**RFP for Proposals for a Grantee to Child Care Resource and Referral District and Region Services: Professional Development Services, Distribution of Grants, Parent Aware Outreach, Coaching and Technical Assistance, and Support to Start and Grow Child Care and Early Education Programs**

1. **Question:** I have a request to have funding broken apart for the Regions 7E and 3. Would that be possible?

**REVISED Answer**: Yes, please see table below:

|  |
| --- |
| **Regions 3 and 7E** |
| **25% Match** | **Operations** | **Wayfinder** |
| Region 3:  | $10,490 | Region 3:  | $453,412 | Region 3: | $167,700 |
| Region 7E:  | $5,215 | Region 7E:  | $225,392 | Region 7E:  | $83,364 |
| **TOTAL**  | **$15,704** | **TOTAL**  | **$678,804** | **TOTAL**  | **$251,064** |

The budget for each Region is below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Region** | **25% Match** | **Operations** | **Wayfinder** |
| Region 1 |  $ 6,555  |  $ 283,350  |  $ 104,801  |
| Region 2 |  $ 5,859  |  $ 253,254  |  $ 93,669  |
| Region 3 |  $ 10,490  |  $ 453,412  |  $ 167,700  |
| Region 4 |  $ 11,098  |  $ 479,697  |  $ 177,422  |
| Region 5 |  $ 6,385  |  $ 275,990  |  $ 102,078  |
| Region 6E |  $ 7,045  |  $ 309,004  |  $ 108,106  |
| Region 6W |  $ 5,420  |  $ 234,262  |  $ 86,645  |
| Region 7E |  $ 5,215  |  $ 225,392  |  $ 83,364  |
| Region 7W |  $ 11,845  |  $ 505,982  |  $ 195,392  |
| Region 8 |  $ 7,753  |  $ 335,131  |  $ 123,952  |
| Region 9 |  $ 7,176  |  $ 310,160  |  $ 114,717  |
| Region 10 |  $ 12,611  |  $ 545,080  |  $ 201,605  |
| Region 11- Anoka |  $ 6,372  |  $ 269,419  |  $ 107,895  |
| Region 11- Carver |  $ 2,877  |  $ 125,625  |  $ 44,720  |
| Region 11- Dakota |  $ 8,492  |  $ 371,562  |  $ 131,244  |
| Region 11- Hennepin |  $ 8,349  |  $ 354,844  |  $ 139,493  |
| Region 11- Ramsey |  $ 19,611  |  $ 847,683  |  $ 313,527  |
| Region 11- Scott |  $ 3,821  |  $ 166,425  |  $ 59,813  |
| Region 11- Washington |  $ 4,901  |  $ 211,855  |  $ 78,358  |

1. **Question:** The RFP shows a total maximum annual amount for Region 2 and Region 5. When submitting the budget, should the budget and justification detail Region 2 and Region 5 expenses separately?

**REVISED Answer**: See revised answer for Q1 above for separate Region 2 and Region 5 budgets. Responders may apply for only one Region or a combination of Regions. If they apply for more than one Region, Responders may submit one FY26/FY27 budget and budget justification for all areas combined or one for each area. See updated templates on the RFP webpage: [DCYF Grant RFP Programs](https://dcyf.mn.gov/partners-and-providers/grant-rfp-programs).

1. **Question:** Please confirm that Equity funds are in addition to the total maximum annual amounts shown on pages 8 and 9 of the RFP. The $545,300 Equity funds are in addition to the charts, and available to grantees across the state.

**Answer:** The equity funds are in addition to the other funds listed in Tables 1 and 2. Respondents need to show how much of the total available equity funding they desire for each Region or District they are applying for.

1. **Question:** Regarding Appendix M, on page 106, what are the 2 numbers under each heading? Is the 1st number the number of programs served and the second the number of hours?

**Answer:** Appendix M, which starts on page 106, has several charts.

* The column headers for the first table are: Location, Family Child Care Staff, and Child Care Centers Staff. Understanding the number of staff working in child care programs will help determine workload estimates. The number of average child care program staff per program type is based on data from the [2023 Early Care and Education Workforce study](https://www.wilder.org/wilder-research/research-library/early-care-and-education-workforce-2023-study). If using estimates, please briefly describe the methodology used.
* The column headers for the next series of tables, FY 2024 and FY 2023, are: District, PDA data (Programs Served & Hours), Workforce data (Empower to Educate) (Persons Served & Hours). This chart is broken onto 2 pages, 106-107.
1. **Question:** On page 109 with the PA data, is it also 1st column number of programs and the 2nd the number of hours?

**Answer:** This is the number ofParent Aware Cases and Hours by Pathway type by Regions. From the RFP on page 109: “The following coaching supports are given to programs during the Parent Aware Rating Process. Data below shows the number of Cases associated with each type of RBPD, a summary of RBPD Type, by Region.”

1. **Question** On page 7 and 18, in relation to the Language Equity Coaches, it is clear these dollars are part of the specified Regions. However, is the expectation that those Coaches will only do work in those Regions or would they also be available to support other Coaches and/or Coach in other Regions?

**Answer:** Depending on caseload, they would also be available to support other coaches and/or coaches in other Regions.

1. **Question:** Do you have any information on the breakdown of Federal vs State funding for this program?

**Answer:** The Child Care Aware program is funded with a combination of federal and state dollars.

1. **Question:** I did not see page limits – any guidance on the number of pages?

**Answer**: There is not a page limit, but our email system has a file size limit of 25 megabytes.

1. **Question:** On page 21, 3.1, can you explain what you mean by separate tabs?

**Answer:** This is outdated template language. Please either clearly label each section at the top of the first page with the section title or insert a page between each section with the section title.

1. **Question:** Is it possible to have the cover sheet and work plans made available as Word documents?

**Answer:** Updated templates can be found on the RFP webpage: [DCYF Grant RFP Programs](https://dcyf.mn.gov/partners-and-providers/grant-rfp-programs).

1. **Question:** Are the documents available in Word or fillable PDFs?

**Answer:** Updated templates can be found on the RFP webpage: [DCYF Grant RFP Programs](https://dcyf.mn.gov/partners-and-providers/grant-rfp-programs)

1. **Question:** And is it possible to have the budget templates in Excel documents?

**Answer**: Updated templates can be found on the RFP webpage: [DCYF Grant RFP Programs](https://dcyf.mn.gov/partners-and-providers/grant-rfp-programs)

1. **Question:** Is it possible to have the budget and budget narrative pages made available in Excel?

**Answer:** Updated templates can be found on the RFP webpage: [DCYF Grant RFP Programs](https://dcyf.mn.gov/partners-and-providers/grant-rfp-programs)

1. **Question:** Is it possible to have the cover sheet and work plans made available as Word documents?

**Answer:** Updated templates can be found on the RFP webpage: [DCYF Grant RFP Programs](https://dcyf.mn.gov/partners-and-providers/grant-rfp-programs)

1. **Question**: Is there a place to get the Cover Sheet Template and the Workplan documents in Word so I can edit them?

**Answer**: Updated templates can be found on the RFP webpage: [DCYF Grant RFP Programs](https://dcyf.mn.gov/partners-and-providers/grant-rfp-programs)

1. **Question:** Clarifying that the Federal Employee ID # is the UEI, correct?

**Answer:** Correct. The Federal Employee ID number is the Unique Entity Identifier (UEI) number.

1. **Question:** And is it possible to have the budget templates in Excel documents?

**Answer**: Updated templates can be found on the RFP webpage: [DCYF Grant RFP Programs](https://dcyf.mn.gov/partners-and-providers/grant-rfp-programs)

1. **Question:** I have a question about Page 9 budget amounts. Our current budget is quite a bit bigger than what is listed. Was there a decrease in budget amounts? This seems like a number from a couple of years ago. Are we allowed to ask for our current budget amounts to keep the staffing and current work we are doing or are we only allowed to ask for the numbers on Page 9.

**Answer:** There are two main reasons why the available funding may be different than in previous years: 1) Amounts are calculated using statutorily required funding formulas ([Minnesota Statutes section 142E.31](https://www.revisor.mn.gov/statutes/cite/142E.31) and [Minnesota Statutes section 142E.32](https://www.revisor.mn.gov/statutes/cite/142E.32)) and estimates of child care program Parent Aware participation rates. The demographics of a local community, which make up the measures of the funding formula, may have changed, and as such, the need and funding for related services may have changed; or 2) In person and online training delivery and the funding for these services are available in another RFP, and as such, have been removed from this RFP.

1. **Question**: Are the equity funds state funds or federal funds and is there a worry that they will go away with the changes from the current administration?
* **Answer**: Equity Plans are supported by the Child Care Development Fund, which is provided through federal dollars. The Department of Children, Youth, and Families has not received communication from the federal Office of Child Care that Child Care Development Funds are going away.
1. **Question:** Match amounts are listed as one number for Region and District. Does it need to be noted anywhere that Empower to Educate dollars are part of that match? If so, how would we know what that amount would be?

**Answer**: Match amounts are listed in a table on page 24 for the Regions and page 25 for the Districts. Please list the match amounts under the 3rd column of the line-item budget tables, titled: “Funding Beyond STATE Grant Award2” Please note the instructions in footnote #2 under the budget line-item tables. The match amounts for each District (listed in the table on page 25) include Empower to Educate.

1. **Question**: The budget form does not separate out E2E or Wayfinder so we would incorporate those amounts into the overall line-item amounts, correct?

**Answer**: Please see updated templates on the RFP webpage: [DCYF Grant RFP Programs](https://dcyf.mn.gov/partners-and-providers/grant-rfp-programs)

1. **Question**: On page 111-113, what Wayfinder data is shown here? (number of programs that participated in Wayfinder, number of programs licensed through Wayfinder, etc?) Where was this data collected from? (Salesforce?)

**Answer**: This data is regarding cases of Wayfinder by type. This data is collected in Salesforce.

1. **Question**: Is there a page limit on the application?

**Answer**: There is not a page limit, but our email system has a file size limit of 25 megabytes.

1. **Question**: Page 107, where is the Metro data from 2023?

**Answer**: There was no data available within the data system.

1. **Question**: Clarifying question – the equity funding is outside of the region and district budget areas?

**Answer**: Correct. The equity funds are in addition to the other funds listed in Tables 1 and 2.

1. **Question**: Should we just type in Language Services instead of Online Training Delivery?

**Answer**: We apologize for the error. Please change “Online Training Delivery” to “Language Access Services” in Appendix E: District Work Plan Template as noted below.

**District(s):**

**[ ]** Northwest District

[ ]  Northeast District

[ ]  West Central District

[ ]  Southern District

[ ]  Metro District

**Optional Service:**

## [ ]  ~~Online Training Delivery~~ Language Access Services

You may also access updated templates on the RFP webpage: [DCYF Grant RFP Programs](https://dcyf.mn.gov/partners-and-providers/grant-rfp-programs)

1. **Question:** Does the evaluation plan need to be a separate document or can it just be included in the Work plan document which has a place to put the evaluation Plan. Is this enough or do we need to also create a separate document with this same information?

**Answer:** “Evaluation Plan” is listed under the tables in the work plan templates. Updated templates can be found on the RFP webpage: [DCYF Grant RFP Programs](https://dcyf.mn.gov/partners-and-providers/grant-rfp-programs)

1. **Question:** Given the current executive orders from the Trump Administration to terminate all DEI-related initiatives and advice/directives from other federal agency funders that we work with, we have been either directed or strongly encouraged to remove DEI language from our public-facing materials & communications. Additionally, we’ve been advised to wary of future contracts with federal funding that explicitly refers to DEI-related programming. While we are very committed to continuing the work, we are also leery of how this proposal asks applicants to write equity goals that are explicitly in conflict with the executive order. Can you provide guidance on how applicants should navigate these sections of the proposal?

**Answer**: The State of Minnesota’s policy is to ensure fairness, precision, equity and consistency in competitive grant awards, with an emphasis on diversity and inclusion. [Policy 08-02](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf) requires grant programs to clearly explain how they serve diverse populations, especially those facing inequities or disparities. Equity funds in this proposal aim to support the target population outlined in the Proposal Components. Proposals should describe how these funds will help meet the deliverables in Goal Area 3 under Operational Goals.

1. **Question**: Is food an allowable cost as a meeting expense?

**Answer:** Food is an allowable cost for meetings and trainings. However, costs should be reasonable, and a description of the meeting should be written into the approved contract.

1. **Question:** There are a few Regions that are grouped together in Table 2. Estimated Annual Operational Funds Available for Regions. Does that mean that you have to apply for both Regions? For example, can you apply for Region 3 but not Region 7E? If that is the case, what would the budget amount be?

**REVISED Answer:** Please see Q&A 1 and 2 above. Responders may apply for only one Region or a combination of Regions. If they apply for more than one Region, Responders may submit one FY26/FY27 budget and budget justification for all areas combined or one for each area. See updated templates on the RFP webpage: [DCYF Grant RFP Programs](https://dcyf.mn.gov/partners-and-providers/grant-rfp-programs).

1. **Question:** Can you be awarded for part of what you apply for or is it all or nothing? For example, if you apply for a Region and a District, could you be awarded one but not the other?

**Answer:** Yes, selected responders may be awarded for portions of or all of their submitted proposal. Section 7, paragraph 1(G) of the RFP states that the State may: “Negotiate as to any aspect of the Proposal with any Responder and negotiate with more than one Responder at the same time, including asking for Responders’ “Best and Final” offers;”

1. **NEW Question:** One question I have is that in the RFP, Section 5 of the proposal should be Project Goals and Objectives. But the RFP already lays these out. Should we copy and paste from the RFP into our proposal, or is there a different way to complete section 5?

**Answer:** Responders can copy the appropriate goals listed under the second column of the table in section 2.2 Tasks and Deliverables of the RFP and paste next to the “Goal…” area of the template. They can also copy the deliverables in the third column of the table and paste into the “Required service” area of the template. For the “Activities” column in the template, Responders should describe what they will do to expand on or support the work. As noted at the top of section 2.2: “We encourage proposals that include innovative and new models for delivering these services…To ensure a clear understanding of your proposal, please provide a comprehensive description of each of the items below and embed equity into each response.” Responders should also include a timeline and evaluation plan.