Children First Bidder Conference

Notes from 2/22/17

Attendees were: Ginger Knisley, Janet Phelps – VBCH, Michele Ross – LCHD, Jan Shelman – Young House

Answers from discussion:

April 14th is not a state holiday so the DHS office where Children First is housed will be open for business for those wishing to drop off applications for funding to be placed in Ginger's mailbox. Dropping off applications in person is acceptable as long as an electronic copy is also emailed and the drop off occurs by the April 14th deadline.

Per Children First policy and procedure manual:

- a. As funds allow, and at the discretion of the board, additional solicitation of funding applications may be made in order to provide desired programs and services in the ECI area. Such additional solicitations may be made to one individual/agency or published more widely, as the Board deems most appropriate at the time.
- b. The Board may, at its discretion, act on additional, unsolicited funding requests throughout the year from any provider serving Lee and/or Van Buren Counties or upon the recommendation of an Early Childhood consultant serving area providers.

Programs applying to Children First are not required to be accredited but will be given extra points for an outside accreditation.

Reporting follows the state ECI requirements in addition to a simple word document to be completed quarterly with basic data and the opportunity for narrative.

Per Children First policy and procedure manual:

- 1. All programs and services funded by Children First shall be performed only under a formal written contract that is signed by an authorized representative of the provider and the Children First Board Chair.
- 2. All funded programs will be monitored for contract compliance on an ongoing basis.
- 3. All funded programs will be monitored both programmatically and fiscally through:
 - a. Monthly documentation sent to the Director with bills.
 - b. Periodic (normally quarterly) reports sent to the Director.
 - c. At least once yearly on site reviews (normally in the spring) with the Children First Director and the funded program Manager using a standardized tool of review. Funded programs will

- grant access to all program files to the Children First Director as needed to complete monitoring of the program.
- d. Periodic presentations to the Children First Board by program staff.
- e. At least yearly reporting by program staff, to the Director, of specific performance measures as requested by the Children First Director.

The total estimated FY17 budget is approximately \$510,837.19 including carry forward. We anticipate at least a 5% reduction in allocation for FY18.

A list of funded programs is on the Children First website.

Mileage is reimbursed at the Lee County rate of \$.45.

There is no limit on font size for the applications. Page limits are stated where applicable.

New programs are always welcome to apply.

In regards to renewal applications:

A success can be either a story about a client or about the agency or program

Successes and Opportunities for improvement can be related to quality improvement

Benchmarks are declared by the applying agency and should be measurable and relate directly to the work that is being funded. The board is wishing to show accountability and good stewardship of public funds. The benchmarks are meant to meet expectations and outcomes while being attainable and realistic.

gk