



From the President's Desk ...

Partners,

As the reality of the COVID-19 pandemic's effect on the City of Baltimore continually evolves, we recognize the level of uncertainty you may be navigating related to business continuity and supports for your team. Family League of Baltimore is also working closely with the City of Baltimore and its partners to quickly address the critical needs of our community.

We understand that you are also working tirelessly in your respective areas to support the community. From home visiting partners who are maintaining contact with parents through calls and texts to our Community Schools Coordinators and Out-of-School Time partners who are distributing food, education materials, and care packages to children and families - whatever your role or contribution during this challenging time - we thank you.

Family League is working diligently to balance new mandates restricting operations issued by local and state officials with our commitment to being as flexible and responsive to the needs of our funded partners as possible. Here is how we are here to support you:

TELEWORKING POLICIES AND SUSTAINED SUPPORT

Teleworking is approved for those partners who have appropriate policies and work plans are in place. For some, this will mean consistent funding for staffing. For others, it will

mean reimbursement for staffing through the end of the third quarter (03/31/20). While it is our intent to provide support as long as possible, we need to be sure we have adequate resources to support children and families after this crisis has been resolved. Telework plans can be submitted to fundedpartnerships@familyleague.org for approval.

INCREASED FLEXIBILITY IN REPORTING

Family League will extend deadlines for some grant reports and deliverables to minimize the administrative impact of having funds disbursed during this crisis. These will include:

- Program narratives: Quarter 3 narratives will now be due on April 30th. Please include any challenges experienced, including those resulting from the COVID-19 pandemic, in the Stories Behind the Curve section.
- All outstanding “due diligence” documents, except Criminal Background Checks and Certificates of Insurance, will now be due on June 30th.

Please submit all financial reporting by April 15th as that will ensure prompt and timely payment. We will also accept budget modification requests to allow programs to redirect funding as needed to address needed services resulting from the COVID-19 pandemic. Budget modifications can be submitted via the grants management system. Additional information will be shared under the Funded Partners tab on the COVID-19 response page of our Website.

PAYMENT REMITTANCE

So that we can remain in alignment with the Governor’s recent announcement of an executive order instituting mandatory Stay At Home policies and out of an abundance of caution for the health and safety of staff and the community, we are limiting outside travel for our staff as much as possible. That said, we remain committed to distributing needed grant resources in a timely fashion. To that end, we will now be remitting all payments via Electronic Funds Transfer (EFT). We are currently working with PNC Bank to enable you to open bank accounts online if you do not currently have one. Please complete the [EFT Form here](#) and email it to finance@familyleague.org.

In the weeks since we suspended office operations at Family League, many of our team members have been in touch with you to assess your needs so that we can develop our responses to address them. If you were not been able to connect with us during that period, please contact our Funded Partnerships team via email or you can provide direct feedback [here](#).

Please remain safe and healthy and know that Family League is committed to supporting you as we continue to improve outcomes for children, youth and families, even in the face of adversity. We are in this together!

A handwritten signature in black ink, appearing to read "Demayne Millard". The signature is fluid and cursive, with a large initial "D" and "M".

Demayne Millard
President & CEO

For more information on impacts to Family League programs, operations, and services as well as available resources, visit www.familyleague.org/covid-19-response.

Visit coronavirus.baltimorecity.gov for the most updated details on Baltimore City's response and general information. Information on Baltimore City Public Schools response and resources can be found on the City Schools Health Update page at www.baltimorecityschools.org/health-updates.