Ready by Five Early Childhood Millage - Request for Proposals
2025 Funding Questions and Answer.
<mark>**Posted on: 5/17/2024 (Final)**</mark>

Please Note: Answers added most recently can be found towards the end of this document. Preconference attendees (those who signed in) are available at the end of this document.

Question Number	RFP and Related Section	Question Asked	Answer
1.	Preconference question	Can you speak a little more about data collection requirements? Do all programs/service categories require fairly extensive demographic data to be collected about all families who receive services?	Agencies providing direct programming are required to submit data files to the Kent County Health Department via a secure link on a monthly basis. Information for each individual served includes demographics, service information, and referral tracking (if applicable to your program). This data submission follows a very specific .csv file format with required fields and codes as defined in the Ready by Five Data Standard document. Agencies will be required to sign a data agreement with First Steps Kent and Kent County Health Department as part of the contracting process. See Part One, III, B., 4-5. for more information.
2.	Preconference question	One more question... What about the number served in each category? I think I remember 12k children were served. Just wondering the number in each category?	The stated 12,000 unique children served in 2023 was identified through the third-party evaluation process that is currently underway. Unique numbers of children for 2023 are being finalized by the evaluation team and will be shared with the community in early summer, 2024.
3.	Preconference question	Are there letters of support/good standing requested for this round? If so, should that be at the organization level or the program proposal level?	Letters will be submitted at the Agency level. No more than three letters of support will be submitted for each agency. All letters must be bound in one pdf file and included with the proposal submission. Letters should come from partner organizations that can speak to the Proposing Agency's experience in providing quality services within the program and community focus areas included in the proposal(s).

4.	Preconference question	Would there also be the expectation that both categories of O&N coordinate with each other?	Yes. In RFP 1, Section Two it states, "Within the first 60 days of the contract start date, all partners working in this program type will convene to develop a coordinated outreach strategy and a method of ongoing communication to ensure alignment within the shared outreach strategy continues for the term of the contract period. Service Partners will also coordinate outreach efforts with the agency developing the Early Education Technology Link programming (see RFP 2)." In RFP 2, Section Two it states, "Programming will align with the Ready by Five Outreach and Navigation network which functions as the "front door" for families accessing early childhood services by ensuring all families living in Kent County are connected with the right service at the right time".
5.	Preconference question	If handout educational institutions materials are created by a Ready by 5 funded staff person, who owns copyright? Or is this use of time not allowed?	In the RFP Section One, Part I, A. it states, "Unless specified in the RFP, costs allocated to Ready by Five funding should not include major purchases of equipment or the development of intellectual property. Items developed or acquired with Ready by Five funds remain vested with First Steps Kent and Kent County." Unless specified in the RFP, First Steps Kent will not fund expenses that fall into these types of categories. These types of expenses should be covered with other sources of funding.
6.	Preconference question	Our program is within the healthcare space-Children on Medicaid usually do not have a co-pay for well-child visits and it is illegal to take payments at the point of service for medical care if an insurance contract, such as Medicaid, is in place. We have received a waiver in the past-do programs ask for that again if cost-sharing is prohibited?	The application includes a question for agencies applying under the relevant program types to respond to the Cost Sharing requirement. If your organization is not able to or unsure about aspects of the Cost Share policy, please provide more specific in the application's Service Narrative form within the section titled, "Cost Sharing Requirement". (Note: If you do not see this question appear in your application, it is not relevant to your program type.)

7.	Preconference question	Are there any staffing areas that aren't allowed? For example, last RFP we couldn't use funds to pay for the executive director's staffing time.	This information has been outlined in the RFP in Section One, Part I., A. If there are additional questions, please submit questions via the Question & Answer process that can be found in Section Three, Part II.
8.	Preconference question	You mentioned that this round of funding is 9.8 million. Do you know what the total amount for the last round of funding was? Similar question: Did you share the investments per round for each category… before and this round.	In 2023, the Kent County transition their fiscal year schedule from a calendar year (Jan-Dec) to an Oct 1-Sep 30 fiscal calendar. Additionally, there were carry over funds from previous years that were unspent due to many service partners having challenges with fully implementing service delivery during the pandemic. The amount of available funds was higher for the last round of funding (2023). The recommended allocation for new contracts in 2024 was $8.9M. This was in addition to $2.1M of allocations to continue contracts that were executed before the change in the fiscal year calendar. The total allocation was $11M. The Resident Proposal Review board determines the amount that will be allocated to each category.
9.	Preconference question	Are Child Safety applications being accepted?	Child Safety Programming is not being funded for this round of funding.
10.	Preconference question	If asked to present [to the Ready by Five Resident Proposal Review Board], will that also be the week of June 20-26?	Yes. Once proposals are submitted, First Steps Kent will be reaching out to schedule dates and times with agencies who will be asked to present. More information on why an agency may be asked to present are included in the RFP Section One, Part I. A. Scenarios may include: proposals are from agencies who have not been funded previously, have an increase in their request or scope (number served), have proposed budget costs that are consistently higher than the established average, or have not demonstrated complete performance in past contract periods may be asked to present to the Resident Proposal Review Board.
11.	Preconference question	Is this funding part of the new or former voter approved millage? Specifically, if the millage didn't pass this fall, would this funding still be available.	This funding is for the last year of the ballot measure that was passed in 2018.

12.	Preconference Question	Is Niche Family Supports required to participate in Cost Sharing? (The Service Provider manual currently shows them as a program type that is excluded).	First Steps Kent has reviewed documents from past years and found that Cost Sharing has been required in all previous versions of the RFP and Service Provider Manuals for this program type. We have determined that this was a misprint in the 2024 Service Provider Manual. Appendix F (see page 71) should state: *The following Ready by Five categories of services require income verification for determining cost sharing responsibility by families:* • *Parent Education and Support - Home Visiting* • *Parent Education and Support – Child Safety Initiatives* • *All Healthy Development Services (except Fetal Infant Mortality Review Network)* • *Early Learning – Early Literacy and Learning*
13.	General RFP Question	Do laptop computers count as equipment or supplies?	The Service Provider Manual requires accounting for and inventory of all non-expendable property costing $1,000 or more per unit. Ready by Five Early Childhood Millage funds may not be used to purchase equipment or property. Computers and technology costing $1,000 and over per unit are considered equipment and not an allowable cost for programs applying for funding under the current RFPs. Computers and technology costing $999.99 and under per unit are allowable with the following contingencies. If awarded, the agency will be required to provide a description of: • your agency's internal controls are in place to track the technology as it is assigned to staff and/or program participants, and • how your agency plans to safeguard sensitive information that may be housed on the technology.
14.	General RFP Question	How will the cost share amount be calculated?	The cost for each individual served is determined by taking the annual amount awarded and then divided by the number of encounters to be served included in the contract. The number of encounters will be determined during the contracting process.

15.	General RFP Question	If my program collects funds through donations or cost sharing, is my allocation reduced?	No, this would not reduce the allocation, it would be used as an additional source of program revenue. Any agency that collects funds through cost sharing or donations may use these funds towards the cost of providing additional Ready by Five contracted services. All funds collected through cost sharing will be used as the "first dollar" towards services and will increase the amount of funding available. An example: If a family of four has an annual income higher than 200% Federal Poverty Level and is interested in services, the provider would collect payment for services based on the Ready by Five Cost Sharing Policy. This cost share payment would be applied as a source of revenue towards the cost of the service and reported to Ready by Five as collected income. This collected payment would be leveraged and used in addition to the millage funds awarded by the program who collects the funds.
16.	General RFP Question	Regarding; 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.' If a drop down is available, where would we see it on the screen. I do not see it.	The drop-down menu will appear on one of the following screens. We have clarified the instructions on the main screen regarding this.
17.	3c. Healthy Development Services - Niche Family Supports. RE: The Number Served and Community of Focus form in the online application	We were recently awarded funding on 4/1/2024 and we will not have metrics data beyond the first month. What should we list in the data sections since we will only have metrics data for 1 month at the time of this RFP submission deadline?	For programs that are unable to provide information from the previous years: • Enter "0" in all fields within the "Actual Last Year" column. • Enter projections for upcoming contract year in the "Proposed – Upcoming Year" column. You may note the reason for why information was not provided in the "Actual Last Year" column with the "Proposed Service Narrative and Detail" form under the following question, *"Describe your plan of outreach. Include details on the specific outreach strategies to each of the community of focus areas identified in the Number Served and Community Focus form will happen. If applicable, include a description of any additional demographic groups your program will reach in addition to what is defined in the Community Focus form."*

| 18. | 3c. Healthy Development Services - Niche Family Supports. Pg 33 indicates yes. Pg 71 says "except" for income verification. | Could you please clarify if cost sharing is required for Niche Family Programs.

If this is required but we are not required to verify income how does a program determine the cost share amount for the family? | Please see question 12.

Verification of family income and cost share responsibility must be completed annually. Documentation must be retained on file by the Service Provider.

Families who meet one or more of the following qualifications are exempt from Cost Sharing:

• Families that have income of 200% or less of the poverty income guidelines established by the Health and Human Services Administration are not required to cost share for their services.

• Expectant parents and families with children through the age of five years and under who show documentation or attest they are recipients of Medicaid benefits.

• Families that are experiencing homelessness as defined by the US Department of Housing and Urban Development (HUD).

• Families who are experiencing financial hardship due to unemployment and can present documentation of their unemployment status.

• Children or expectant parents who are engaged with child welfare. services, including Child Protective Services and Foster Care.

Families who meet one or more of the qualifications listed above will complete "Form B: Attestation of Current Exemption Status". See the Ready by Five Service Provider Manual for complete details (Section 3.4 and Appendix F). |
| 19. | 4. Parent Education and Support Services - Home Visiting Programming | What types of letters of support would be strong submissions? Examples - from a community partner, client, staff/volunteer, etc. | Please see question 3. |

20	3b. Healthy Development Services - Healthy and Safe Home Environment Programming	We are getting a jump on the 2025 application, and I had a quick question about the numbers served section. For the percent served actual-last year, which date range would you like us to use? Thank you for your time!	Some programs may report annual numbers on a Jan 1-Dec 31 schedule, some on a July 1-June 30 schedule, or an Oct 1- Sep 31 schedule. (And there may be some programs that follow an entirely different 12 month reporting schedule!) First Steps Kent is not requesting a specific 12-month timeframe. Numbers compiled from the most recent 12-month period used by each program may be submitted.
21	3c. Healthy Development Services - Niche Family Supports	The manual does not specify if funding awarded can be used as non-federal match towards other grant funded programs. Currently Community Development Institute provides Parent Advocates for Early Head Start. The YMCA is currently writing a proposal to be the grantee for Early Head Start in our community and would be required to offer parent advocacy services that are not necessarily funded from this award. We would like to know if millage funding can be used as non-federal match.	Ready by Five Millage funds must be used solely for the scope of services as described in the Service Provider Agreement between First Steps Kent and Family Futures. Using Ready by Five funding for the purposes of a federal grant match would need to be evaluated on a case-by-case scenario by FSK and the Kent County Administrator's Office. Please reach out to your current Funding Administrator for questions specific to this matter or the Ready by Five Team at readybyfive@firststepskent.org .
22.	3c. Healthy Development Services - Niche Family Supports	Does program funding allow for food/beverage expenses that are part of parent engagement workshops or events?	Requests for funding may include necessary program-related and administrative costs. We would ask that food or beverage expenses be included only if it is necessary to successfully delivering the program. *Please note: Meeting expenses that include meals or food for staff are not an allowable cost.*
23.	General question related to all RFPs 1-5.	For demographic information for prior years served, would you like calendar year 2023, or the funded year of September 1, 2023 to current date? The latter would not provide an accurate picture, but more so an estimate.	See question 20.

24.	General question related to all RFPs 1-5.	In the Number Served section, can you define the desired time period for the "Actual - Last Year" column? Should this be for the current Rb5 contract period, which would not be a complete year yet or is the agency able to define the time period to provide a complete year of service?	See question 20.
25.	General question related to all RFPs	Should an agency limit their response to the Numbers Served section of the application to only Rb5 funded services? Example: program X serves 500 children per year but only 300 were funded through Rb5, 300 would be the actual and the agency would only list projections for Rb5 funded services in the proposed column.	Yes. Please include only the number of individuals served as a result of the program receiving Ready by Five funding.
26.	General question related to all RFPs	In the table of Direct, Supportive, and Administrative expenses on pg. 6 of the RFP - meeting expenses for food (for paid professionals) is listed as an excluded cost. Would meeting expenses for meals/food for families be an allowable cost? Example: play and learn programming to include food for families during evening sessions.	See question 22.
27.	General question related to all RFPs 1-5.	Each RFP lists specific results indicators and states programs must address one or more of the identified indicators. In prior years, we had to select each indicator we would address as part of the application. I only see the program-specific goals this year. Has this been changed?	If awarded funds, the program will select the specific result indicator(s) related to their program during the contracting process. First Steps Kent encourages proposing agencies to describe how their program aligns with one or more of these specific result indicators in the proposal narrative. *Note: See content included under "Result" in Section II of each RFP's program type description. (RFPs 1-5 only)*

28	General question related to all RFPs	Would this RFP fund the planning phase of a program expansion? Expenses would include a consultant, training and certification for staff, and other capacity-building expenses. The expansion involves a move to a larger facility and would increase our capacity to serve more children beginning Fall 2025.	For the purposes of this round of funding, Ready by Five funding will support delivery of current services and programming only as described in the RFP. Program expansion as described in this question would be outside the current RFP's scope.
29	8. Healthy Development Training - Ready by Five Training and Education Leads	How many newly hired direct professionals do you anticipate there will be during the funding period?	Actual numbers cannot be provided until programs for 2024-2025 have been identified through the Resident Proposal Review Board's proposal selection process. Based on the information we know today; we would estimate total numbers at no more than 25 individuals. This number would include new employees and current employees who were unable to complete training in 2023 or 2024.
30	General question to all RFPs.	Can you please share if there are any additional requirements added to insurance so we can plan for increases in this line item- i.e. is cyber security still a recommendation but not a requirement?	First Steps Kent has confirmed with our insurance carrier that there will be no changes to the insurance requirements currently listed in the Ready by Five Service Provider Manual for the upcoming 2024-2025 fiscal year.
31.	General question related to all RFPs 1-5 and RFP 7.	For the budget line item pertaining to all program-specific professional development activities, is this only for internal staff professional development or would we include expenses for parent engagement events here that are specific to paying any external presenters?	The line item described as "Program Specific Professional Development" in the application budget would include costs for all program staff training and development. Parent-facing engagement activities that do not fit in the Application Budget's current line item descriptions would be itemized and included under the budget line described as "Other Expenses".

| 32. | 3c. Healthy Development Services - Niche Family Supports | We understand that Child Safety Initiatives is no longer a funded program under this RFP.

When applying under Niche Family Supports, are we able to include elements of our existing parent safety education programming that support our work with refugee and language-diverse families comprehensively in terms of our resource and navigation services?

Specifically, are we permitted to allocate resources such as translation/interpretation services and a portion of staff time to these activities for parent engagement events and workshops, while seeking additional funding for associated training/certification and equipment needs?

The continuation of these services is integral to Healthy Development Services for language-diverse families in Kent County, particularly for those lacking alternative avenues for such support. | At minimum, programs applying under RFP 3.c. must have evidence of effectiveness and explain how supports would accomplish the following:
• How the program supports in a specialized way with populations to provide services that are centered around specific cultural and/or group-based needs (RFP p.26)
• Programs will work with parents to establish individualized goals or plans to encourage individual behavior change that will support parental well-being as well as their child's early development. (RFP p. 29)
• 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 p. 29)
• All programs will establish a program-specific protocol to ensure families with an identified need are connected to further assessment, community resources, or programming. Information about referrals will be submitted through the monthly data submission process. (RFP p. 29)

Proposals may expand on these specifications. Within the proposal narrative, an agency will explain the evidence, the necessity for the additional programming, as well as why current available resources/programming available in the community are not meeting the needs of groups or populations the proposed program aims to serve.

All related costs (including Translation and Interpretation services) that support programming as described in each proposal may be included as described in Section One, 1. Part I. A. of the RFP.

If any one employee at your agency were to provide part-time Ready by Five Translation and Interpretation services -and- part-time Niche Family Supports, there would need to be two proposals submitted. Staff positions may be split and allocated among different proposed programs based on the actual [estimated] staff time needed to implement and carry out the program activities described in each proposal.

The costs for related professional development and training may be included in the proposal budget. |

33.	General question related to all RFPs	Where can I find the Proposal Certification Statement and Proposing Agency Agreement documents that are required to be submitted with our proposal?	Documents can be downloaded from the "Resource Center" available on e-CImpact. This should show up in the left side column of the screen when you are logged into your agency's e-CImpact portal.
34.	General question related to all RFPs 1-5 and RFP 7.	Since my project is entirely dependent on a partnership with [another agency] to collect data on our behalf, do I need to obtain written approval of the partnership from FSK *before* I submit the RB5 application? And if yes, what is the process for obtaining written approval from FSK?	All agencies who have sub-grantees that are recipients of Ready by Five Funding -or- agency partnerships that will be sharing demographic, service or referral information about families served with another agency are required to have a written agreement or Memorandum of Understanding in place. Please disclose any such relationships within the Partnering Organization section of the proposal. All agreements will be finalized between agencies and approved by First Steps Kent during the contracting process (after recommendations for funding have been announced and approved).
35.	General question related to all RFPs 1-5.	Where can we find a list of zip codes for each geographic region? This doesn't seem to be in the Provider Manual or the RFP however has been in the past.	Please see Section One, Part IV on page 14 of the RFP for links to the Community Type ZIP codes and map that illustrates the Community Types included that may be included in each RFP's specifications.
36.	General question related to all RFPs 1-5 and RFP 7.	For Other Sources of Funding, we have multiple grants with different fiscal years. Some will end halfway through the FSK fiscal year. E.g., our final $400,000 WKKF grant started 4/1/24 and will end 3/31/25, so only a portion of those funds will be available to support our program during the FSK fiscal year (Oct. 1 - March 31). Should we pro-rate the funds to the number of available months, or is there a way to add a narrative to explain?	Each individual source of revenue may be itemized in the "Sources of Program Funding and Support" form. For the confirmed sources, provide information in the following format: • Name of Funding Source (Confirmed) For sources that are pending, provide information in this format: • Name of Funding Source (Pending) You may consider adding dates to the itemized line description to clarify the timing of funding. For example: • Name of Funding Source A 10/1/24 – 5/30/25 (Confirmed) • Name of Funding Source B 6/1/25 – 9/30/25 (Pending) Also, at the end of the Budget Narrative Form, there is a field titled "Additional Budget Narrative" that may be used to include supplementary information as needed.

| 37. | General question related to all RFPs 1-5 and RFP 7. | One of our current partners who offers Early Head Start (not eligible due to duplicate services) and Home Visiting programs would like to continue in the collaborative partnership as there has been a gap identified in their home visiting program of over 800 families that mainly supports school aged children with enrollment. They do not have capacity or the ability to focus on children in the family 0-5 years old leaving a large gap for families.

We would partner to receive referrals from their program to offer a Child and Family Advocate to better engage the Refugee community in early childhood services.

The RFP-3 indicates that "Note: Home visiting program proposals applying under this category will not be considered - see RFP 4." would that mean we would no longer be able to partner with Refugee Education Center under RFP-3? | For the purposes of this RFP, there is a distinction between "Home Visiting Model" vs. the general term "home visit" that can happen when any professional visits or provides support in the family's home environment.

The intent of RFP 4 is to fund evidence-based or evidence-informed Home Visiting Models as described on page 32 of the RFP. For a program to be funded they would need to meet this specification. For the purposes of RFP 4, an example of what we mean by "Home Visiting Models" would be those that are recognized by HomeVee or State of Michigan MIECHV. If a proposing agency's model follows this definition "Home Visiting Model" they should apply under RFP 4.

There is nothing that disallows programs that fall outside a defined "Home Visiting Model" from providing services in the home environment. Programs applying under any of the direct services may propose to provide services in the family's home environment if there is evidence that shows this is an effective way to serve families.

The Child Family Advocate position funded under Niche Family Supports would be allowed to provide support in the home environment if there is evidence that shows this is an effective way to serve families.

If the circumstances are that there is "Home Visiting Model" as described in RFP 4 (and above) being added to the Child Family Advocate program, the agency should submit a new, separate proposal.

Agencies should review specifications and related links under each RFP and apply under the RFP in which their proposed program best aligns with. Multiple proposals may be submitted by an agency.

As a reminder, Ready by Five services may only be provided to expecting parents and children aged birth through age five and currently residing in Kent County. |

38.	General question related to all RFPs 1-5.	For the demographic data on No. served per year, how do we count Birth - Newborn (up to 1st birthday) and 1 year of age up to second birthday? Most of our children clients enroll before their first birthday, but since we are using 2023 data, our evaluator computed client age as of 12/31/23. So, if a child was enrolled on 1/1/23 as a one-month-old but turned two in Dec. 2023, would we count that as a Newborn or 1 -2 year old? That is, should we count their age at enrollment of at the end of the year? Should we use a different date? Maybe 6/30 as a mid-point so it cuts the year in half?	Please provide age as follows: • For "new" parents or children: provide the age of child when they first enrolled or engaged with program. • For "continuing" parents or children who were enrolled or engaged during a previous year: provide the age of the individual for the first encounter (service provided) within the 12-month period your program is reporting on.
39.	General question related to all RFPs 1-5 and RFP 7.	For the new budget categories, if a staff performs functions in more than one category, for example Direct Program Expenses and Supportive Program Expenses, should the expenses for that staffing position be recorded proportional to their projected allocation of time in those two expense categories or should they occur in just one column/category? If they are to be placed in just one category, should that be determined by where they spend most of their time?	The positions that cover roles in the multiple expense categories (specifically Direct, Supportive, and Administrative, see p. 6 of the RFP) should be recorded proportionally to their projected allocation of time for each of the relevant expense categories.

| 40. | General question related to all RFPs 1-5 and RFP 7. | In the budget narrative sections for RFP's 1-5, for the question of number of funded positions, do you want the FTE or that actual number of positions, which may include part-time staffing? | The information for each staff position included in the Budget Narrative form should connect to information itemized in the Application Budget form.

Regarding the question at the top of the Budget Narrative form, "How many staff positions will be funded by Ready by Five?" please respond with the total number of position titles that are itemized in the Application Budget. (Note: This is different than the number of individuals fully or partially funded in their roles by Ready by Five.)

In the Budget Narrative, it asks for more details about each position title/role. Within this set of questions we request:
The actual FTE for each position title employed within the program. This would include the total for all full and part-time employees within this role or position. (See example below)
The overall percentage of the position's FTE(s) that Ready by Five funding is being requested for. (See example below)
How many individuals are employed within this position title. This would include individuals who are employed as either a full or part-time status. (See example below)
An example…

This is the actual FTE and number of individuals/funded positions:

A program employs three full-time maternal child health nurses (40 hours per week) and one half-time RN (20 hours per week). (Total hours per week is 40 x 3 + 20 = 140). There are a total of four funded people/individuals.

Each full time RN receives a total of $90,000 in compensation and benefits. The half-time RN receives $45,000. (Total overall compensation for this position title is 3 x $90,000 +$45,000 = $315,000)

This is how the percentage FTE covered by Ready by Five would be calculated:

The agency receives funding to cover the following for each individual employed in this position title from other sources as follows: |

- RN Position 1: 10/40 hours per week or 25% is covered by other sources of funding
- RN Position 2: 18/40 or 45% is covered by other sources of funding
- RN Position 3: 4/40 or 10% is covered by other sources of funding
- RN Position 4 10/20 or 50% is covered by other sources of funding
- Overall Total: 42/140 hours per week or 30% is covered by other sources of funding

The agency is requesting Ready by Five funding to cover the remaining amount that is not covered by other sources.
- This would be 98/140 of the total weekly hours, or 70% of the overall total FTEs for this position.
- The requested expense to Ready by Five would be $220,500 ($315,000 * 70%)

Following along with this example, the fields in the Budget Narrative would be completed as follows:

- Position Title: Maternal Child Health RN
- FTE: 3.5
- Percent funded by Ready by Five: 70
- How many people are included in this position: 4

The expenses for all positions itemized under "Staff Wages" in the Application Budget should mirror the Budget Narrative's "Percent funded by the Ready by Five Millage" field.

- Under Staff Wages and Expenses – Ready by Five Expenses
- Maternal Child Health RN - $220,000

Note: There may be positions in a program that are not funded by Ready by Five. These positions do not need to be included in the Budget Narrative. All positions within the program should be included in the organization chart that is attached with the proposal.

41.	General question related to all RFPs 1-5 and RFP 7.	Regarding staffing under budget narrative in portal We have 2 full time staff, one as Affiliate Leader and the other as Program Manager, but neither is 100% expense allocated to Ready by Five. On the application do we list as 1FTE and then indicate the percentage (for example 30%) of that 1 FTE that we are allocating to the program, or do we just list the FTE allocated to this program (.3 FTE) and then indicate 100% funding for the percentage?	See question 40.
42.	General question related to all RFPs 1-5 and RFP 7.	If an O&N funded agency is a subcontractor for an organization that is seeking funding through the Niche supports early childhood literacy, is the O&N funded agency also allowed to count those clients towards numbers served/navigation? The Outreach and Navigation (O&N) agency would be introducing the programming, collecting demographic information, and creating outbound referrals for enrollment into early childhood literacy programming. The Niche support agency would also be counting those clients as enrolled in the program and seeking funding.	If the O&N agency provided outreach to the individual, screening, and as the family indicates they would like to be connected to the Niche Family Support program then a referral is completed, this could be counted by the O&N agency. The individual would need to be both formally enrolled and have received a full encounter of service before the Niche Family Support program could count them as an "individual served".

Preconference Attendees:

Name of Attendee	Agency
Emily Kobza	Family Futures; Ready for School
Kim Sturgeon	Bethany Christian Services
Ben Brower	DABSJ
Madison Perian	Grand Rapids Children's Museum
Katelin Webster	Refugee Education Center
James Hissong	Kent ISD
Barbara Berens	Vibrant Futures
Maureen Kirkwood	Health Net of West Michigan
Kimber Wager	MomsBloom, Postpartum Support Program
Candace Cowling	Family Futures
Teresa Gastaldi-Balhorn	Kent ISD Bright Beginnings
Hanna Visser	Family Promise of West Michigan
Wendy Wheeler	Kent Co MDHHS Prevention
Gabi Nye	Family Futures
Leslie Griswold	Kent County Health Department, Lead and FIMR
Scott Bloem	The Other Way Ministries (Little Lights)
Kristi Kam	Health Net of West Michigan
Jennie Mulder	Corewell Health West - Prenatal Education
Chana Edmond-Verley	Vibrant Futures
Yolanda Johnson	Think Babies Michigan
Melissa VanDyke	Easterseals MORC
Tara Gwamna	YMCA of Greater Grand Rapids
Tracy Amid	Ready for School
Jenn Harrod	Health Net of West Michigan
Anissa Eddie	Liminality Consulting
Christina Pavlak	Health Net of West Michigan
Corey Holcomb	Family Futures
Tatum Hawkins	Refugee Education Center
Sarah Miller	Comprehensive Therapy Center
Karmen Johnson	Marvelous Lifestyles Outreach

Julie Blaszak	Grand Rapids Community College Grants Office
Corey Holcomb	Family Futures
Lisa Dopke	GRCC
Cathy Weirick	Cherry Health
Rachel Johnson	Family Futures
Ashlie Jones	Grand Rapids African American Health Institute
Angela DeLost	Ready for School- Reach Out and Read Michigan
Tequia Adams	Corewell Health Baby Scholars
Laura Mammen	D.A. Blodgett-St. John's
Mary C Hartfield	The Village Learning Center

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