funds available in case there is a delay in receiving funding. This is especially true for programs starting this summer.

Q21. What do you consider academic skills?

- A. For the purpose of this RFP, academic skills refers to traditional school academic skills such as math, literacy, science and social studies. Skill development in visual and performing arts and athletics should be discussed under enrichment skills.

Q22. Does Family League already have tracking (attendance, outcomes, performance) tools in the process?

- A. The Family League has a web-based reporting system in place for tracking attendance for out of school time / after school programs. We will be working to develop tools / systems to track other youth outcomes. We will seek input from grantees as we advance this work and will provide capacity building and training once any tools / systems are adopted.

Q23. Can for-profits program apply for the Innovation Funds?

- A. Yes.

Q24. Do you need documentation of the program's evaluations for the application?

- A. Including data / evaluation results that demonstrate your program's success will strengthen your application. Be sure to cite the data / findings and have back-up sources available upon request.

Q25. For the Innovation Fund, should you follow the application format?

- A. Yes, you should follow the application format. Refer to Question 16 above if you believe that Application Narrative asks for information outside of the focus of your program model.

Q26. What is the reimbursement policy? (Monthly, Quarterly)

- A. Programs will receive 25% up front and then be reimbursed quarterly.

Q27. If you applied in the past, and were not funded? Can you get a copy of the reviewer's comments?

- A. Please make a request to see past review information to Rob Clark:
rclark@flbcinc.org.

Q28. The reimbursement rate has stayed level, while the cost of living has increased. How is this addressed?

- A. The Family League understands your concern. As The Family League and its partners advance work on expanding out of school time / after school opportunities in Baltimore, it will examine recent research on the cost of high quality after school programs, and seek input from out of school time providers. However, for this year the cost per youth guidelines will remain the same.

Q29. Can you adjust cost per youth for year round YouthPlaces?

- A. Currently funded programs that are re-applying for next year can apply to re-fund their after school programs under Category 1 and stay within established cost per youth parameters. If a program wishes to apply for summer funding to extend to year-round programming, it can do so under Category 2: Innovation Fund. No cost per child parameters have been placed on Innovation Fund applicants. Please keep in mind that cost effectiveness will be taken into consideration.

Q30. Explain the difference between operating costs and program costs.

- A. Program costs are those directly related to the staff, materials and service provided to youth and families through your program. Operating costs (referred to in this RFP as administrative and/or indirect costs), are those that support organization infrastructure and administrative costs not directly related to the program. For administrative and/or indirect costs, there is a maximum 10% of the total budget that may be included in the budget. Specific details of what staff or other expenses are being covered by administrative and/or indirect costs must be provided in the budget narrative column of the Application Budget Form.

Q31. Is the budget part of the page count?

A. No, the 10 page limit applies only to the Application Narrative, as outlined on pages 15-17 of the RFP.

Q32. If a program has more than a 20% match, should they include it in their budget

A. Yes.

Q33. If a program that is funded for FY 2009 expects to have an increase in attendance, can they ask for more money?

A. Yes. The applicant can make the case that attendance will increase and ask for more funding.

Q34. Should programs list space provided by a public school as an in-kind contribution?

A. Under the Matching Funds section (page 19) the RFP states: "physical space donated by a school or other publicly funded building cannot count towards the match".

Q35. If you are not a public school but are using space that they are paying for, can that be included as an in-kind contribution towards the required match?

A. Yes.

Q36. How is a school to identify a service provider?

A. There are several approaches a school could take, including but not limited to: looking at current community-based organizations that serve youth in the school's community and looking at currently funded programs. These can be viewed at the Family League's website (www.flbcinc.org). Additionally, applicants should work directly with the school leadership and actively seek input/guidance from other school principals along the way.

Q37. Should summer have a separate budget from after school budget if you are going to apply for both?

A. In this case, a program should not submit a separate budget, but within the budget submitted, the program should provide details in the Budget Narrative on what funding is going to support the summer program.