

Welcome to the 2024-2025 Ready by Five Millage RFP Preconference!

Hosted by First Steps Kent
April 23 & 24, 2024



Introducing your Ready by Five Team



About the Ready by Five Millage

Kent County voters overwhelmingly approved the Ready by Five Early Childhood Proposal in November 2018, making Kent County the first county in Michigan with tax dollars collected specifically to support early childhood programming.

The millage is funded by a .25 mil property tax increase that generates about:

\$6.6 million a year from
2019 to 2024

\$39 million in total



Welcome! Purpose of the Preconference

- Review with attendees the following:
 - Requirements of agencies who receive Ready by Five Millage Funding
 - The RFP for 2024 funding
 - Information about e-CImpact and the online application process
 - The RFP timeline and the process to submit questions during the application period
 - Answer your questions about the application process and RFP



Virtual Guidelines

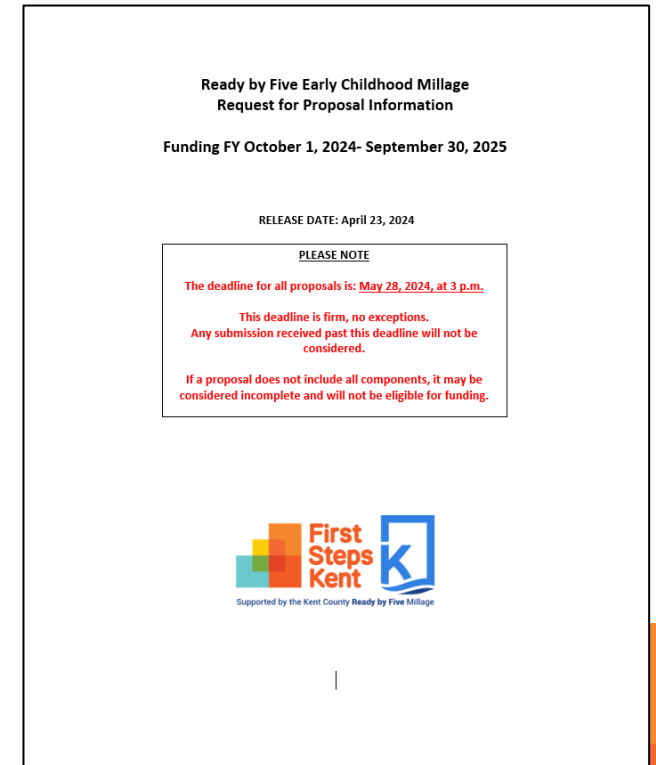
- Sign in
 - Please use the link we provide in the chat to sign in
- Questions?
 - Please include your questions in the chat
 - We will answer as many questions as possible at the end of the presentation
 - All questions answered today will be included in the Q&A document
- Session will be recorded
- Documents are available on the First Steps Kent website
 - Go to "Millage" tab along the top
 - You can scroll to "Funding Opportunities" or click it in the drop down
 - Information about accessing e-CImpact is right beneath



The Request for Proposal (RFP)

- Full RFP document
 - Available on the FSK Website
 - Click “Millage” → Scroll to “Funding Opportunity”
- Document includes:
 - Funding details
 - Requirements of all funded agencies
 - Description and specifications of service
 - Directions to submit a proposal
 - Information on how proposals will be reviewed and evaluated.

Please take time to review the full document!



Funding Details

Contract Period: October 1, 2024 - September 30, 2025

For this round of funding, the following estimate is currently available for Kent County's 2024-2025 fiscal year:

\$9,800,000*

Services are paid on a reimbursement payment structure.
See Section One of the RFP for complete details.

*All awards are contingent on the annual Kent County tax capture and are subject to the availability of actual tax funds captured and the appropriation by the Kent County Board of Commissioners for each fiscal period.



Requirements Related to Funding

- Financial audit shows the organization to be in good financial standing.
- Demonstrates adequate funding to cover program costs and plans to pursue additional sources of funding in addition to Ready by Five Early Childhood Millage funds.
- Clearly explained how current funding will not be supplanted by Ready by Five Early Childhood Millage funds.
- The program has demonstrated a history of success. For agencies that have previously been funded, the program spending has been on track and program outcomes defined in the contract we met.
- The proposal submitted is complete.

Requirements Related to Funding

- 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.
 - 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



Budget Request Specifications

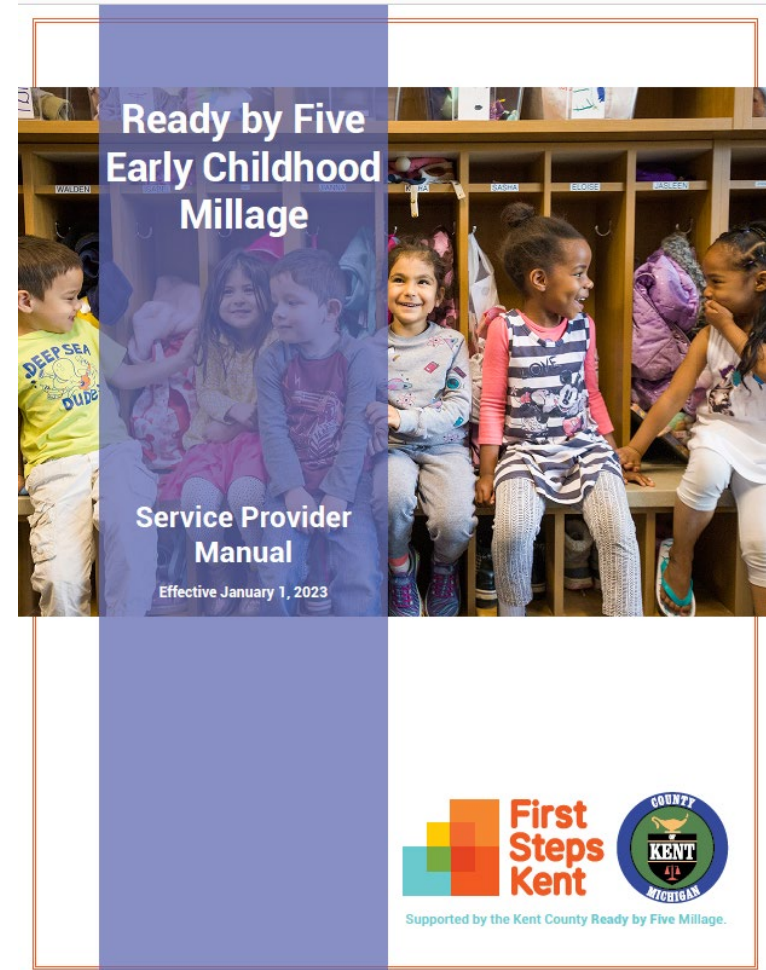
As agencies prepare a budget request, please consider the following:

- Costs included must be specific to supporting the proposed program.
- Request for funding may include necessary indirect and administrative costs.
- Cost estimates should be based on the actual time for individuals that is necessary to implement the program.
- Agencies should be able to provide a calculation for each line item included in the budget.

See the RFP Section Once, Part III for complete information.

Ready by Five Service Provider Manual

- The Ready by Five Service Provider Manual includes:
 - Programming Requirements
 - Financial Requirements
 - Reporting Requirements
 - Organizational Requirements
 - Description of Service and Program Categories



Program Monitoring & Reporting Requirements:

Attend meetings including the Ready by Five Quality Improvement Consortium meetings.

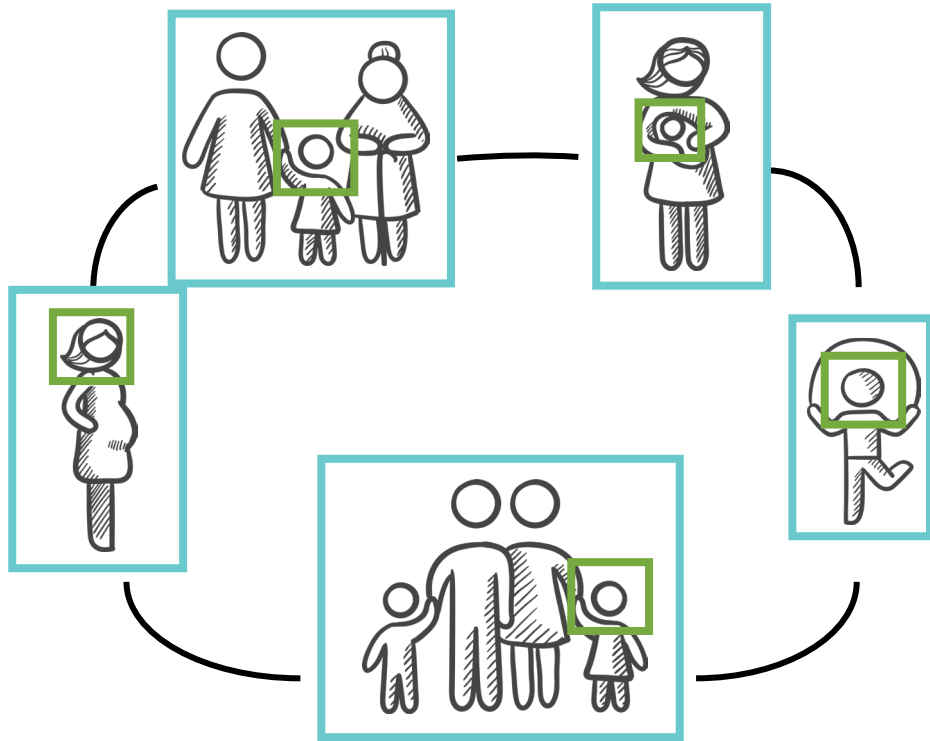
Participate in an annual program assessment.

Complete an annual fiscal assessment.

Report actual costs for reimbursement purposes, submit monthly individual-level data, and submit reports.

	Monthly Invoice (By the 10 th of the month)	Monthly Demographic, Service, and Referral Data Submission (by the 15 th of each month)	Quarterly Report (By 30 th of April, July, October, and January)	Additional Details
How Submitted:	<i>Submitted through e-CImpact</i>	<i>Submitted to KCHD</i>	<i>Submitted through e-CImpact</i>	
Actual Expenses	★			<i>Program financials provided upon request from FSK</i>
Number Served		★	★	
Number of Encounters		★		
Ready by Five Indicators		★		
Program Specific Outcome			★	
Narrative Explanation of Variances & Implementation Timeline Update			★	

How will performance be tracked?*



1. Individuals Served

- Children through age 5
- Expecting parents

2. Encounters

- Number of contacts or sessions provided to children through age 5 or expecting parents (determined in contracting process)

3. Actual Program Costs

**Note: This is not applicable to contracts for indirect services.*

Equity and Inclusion

- First Steps Kent has a comprehensive interest in improving equity among all demographic groups, especially communities of color as well as any families in households with incomes at or below 200% of the Federal Poverty Level living throughout Kent County.
- In their approach to identifying needs in Kent County, agencies will consider group-based factors and deploy targeted approaches that address the varying needs and circumstances of each group eligible for Ready by Five funded services.



Request for Proposal Overview



All materials are available on the First Steps Kent website:

www.firststepskent.org/articles/2025funding



RFP Opportunities

- This round will be deployed across eight separate funding opportunities.
- Agencies may apply for more than one opportunity.
- Only one program type may be selected for each proposal submitted.

	RFP #	Service Type (RFP)	Program Type
Direct Program Types	1	Outreach and Navigation Services	Coordinated Outreach, Screening and Navigation
	2	Outreach and Navigation to Early Care	Early Care Connection
	3	Healthy Development Services	a. Developmental, Social Emotional Screenings & Referral b. Healthy and Safe Home Environment Programming c. Niche Family Supports
	4	Parent Education and Support Services	Home Visiting Programming
	5	Early Learning Services	a. Play and Learn Community Programming b. Early Literacy and Learning Programming
Indirect Program Types	6	Parent Education and Support Language Services	Translation and Interpretation Supports
	7	Healthy Development Infant Health	Fetal Infant Mortality Review Network Lead
	8	Healthy Development Training	Ready by Five Training and Education Leads

RFP 1: Outreach and Navigation Services – Coordinated Outreach, Screening, and Navigation

- Ready by Five Outreach and Navigation Services is a multi-agency, coordinated strategy to reach and engage families.
 - Programs applying under this RFP will have a broad reach across Kent County and may be accessed by any family with a young child who resides in Kent County.
 - Outreach aims to increase the usage of early childhood resources.
 - Programs work to identify the needs of the families through formal screening and conversations.
 - Navigation will offer connection, address barriers to access, and utilization of services, information, and resources.
- The goal of this RFP is to increase cross-agency collaboration between providers.
- Programs must define four components in their model: 1. Coordination, 2. Outreach, 3. Screening, and 4. Navigation.

RFP 2: Outreach and Navigation to Early Care

- The Early Education Link programming will develop enhanced infrastructure that will provide up to date information about the current child care openings available in Kent County.
- Program staff will provide outreach, support, and technical assistance to stakeholders accessing the online system including a) families who are looking for care, b) providers with available openings, and c) community partners providing navigation services to families.
- With this service area, efforts at the local level must align with Child Care Resource and Referral (CCR&R) efforts and long-term planning happening at the state level. As technology is developed, regular communication with the early Childhood Investment Corporation (ECIC) and Michigan's Department of Lifelong Education, Advancement and Potential (MiLEAP).
- Programming will align with the Ready by Five Outreach and Navigation network.

• First provider will be selected.



RFP 3: Healthy Development Services

Healthy Development Services provide programming to expectant parents and children through age five, demonstrates success with supporting positive health behaviors, and drives better health and developmental outcomes for children ages birth through five years as well as expectant parents.

Agencies may apply under one of the following program types:

1. Developmental and Social Emotional Screenings and Referral
2. Healthy and Safe Home Environment Programming
3. Niche Parenting Support

Note: Home visiting program proposals applying under this category will not be considered.



RFP 4: Parent Education and Support Services

- Parent Education and Support programming ensures parents have the knowledge and skills to support their children's health, development, and learning.
- Services provide in-home and/or community-based support and education.
- Agencies may apply under Home Visiting Programming



RFP 5: Early Learning Services

Early Learning programming supports early learning and development and responds to the diverse families and children residing in Kent County.

All programming will incorporate elements from the Department of Lifelong Education, Advancement and Potential (MiLEAP) Early Childhood Standards of Quality

Programming will offer any number of nationally recognized or an evidence-informed services to children through age five.

Agencies may apply under one of the following two program types:

1. Play and Learn Community Programming
2. Early Literacy and Learning



RFP 6: Parent Education and Support Language Services – Translation and Interpretation

- All currently funded Ready by Five programs will be eligible to request interpretation and translation services and the cost will be covered by this source of Millage funding.
- First Steps Kent is taking a focused approach with services. Seeking proposals who can provide consistent translation and interpretation for the most utilized languages.
- This Request for Proposal seeks agencies who are experienced with providing translation and interpretation services in one or more of the following formats:
 - Face-to-face (from English to another language or vice versa)
 - Over the Telephone/Video Interpretation
 - Document translation (English to another language)
 - One-hour in-services for requesting agency staff to learn about cultural considerations as they serve families through interpretation and translation services.

Updated
for 2024-
2025!

RFP 7: Healthy Development FIMR – Fetal Infant Mortality Review Lead

- Will fund one lead organization to implement and provide ongoing management of the Fetal Infant Mortality Review (FIMR) Network for Kent County.
- Through a rigorous review process, the FIMR Network seeks to identify factors contributing to infant deaths and develop action-oriented recommendations to eliminate fetal and infant deaths in Kent County.
- Knowledge gained will inform Kent County's early childhood network on what key programs and initiatives are necessary to support healthy development of all babies and infants.
- Additional specifications:
 - Quarterly reporting to Kent County's Early Childhood Network
 - Annual summary



RFP 8: Healthy Development Training Lead - Ready by Five Training & Education Lead

- More focused approach with this Program Type.
 - Continued trainings for all new direct service professionals funded by Ready by Five.
- Training will provide a reflective space for newly hired Ready by Five funded employees in direct services positions to attend and learn within the following topics:
 - Health equity and related social needs
 - Motivational interviewing
 - Empowering and goal setting with families
 - Effective documentation
 - How to work with interpreters
 - Strategies to ensure families are successfully navigated
 - Approaches to support wellbeing for the professional
- FSK anticipates that up to one (1) proposal will be selected for this area.



Request for Proposal (RFP) Contents

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

- Section One - Overview Ready by Five Millage Funding
 - Funding Details
 - Overview of all RFPs
 - Requirements of all Funded Agencies
 - Equity and Inclusion
- Section Two - RFP Specifications for each Service
 - Details of Program Types Requirements
 - Contract Specifications
 - Evaluation Criteria
- Section Three – RFP Process
 - Submission Process
 - Question and Answer
 - RFP Timeline
 - Resident Proposal Review Board
- Additional Materials to Reference:
 - Today's Slides
 - E-CImpact Agency Training Manual (online application)
 - Q&A Document (will be available on FSK's funding website)

**Ready by Five Early Childhood Millage
Request for Proposal Information**

Funding FY October 1, 2024- September 30, 2025


RELEASE DATE: April 23, 2024

PLEASE NOTE

The deadline for all proposals is: **May 28, 2024, at 3 p.m.**

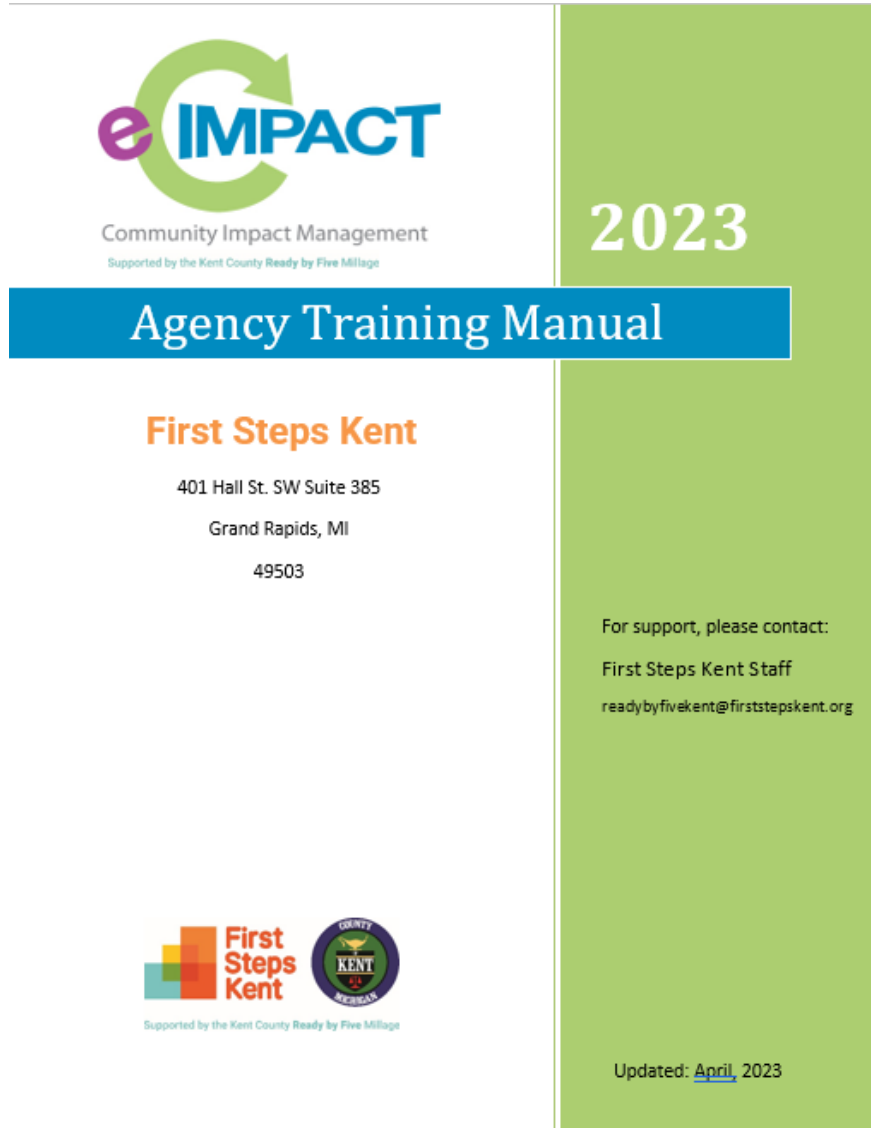
This deadline is firm, no exceptions.
Any submission received past this deadline will not be considered.

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


Supported by the Kent County Ready by Five Millage



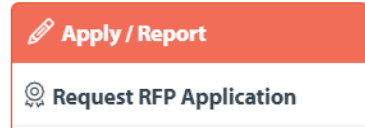
Application Process: e-CImpact



- Returning Agencies
- New Agencies
- e-CImpact training manual
- **You will need to register for the programs you will apply for.**
 - **This could take up to three business days.**
 - **Agencies will receive an email once the registration process has been completed.**
- All proposals will be submitted at one time. Be sure information for all proposals is complete before hitting submit!

To Register:

1. Start Here.
Click:



Assign Programs to this Ready by Five Funding Application FY 2024-2025

- Submission of at least one program is required for this application for funding. Agencies may submit multiple applications.

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.

[+ Create a New Program to apply for this process](#)

2. Click: "Create New Program to apply for this process"

- 3. Complete all requested information on the Program Registration Form
- 4. Select the RFP this program will apply under from the drop down menu:

Choose Funding Opportunity

Select the RFP your agency is applying under for this application:*

- 5. Click next
- 6. Click Complete registration
- 7. Click "Continue"
- You will see the program as "Pending" until it has been approved by FSK.

Step 1: Agency Information

- 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!

Attachment A: Agency Staff and Leadership Diversity

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 automatically be saved.

Race

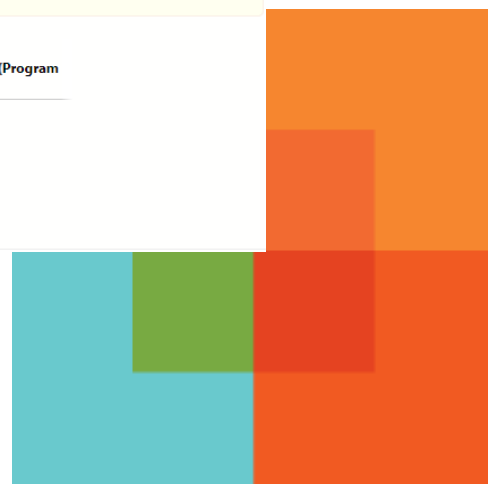
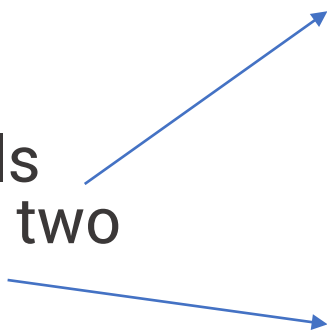
Totals in each column should match totals included in the matrix with information about Ethnicity below.

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

Ethnicity

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

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



Step 2: Complete the Narrative Section

- Program Narrative:
 - How much you are requesting
 - Describe elements of your program
 - How parent voice will be incorporated in programming
 - Provide additional information as requested in this section...



Proposal Tip!

As your agency develops a proposal, be sure you describe how your program will meet the requirements included in the following parts of Section Two:

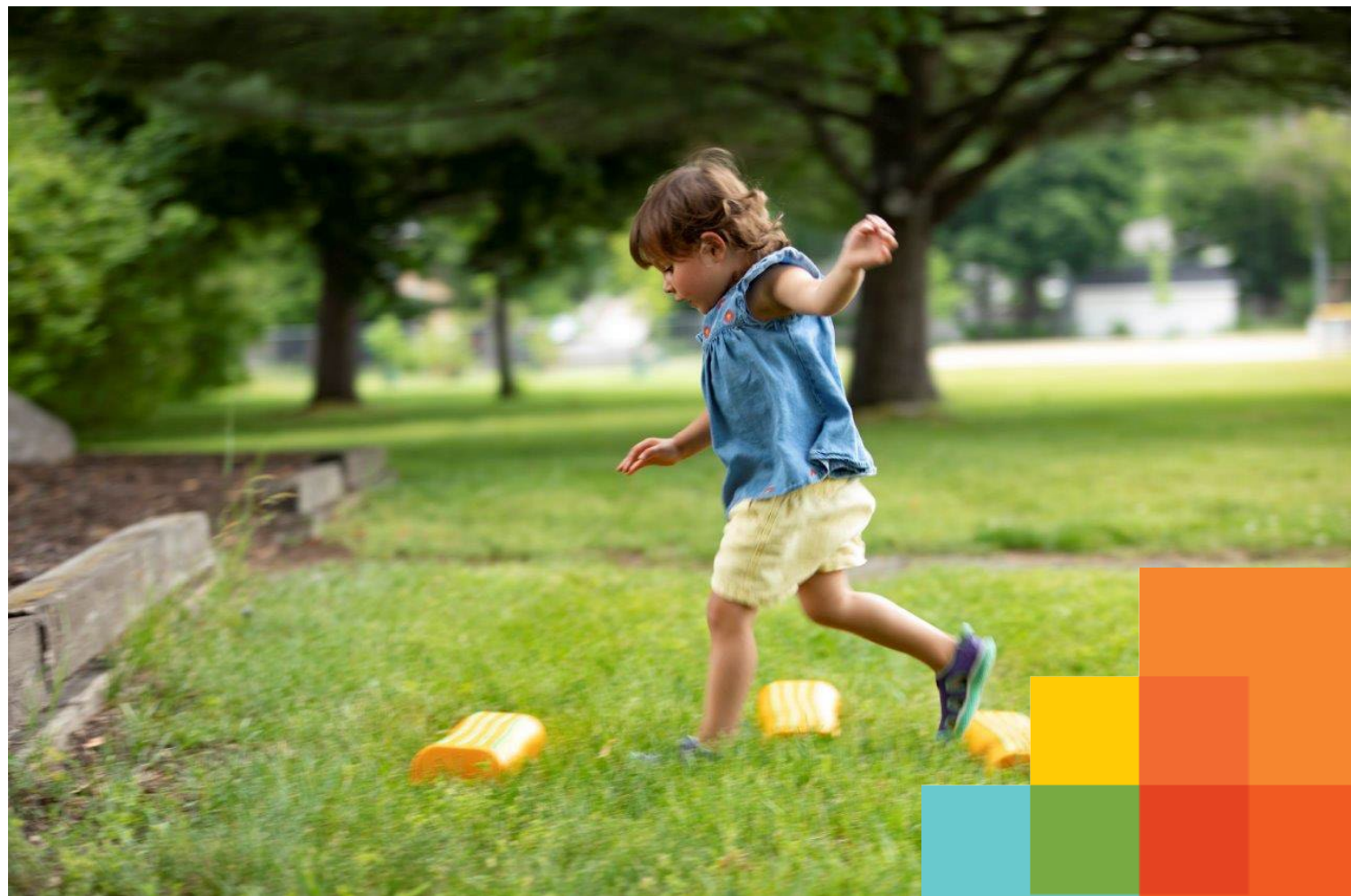
- II. Description, Attributes and Results of Services
- IV. Criteria Breakdown (this is how the Ready by Five Resident Proposal Review board will evaluate each proposal!)

Programming Criteria	Total Points
The narrative provides a clear plan for services (intake, enrollment, discharge, the setting service is provided, how often service takes place, and how the program is delivered). Proposal meets all the specifications outlined in this RFP. New and expanded services include a special consideration for underserved populations and geographies not currently served.	30
There is clear evidence that describes the effectiveness of this program.	10
The proposing agency has described how parents will be engaged as key stakeholders <u>by</u> : a) collecting and incorporating parent feedback in programming, and b) engaging with parent partners to provide voice within programming decisions.	15
Demonstrates how formalized partnership(s) with community partners will reach and engage families as well as fully serve families.	10
Equity and inclusion are fostered within the organization at the leadership and staff levels.	20
Proposed staff FTEs and costs are comparable to all providers for specific Program Category and interventions.	15
Total Possible Points	100
<i>*Proposals must meet a minimum of 70 total points to be considered for funding.</i>	

In addition to program components, organizations must meet all requirements listed below to be considered for funding.

Additional Required Criteria**
The proposed Agency's financial audit shows the organization to be in good financial standing.
The Proposing Agency has adequate funding to cover program costs and plans to pursue additional sources of funding in addition to Ready by Five Early Childhood Millage funds.
The Proposing Agency has clearly explained how current funding will not be supplanted by Ready by Five Early Childhood Millage Funds.
The expenses include descriptions and calculations (where applicable) and provide sound reasoning for why each budget item is necessary.
The submitted proposal is complete.
<i>**Proposals must meet all listed requirements to be considered for funding.</i>

Step 3: Determine who will be served




Number Served


Number of individuals served.

This needs to be a “unique count”

Number Served

 Provide the number of individuals to be served.

Number of Individuals to be Served

 Contract period:

Be realistic!

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

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

Community Focus

Indicate the communities of focus:

- Geography – where in the county will your outreach efforts be focused?
- Child Age
- Race/Ethnicity
- Household Income

Enter numbers as the PERCENT of individuals served for each line. (The total for each section should be 100%)

Provide information on who was served in the last year

Provide projections on the percent for each demographic that will be served by the proposed program.

Include how the proposed program will specifically reach and engage each of groups within the Proposed Service Narrative.



Step 4: Determine measurable program goals

Those “S.M.A.R.T.I” goals!

Specific * Measurable * Attainable *
Relevant * Time-bound * Inclusive



Program-Specific SMARTI 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.



Step 5: Describe Partnerships



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 expected to be submitted in the Ready by Five standardized format.

Step 6: Describe budget details



Describe Sources of Revenue

Include all sources of revenue and support for the program.

Sources of Program Funding and Support include:

- Ready by Five Request
- Donations
- Cost Sharing (if applicable)
- All additional sources of financial support
- In Kind Support (if applicable)

Cost Sharing

Service and Program Types Required to Participate in Cost Sharing:

Required	<ul style="list-style-type: none">3a. Healthy Development Services - Developmental, Social Emotional Screenings and Referral3b. Healthy Development Services - Healthy and Safe Home Environment Programming3c. Healthy Development Services - Niche Family Supports4. Parent Education and Support Services - Home Visiting Programming5b. Early Learning Services - Early Literacy and Learning Programming
Not Required	<ul style="list-style-type: none">1. Outreach and Navigation Services - Coordinated Outreach, Screening and Navigation2. Outreach and Navigation to Early Care - Early Care Connection5a. Early Learning Services - Play and Learn Community Programming6. Parent Education and Support Language Services - Translation and Interpretation Supports7. Healthy Development Infant Health - Fetal Infant Mortality Review Network Lead8. Healthy Development Training - Ready by Five Training and Education Leads

See the Ready by Five Service Provider Manual:
Section 3.4 and Appendix F for Cost Sharing Requirements
Section 3.3 on Donation Requirements

Describe Budget Details

In this section asks agencies to address donations, cost sharing, current funding, and how the proposal budget's rate for administrative expenses is calculated.

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

Step 7: Full Budget (Ready by Five funds only)



Updated
for 2024-
2025!



Full Budget

Section 1: Direct Program Expenses	Section 2: Supporting Program Expense	Section 3: Administrative Expenses	Section 4: Subcontractor Expenses
<p>Expenses to support positions that are essential to service delivery that directly support families and young children. Any position that gives supervision to Direct Service Positions would be included in this section.</p> <p>Note: If the proposed program does not provide "face-to-face" services to families, it is considered an indirect service. Wages and benefits for professionals would be included under Section 2.</p>	<p>This section is reserved for costs that identify specifically with the proposed program but are not the resources providing face-to-face or direct support to families.</p>	<p>This section is for specified "back office" costs only. Cost estimates are based on the actual time for individuals that is necessary to implement the program.</p> <p>Ready by Five will not be utilized to fill general gaps within the organizational budget that are unrelated or disproportional to proposed programming costs.</p> <p>Agencies will submit this as a single expense that represents a percentage of the Agency's overall overhead as a percentage that is proportional to the program.</p>	<p>Any partner agency or contractor included in the indirect/direct expense section who will be receiving Ready by Five funds through the contract is considered a subcontractor.</p> <p>This includes any agency providing work on behalf of the program that does not fall under an administrative cost.</p>



Review the RFP's Section One, Part 1, A for more information.
 Note: For 2024-2025, there have been some changes with funding guidelines and how positions are categorized in the respective budget section!



Step 8: Certifications and Attachments



Attachment B & C

Take time to review the requirements in these agreements.

Proposing Agency Agreement Proposal Certification Statement

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!

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

Note: These forms can be downloaded from the Resource Center at the bottom of the left side column.

 Resource Center

[RFP Materials \(2\)](#)

e-CImpact - Additional Required Attachments

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

Required Materials

Description	File
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,lsx, 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

**Step 9:
Check for
Accuracy.**

**Step 10:
Click
SUBMIT.**



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Hooray! You did it!

Things to check before you submit:

- The Budget form
 - Only provide expenses for the Ready by Five funding request.
- 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.

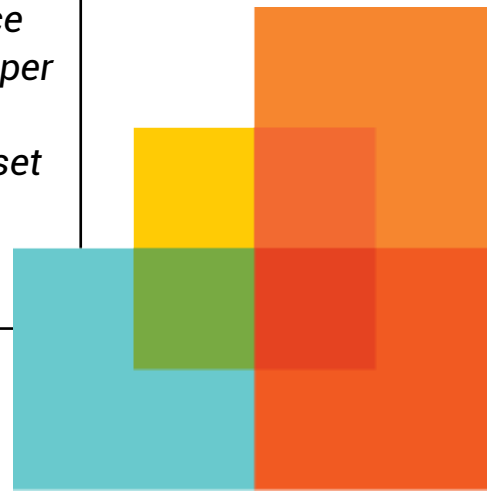


Required e-CImpact Forms, by RFP



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

RFP 1-5	RFP 6	RFP 7	RFP 8
<ul style="list-style-type: none"> ✓ Proposed Service Narrative and Details ✓ Program-Specific Goals ✓ Number Served and Community Focus ✓ Partnering Organizations ✓ Sources of Support ✓ Budget ✓ Budget Narrative ✓ Proposing Agency Agreement ✓ Proposal Certifications 	<ul style="list-style-type: none"> ✓ Proposed Service Narrative and Details ✓ Budget (one line total – see directions in RFP document) ✓ Fee Schedule by language and services ✓ Proposing Agency Agreement ✓ Proposal Certifications <p><i>Note: This is a "Defined Rate" contract, a Service Provider is reimbursed per service delivered. The amount reimbursed is set by a fee schedule submitted with the proposal.</i></p>	<ul style="list-style-type: none"> ✓ Proposed Service Narrative and Details ✓ Program-Specific Goals ✓ Sources of Support ✓ Budget ✓ Budget Narrative ✓ Proposing Agency Agreement ✓ Proposal Certifications 	<ul style="list-style-type: none"> ✓ Proposed Service Narrative and Details ✓ Budget (one line total – see directions in RFP document) ✓ Fee Schedule ✓ Proposing Agency Agreement ✓ Proposal Certifications <p><i>Note: This is a "Defined Rate" contract, a Service Provider is reimbursed per service delivered. The amount reimbursed is set by a fee schedule submitted with the proposal.</i></p>



Question and Answer Period

All questions related to the RFP must be made in writing!

- Deadline to submit questions: May 14, 2024, by 5 p.m.
 - Use the link provided in Section Three of the RFP (not via e-Cimpact).
 - No questions will be accepted after this period.
 - Technical questions related to e-CImpact will be accepted by email.
- FSK will provide all final answers to questions and amendments to the RFP no later than May 17, 2024, on FSK's website.
- 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.
- See Section Three of the RFP for full details.



e-Clmpact Technical Questions



If your agency has technical issues with the e-Clmpact 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-Clmpact 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.***



Timeline

Subject to change.

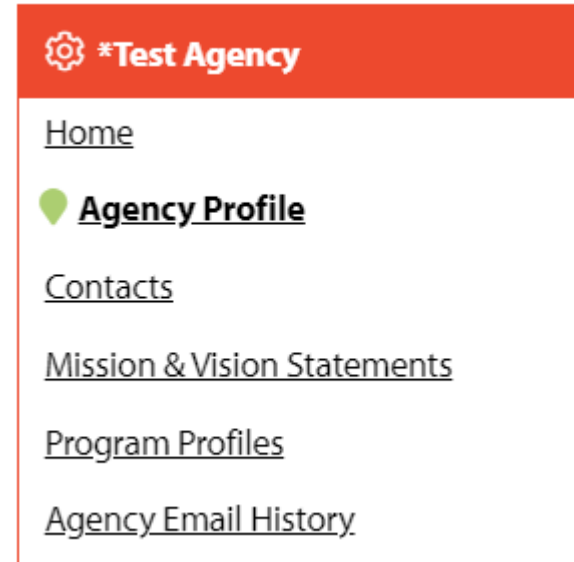
4/23/2024	RFP Issued – Posted on First Steps Kent website
4/23/2024	Preconference #1 (Virtual)
4/24/2024	Preconference #2 (Virtual)
5/14/2024	Question and Answer Period Closes – 5 p.m.
5/17/2024	Final questions and revisions to RFP (if necessary) posted to First Steps Kent website
5/28/2024	RFP Proposal Submittal Deadline – 3p.m.
6/20/2024- 6/26/2024	Ready by Five Resident Proposal Review Board (RPRB) Allocation Meetings
6/27/2024	First Steps Kent Commission – Review and Approve RPRB Allocation Recommendations
7/8/2024	Agencies will receive preliminary notification of award.
Note: The final award is contingent on approval by the Kent County Board of Commissioners approval that will happen sometime in July or August.	



Please Note!

First Steps Kent will be reaching out to all Proposing Agencies with questions and requested clarification from the Resident Proposal Review Board (RPRB).

- 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 June 20 through June 26, 2024.
- Questions will only be sent by email to the individual listed as the Primary Contact in the e-Clmpact Agency Profile.
- Your agency may be asked to present to the RPRB.
- Please double check that the email and phone contact information for this individual is listed in e-Clmpact as the Primary Contact and it is correct as you submit your proposal!



Questions?

Please add your question in the chat.

Remember, after this Q&A session ends, all questions will need to be asked through the online process outlined in Section Three of the RFP.

Any questions not answered today will be answered on the Q&A document posted on the First Steps Kent website.

