



Ready by Five Early Childhood Millage Proposal Guide

Version: April 2023

The purpose of the guide is to highlight sections of the Ready by Five application and offer insights and clarifications for those submitting proposals for funding. Although the primary focus of this guide is for direct services detailed in Requests for Proposals (RFPs) pages 1-4, the majority of information can be applied to all Ready by Five RFPs.

Tips to keep in mind:

1. Respond to the question as it is written.
2. Write as if no one knows anything about your program. Imagine your audience is someone off the streets, not First Steps Kent staff or anyone in the early childhood field.
3. In e-ClImpact please note the green question marks scattered throughout the forms. When you hover your cursor over the question mark it will reveal additional information regarding the prompt.
4. An e-ClImpact Agency Training Manual is available to proposing agencies as a resource. Please see [Millage Portal](#).

Let's get started!

Agency Level Forms

Agency forms are the first forms a proposing agency completes. Most information is self-explanatory, but the one area that changed from previous years is in the "Required Materials" form.

Required Materials

Description	File	Last Modified	Action
Most Recent Audited Financials (Required)*	<input type="button" value="Choose File"/> No file chosen Accepted file types: pdf, doc, docx, rtf, xls, xlsx, csv, txt		
Letters of Recommendation (Required)* In one PDF file, provide no more than three letters from partners recommending your proposed service for funding.	<input type="button" value="Choose File"/> No file chosen Accepted file types: pdf		
Rb5 Organizational Chart (Required)* In one PDF, include an organizational chart for each Rb5 program proposal that includes all Rb5 funded staff.	<input type="button" value="Choose File"/> No file chosen Accepted file types: pdf, doc, docx, rtf, xls, xlsx, csv, txt, gif, jpg, jpeg, tif, bmp, png, eps		
Attachment B: Proposing Agency Agreement (Required)* Hover over the "?" to see a template of Attachment B: Proposing Agency Agreement to be signed and submitted with proposal.	<input type="button" value="Choose File"/> No file chosen Accepted file types: pdf, doc, docx, rtf		
Attachment C: Proposal Certification Statement (Required)* Hover over the "?" to see a template of Attachment C: Proposal Certification Statement to be signed and submitted with proposal.	<input type="button" value="Choose File"/> No file chosen Accepted file types: pdf, doc, docx, rtf		
Agency's Annual Report (Optional)	<input type="button" value="Choose File"/> No file chosen Accepted file types: pdf, doc, docx, rtf, gif, jpg, jpeg, tif, bmp, png, eps, ppt, pptx		

Please note for the organizational chart, attach program specific organizational charts only. If an agency applies for three programs, include charts that show Ready by Five staff layouts.

? Rb5 Organizational Chart (Required)*

In one PDF, include an organizational chart for each Rb5 program proposal that includes all Rb5 funded staff.

Program Level Forms

For agencies applying for Ready by Five Direct Services, RFPs 1-4, the application is made up of seven forms.

[Proposed Service Narrative and Details*](#)

[Ready by Five Result Indicator and Program-Specific Goals*](#)

[Number Served*](#)

[Partnering Organizations*](#)

[Budget Narrative*](#)

[Budget*](#)

[Proposal Certifications*](#)

Proposed Service Narrative and Details Form

The form that requires the most information is the “Proposed Service Narrative and Details” form. This form will be where the proposing agency informs the Resident Proposal Review Board (RPRB) about the who, what, where, how, and why of the program.

The first section is the “Service Narrative” where your “Proposal Name” will automatically be populated based on prior entry. In this section agencies will select the “Service Type” and provide a “Program Description”. Please provide a summary of the proposed program that will be under consideration for millage funding:

Service Narrative

Proposal Name*

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Service Type*

None Selected


Program Description*

Limit up to 1500 characters (0 used).

Ready by Five Request*

Based on the “Service Type” your agency selects, you will be prompted to select the “Program Type”. After you’ve completed this step, the next section is the “Funding Request,” and you will have three (3) options to choose from.

Funding Request

 Hover over the “?” for a definition of each type of funding request.


Type of Request

Describe how Ready by Five Early Childhood Millage funds are not supplanting existing services.

- Continued Funding Request
- Expansion of Currently Funded Program
- New Program

After the “Type of Request” has been selected, agencies are requested to complete the section regarding supplanting. Note in previous years this prompt was in the “Budget Narrative” form. It has been moved this year. Please be specific in your description.

Funding Request

 Hover over the “?” for a definition of each type of funding request.

Type of Request

Describe how Ready by Five Early Childhood Millage funds are not supplanting existing state, philanthropic, local and/or federal funds already used for services.

Limit up to 750 characters (0 used).

After selecting the “Service and Program Type,” the proposing agency will proceed to the “Programming Details” section of this form.. Think of this section as if you are telling the story of a participant moving through your program from enrollment to discharge. This is where the RPRB will get most of your program’s information so be sure to be comprehensive in detailing the program’s attributes in this section.

Programming Details

If applicable, describe how intake and enrollment is conducted.

Limit up to 4000 characters (0 used).

Describe the environment and setting where services happen.*

Limit up to 1000 characters (0 used).

How often do services happen?*

Limit up to 1000 characters (0 used).

Explain how staff deliver the service. What is the expected experience of an individual served? -or- What is the result of the service?*

Limit up to 4000 characters (0 used).

Describe how and when your program would incorporate Ready by Five funded Translation and Interpretation services into your services?*

Limit up to 2000 characters (0 used).

If applicable, describe when and how a family would be discharged upon completion of the proposed program. Include a description of how parent satisfaction and completion of services.

Limit up to 2000 characters (0 used).

Does your program regularly provide referrals to services or resources beyond your program?*

Describe how parent's voice will be incorporated into programming. a) Explain how parent feedback on their program experience would be collected and incorporated into quality improvement. b) Describe how your program will engage parent voice within programming policy decisions, quality assurance or evaluation, and service improvement.

Limit up to 4000 characters (0 used).


After completing the Programming Details, Screening Tool Integration, and Evidence of Programming or Model section, agencies will find a new question in the "Service Delivery" section. Please note:


If your program is expected to receive referrals, which agencies will provide referrals to your program? Please list all partners who will send referrals to your program.

This is the opportunity to include partners that send referrals to the proposed program. Not only does this question show the mechanics of outreach, it also gives the RPRB the chance to see how integrated the program is with other agencies in Kent County.

The next section focuses on demographics to be served.

Demographics to be Served

 For programs that provide direct services, the agency must fill out the "Demographics Description" form that contains a fillable Excel sheet.

 Does this program provide direct services?

If the program plans to expand services to a new area/population not historically served by the program, what will the recruitment plan be? Please provide in detail how this initiative will be successful.

Limit up to 4000 characters (0 used).

When filling out this section, select if the proposing program provides direct services from the drop-down menu. If yes, a question will pop up asking if the proposing program plans to expand services to a new geographic area or population. If the proposing program plans to, provide a detailed answer. In addition to this section, all direct services programs are required to complete the "Demographic Description" form.

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[Proposed Service Narrative and Details*](#)

[Ready by Five Result Indicator and Program-Specific Goals*](#)

[Number Served*](#)

[Partnering Organizations*](#)

[Budget Narrative*](#)

[Budget*](#)

[Proposal Certifications*](#)

[Demographic Description](#)

Follow the instructions when opening the form and fill out the Excel sheet with the requested information. The purpose of the form is to show program reach so if the proposing program is continuing, refer to your historical data and fill out the form appropriately.


Program Proposal Demographic Description - FY 2024 RFP

As your agency completes this proposal, take time to review demographics for 2022 and understand what groups/geographies your program was successful in reaching. Provide the following information:


	Column A	Column B
	Our program successfully served these demographics in 2022 and will continue through 2024 (YES/NO)	If your program is expanding: This will be a new demographic for our program and we have a plan to specifically reach and serve these demographics in 2024 (YES/NO)
<i>Note: "Served" is defined as the individuals that met the demographic descriptor were 2% or higher of all individuals served.</i>		
Age of Child Served		
Prenatal		
Postpartum (0-6 weeks)		
Infant		
Child age 1		
Child age 2		
Child age 3		
Child age 4		
Child age 5		
Race		
Asian		
Black - African American		
American Indian or Alaskan Native		
Native Hawaiian or Other Pacific Islander		
Multi-Racial		
White		
Other (describe below)		
Ethnicity		
Hispanic/Latinx		
Geography (See Section One, Part V and Section Two, "New and Expanded Services" in each RFP)		
Rural North		
Rural South		
Rural East		
Suburbia		
City		
Household Income		
Household income at or below 200% FPL		
Households above 200% FPL		
Other (describe below)		
Include additional specifications of groups/geographies your program intends to reach:		

Numbers Served

Number Served

 Provide the number of individuals to be served.

**Number of
Individuals to be
Served**

 Contract period:

Preview

When filling out the "2024 Numbers Served" form, consider past performance and provide a realistic number of individuals to be served. Most direct programs will have a nine-month contract not the typical 12-month period. If the goal is too ambitious and the program underperforms during the contract period, funding could be terminated. The Resident Proposal Review Board reviews individuals


served and the total ask to determine cost per individual. Proposing programs should be aware of this when determining number of individuals to be served.

Budget Narrative Form

In this section you will confirm Rb5 Donations and Cost Sharing details, breakdown Rb5 funded staff positions, and provide total program revenue details.

When detailing Rb5 funded staff positions, please indicate whether the position is direct or indirect and how many people are included in this position. For example, if the position is 3.0 FTE, but 5 people are included in the position, enter 5. For the description, make sure to include specific Rb5 roles and responsibilities, not just the job description in general.

Position 1

 Be sure you include the position listed here in the budget section under "Staff Wages".

Position Title:*	<input type="text"/>
	Limit up to 150 characters (0 used).
FTE:*	<input type="text"/>
Percent funded by Ready by Five Millage (use decimal format to represent percentage):*	<input type="text"/>
Type of Position*	<input type="text" value="v"/>
How many people are included in this position?*	<input type="text"/>
Description of Position. Be specific on roles and responsibilities for Ready by Five services:*	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
	Limit up to 500 characters (0 used).

Total program revenue was moved this year to the "Budget Narrative" form. If the program receives funding from non-Ready by Five sources, list them here. For example, if the program receives funding from a foundation, list the source of funding in this format: Example Foundation, \$25,000, confirmed (or pending). Finally, you will include the total program revenue which includes non-Ready by Five revenue, Ready by Five revenue, cost share and donations if applicable.

Total Program Revenue

? List all Additional Sources of Program Funding and Status (In Bullet Form):

Limit up to 1000 characters (0 used).

Ready by Five Cost Sharing (Projected)

Ready by Five Participant Donations (Projected)

? Total Program Revenue

Budget Form


For FY 2024 direct service programs, the budget form consists of “Program Direct, Program Indirect, and Subcontractor Expenses.” Be sure to include any formal partnerships where there is an exchange of funds and include them in the “Subcontractor Expenses” section. You may add specific “Individual Subcontractors” by selecting “Individual Subcontractors (click to itemize).”

Subcontractor Expenses

	Ready by Five Expenses	Percent of Request
? Individual Subcontractors (click to itemize)	0	0
Total		

Also check to see if all positions listed in the Budget Narrative form are present in either the “Program Direct or Program Indirect Expenses” section.

Program Direct Expenses

 Provide only details of the Ready by Five funding requested in the below expense sections.

	Ready by Five Expenses	Percent of Request
? Staff Wages and Expenses by Staff Position (click to itemize)	0	0

Program Indirect Expenses

	Ready by Five Expenses	Percent of Request
? Staff Wages and Expenses by Indirect Staff Position (click to itemize)	0	0