

Ready by Five Early Childhood Millage - Request for Proposals

2024 Funding Questions and Answers

As of: 5/12/23 | Final Posting for Q&As

Please Note: Answers added most recently can be found towards the end of this document.

Question Number	Question Asked	Answer	See Section (page)
1	On p. 27 of RFP, all Home Visiting programs are required to do ASQ-3 and ASQ-SE. What if these screenings are being done by other agencies, e.g., by MIHP or Family Futures? Should we duplicate those screenings?	<p>In your proposal explain how the requirement is being met. Include the agency who is supporting ASQ in your narrative and in the section that lists partnerships.</p> <p>For the situations when ASQ data is being collected by a partner, we will have a conversation during the contracting process to determine which party should be submitting data. Duplicate data should not be submitted.</p> <p>We encourage agencies funded by Ready by Five to continue to partner in this way!</p>	RFP 3, Program Type 1, p. 27
2	For RFP 8, on page 50, can you clarify the meaning of this: "Training developed for agencies outside of the Ready by Five network will not be considered this round."	<p>In the RFP we define who trainings are applicable to including, "the broad audience of early childhood professionals across programs including but not limited to, social workers, community health workers, play and learn coaches, nurses, navigators, behavioral health clinicians, and home visitors."</p> <p>To clarify, the statement:</p> <ul style="list-style-type: none"> • Training developed for the sole purpose of training professionals outside this network will not be considered. • Additionally, agencies will not be reimbursed any training session(s) provided to agency staff outside of the Ready by Five network. 	RFP 8, Part II, p. 50
3	Assuming voters will renew EC Millage, will the 2025 application process be similar to 2024 (i.e., a full proposal and competitive) or will it be a streamlined process for programs funded in 2024?	We anticipate there will be similarities. As of this time the details related to the upcoming millage are still being determined. Once language regarding the next "ask" to voters is confirmed, we can determine the process for the upcoming 2025 application process.	N/A

4	Are there data like goals achieved, number served, demographic breakdown for each of the existing RFP categories that can be shared so existing programs have a comparison to their past performance in the network?	<p>We encourage partners to review the following information: Currently available:</p> <ul style="list-style-type: none"> • 2022 Annual Report for Ready by Five <p>Upcoming reports to be released in early May:</p> <ul style="list-style-type: none"> • Ready by Five Year 1 Evaluation Report • Ready by Five Opportunity Assessment Report <p>Agencies may also submit specific questions regarding this to First Steps Kent through the Q&A process.</p>	All RPFs
5	Can you clarify the intended difference in RFP 6 and the current Great Start to Quality (GSQ) website that provides access to childcare openings for both providers and families?	The RFP seeks to enhance the capabilities of the current GSQ site. We recognize that the more “real time” component that shows where child care slots are available is not fully functional in a way that is helpful to families, navigators, or the community. Within the RFP there is also a staffing component that is included that will ensure there is support for families and navigators looking to be connected to child care availability and child-care related resources.	RFP 6
6	For ‘Current Number-Program Staff’ are you looking only for staff positions funded within the proposal?	<p>For the Attachment A: Agency Staff and Leadership Diversity section of the application, include <i>all</i> agency staff. This is the section where proposing agencies will complete a matrix form.</p> <p>For the Budget Narrative section of the application, include only the staff positions that are included in the proposal Budget.</p>	All RPFs
7	What is cost sharing? Could you provide an example of cost sharing revenue and leveraging it for a service?	<p>More information about cost sharing can be found in the Ready by Five Service Provider Manual on page 63 and the updates for 2023 begin on page 90. Check Section Two, Part III of each RFP to determine if this is required for your Service Type.</p> <p>Cost Sharing is based on family income. Families with income above 200% Federal Poverty Level will be required to pay based on a sliding scale for some services funded by the Ready by Five Early Childhood Millage.</p> <p>All funds collected through cost sharing will be used as the “first dollar” towards services and will increase the amount of funding available to Service Providers.</p> <p>(Continued on next page)</p>	RFP 2 and RFP 3 – all Program Types.

		An example: If a family of four has an annual income higher than 200% Federal Poverty Level and is interested in home visiting services, the provider would collect payment for services based on the Ready by Five Cost Sharing Policy. This cost share payment would be applied as a source of revenue towards the cost of the home visiting program and reported to Ready by Five as collected income. This collected payment would be leveraged and used in addition to the millage funds awarded.	
8	Does this RFP require three letters of recommendation?	Yes. Letters of Support are to be submitted for the organization as a whole and should provide support for the organization being qualified to provide quality services to expecting parents and families with children through age five in Kent County.	All RFPs
9	If submitting multiple Training Topics/Programs, but all are under the same training area (e.g., Quality program practices), should we submit multiple applications (one application for each training topic/program) or one application which includes all proposed training topics/programs related to that training area (e.g., Quality program practices).	First Steps would recommend that a separate proposal be submitted for each proposed training topic/program.	RFP 8
10	The request is for an "organizational chart for each Ready by Five program proposal that includes all Rb5 funded staff." Do you want an org chart with specific staff (either names or job titles - e.g., CHW, Supervisor - or both name and title), or, do you want an org chart as we've done in the past, showing the relationship between program components. (E.g., for Strong Beginnings, our chart shows SB under Corewell Health Healthier Communities Dept., and then for each program component the responsible parties. E.g., Component "Outreach, Care Coordination - Prenatal & Infant" and then the responsible parties KCHD, Cherry Health, Trinity health, etc.).	Please provide a chart that shows the names, job titles and FTE of all Ready by Five funded positions. Please note: The information included in the organizational charts should match the information that is included in the Budget Narrative's staff position information.	RFP 3 (All RFPs requesting an Organizational Chart)

11	Are meals (for training participants) an allowable expense that can be built into the training fee schedule?	No, meals are not an allowable expense for training participants.	RFP 8
12	Should parent engagement activities that are currently funded with PPP funds be woven into this Outreach and Navigation application, or will there be a separate application process forthcoming?	<p>We are assuming that your question referenced Ready by Five PPF (Prioritizing Parent Fund) awards.</p> <p>A requirement of the PPF funding was that initiatives will not begin or expand services beyond the level that can be realistically maintained for the following fiscal year.</p> <p>However, for this round of proposals Ready by Five is seeking proposals from agencies who engage and empower families as partners to shape the direction of program delivery. If the engagement activities currently supported by PPF specifically serve the purpose of “engaging and empowering families as partners” within your program model, the related (reasonable) expenses will be considered for the upcoming proposal.</p> <p>Additional funds for Prioritizing Parent initiatives are not guaranteed as of this time. Funds may be available, but this depends on factors such as if there are remaining funds available and if the Ready by Five Resident Proposal Review Board determines the necessity for these funds to be continued.</p>	All RFPs
13	Will we need three letters of support for each proposal or a total of three representing the agency?	The three letters of support should represent the agency and all proposals submitted. (A total of only three letters should be submitted regardless of the number of proposals submitted).	All RFPs
14	Should org charts only focus on Ready by Five funded programs/departments or should they reflect the entire organization?	<p>Agencies should focus on Ready by Five funded programs/departments.</p> <p>Please note: The information included in the organizational charts should match the information that is included in the Budget Narrative's staff position information.</p> <p>See Question 10 for additional information about organizational charts.</p>	<p>All RFPs</p> <p>(All RFPs requesting an Organizational Chart)</p>
15	We will be including several partner agencies (Subcontractors) who will be working alongside us to complete the outreach and navigation, with formal agreements in place. As our partners in this work, are staff from those agencies permitted to partake in the Ready by Five training provided? We are aware that we	<p>Please reference the following information about trainings. This site provides more information about which Ready by Five funded positions may attend (including subcontracted staff):</p> <p>https://www.firststepskent.org/articles/q-as-for-training</p> <p>Please note on this webpage the grid that specifies expectations about who is expected to attend and who this would be optional for.</p>	RFP 8

	<p>may not use Rb5 funds for agencies outside of the Rb5 network but were not sure of subcontracted partners who were members of our specific project.</p>																							
16	<p>A. How many supervisors are anticipated to be in the Ready by Five network in 2024? AND What is the typical supervisor retention/turnover rates in the network? Thus, how many NEW supervisors are anticipated in the network in 2024 that would not have participated in the 2023 required trainings?</p> <p>B. How many direct service professionals are anticipated to be in the Ready by Five network in 2024? AND What is the typical staff retention/turnover rates in the network? Thus, how many NEW direct service professionals are anticipated in the network in 2024 that would not have participated in the 2023 required trainings?</p>	<p>The estimated number of funded positions working within a Direct Service Professional vs Supervisory role has remained consistent over the past two years. We estimate numbers as follows:</p> <table border="1" data-bbox="869 360 1619 641"> <thead> <tr> <th data-bbox="869 360 1348 456">Estimated Number of Ready by Five Providers</th> <th data-bbox="1348 360 1486 456">Direct Service Professional</th> <th data-bbox="1486 360 1619 456">Supervisory</th> </tr> </thead> <tbody> <tr> <td data-bbox="869 456 1348 487">Healthy Development - All Programs</td> <td data-bbox="1348 456 1486 487">41</td> <td data-bbox="1486 456 1619 487">14</td> </tr> <tr> <td data-bbox="869 487 1348 518">Parent Education & Support - Home Visiting</td> <td data-bbox="1348 487 1486 518">25</td> <td data-bbox="1486 487 1619 518">15</td> </tr> <tr> <td data-bbox="869 518 1348 548">Parent Education & Support - Child Safety</td> <td data-bbox="1348 518 1486 548">3</td> <td data-bbox="1486 518 1619 548">2</td> </tr> <tr> <td data-bbox="869 548 1348 579">Outreach and Navigation (Broad Providers)</td> <td data-bbox="1348 548 1486 579">22</td> <td data-bbox="1486 548 1619 579">5</td> </tr> <tr> <td data-bbox="869 579 1348 610">Early Learning - All Programs</td> <td data-bbox="1348 579 1486 610">19</td> <td data-bbox="1486 579 1619 610">6</td> </tr> <tr> <td data-bbox="869 610 1348 641">TOTAL</td> <td data-bbox="1348 610 1486 641">110</td> <td data-bbox="1486 610 1619 641">42</td> </tr> </tbody> </table> <p>This number does not include employees who are classified as .49 or less FTE or subcontracted professionals. Employees who fall in this type of employment may attend the training if they choose to and if there is space in the class size for them to attend.</p> <p>As of this time we are only able to base turnover estimates based on the names of those who have attended training to date. For those who attended:</p> <ul style="list-style-type: none"> of the 67 attendees, there were two direct service professionals who are left their position. of the 32 who attended the supervisor track, there are two that have left their position. 	Estimated Number of Ready by Five Providers	Direct Service Professional	Supervisory	Healthy Development - All Programs	41	14	Parent Education & Support - Home Visiting	25	15	Parent Education & Support - Child Safety	3	2	Outreach and Navigation (Broad Providers)	22	5	Early Learning - All Programs	19	6	TOTAL	110	42	RFP 8
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17.	<p>I am a for profit company. Therefore, I do not have a Board of Directors to obtain a signature from. Is this ok?</p>	<p>Any legally constituted public or private agency, organization, or institution may be an eligible proposing agency. All proposals must be submitted by a legally constituted corporation.</p> <p>In lieu of providing the name of the Board Chair on the required cover letter and a list of Board of Directors and their affiliations, the Proposing Agency should submit the names of all persons with ownership or control interest in your agency. Please be sure to include signatures applicable to this legal governance structure with all signed attachments.</p>	All RPFs																					

18.	Do computers count as equipment or supplies?	<p>The Service Provider Manual requires accounting for and inventory of all non-expendable property costing \$1,000 or more per unit. Ready by Five Early Childhood Millage funds may not be used to purchase equipment or property. Computers and technology costing \$1,000 and over per unit are considered equipment and not an allowable cost for programs applying for funding under the current RFPs.</p> <p>Computers and technology costing \$999.99 and under per unit are allowable with the following contingencies. If awarded, the agency will be required to provide a description of:</p> <ul style="list-style-type: none"> • your agency’s internal controls are in place to track the technology as it is assigned to staff and/or program participants, and • how your agency plans to safeguard sensitive information that may be housed on the technology. 	All RFPs
19.	If we weren't funded in FY2022, we don't need to share any demographic data for our newest application?	<p>If your program is a brand-new program and has no history of serving individuals, include details about who your program intends to reach in the field towards the bottom of the spreadsheet attachment (row 37). This field is titled, "Include additional specification of groups demographics your program intends to reach".</p> <p>First Steps Kent highly suggests that if this is a program that has been up and running for at least a year (even if it was not funded by the Ready by Five Millage), that you provide information about the demographics of individuals served in 2022 and the groups your program intends to serve in 2024.</p> <p>Either way, the Resident Proposal Review board will be looking for information about how your program will reach the groups/geographies included in the proposal.</p> <p>In the narrative section under "Service Delivery" include specifics in the question that "Please Describe your outreach plan for the proposed program" about how your program intends to reach and engage the geographies and groups included in the demographic description.</p>	All RFPs

20.	With that being asked, I am considering our last grant award [a program that is currently funded by Ready by Five] is a "continuation of funding application." Is that correct?	<p>Note: If you hover over the green question marks in E-CImpact, you will see additional descriptions or specifications for each question.</p> <p>If your program has been previously funded by Ready by Five Millage, you would select on of the following options:</p> <ul style="list-style-type: none"> Continued funding is for programs that have been previously awarded Ready by Five funding and has a request that is similar to previously requested amount of funding. Expansion of Programming Request is for programs that are asking for additional funding for a program previously funded by Ready by Five. <p>The New Program Request option is for agencies requesting funding for a program that has not been funded by Ready by Five or a brand new program that will be starting.</p>	All RFPs requesting completion of the Program Proposal Demographic Description Spreadsheet
21	Note from First Steps Kent team.	Don't forget to check out the E-CImpact Proposal Guide for helpful tips as you complete you application!	All RPFs

