

Ready by Five Fiscal Year Transition
Questions & Answers
As of 3/1/2023

Will the new project period be for two years as before? Given the change in fiscal year, for programs currently funded through Dec. 2023, will the next contract year be abbreviated to January 1 - September 30, 2024?

In 2024 First Steps Kent will transition all contracts to a nine-month timeline that follows the new Kent County fiscal calendar that starts on October 1 and ends on September 30. We are moving to a nine-month timeline for the 2024 contract period only (January 1- September 30).

Additionally, beginning in 2024 and as an ongoing process First Steps Kent will move to a yearly request and contracting process to ensure that all funds are spent out each year. Going forward, each agency will need to request and be approved for funds for the next fiscal year.

This annual process looks different in 2024 because of the renewal that goes into effect on January 1, 2025. (The current millage will end on 12/31/2024.) We are thinking through details of how this will work from a contracting standpoint and can share details as soon as we know more.

Recognizing that this is a very quick year, we are thinking through how to make the application process for the *next* year (Oct 1, 2024 – Sep 30, 2025) as efficient as possible. We are also working to understand what the contacting process will look like as the millage renewal goes into effect in 2025. Conversations are happening now about the 2025 renewal. We will share information as soon as we have more details confirmed.

Can we assume next year's funding award levels to be similar to the current year?

First Steps Kent is required to allow any agency to apply for funds each year, including new agencies who had not been funded previously. The Resident Proposal Review Board ultimately decides the recommendations that go before the Kent County Board of Commissioners. With the past few rounds, they have generally recommended funding contracts to the full amount as long as the agency is in good standing, the proposal meets the specification of the RFP, services are not duplicative, the submitted proposal is complete, and the budget is sound with reasonable costs included. First Steps Kent cannot guarantee funding will be similar during every allocation process.

Will we be able to increase our budget to add new staff to our program during the next RFP process?

When agencies apply, they will have the opportunity to modify budget requests. This gives agencies the opportunity to add or modify positions.

Can I assume the proposal narrative questions and requirements will be fairly similar to this year - e.g., categories for direct and indirect costs, list of current funding sources, list of board members and race, etc.?

Yes, for the most part First Steps Kent will keep the proposal format similar to the questions in past RFPs.

One update to expect is the addition of 1-2 questions that ask each agency to review service data from the last year as they complete the number served/encounters, as well as the age, geography, and population they intend to reach. In past proposals, some agencies have responded that they would serve many areas or populations but have not shown success with reaching all areas/groups they intended to reach according to their proposal. These questions will help the review board understand how agencies have been successful with reach and engagement in Kent County as proposals are considered. This will also help ensure the millage is funding proposals that have capacity to reach the number of individuals intended as well as successfully reach all areas/populations in the county.



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