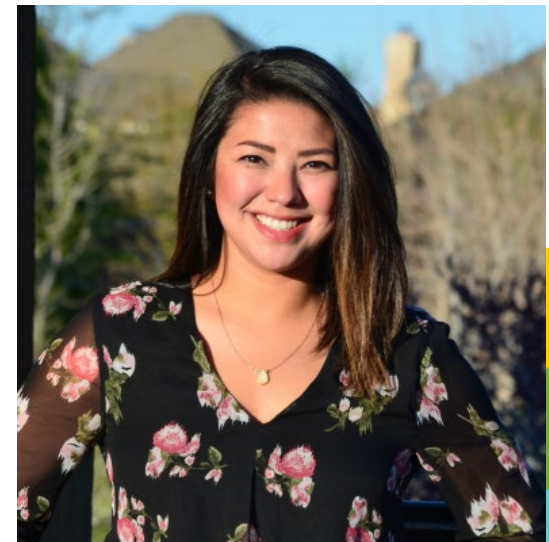


Welcome to the Ready by Five Millage Healthy Development RFP Preconference!

Hosted by First Steps Kent
December 8, 2023



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

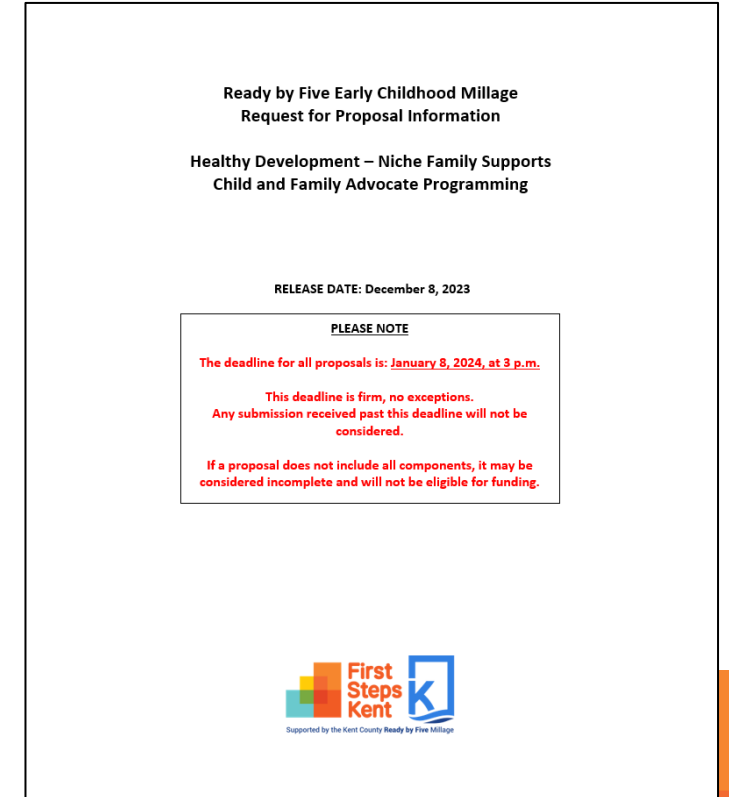
- Sign in
 - Please use the link we provide in the chat to sign in
- Questions?
 - Please include your questions in the chat
 - We will answer as many questions as possible at the end of the presentation
 - All questions answered today will be included in the Q&A document
- Session will be recorded
- 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!



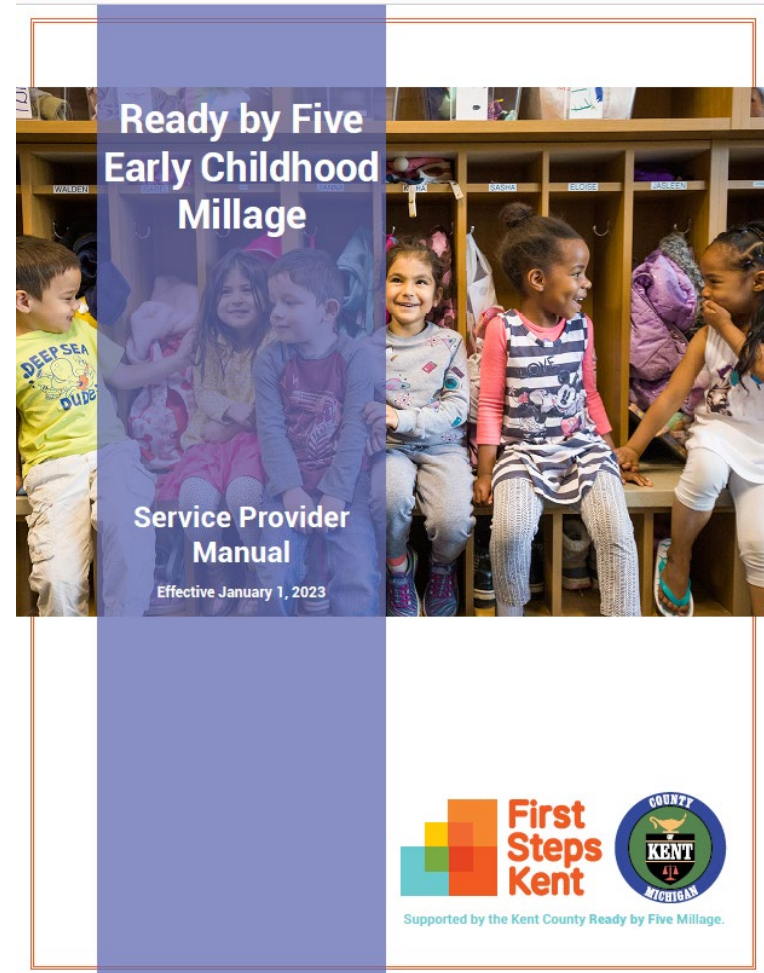
RFP Section One – Funding Details

- **For this round of funding, the following is currently available: \$202,000**
- The contract period will begin on April 1, 2024, and end on September 30, 2024. An opportunity to apply for continued funding will be issued in early 2024.
- The Service Provider will be reimbursed for the actual expenses incurred each month.
- 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.



RFP Section One - 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



RFP Section One - Funding Requirements

As an agency who is applying for funds, you will want to familiarize yourself with the Service Provider Manual.

We want to highlight the following policies:

- Policy 1.8: Data Collection Policy and Procedures
- Policy 4.2: Program and Fiscal Assessment
- Policy 3.3: Family/Individual Donations
- Policy 3.4: Cost Sharing
- Policy 3.5: Purchasing Requirements

Ready by Five Early Childhood Millage funds are TAXPAYER dollars.

Services cannot be advertised as “free” or “no-cost”.



RFP Section One – 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-Climpact</i>	<i>Submitted to KCHD</i>	<i>Submitted through e-Climpact</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			★	

RFP Section Two: Specifications

Healthy Development Services Category - Niche Family Supports

Healthy Development Services provide programming to expectant parents and children through age five currently residing in Kent County, Michigan.

The Niche Family Support program type will fund agencies who have:

- Experience reaching, supporting, and connecting families who benefit from specialized services and support.
- Established a position of trust and experience reaching and supporting families who would otherwise not be reached by programming.
- Programs will work to promote positive parenting practices and ensure families are supported and empowered with knowledge of how to access the available resources and services that support the healthy development and early learning of their young children.



RFP Section Two: Specifications

This is an opportunity to apply for Ready by Five funding that is happening in addition to the regular annual opportunity that typically occurs in April of each year. For this reason, there is one very specific program to apply for in this RFP.

Child Family Advocate Programming

This program will support up to five (5) Child and Family Advocate (CFA) positions.

Programming will be co-located within center-based early care and education classrooms that serve families from urban neighborhoods with the highest rates of poverty, with a priority on classrooms with the following agencies and programs:

- Hispanic Center Western Michigan -- La Escuelita. Located at: 50 Antoine St SW, Grand Rapids,
- Phyllis Fratzke Early Childhood Learning Laboratory (GRCC), Located at: 210 Lyon St NE, Grand Rapids
- Refugee Education Center - Hands Connected Classrooms. Located at: 2530 Eastern Ave SE, Grand Rapids
- YMCA - Jaqueline Baber Bey Child Development Center. Located at: 415 Martin Luther King Jr St SE, Grand Rapids
- David D Hunting YMCA Child Development Center. Located at: 475 Lake Michigan Dr NW, Grand Rapids
- Steepletown - Early Learning Center. Located at: 641 Vries St SW, Grand Rapids
- Additional classroom locations may be served if there is capacity within the program.



Section Two: RFP Specifications

Implement the Child Family Advocate Program role as described in the RFP:

- Following Head Start's Parent, Family, and Community Engagement (PFCE) Framework's national best practices
- Provide child and family support services that are co-located within the classroom setting as specified in the RFP.
- Align with (and not duplicate) the supports provided through Early Head Start (if applicable) and the IECMHC services (Arbor Circle KEEP program) currently operating in these classroom locations.



Please review all information in Section Two of the RFP for full details.

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>



Application Overview

Online Application Submission Process



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 person who can update contacts – only one per agency and receive key information about the RFP process.

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](#)

Steps to Developing a Complete Proposal

- Step 1: Submit Agency Demographics
- Step 2: Complete the Proposed Service Narrative Section
 - Provide all additional requested details about the program you are proposing
- Step 3: Determine number to be served
- Step 4: Determine measurable program-specific goals
- Step 5: Develop descriptions about all formal partnerships
- Step 6: Determine staff positions to be funded
- Step 7: Determine budget (include staff positions and partner agreements where funds will be exchanged)
- Step 8: Review and sign Agency Certifications
- Step 9: Review proposal information for completeness and accuracy
- Step 10: Click *SUMBIT*



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



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						

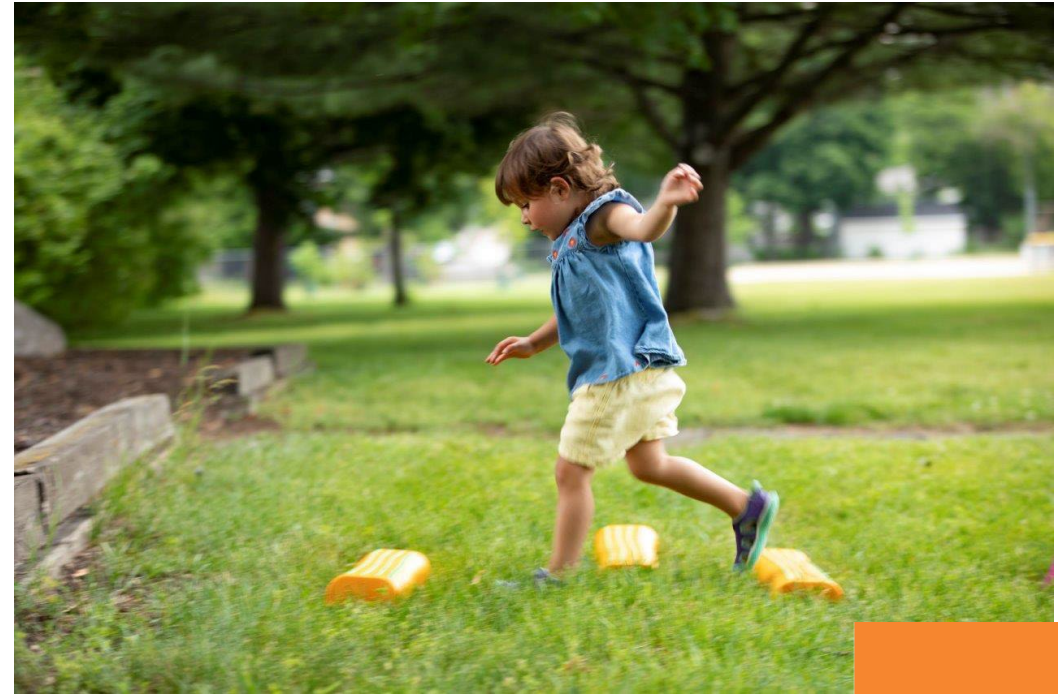
Step 2: Complete the Narrative Section

- 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...



Step 3: Determine number to be served

How many individuals will your program serve?





3. Number Served

Number of individuals served.

This needs to be a “unique count”

Number Served

 Provide the number of individuals to be served.

 Contract period:

Number of Individuals to be Served

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.

Step 4: Determine measurable program goals

Those “S.M.A.R.T.I” goals!

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



4. 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



5. 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



6. Describe Budget Details

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
- In this section also describe address Cost Sharing, additional sources of revenue and how administrative expenses were calculated.



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



7. Full Budget

Direct Staff and Program Costs	Indirect Costs	Select Administrative Costs	Subcontractors
<p>This section includes costs that can be identified specifically with a program and therefore are charged to that program.</p> <p>Include the total annual wages, fringe and benefits for each Direct Service Position.</p> <p>Program Supplies Mileage/Travel Technology Subscriptions/Fees Staff Training</p>	<p>This section is reserved for costs that identify specifically with the proposed program but are not the resources providing the direct interactions with families served.</p> <p>Data support Manager/Supervisor Marketing Communications</p> <p>CEO and Executive Director time may not be allocated to this section.</p>	<p>This section is for specified “back office” costs only, including:</p> <p>Occupancy/Rent/Utilities Financial IT HR Insurance Payroll Audit</p> <p>Leadership (based on actual time allocated)</p> <p>Will need to provide a description of how each line item was calculated.</p>	<p>Any partner agency who will be receiving Ready by Five funds through the contract.</p> <p>A signed MOU or Agreement must be in place with all organizations receiving funds as a subcontractor.</p>



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)

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 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.



RFP Section Three: Question and Answer Period

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

- Deadline to submit questions: December 20, 2023, by 5 p.m.
 - Use the link provided in Section Three of the RFP Document (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 December 29, 2023.
 - Will be posted on the FSK website: www.firststepskent.org/articles/2024funding
- 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.



RFP Section Three: e-CImpact Technical 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.***

RFP Section Three: Timeline

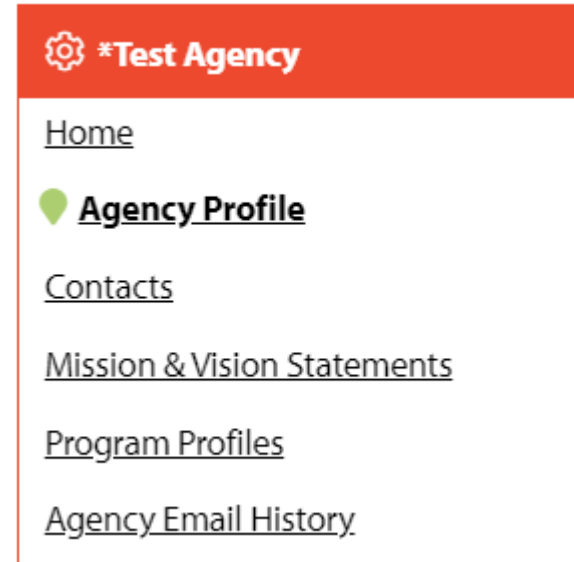
Subject to change.

12/8/2023	RFP Issued – Posted on First Steps Kent website
12/8/2023	Pre-Proposal Conference
12/20/2023	Question and Answer Period Closes – 5 p.m.
12/29/2023	Final questions and revisions to RFP (if necessary) posted to First Steps Kent website
1/8/2024	RFP Proposal Submittal Deadline – 3p.m.
1/19/2024	Ready by Five Resident Proposal Review Board (RPRB) Allocation Meeting
1/25/2024	First Steps Kent Commission – Review and Approve RPRB Allocation Recommendations
By 2/1/2024	Agencies will receive preliminary notification of award.
4/1/2024	Approximate contract start date (Note: Award is contingent on approval by the Kent County Board of Commissioners approval. This date may change based on when the County's meeting and agenda schedule).

Please Note!

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

- Agencies should expect to receive questions between the dates of January 8, 2024, through January 19, 2024. Questions will be sent through the e-CImpact system.
- Questions will only be sent by email to the individual listed as the Primary Contact in the e-CImpact Agency Profile.
- Please double check that the email and phone contact information for this individual is listed in e-CImpact 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's Ready by Five funding website.

