

Ready by Five Early Childhood Millage - Request for Proposals 2024 Funding Questions and Answer for HD-NFP.

As of: 12/21/2023 – FINAL ANSWERS

Note to all agencies: please see the new link to the updated version of the [Read by Five Service Provider Manual](#). (See question 19.)

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

Question Number	Question Asked	Answer
1	Are the required classrooms that were mentioned already active and have data on the current students that can be helped?	<p>There are currently active classrooms. Data is being collected by the classrooms on student needs including students that have an IEP and ISFP.</p> <p>Please note that the purpose of the Child and Family Advocate programming is focused on children being connected to community resources and support to ensure their essential needs are met. Providing IEP and ISFP support is not the primary role of this program. See the program description of the RFP in Section Two for more information.</p>
2	There are families that are not getting advocate and support services. Could we come in and collaborate as an agency that specializes in services for children with a disability.	See the specification in the RPF. If this is not a fit for the supports you are describing, please set up a time to talk with FSK about the unmet needs in the community.
3	Would this funding, when it renews can we expect that it would be double the amount available?	For future contracting, funding would be enough to cover the scope of work that is approved by the Ready by Five Resident Proposal Review Board (RPRB) for a full 12 months. How funds are allocated depends on the RPRB determination. Amounts allocated are subject to change each year. We cannot guarantee the amount of funding that will be allocated to each agency in upcoming rounds of funding.
4	Does the RPF include classrooms that are funded by the Promise Neighborhood grant?	<p>No, not specifically.</p> <p>Please note in Section Two, under Additional Specifications the priority locations are given. The document also states, "Additional classroom locations may be served if there is capacity within the program plan. "</p>

		These classrooms could be added by the applicant if there is capacity to serve additional children, and the Promise Neighborhood funding does not already cover duplicative support.
5	Will agency contacts get an email when questions are asked via e-CImpact?	Yes, the individual listed as the Primary Contact in eCImact will receive questions. You will receive a notification that there is a question that was sent.
6	Is the preference for only one agency to be awarded the contract? Or multiple?	There is not any stated limit to the number of agencies that could be awarded funds. The amount of funding is not significant, collaboration to ensure all specified agency locations are supported in a consistent way is highly encouraged.
7	Missed the first part. What is the level of investment for this?	There is \$202,000 available for this RFP.
8	I am not familiar with CFA - is this a credentialed position?	This is not a credentialed position. The Child Family Advocate (CFA) program is a description of program components that enhances the type of supports that are currently in place with EHS and the KEEP program.
9	This contract straddles two academic years so should we count the kiddos we will have in April and then the new kiddos starting in September?	Yes. You would count the total number of children for both academic years. We acknowledge that the contract period will cover only a short portion of the fall academic year. The date(s) and number of encounters documented for each student would show the length of time that students received services in each contract year.
10	Are there other match resources required?	There is not an actual match. However, other funding sources must be leveraged and used as "first dollar". See Section One, Part I that states, "By applying, the Service Provider agrees that all additional available sources of funding will be leveraged to cover program costs. The Service Provider will seek additional sources of funding in addition to Ready by Five Early Childhood Millage funds such as grants, state, local and federal funds, collect donations, and implement cost sharing."

11	For infants and toddlers who were enrolled in Early Head Start classrooms, was the support they received covered by EHS funding previously? Do they need a CFA position?	No definitive answer can be provided to this question at this time.
12	Can agencies who recently departed from ELNC before September. Would they be eligible to participate in this grant?	The list of classrooms are the locations that are being prioritized for the purpose of this RFP. Please note in Section Two, under Additional Specifications the priority locations are given. The document also states, "Additional classroom locations may be served if there is capacity within the program plan. "
13	So, if the millage is flat do you expect this work to likely continue?	The funds are being rebid from the total available Ready by Five Millage funds. See question 3.
14	With the idea that one agency will be awarded this funding, is the expectation that that one agency serves all the 5-6 identified EC centers?	See question 6.
15	Timeline: if this ended in September, would this be included in the next RFP renewal?	Yes. This contract's end date will follow the County's fiscal year and end on Sep 30, 2024. The agency(ies) awarded the contract will have the opportunity to apply for continued funding to support services beyond Sep 30, 2024. This opportunity will be included in the regular RFP opportunity that typically occurs in April of each year.
16	Could you include a list of agencies who attended the preconference?	Agencies that attended the Preproposal Conference included: Grand Rapids Community College Arbor Circle Kent ISD Family Promise of West Michigan Down Syndrome Association of West Michigan The Other Way Ministries DABSJ Family Promise of West Michigan Health Net of West Michigan EastersealsMORC Vibrant Futures Family Futures- Connections Refugee Education Center Health Net of West Michigan

		<p>Early Learning Center- Steepletown Hispanic Center of Western Michigan Mainspring Early Care Alliance YMCA of Greater Grand Rapids</p>
17	For 'Current Number-Program Staff' are you looking only for staff positions funded within the proposal?	<p>For 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>
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.
19	Would families receiving these services be required to pay towards the cost of services?	<p>As FSK was reviewing information related to cost sharing, we realized that an incorrect income chart was included in the most updated version of the Service Provider Manual. Please be sure to reference the most updated version of the manual that can be found here: <u>CLICK HERE</u></p> <p>Families with a household income that falls at or above 200% Federal Poverty Level would be asked to contribute to the cost of services. The cost sharing policy's sliding scale and exemptions ensure families who are not in a position to contribute are not required to pay.</p> <p>Families who meet one or more of the following qualifications are exempt from Cost Sharing:</p>

		<ul style="list-style-type: none"> • Families that have income of 200% or less of the poverty income guidelines established by the Health and Human Services Administration are not required to cost share for their services. • Expectant parents and families with children through the age of five years and under who show documentation or attest they are recipients of Medicaid benefits. • Families that are experiencing homelessness as defined by the US Department of Housing and Urban Development (HUD). • Families who are experiencing financial hardship due to unemployment can present documentation of their unemployment status. • Children or expectant parents who are engaged with child welfare services, including Child Protective Services and Foster Care. • Consideration should also be given if families are currently paying cost share towards other services. • Families cannot be denied services due to an inability to pay. If additional circumstances are presenting a family's ability to pay, reach out to FSK to discuss and determine if cost sharing requirements can be waived. <p>Families with an annual household income that falls at or above 200% FPL would be required to pay some level of cost towards services. The cost is determined by a sliding scale that can be found in Appendix F of the <u>Ready by Five Service Provider Manual</u>.</p> <p>Please review policy 3.4 in the Service Provider Manual for the full requirements of how cost sharing would be collected and when an additional exemption may be considered.</p> <p>If there are questions or concerns your agency still has about cost sharing when it is time to submit the proposal, you may include these under the Budget Narrative section in the application so they are documented with your submission.</p>
20	If my program collects funds through donations or cost sharing, is my allocation reduced?	No, this would not reduce the allocation, it would be used as an additional source of program revenue. Any agency that collects funds through cost sharing or donations may use these funds towards the cost of providing additional Ready by Five contracted services.

		<p>All funds collected through cost sharing will be used as the “first dollar” towards services and will increase the amount of funding available.</p> <p>An example: If a family of four has an annual income higher than 200% Federal Poverty Level and is interested in 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 service and reported to Ready by Five as collected income. This collected payment would be leveraged and used in addition to the millage funds awarded by the program who collects the funds.</p>
21	How will the cost share amount be calculated?	<p>The cost for each individual served is determined by taking the annual amount awarded and then divided by the number of encounters to be served included in the contract.</p> <p>The number of encounters will be determined during the contracting process.</p>