



Ready by Five Millage Pre-Proposal Conference

July 14 and 15, 2021



Supported by the Kent County Ready by Five Millage



Welcome

Annemarie Valdez,
President of First Steps Kent



Supported by the Kent County Ready by Five Millage





Overview of the Ready by Five Early Childhood Millage



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Introducing your Ready by Five Team



Christine Timbol Larson, Contracts



Cati Cortes, Financial



Kyle Johnson, Contracts



Megan Streng, Communications



Tyler Aman, Data



Heather Boswell, Team Lead



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Today's Agenda

- Overview of the Ready by Five Millage and Process
- 2021 Request for Proposal Overview
- Application Overview
- Questions

[Link to RFP materials](#) will be provided in the chat...



Virtual Guidelines

- Sign in
 - Please use the link we provide in the chat to sign in
- Questions?
 - Please include your questions in the chat
 - We will answer as many questions as possible at the end of the presentation
- Session will be recorded
- Documents are available on the First Steps Kent website
 - Millage (top right corner)
 - Funding Opportunities
 - Information about creating a profile on eC-Impact



First Steps Kent's Administrator Role

First Steps Kent shall be responsible for development, coordination, implementation and administration of the millage services delivery system(s).

Activities will include, but not be limited to:

- An annual open and competitive proposal/funding allocation process for Service Providers to apply
- The establishment of a Resident Proposal Review Board to make recommendations
- Assurance of a visible point of contact for Kent County residents and Service Providers



Proposing Agency Requirements

- Proposing Agency must possess the potential ability to perform successfully under the terms and conditions set forth in the RFP. Consideration shall be given to such matters as Proposing Agency's integrity; record of past performance; and financial and technical resources.
- Proposing Agency must meet all financial requirements outlined in the RFP.
- First Steps Kent reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Proposing Agency fails to satisfy First Steps Kent.



What does it look like to be a Ready by Five Service Partner?

Ready by Five Early Childhood Millage funds are TAXPAYER dollars.

- Services are for children ages birth through five years of age and expecting mothers living in Kent County.
- Funding is designed to cover the cost of direct services and reasonable administrative costs.
- Funds must be used in the year they are awarded.
 - Funds not used may be re-allocated to other programs.
- Funding cannot be used to purchase equipment and property.



What does it look like to be a Ready by Five Service Provider?

- Services cannot be advertised as “free” or “no-cost”.
- Millage funds will not supplant existing private foundation or other philanthropic funds as well as state, local, and/or federal funds already in use by the Proposing Agency and which are supporting services.
- The Proposing Agency agrees to seek other sources of funding in addition to Ready by Five Millage Funding for services.
 - Other Sources of Funding (i.e., grants, state, local and federal funds)
 - Donations
 - Cost Sharing, if applicable to Program Type
 - See Service Provider Manual for full details



What does it look like to be a Ready by Five Service Provider?

There are reporting requirements.

- Invoices for payment are submitted monthly
- Child or expectant mother data is submitted monthly
 - Agencies will be required to sign a data agreement with First Steps Kent and Kent County Health Department as part of the contracting process.
 - This data submission follows a very specific .csv file format as defined in the Ready by Five Standardized Data Definitions.
- Program-specific outcomes and updates are submitted on a quarterly schedule.



What does it look like to be a Ready by Five Service Provider?

- The Ready by Five Service Provider Manual includes:
 - Programming Requirements
 - Financial Requirement
 - Reporting Requirements
 - Organizational Requirements
- Available on the First Steps Kent website.



Request for Proposal Overview

Part II – Current funding opportunities overview.

All materials are available on the First Steps Kent website.



Request for Proposal (RFP) Contents

All RFP documents are posted on the First Steps Kent website.

- Section One - Overview of the 2021 RFP Process
 - Intro to Ready by Five
 - Outcomes of Funding
 - Funding Details
 - Overview of all RFPs
 - Requirements of all Funded Agencies
- Section Two - RFP Specifications for each Service Type
 - Details of Program Types Requirements
 - Ready by Five Result Indicators
 - Scoring Criteria
- Section Three – RFP Process
 - Submittal process
 - Timeline
 - Q&A Process
- Additional Materials:
 - Today's Slides
 - E-CImpact Agency Training Manual (online application)

Ready by Five Early Childhood Millage Request for Proposal

RELEASE DATE: July 14, 2021

PLEASE NOTE

The deadline for all proposals is: [August 27, 2021, at 1pm](#)

This deadline is firm, no exceptions.
Any submission received past this deadline will not be considered.

Please see Section Three for proposal submittal instructions.

Do not deviate from the format of this RFP.

If a proposal does not include all components, it may be considered incomplete and will not be eligible for funding.



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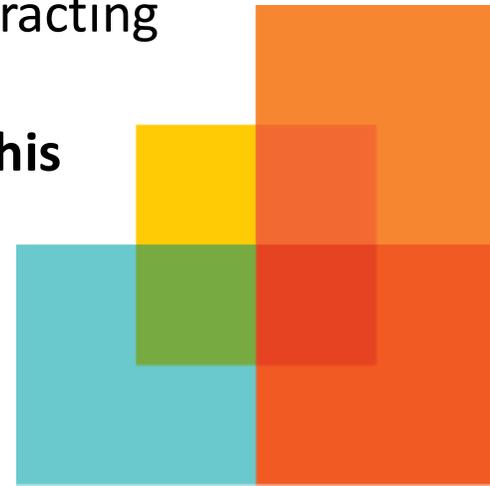
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RFP - Section One

- For this round of funding, the following estimates are available at this time.

Year 1: \$8,000,000 Year 2: \$8,000,000 (projected)

- All amounts awarded are contingent on the actual annual Kent County tax capture and are subject to appropriation by the Kent County Board of Commissioners for each Fiscal Year 2022 and 2023.
- Contracts will begin January 1, 2022 and continue through December 31, 2023.
 - Awarded agencies will provide an implementation timeline during the contracting process.
 - **Services are expected to commence January 1, 2022 in accordance with this timeline.**



Reimbursement Structure



Contracts beginning January 1, 2022:

- Services will be reimbursed on an actual cost rate basis up to the total amount of the funds awarded for each year.
- Service Providers will be required to submit monthly and quarterly reports detailing units including number served and encounters depending on the service provided.
- Reimbursement will be only for the actual, reasonable, and allowable costs of programming.
 - Terms will be specified in the Service Provider Agreement.
- Select services will be eligible for additional performance-based payme



Performance Based Contracts

Service and Program Types eligible for this option:

- All Healthy Development Program types
- Parent Education and Support – Home Visiting Programming

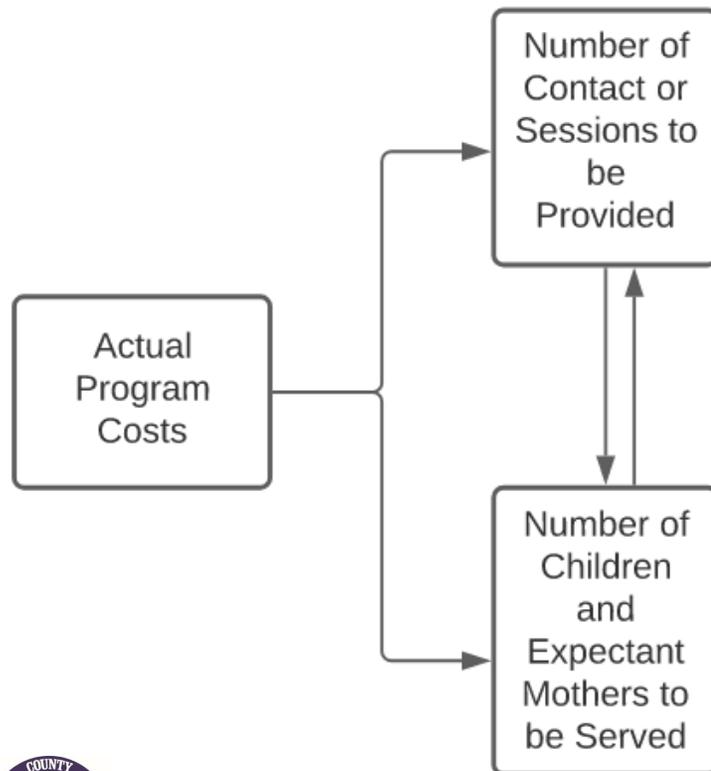
Payments from this procurement will come from two types of payments:

Fee-for-service dollars, which will be paid on a reimbursement basis as a service is provided and invoiced each month.

Milestone Payments, which are payments additional to Fee-for-Service and will be made based on the extent to which the provider is able to achieve pre-determined programmatic milestones that are consistent with quality implementation and fidelity to its program model.



How will performance be tracked?



- **Beginning in 2022, unit rates will not be used to invoice for funds**
 - Invoices will be paid for actual costs incurred
- Service Partner will be required to track and submit unit information
 - These units provide documentation of services being provided under each contract awarded
- Units show monthly performance of each contract
 - Shows the actual number of children being reached
 - Number of Encounters. These units show if individuals served are receiving an impactful level of service. (This will be confirmed during contracting process if awarded funding.)



RFP 1: Outreach, Screening and Navigation

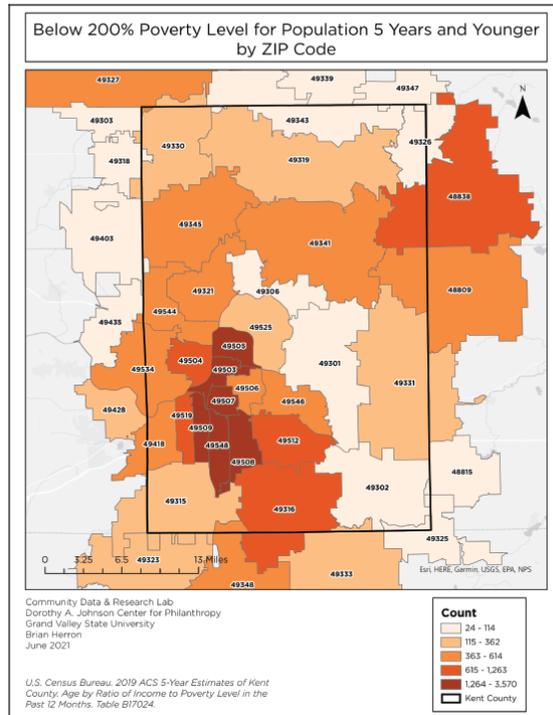
- Ready by Five's Outreach and Navigation Services function as the “front door” for families accessing early childhood services; ensuring all families are connected with the right service at the right time.
- Services will provide **Outreach, Screening, and Navigation** within a model that includes:
 - A plan for outreach
 - Screening protocol and identified screening tool to identify needs
 - Clear procedures for how referral success is tracked
- Services will address barriers to accessing services, information, and resources.
- See the RFP for complete specifications.



RFP 1: Outreach, Screening and Navigation

Kent County – Households under 200% FPL

Figure 3: Below 200% Poverty Level for Population 5 Years and Younger, by ZIP Code



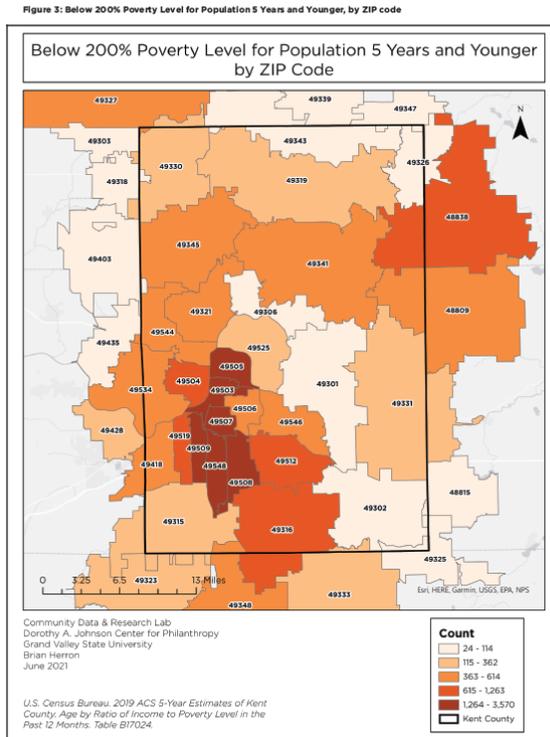
RFP 2: Healthy Development

- Agencies may apply under one of the following three (3) types of programming:
 - Healthy Expectant and New Parents
 - Developmental and Social Emotional Screenings and Connection
 - Healthy and Safe Home Environment
- Healthy Development Programming will follow evidence-based or evidence-informed practices that demonstrate success in supporting positive health behaviors and that drive better health-related outcomes for young children and expectant parents.
- Note: Home visiting program proposals applying under this category will not be considered.

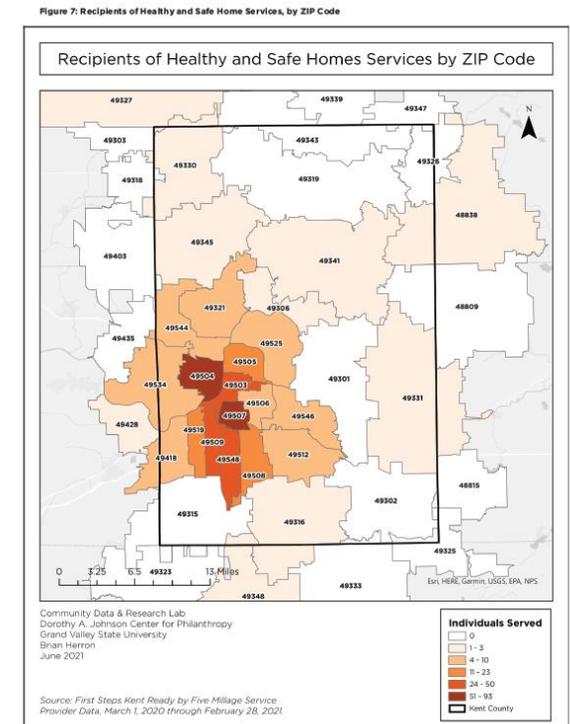
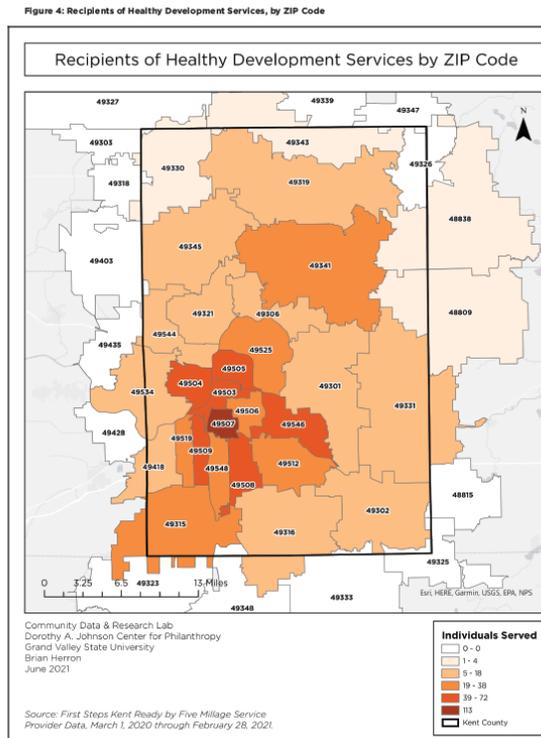


RFP 2: Healthy Development

Kent County – Households under 200% FPL



Healthy Development “reach” in 2020-21



(Note: does not include services invoiced under special COVID-19 Rates)

RFP 3: Early Learning

Agencies may apply under one for the following program types:

- Play and Learn Community Programming
- Early Literacy and Learning (new area!)

The Early Learning RFP will ensure all children have access to evidence-informed programming that promotes literacy and early learning.

In addition to offering effective programming, Early Learning Programs will:

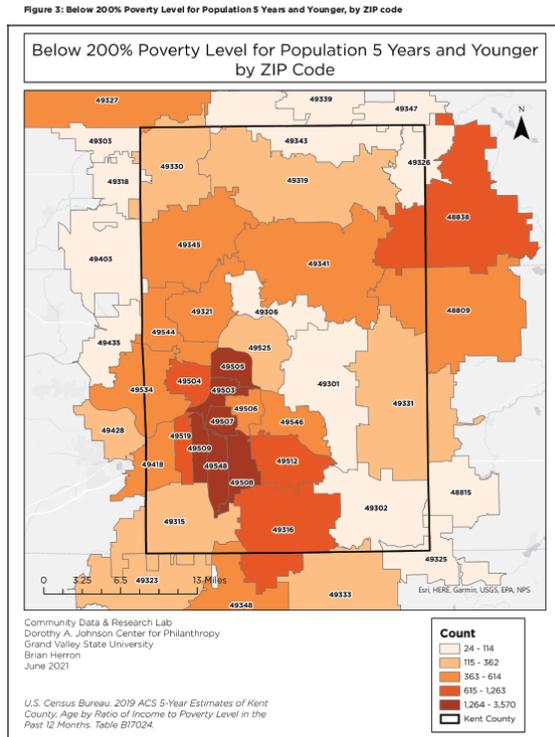
- Systematically connect caregivers to information about county-wise literacy initiatives (i.e. Success Basics and similar county-wide initiatives).
- Programs will promote linkages between caretakers and Ready by Five Outreach and Navigation Services for families to be connected to additional resources

All programming will incorporate Early Childhood Standards of Quality as provided by the Michigan's Board of Education

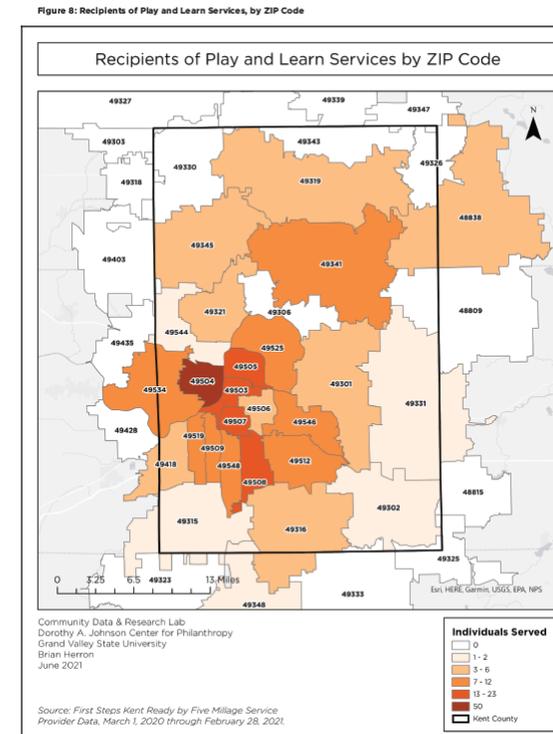


RFP 3: Early Learning

Kent County – Households under 200% FPL



Early Learning (Play and Learn) “reach” in 2020-21.



(Note: does not include services invoiced under special COVID-19 Rates)

RFP 4: Parent Education and Support

Agencies may apply under one of the following:

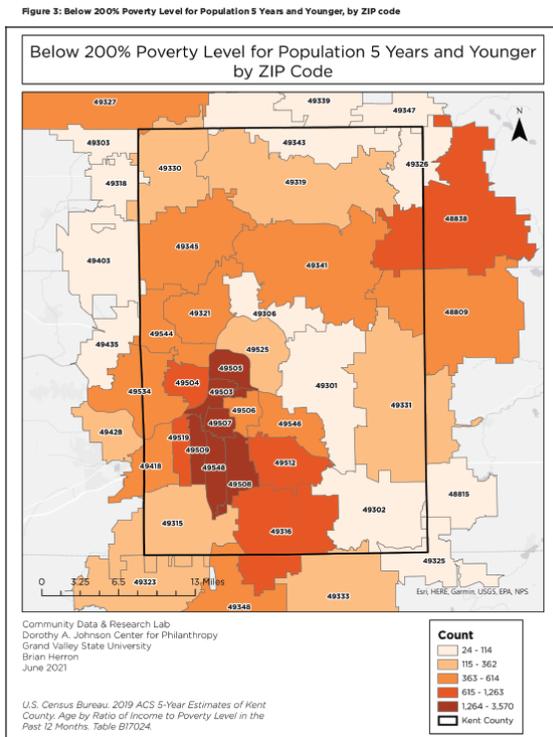
- Home Visiting Programming (evidence-based and evidence-informed models will be considered)
- Child Safety Initiatives.
 - This is new for 2021! This initiative will fund agencies providing information and specific material supports (specifically cribs and car seats) when families cannot access products that ensure their child's safety due to considerable financial constraints.

Parents hold the keys to their child's success. Parent Education and Support Programming will ensure parents have access to key information as well as support with connecting to resources.

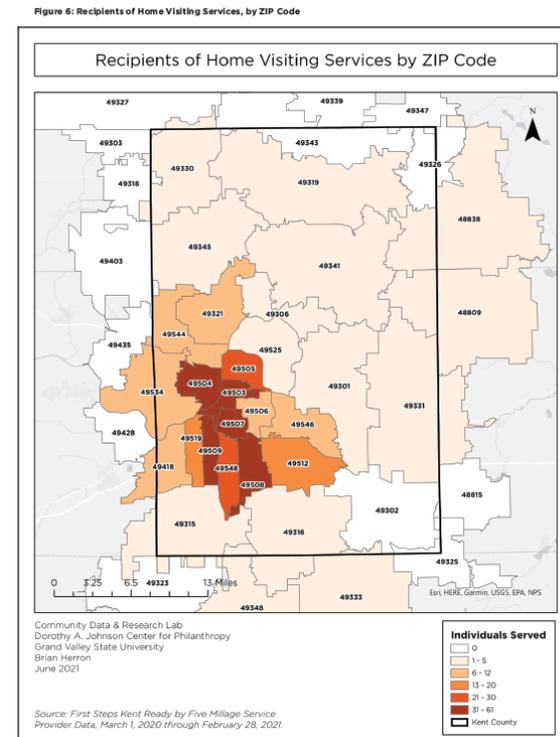


RFP 4: Parent Education and Support

Kent County – Households under 200% FPL



Parent Education and Support (Home Visiting) “reach” in 2020-21.



(Note: does not include services invoiced under special COVID-19 Rates)

Question and Answer Period

- Requests for clarification and interpretations of the RFP must be made in writing by August 9, 2021, by 5 p.m.
 - No questions will be accepted after this period.
 - Link is posted on First Steps Kent website
- All final answers and notification of amendments to the RFP will be posted on the First Steps Kent website no later than August 16, 2021.
- Please Note: It is the respondent's sole responsibility to monitor all inquiries (including those submitted by other agencies and published by First Steps Kent) to properly prepare proposal for submission.



Timeline

Subject to change.

July 14-15, 2021	Virtual Pre-Proposal Conferences
July 14, 2021	RFP is posted on First Steps Kent website
August 6, 2021	Letter of Intent Deadline 5 p.m.
August 9, 2021	RFP Question and Answer Period ends – 5 p.m.
August 16, 2021	Final Questions and Updated RFP will be posted on the FSK website .
August 27, 2021	Proposal Deadline – 1 p.m. FIRM
September 21-24, 2021	Ready by Five Resident Proposal Review Board Allocation Meetings
First week of October	Agency will receive Initial Award Letters
First week of November (Once approved by Kent County BOC)	Awards Announced
November 3, 2021	New Ready by Five Early Childhood Millage Awardee Orientation
January 1, 2022	Service Partner Contracts Begin





Application Overview

Online Application Submission Process



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e-CImpact - To Submit a Proposal



- Information is available on the FSK website
 - Training Manual with complete instructions
 - We encourage you review the following slides as well!
- Each individual will need to create a profile on FSK's e-CImpact portal.
 - The EIN for your agency is required to set up a profile
 - Primary Contact is designated – only one per agency

e-CImpact Login

e-CImpact is First Steps Kent's online system for managing the Ready by Five Early Childhood Millage process annually. Through e-CImpact, Agencies will submit applications, and provide reports and accountability documents.

Resident Proposal Review Board Members will also have electronic access to Agency and Program information to assist in their decision making

If you are an AGENCY, click [HERE](#) to enter.

If you are a RESIDENT PROPOSAL REVIEW BOARD MEMBER, click [HERE](#) to enter.

[Click Here For The Manual](#)



e-CImpact – Navigation Overview

Helpful shortcut to navigate between sections of the application

Agency Profile Info (entered once, same for all programs.)

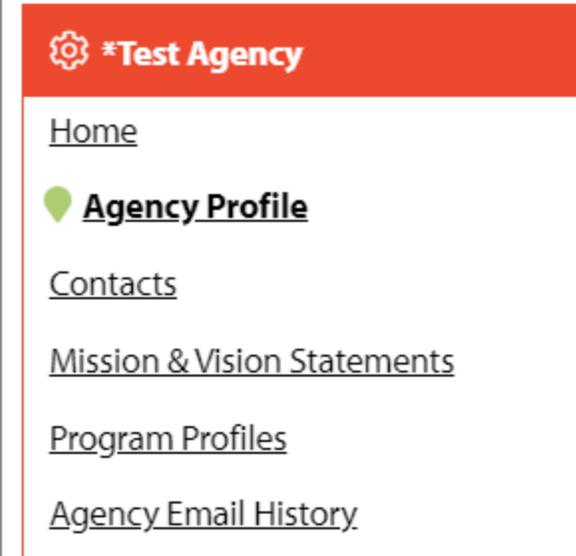
Program LOI and Applications (all separate program LOI and applications are here)

The screenshot displays the e-CImpact application interface. At the top, there is a banner for "Ready by Five Early Childhood Millage" and "First Steps Kent" with the tagline "Early Investment. Lifelong Success." Below the banner, the interface is divided into several sections:

- Left Navigation Menu:** A sidebar with a red header "*Test Agency" containing links for Home, Agency Profile, Contacts, Mission & Vision Statements, Program Profiles, and Agency Email History. Below this is another red header "Apply / Report" with a sub-section for "Funding and Contract Management" listing "Ready by Five 2022-2023 Cohort" and "Letter of Intent for Ready by Five 2022-2023 Funds". A green icon indicates a "Ready by Five Application for 2022-2023 Funding".
- Main Content Area:** Titled "Funding and Contract Management", it shows "Ready by Five 2022-2023 Cohort - Ready by Five Application for 2022-2023 Funding" for the "*Test Agency - Early Childhood Multi-Faceted Response Team". The status is "In Progress". A "Switch Forms" button is visible in the upper right. Below this is a "Proposed Service Narrative and Details" section with a light blue header and a yellow background containing instructions: "Fields marked with an * are required fields." and "You may save your work at any time by clicking on the 'Save My Work' link/icon at the bottom or top of the page." It also mentions the "Save My Work and Mark as Completed" link and the "SWITCH FORMS" feature.
- Form Fields:** Under "Service Narratives", there are input fields for "Proposal Name*" (filled with "Early Childhood Multi-Faceted Response Team"), "Program Type*" (a dropdown menu currently showing "Healthy Development"), and "Program Description*".
- Right Side:** A vertical "FEEDBACK" button is located on the far right edge of the application window.

Please Note!

- First Steps Kent will reach out by email to Proposing Agencies with questions and requested clarification from the Resident Proposal Review Board.
- Agencies submitting a proposal should anticipate they will receive emails requiring an urgent response as the Resident Proposal Review Board meets during the dates of September 21 through September 24, 2021.
- Questions will only be sent by email to the individual listed as the Primary Contact in the Agency Profile.
- Please double check the email and phone contact information for this individual is correct as you submit your proposal.



Letter of Intent

Agency Information:

- Company name and address
- Primary and Financial Contact information

For each additional program proposal to be submitted, create a new program. Required information LOI includes:

- Program/Proposal Name (Should auto populate)
- Service Type
- Brief Program Description (1,500 characters)
- Be sure LOI is submitted

That is all!

Due: August 6, 2021, at 5 p.m.

The screenshot shows a web application interface for 'Early Childhood' funding. On the left, there are two main navigation menus. The first, titled '*Test Agency', includes links for Home, Agency Profile, Contacts, Mission & Vision Statements, Program Profiles, and Agency Email History. The second, titled 'Apply / Report', includes 'Funding and Contract Management' with a sub-link for 'Letter of Intent for Ready by Five 2022-2023 Funds'. The main content area on the right shows 'Funding and Contract Management' for 'Ready by Five 2022-2023 Cohort - R' with a status of 'In Progress'. Below this is a section for 'Proposed Service Narrative and' with a note that fields marked with an asterisk are required. A lightbulb icon indicates a tip: 'You may save your work at any time. When you have completed all required fields, you may also SWITCH between forms. The form will automatically be saved.' At the bottom, there is a 'Service Narratives' section with a 'Proposal Name*' field.

This screenshot shows a form titled 'Assign Programs to this Letter of Intent for Ready by Five 2022-2023 Funds'. It contains a yellow information box stating: 'At least one program is required for this application for funding. To add a program to this application, select a program from the drop down (if available), or if there is no drop-down displayed, select 'Create a new Program'. Click the link to 'Create a New Program and Assign it to this Application' to proceed to the Add new program profile page. Do not create duplicate programs. Please ensure to click 'Complete Registration' on the Review page to successfully add your program to the application. When the Program Profile registration is complete, all of the forms for that program will display in your list of forms below.' Below the text is a 'Select a Program:' dropdown menu. At the bottom, there are two buttons: 'Assign Selected Program to the Form Packet' and 'Create a New Program and Assign it to this Form Packet'.

Steps to Developing a Complete Proposal

- Step 1: Submit a Letter of Intent (Due: August 6, 2021, at 5 p.m.)
 - Submit Agency Information
 - Submit Program Information including Service Type and a brief description
- Step 2: Complete the Proposed Service Narrative Section
 - Pick your Program Type
 - Pick your Encounter Type
 - Provide all additional requested details about the program you are proposing
- Step 3: Determine number to be served
- Step 4: Determine the Ready by Five Evaluation Results Indicator(s)
- Step 5: Determine measurable program-specific goals
- Step 6: Develop descriptions about all formal partnerships
- Step 7: Determine staff positions to be funded
- Step 8: Determine budget (include staff positions and partner agreements where funds will be exchanged)
- Step 9: Review and sign certifications
- Step 10: Review proposal information for completeness and accuracy



HINT: Look for these and hover over them for additional information!

Click *SUMBIT*

Proposal Deadline: August 27, 2021, at 1 p.m.



Step 2: Select Service and Program

Service Type (RFP)	Program Type included in each RFP
Outreach and Navigation	<ul style="list-style-type: none">• Outreach, Screening and Navigation
Healthy Development	<ul style="list-style-type: none">• Healthy Expectant and New Parents• Developmental Screenings and Connection• Healthy and Safe Home Environment
Early Learning	<ul style="list-style-type: none">• Play and Learn Programming• Early Literacy and Learning
Parent Education and Support	<ul style="list-style-type: none">• Home Visiting• Child Safety Initiatives

You will select one Program Type for each proposal submitted.



Step 2 (Continued): Pick your Encounter Type

One per proposal!

Note: The projected number of encounter units will be confirmed during contracting process if a proposal is awarded funding.



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Encounter Type: Outreach and Navigation

- This Encounter Type is specifically for Outreach and Navigation services
- The units include the following three parts:
 1. How many reached
 2. How many with a completed screened
 3. How many will receive navigation services (defined as receiving one or more confirmed referrals)
 - These will be determined during the contracting process.
- How many connections (including status of all completed and successful referrals) will continue to be collected but not tracked as a formal unit of service.



Encounter Type: All Other Services

Group Services

- Serving two or more individuals, each from different households.
- The unit is per group of children (or expectant mothers), per session.
- A minimum number of groups (with minimal attending) will be held each month.

Direct Services (1:1)

- Serving a child, children or an expectant mother from one household.



Encounter Type: Indirect Services

- **This unit may only be used for services that do not provide direct services to children or expecting parents.**
- The unit is per 15 minutes of time.
- Additional key outcomes will be defined on a contract-by-contract basis.



Step 2 (Continued): Complete the Narrative Section

- Program Narrative:
 - How much you are requesting
 - Describe elements of your program
 - Tell us about the evidence behind your proposed program
 - How will your organization ensure referrals to proposed programming
 - What gap does your program serves
 - Define who will be served
 - Provide additional information as requested in this section...



The Narrative Section. Things to Consider...

- Ready by Five has a comprehensive interest in improving equity for marginalized demographics, especially communities of color and families in households with incomes at or below 200% of the Federal Poverty Level.
- Where are services needed?
 - Agencies will consider group-based factors and deploy targeted approaches that address the varying needs and circumstances of all families in Kent County.
 - Agencies responding will consider how their proposed programs work in tandem or complement programs currently funded by the Ready by Five Millage.



Step 3: Determine number to be served

How many individuals will your program serve each year?

Carefully read the following slides to learn how to determine this number for your proposal.



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Number Served - Per Year

Number of individuals served each year (the minimum):

- Year 1 – How many will be enrolled at 6 months and 12 months with Ready by Five funds?
 - Begin count at zero
- Year 2 – How many will be enrolled at 6 months and 12 months?
 - Continue count from Year 1
- Example: Proposes a total of 100 children will be served over 2 years.

Year 1 January 1 – June 30	Year 1 January 1-December 31	Year 2 January 1 – June 30	Year 2 January 1-December 31
Goal: 20 children enrolled	Goal: Total of 50 children enrolled = previous 20+30 additional children	Goal: Total 80 Children =previous 50 + 30 additional children	Goal: Total 100 children =previous 80 + 20 additional children

Number Served

What if there is more than one child in a family served?

Based on Encounter Type selected...

Outreach and Navigation Encounter	Direct Service, 1:1 Encounter	Group Encounter	15 Minute Unit Indirect Services
Only one “target” child per household will be recorded.		All children participating will be recorded as served.	This encounter unit type cannot be used for direct services.

Note: Do not count parents and children from the same family in your count. Program counts will include either a child or an expectant mother – not both.



Number Served

Be realistic!

Your contract success will be evaluated on whether your agency achieves this number.

- Consider your model.
 - What has happened historically in your program?
 - What is realistic based on your history of serving families?
 - Are there residual effects from the COVID-19 Pandemic still affecting enrollments?
 - What partnerships or relationship(s) would you establish to recruit this number?
 - New or expanded program? What is the “ramp up” time needed?
- Note: Do not count parents and children from the same family in your count. Counts will serve either a child –or- an expectant mother from each household served – not both.
- If you are proposing an indirect service, enter “0” in these fields.





Step 4: Determine the Ready by Five Evaluation Indicator



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Evaluation Result Indicator

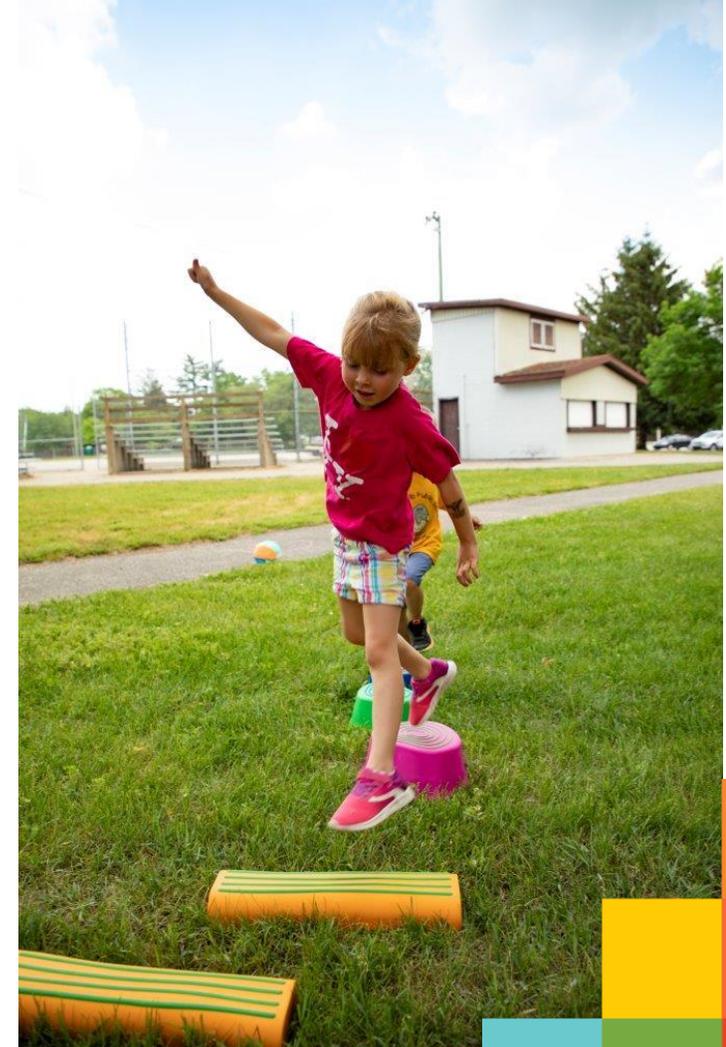
- Beginning in 2021, a third-party evaluation of Ready by Five will begin. These specific indicators will link each programs to the evaluation.
- Agencies applying will propose programming to address one of the Ready by Five Results Indicators related to the program type applied under.
 - If there is not a Results Indicator that aligns to your program, you may propose an indicator. Research-based evidence will need to be sourced with the proposed indicator.
- Specific Result Indicators for each RFP are available in Section Two of the RFP.



Step 5: Determine measurable program goals

Those “S.M.A.R.T” goals!

Specific * Measurable * Attainable *
Relevant * Time-bound



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Program-Specific SMART Goals

These are goals that are specific to your program. Following this example write up any additional measurements you use to determine the effectiveness of this program. Include a minimum of one program-specific goal.

Use the format as provided:

The program will _____ (*increase, decrease, add, create, modify*) _____ (*a condition or behavior*) _____ *through or by (how)* _____ *and will be tracked by* _____."



Examples of SMART Goals

The program will **increase** the number of families reporting positive parenting practices through families completing 12 home visits annually and will be tracked by families completing the PICCOLO tool.

This program will **increase** the number of parents reporting they are reading out loud at least 20 minutes per day to their child by having pediatricians speak to parents about the importance of reading during pediatrician visits and will be tracked by the number of caregivers reporting a change in behavior during the annual caregiver survey.

This program will **increase** the number of mothers attending their six-week post-partum visit by connecting all mothers without an appointment at birth to a medical health home and will be tracked by the number of clients self-reporting the completion of the post-partum visit.





Step 6: Describe partnerships



Step 6: Partnering Organizations

Who will your agency have formal partnerships in place with?

Note: Formal is defined as having a written agreement in place.

- Is this a new or existing partnership?
- Include a description of the partnership
- What will be exchanged?
 - Exchange of funds – Partner is a formal subcontractor receiving Ready by Five funds in exchange for a service. This also includes a partner who charges for rental space.
 - Exchange of data – Partner is expected to share client data. Client informed consent is collected by the partner.
 - For all data exchanged there must be a Ready by Five consent in place and data is expected to be submitted in the Ready by Five standardized format.
 - Exchange of referrals – Partner will support with referring individuals to this program.



Step 7: Determine staff positions



Staff Positions

Be prepared to include the following information for each position:

- Position Title
- FTE of each position and % of FTE funded by Ready by Five (Note: this is entered in decimal format)
- Is this a current or new position?
- Brief description of position
 - Include minimum education required for position in description
- Total wages and fringe benefits for each position title (Note: this will be itemized in the budget)



Things to Consider...Direct Staff Costs

- Required direct service time
- Professional development hours and training costs
- Paid Holiday time and Paid Time Off
- Seasonal work schedules (if applicable)
- No-shows/cancellations
- Time to attend meetings
- Time to complete annual assessment
- Year 2 cost of living increase or change in benefit costs
- Required paid lunch breaks or other breaks
- Paid drive time (if applicable)
- Dedicated office space or workspace
- Documentation/data entry time
- Scheduled mandatory staff retreats, etc.
- There may be other considerations!



Things to Consider...Indirect Staff Costs

Indirect time would include the following:

- Data support time for monthly data submission
- Scheduling and planning of direct staff time
- Marketing/communications related to programming (including recruitment)
- Financial staff time to track expenses and submit monthly invoice
- Development of agreements (Service Provider Agreement and Partner Agreements)
- Leadership staff time to support annual assessment
- IT, HR and all other “back room” support staff time
- **President, Executive Director, CEO and Executive Leadership time may be specifically included only if their time is dedicated to specific program activities.**





Step 8: Determine budget details



Step 8: Budget

- Revenue
 - Provide all sources of program revenue
- Expenses
 - Provide only expenses that requested Ready by Five funding will be used for.
 - FTEs must be defined in the proposal. Costs for each position or title must be itemized.
- Be sure you understand requirements related to:
 - Cost Sharing
 - Donations
 - Unallowable costs, including equipment



Program Costs to Consider

Direct:

- All direct staff costs (Include Wages, Fringe and Benefits)
 - Are staff wages a livable wage?
- Costs related to screening tools
- Technology (Includes virtual platform and non-equipment costs used by direct staff. Qualifying purchases would only include property costing less than \$1,000 per unit)
- Materials to promote your program

Indirect:

- Data support time for monthly data submission
 - Be sure you are familiar with the data collection requirements!
- Financial staff time to submit monthly invoice
- Leadership staff time to support annual assessment and quarterly reporting

Other:

- New or expanded program? Is there “ramp up” time to consider?
- How will you cover costs not covered by Ready by Five Millage funding (i.e., equipment defined as \$1,000+)



Step 9: Certifications and Attachments



Supported by the Kent County Ready by Five Millage



Attachment A

- Agency Staff and Leadership Diversity
 - Submitted online
 - One form per agency is submitted for all programs.

Check that totals match on these two rows!

Funding and Contract Management
 Ready by Five 2022-2023 Cohort - Ready by Five Application for 2022-2023 Funding

*Test Agency Sw

Status: ● In Progress

Attachment A: Agency Staff and Leadership Diversity

Instructions:

- You may save your work at any time by clicking on the "Save My Work" link/icon at the bottom or top of the page.
- When you have completed all questions on the form, select the "Save My Work and Mark as Completed" link/icon at the bottom or top of this page.
- You may also SWITCH between forms in this application by using the SWITCH FORMS feature in the upper right corner. When switching forms, any updates to the existing form will be saved.

Race

Totals in each column should match totals included in the matrix with information about Ethnicity below.

	Current Board of Directors	% of Total (Board of Directors)	Current Executive Leadership	% of Total (Executive)	Current Program Staff	% of Total (Program Staff)
White	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>	0
Black - African American	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>	0
Asian	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>	0
American Indian or Alaskan Native	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>	0
Native Hawaiian and Other Pacific Islander	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>	0
Not Available	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>	0
Total	0	0	0	0	0	0

Ethnicity

Totals in each column should match totals included in the matrix with information about Race above.

	Current Board of Directors	% of Total (Board of Directors)	Current Executive Leadership	% of Total (Executive)	Current Program Staff	% of Total (Program Staff)
Hispanic / Latino	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>	0
Non-Hispanic	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>	0
Not Available	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>	0
Total	0	0	0	0	0	0



Attachment B & C

Take time to review the requirements in these agreements.

At the Agency level:

This agreement must be signed by the Executive Director, President or CEO -AND- the Board Chairperson of your organization. An uploaded PDF version of both documents must be included!

At the Program level:

There is an online certification for each Program Lead to complete.

ATTACHMENT B: PROPOSING AGENCY AGREEMENT

AGREEMENT BETWEEN PROPOSING AGENCY AND FIRST STEPS KENT UPON SUBMISSION OF A PROPOSAL FOR FUNDING

(Proposing Agency's Legal Name)

understands and agrees that the following provisions are part of its official proposal and as such become binding on it subsequent to the award of any funds by First Steps Kent.

I. PROPOSING AGENCY

- a. By submission of its Proposal, the Proposing Agency agrees that the Proposal is predicated upon the acceptance of all the terms and conditions stated in the Request for Proposal, unless specifically excluded by the Proposing Agency in its proposal. Part or all of the RFP and the successful proposal may be incorporated into the contract.
- b. If a Proposing Agency intends to use subcontractor(s), the Proposing Agency must identify in its proposal the names of the subcontractors and the portions of the work the subcontractors will perform.
- c. Proposing Agency agrees to submit to First Steps Kent all information requested about names of



Additional Required Attachments

- Required attachments include:
 - Three Letters of Recommendation (Note: must be bound in one pdf file)
 - Most Recent Audited Financials (Required)
 - Organizational Chart
- The Agency Annual report is optional.

Required Materials

Description	
Most Recent Audited Financials (Required)*	TEST D
Letters of Recommendation (Required)* In one PDF file, provide no more than three letters from partners recommending your proposed service for funding.	TEST D
Organizational Chart (Required)*	TEST D
? 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.	TEST D
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.	TEST D
Agency's Annual Report (Optional)	TEST D

 Save/Upload Attachment(s)

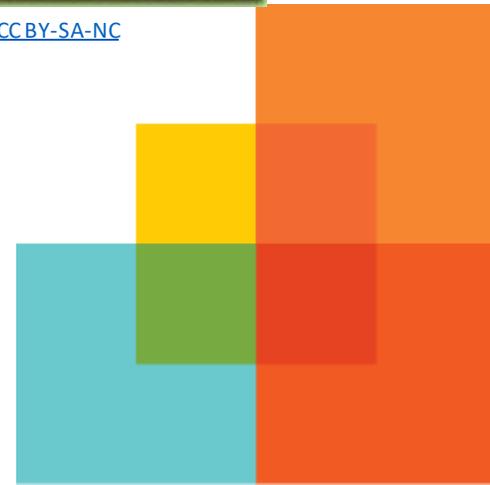


Step 10: SUBMIT

You did it!



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Things to check before you submit:

- The amount of Ready by Five Millage funds requested should match in:
 - The Service Narrative
 - The Budget – The request amount included in the Revenue section
 - The Budget - All expenses should equal the Ready by Five Millage request stated in the Service Narrative section.
- Staff positions:
 - The positions described in the Budget Narrative should be itemized in the Budget Expense section
- Partnerships:
 - Any partnerships where funds will be exchanged should be itemized and included in the Budget Expense section
- All proposals will be submitted at one time. Be sure information for all proposals is complete before hitting submit!



Questions?

If your agency has technical issues with the e-CImpact system, please reach out to First Steps Kent staff at:

readybyfivekent@firststepskent.org*

****Note: First Steps Kent is available to assist with questions and issues specifically related to the e-CImpact online application process. We are unable to answer questions related to the RFP unless they are submitted through the written process as described in the RFP documents.***



Additional Information...



Glossary

- Service Type: The RFP your agency is applying under. (i.e. Outreach and Navigation, Healthy Development, Early Learning, and Parent Education and Support).
- Program Type: the specific type of program you are applying for under a given RFP. (i.e. Healthy and Safe Home Environment, Developmental Screening and Connection, and Play and Learn Programming).
- Encounter: a defined contact, home visit, phone screening, session, group or any intentional programmatic interaction with an individual enrolled in service.
- Evaluation Objectives: High-level areas of impact that will be supported by all Ready by Five funded programs. (i.e. Developmental Screening and Connection)
- Evaluation Results Indicator: Specific goals that will be supported by all Ready by Five funded programs. All programs will align to one or more indicators. (i.e. Increase in the number of children screened for developmental concerns)
- Unit: a defined performance measure for all contracts. There are two types of units: 1) number served and 2) number of encounters.



Links to Suggested Resources

- Data Links
 - [Kids Count](#)
 - [Ready by Five Opportunities Assessment \(2020-2021\)](#)
 - [K-Connect Dashboard](#)
 - [Kent County Community Health Needs Assessment 2020](#)
- [Ready by Five Service Provider Manual](#)
- [Ready by Five Evaluation information](#)
- [Early Childhood Standards of Quality](#)
- [Ages and Stages Questionnaire information](#)
- [RFP Question Submittal Form](#)
- e-Clmpact Agency Training Manual





Questions?