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| **2017–18 School Year Seattle Preschool Program (SPP) Family Child Care Pilot RFI**  **Application Cover Sheet**  **Organization Information**  Organization Name:   |  | | --- | | Director/Owner Name:  Email:  Mailing Address:  Phone:  Number of years organization has been in operation:  **RFI CONTACT PERSON INFORMATION**  Contact person:  Day/Work/ and Cell phone:  Email address:  Legal Status:   1. Applicant is incorporated as a private non‑profit corporation in the State of Washington and has been granted 501(c)(3) tax exempt status by the United States Internal Revenue Service. The applicant’s 501(c)(3) status is in good standing and has not been revoked in the previous calendar year. 2. Applicant is a private or public corporation. | | To the best of my knowledge and belief, all information provided in this application is true and correct. I understand the terms and conditions of the RFI and agree to meet City of Seattle requirements if a contract award is made. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the application is awarded funding.  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ \_\_  (Agency Director/Owner or Board Chair) | |

**Section 1: Short Answer Questions**

This section will ask you to respond to a series of short essay questions. For each question, please review the required elements to be addressed, as well as the word limit. Please answer these questions on a separate document referencing the question you are addressing.

1. **Experience with the Family Child Care (FCC) Community**

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| Questions to Address | Word Limit | Characteristics of High Scoring Response |
| * Why are you interested in being a Hub for this pilot? * Describe how your organization has worked with the FCC community in the past. Provide up to three examples that include the nature of your work, timing, and any details related to the FCCs you have engaged. * What principles or major learnings have you established from your work with FCCs? * What principles or major learnings do you think will be most important in the FCC Pilot? | 750 | 1. Response shows knowledge of Seattle’s FCC community 2. Response provides detailed overview of past activities with FCCs 3. Response demonstrates knowledge of and wisdom about the uniqueness of FCCs as compared to center-based care |

1. **Family Child Care Provider Recruitment**

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| Questions to Address | Word Limit | Characteristics of High Scoring Response |
| * Describe your strategies, or workplan, for recruiting a network of family child care providers. How will you be inclusive? * What will your process be for selecting FCC providers if you have more demand than slots available in this pilot? | 750 | 1. Response shows knowledge of Seattle’s FCC community 2. Response has clear milestones and timelines 3. Response has an equitable process for provider selection |

1. **Providing Technical Assistance to the Network**

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| Questions to Address | Word Limit | Characteristics of High Scoring Response |
| * Describe your strategies for providing technical assistance to the Network? How will you ensure FCCs are meeting SPP program requirements and standards? * What is your communication strategy for the Hub Network? How will you communicate with DEEL? * How will you approach an FCC in the Network that is struggling to meet SPP requirements? * Describe your experience with Washington State Department of Early Learning’s Early Achievers and MERIT programs. How the Hub will support FCCs with these state requirements? | 750 | 1. Response clearly outlines Hub role and responsibilities 2. Response demonstrates an approach that takes administrative burden off FCCs 3. Response demonstrates knowledge of the state early learning system 4. Response demonstrates race and social justice competencies |

1. **Providing Fiscal Agent Services to the Network**

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| Questions to Address | Word Limit | Characteristics of High Scoring Response |
| * Describe how your agency establishes and adheres to standard accounting procedures, financial policies, and internal controls (include copies of accounting manuals or other related documents) * Describe the process you will use to disburse funds to FCCs (i.e., steps, schedule) * Describe your prior experience in serving as a fiscal agent or providing financial technical assistance to early learning or non-profit providers | 750 | 1. Response is detailed and demonstrates knowledge in accounting practices and systems 2. Financial systems described show accountability to the FCC providers both in prompt payments and support |

1. **Organizational Structure of the FCC Hub**

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| Questions to Address | Word Limit | Characteristics of High Scoring Response |
| * Describe the roles and responsibilities of staff working for the Hub. Include how their duties will shift throughout the year (refer to Exhibit A) * Describe other resources, agencies, or supports the Hub will leverage to support this pilot work * How do you see the Hub Network evolving from the first year to the second year? If you are successful, what goals do you envision achieving in the first year? Second year? | 750 | 1. Staff workplans are outlined and align to the SPP standards FCCs will need to follow 2. Hub can demonstrate partnerships that will support the success of the Hub Network 3. Achievable goals are outlined that support providers in their SPP participation |