

PROPOSAL APPLICATION CHECKLIST: 2. Family Childcare Start-Ups

Applicant: Friends of the Future

RFP No.: 4576

The applicant's proposal must contain the following components in the order shown below. **Return this checklist to the purchasing agency as part of the Proposal Application.**

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Checklist	Section 1, RFP	Attachment A	X	X
Proposal Application Form	Section 1, RFP	Attachment B	X	X
B Proposal Table of Contents Entity Description COGS Project Description Community Benefit Leveraging Partns. & Resources Mgmt. Capacity & Outcomes Budget & Financials/Statement.	Section 3, RFP	Section 3, RFP	X	X
One Unredacted Electronic Copy of Proposal (PDF format)	Section 1, RFP	Section 1, RFP	X	X
One Redacted Electronic Copy of Proposal (PDF format)	Section 1, RFP	Section 1, RFP	X	N/A
Certifications:				
Federal Certifications	Section 5, RFP	Attachment F, App. I	X	X
Program Specific Requirements:	N/A			

PROPOSAL APPLICATION FORM


Project Title:	Family Childcare Start-Ups
Organization Name:	Friends of the Future
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Project Category: EARLY CHILDHOOD INITIATIVES PROGRAM

Funding Summary.	Amount
SLFRF Funds Requested.	\$300,000
Funds From Other Sources (if available).	\$0
In-kind Contribution Value (if available).	\$0
Total Project Cost.	\$300,000

ACKNOWLEDGEMENT

I, the undersigned, hereby certify that the information provided in this County of Hawai'i Request for Proposals has been reviewed in its entirety and the affixed signature accepts responsibility on behalf of said organization to inform its members of the content herein. All terms and conditions of this County of Hawai'i Request for Proposals shall be a part of any contract entered into as a result of this proposal.

Signature:	
Name (please type or print clearly):	Susan Maddox
Title:	Executive Team Leader
Date Signed:	May 15, 2024

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3.1 Entity description

3.1.a. Provide a brief description of your entity including mission, goals, and history in the County of Hawai'i.

Founded on Hawaii Island in 1991 by Native Hawaiian business executive and community service leader Kenneth Brown, Friends of the Future (FOF), is an ever changing collective of programs and initiatives led by community for community.

FOF's mission: Facilitating a sense of *lokahi* (harmony and balance) among the diverse people of Hawai'i, we encourage each person to contribute their deepest values to create shared visions and to continuously improve our communities.

Goals: 1) increase community stability and esteem by preserving the cherished cultural anchors of Hawai'i Island; 2) effectively focus community resources on community identified needs by promoting dialogue that brings together community members from diverse backgrounds and interests; and 3) significantly improve the quality of life of all who live, work and play on Hawai'i Island.

3.1.b. Provide the name(s) of the principal(s) responsible for the entities' organizational operations. Be sure to include their qualifications.

Susan Maddox has served as Executive Team Leader for Friends of the Future since 1996. During that time FOF has provided administration, accounting, grants management, technical assistance, strategic planning and meeting facilitation services to more than 110 community-based programs and initiatives. She is responsible for all day-to-day operations, budget and finance, human resources, and community outreach. (See Attachment A for CV)

3.1.c. Describe how many employees or jobs your entity provides opportunities for. There are eight (8) full time, two (2) part time paid staff, 20 independent contractors and 60 regular volunteers across the 35 programs currently active within FOF. The proposed **Family Childcare Start-Ups** project will add one (1) full time paid staff and between 15 and 20 contractors.

3.1.d. Describe the community served by your entity.

Based in Waimea, FOF's broad community-capacity building philosophy allows inclusion of programs around Hawaii Island. Programs serve people of all ages, ethnicities, and socio-economic backgrounds.

The **Family Childcare Start-Ups** project will partner with PATCH (Parents Attentive to Children) and the Early Childhood Resource Team (ECRT) to both increase the number of licensed family childcare programs, and to enhance the physical and learning environments in both the new programs and existing programs.

3.1.e. Submit a Certificate of Good Standing from the State of Hawai'i DCCA, which must be dated within thirty (30) days of proposal submittal. (See Attachment B)

3.2 COVID-19 Impacts

3.2.a. Description of Economic Harm.

As a result of the COVID pandemic, families across Hawai'i Island, especially those with young children, were often forced to make a decision about staying in the workforce or staying home to care for their children. Statewide, the majority (61%) reported lost income directly related to the pandemic, and 24% reported little confidence they would meet basic living expenses. Today, four (4) years later many families continue to experience post-pandemic financial insecurity and/or lack of employment. Parents

also face increased difficulty finding childcare, which has never regained pre-pandemic capacity. Quality childcare is a workforce support for parents, and a school readiness support for young children.

Many of the existing childcare programs are located in areas not near where families live or are not easily accessible.

3.2.b Description of How Project Responds to Negative Impacts of COVID

Increasing the number of family childcare programs will provide parents with significantly more choices for childcare, which in turn makes it easier for them to work/return to work. Enhancing program site infrastructure ensures children have access to a variety of age appropriate activities which increases their future readiness for school.

3.3 Project Description:

3.3.a. Describe your project in detail and how it increases resilience, supports recovery, and/or provides relief.

America's future depends on quality childcare. It not only fuels our country's economic engine by allowing parents to work, but also builds the workforce of the future. Of the 12 million infants and toddlers in the United States, more than half spend some or all their day being cared for by someone other than their parents. The COVID-19 pandemic revealed a fragile, underfunded childcare system that falls short of what babies and families need to thrive and our economy needs to stay strong. As we build back, policymakers must recognize childcare as an essential public good and ensure all families who need it have *quality, available, affordable, and accessible* care that supports children's healthy development.

The **Family Childcare Start-Ups** program will:

- 1) Work collaboratively with PATCH to recruit new individuals to become family childcare providers
- 2) Create a successful campaign to increase the number of family childcare providers by 8-10/year located geographically around Hawai'i Island
- 3) Provide support to providers on all phases of business start-up including:
 - a) Creating a business plan, including a needs assessment
 - b) Completing DHS licensing requirements
 - c) Insurance
 - d) Assistance with DCCA and Tax Department GET requirements
 - e) Completing fingerprinting and background checks
 - f) Preparing proposals for facilities and infrastructure improvements, supplies and equipment
- 4) Provide access to age-appropriate resources and curriculum
- 5) Receive proposals from providers, evaluate for eligibility and forward to ECTRC for final decision
- 6) Ensure providers meet deliverables and report outcomes
- 7) Create a proposal process for providers who have been open for at least six (6) months to request funds for start-up costs and infrastructure improvements

Early childhood experiences are the foundation for brain development, school readiness, and early academic achievement.¹

¹ Why Early Childhood Matters. N.D. NC Department of Health and Human Services.
<https://www.ncdhhs.gov/about/department-initiatives/early-childhood/why-early-childhood-matters#:~:text=Early%20childhood%20experiences%20from%20birth,future%20learning%2C%20behavior%20and%20health.>

3.3.b. Describe how this proposal directly responds to the negative economic impacts of the COVID-19 pandemic consistent with ARPA guidelines (include relevant citations from the U.S. Treasury materials).

Family Childcare Start-Ups activities are eligible for ARPA funds because they respond to “a harm ... caused or exacerbated by the public health emergency or its negative economic impacts and the program, service, or capital expenditure responds to such harm.” The negative impacts of the pandemic for families in Hawai'i County are documented in *The Hawai'i County Early Childhood Community Profile*.² Young children in Hawai'i County have faced additional hardship as a result of the coronavirus pandemic. Across Hawai'i, early care and learning enrollment remains 18% below pre-pandemic rates.³ Reduced exposure to quality infant and toddler learning opportunities in high quality home care center settings, which allow parents to go or obtain jobs, means our youngest future leaders arrive at pre-school and Pre-K already behind (especially for low income or racial/ethnic minority families).⁴

The **Family Childcare Start-Ups** program will provide a solid foundation for children to reach developmental milestones in a high quality care environment.

Quality childcare feeds a baby's growing brain, building the foundation for them to thrive as adults. But available research shows 93% of children in home-based programs are in low or mediocre quality care settings that can be detrimental to their development. Despite research showing over-burdened and under-resourced children benefit most from quality childcare, low quality care is often the only care available to them. Because quality is so closely associated with the relationships that childcare providers build with young children, support and training of the childcare workforce is critical.

Available childcare means there are a sufficient number of family childcare programs to meet the need of working families on Hawaii Island.

Affordable childcare allows families to work without devouring earnings, but it is in short supply. While most young children are in families with fairly modest incomes, in 30 states and Washington, D.C., center-based childcare for infants and toddlers is more expensive than in-state tuition and fees at a public university. Only 4.2% of low- and moderate-income infants and toddlers are served by the child-care assistance available through the Child Care and Development Fund. Additionally, many families do not benefit from the current childcare tax credit because they have little or no federal income tax liability and the maximum tax benefit does not approach the actual cost of infant-toddler care.

Accessible childcare means families have the safe quality care they need in their communities, during the hours they need to work. As the nation copes with the long-term impacts of COVID-19, families will need a broad array of options to meet their childcare needs to return to the workforce. COVID-19 exacerbated the stress on the childcare system. Many providers have been forced to close, unable to make the economics of providing childcare work, or have limited enrollment in the interest of public health, further

² U.S. Department of the Treasury 31 CFR Part 35 Final Rule (2022 Final Rule): <https://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf> P. 111 § 35.6 (b)(1); Hawai'i County Early Childhood Community Profile. 2023. <https://www.rd.hawaiicounty.gov/data-information/r-d-reports>

³ Hawai'i Child Care Capacity Dashboard. 2024. March. https://lookerstudio.google.com/reporting/6266e4b8-c275-4801-bc86-aa3488baad0d/page/p_55m4kzprwc

⁴ c.f.: Figure 8 in Christina Weiland, et. al.. 2021. Historic Crisis, Historic Opportunity: Using Evidence to Mitigate the Effects of the Covid-19 Crisis on Young Children and Early Care and Education Programs. Education Policy Initiative at the University of Michigan and The Urban Institute. <https://edpolicy.umich.edu/sites/epi/files/2021-07/EPI-UI-Covid%20Synthesis%20Brief%20June%202021.pdf>

narrowing access to the care that families need. Programs are coping with under-enrollment and slow growth due to smaller classes, and fewer children returning because of continued high unemployment or parents' concerns about putting their children back in group settings.

3.3.c. Include a timeline for regular check-in meetings with ECRT staff.

Friends of the Future will schedule monthly check-in meetings with PATCH and the ECRT staff to review progress and attend to any project modifications that may be needed. The program coordinator will meet with the FOF Executive Team Leader at least bi-weekly to review the work plan, progress, potential barriers and solutions to ensure the work moves forward in a timely manner.

3.3.d. Describe the experience this entity has to carry out the goals of this project.

Since its founding in 1991, FOF has served as fiscal sponsor for more than 110 community-based programs and initiatives. The organization has extensive history with foundation and trust grants, as well as County, State and Federal grants and contracts. Specifically, FOF has worked with Hawaii County for more than 20 years in a variety of contracts. The financial accounting and reporting systems are well established, and annual federally required program audits are conducted.

3.4. Community Benefit

3.4.a. Describe your entity's history of creating community benefits (e.g. people served, jobs created, tax revenue generated, or other measurable indicators, etc.).

Across its 30+ year history and more than 110 community-based programs and initiatives, FOF has served more than 7,500 unduplicated individuals and generated more than \$28M in revenue from individual and business donors, foundations and trusts, County, State and Federal contracts. Each program or initiative fills a unique community-identified need and operates independently under FOF's fiscal sponsorship. Programs focused on youth specifically have included: Toddler P.R.E.P Group which served families from 1997-2001 after Kamehameha Traveling Pre-School ended and before Tutu & Me was established. From 2010-2015 FOF was actively engaged in a KKP Complex Area early literacy project.⁵ The federally funded Aloha MAP program currently serves 1,200 K-12 students providing tutoring, college and career coaching, family-focused learning excursions, and early college/dual credit programs. The state-wide Nest for Families program uses a proprietary text format to support new parents of children from birth to 18 months with a variety of on-demand resources and referrals; the project currently has 600 participants.

The ***Family Childcare Start-Ups*** will add an important component to the lifelong learning continuum and help ensure incoming pre-school and Pre-K students are eager and ready to learn because of the enriched care environment they experienced.

3.4.b. Describe how this project will provide ongoing community benefits with impactful, measurable outcomes.

COVID exacerbated an already limited number of family care center programs available on island. Increasing the number and quality of family care centers now will provide a continuous pipeline of children who have reached developmental milestones because of their experience in a family care center. The impactful, measurable outcome will be in the increased number of children ready for school, decreasing behavioral issues in the classroom, and ultimately children reading at grade level by 3rd grade. The resources saved in terms of specialized curriculum and teaching professionals needed to address learning gaps can be quantified and the level of peacefulness can be qualitatively measured. National data indicates that reduced exposure to early learning has become widespread since the pandemic,

⁵ Final report on the Hawai'i P-3 Evaluation. https://www.rand.org/pubs/research_reports/RR1100.html

leading more children to reach kindergarten without the developmental foundation in place that they will need to thrive, and this is particularly true for children from families that are low-income and/ or are racial or ethnic minorities.⁶

Working in collaboration with PATCH and the ECRT staff, the **Family Childcare Start-Ups** program will support improvements in the following measurable indicators:

The number and percent of:

- Number of individuals who express interest in becoming a family childcare program
- Number of individuals who complete PATCH basic training
- Number of newly licensed home care centers
- Number of infants and toddlers able to attend a high quality licensed home care program
- Number of successful family care programs that expand and enhance their programs
- Number of parents who express satisfaction about the care their child receives
- Number of parents who report being able to return to work/maintain jobs feeling positive about childcare

3.4.c. Describe if and how this project benefits the County.

Family Childcare Start-Ups project will provide high quality care for infants and toddlers giving parents confidence in the knowledge their child(ren) are being well cared for while they are at work. Increased tax base provided by new and/or expanded home care centers. Long term outcome infants and toddlers in high quality home care centers will successfully transition to pre-schools and P-K classrooms eager and ready to learn, significantly decreasing the need for remediation and behavior modification. Ultimately an educated workforce will benefit the entire island.

Besides parents as first teachers, **Family Childcare Start-ups** are a foundational component of an integrated community-based early-childhood continuum of sequenced supports to help strengthen families and contribute to early childhood development.

3.5. Leveraging Partnerships and Resources

3.5.a. Describe your entity's track record of leveraging partnerships, funding and other resources.

Friends of the Future has an established track record of leveraging partnerships, funding and other resources. FOF is regularly called upon by foundations, trusts and government entities to serve as fiscal sponsor for programs because it has a nimble and efficient organizational structure. FOF has worked in collaboration with PATCH for a number of years and understands the importance of the developmental ages and stages of infants and toddlers, and the role family childcare programs can play in a child's early development.

3.5.b. Describe how your entity will leverage additional partnerships, funding and other resources as part of a sustainable effort to continue the program beyond 2026.

Friends of the Future serves as fiscal sponsor for both Puakalehua Early Childhood Consortium and Nest for Families, two (2) programs that specifically support early childhood development and education. Connecting both of these projects to **Family Childcare Start-Ups** will increase available resources to PATCH and individual providers. FOF is also fiscal sponsor for the East Hawaii Early Childhood Education

⁶ c.f.: Figure 8 in Christina Weiland, et. al.. 2021. Historic Crisis, Historic Opportunity: Using Evidence to Mitigate the Effects of the Covid-19 Crisis on Young Children and Early Care and Education Programs. Education Policy Initiative at the University of Michigan and The Urban Institute. <https://edpolicy.umich.edu/sites/epi/files/2021-07/EPI-UI-Covid%20Synthesis%20Brief%20June%202021.pdf>

Career Pathways project, in a partnership that includes Hawaii Community College, Department of Education and Kamehameha Schools.

3.6. Management Capacity & Measurable Outcomes

3.6.a. Describe your entity’s experience and capacity to manage, implement, measure and report on grant deliverables and use of funds,

Friends of the Future regularly manages a portfolio between \$4.0 and \$5.0M in governmental and philanthropic grant funds and contracts. FOF leadership brings extensive experience with grants management, implementation, reporting, and evaluation. The administrative staff are long time employees with strong relationships with funders, and County, State and Federal entities. Staff has the knowledge and expertise to manage complex programs and systems.

3.6.b Describe how your entity will manage, implement, measure and report as part of this proposal. Consistent with RFP4576 ARPA SLFRF Section 2.2 Contract Monitoring and Evaluation, Friends of the Future will submit quarterly “Project and Expenditure Reports” to the County, following the guidelines provided (pp. 19-20).

The **Family Childcare Start-Ups** program coordinator will work closely with the ECRT and PATCH to identify and capture specific key activities and results, including:

Key Outputs	
Dimension to be monitored	Potential Indicator
Successful implementation of the Family Childcare Start-Ups plan	SLFRF funds are encumbered by December 31, 2024
	SLFRF funds are fully expended by August 31, 2026.
	Quarterly “Project and Expenditure Reports” are submitted to the County, consistent with RFP guidelines
	# of new providers successfully recruited and licensed
	# of increased spaces available for infants and toddlers
	# of programs that expand capacity/enhance infrastructure
	# of families expressing satisfaction with childcare

Key Outcomes	
Dimension to be monitored	Potential Indicator
Quality family childcare programs are available around the island	Parent surveys indicate high degree of satisfaction
	# of parents who report being able to return to work/find new employment
	# of additional infants and toddler in family childcare programs
	# and types of infrastructure improves made
	# increased spaces available in family childcare programs
	# pre-school and P-K staff the report incoming children are ready to learn

3.6.c. If requesting funding for additional staffing, describe how the addition of staffing will support regaining pre-COVID enrollment numbers and how long you estimate being able to fill the new childcare seats.

Friends of the Future seeks funding for 1.0FTE program coordinator, (to be named), who will work closely with PATCH and ECRT to create an effective care provider recruitment campaign, assist newly PATCH certified providers complete all business start-up requirements and successfully access funding for start-up costs. The goal is to increase the number of family care centers by 8-10 per year with an average capacity of 10 infants and toddlers per program, which will create between 80 and 100 additional slots around the island. The start-up funding application component of the project means individuals who are interested in becoming licensed home care centers will be able to do so without going into debt or using personal savings to start their business. The goal of supporting start-up funding is seen as a way to also decrease program operating costs which in turn can decrease the cost of child-care to parents.

3.6.d. Describe how your entity will identify and track eligible beneficiaries.

The goal of the **Family Childcare Start-Ups** plan is to increase the number, and quality of family childcare programs on Hawai'i Island. Data will be gathered in multiple ways to track individuals' progress in successfully completing training, obtaining a license from DHS, recruiting children for their centers, and/or improving physical facilities. Working with PATCH and Zero to Three, we will be able to compare Hawai'i Island numbers with other islands and the state to help determine impact.

3.7. Budget and Financials

3.7a. Total funding request to carry out the category's program.

\$300,000 over two (2) years.

3.7.b. For category A. (Expansion of Existing Licensed Childcare Programs)

Not applicable

3.7.c. Provide a brief budget narrative to accompany “Attachment C” Line Item Budget” summarizing major expenses and other sources of revenue including matching funds.

Brief budget narrative:

Budget category	Narrative	Cost/year	Total over grant period
Salaries and Benefits	1.0FTE project coordinator(s): Lead all components Family Childcare Start-Ups in collaboration with the PATCH and ECRT	\$60,000	\$120,000
Services & Supplies	Monthly in-person meetings	\$5,000	\$10,000
	Business start-up fees	\$5,000	\$10,000
	Program supplies	\$10,000	\$20,000
	Site infrastructure improvements	\$55,875	\$11,750
	Category Total	\$75,875	\$151,750
Contracts for Service Delivery	Technical assistance, evaluation support, network development, communications, sustainability support, data collection & analysis	\$5,000	\$10,000
Equipment	None	N/A	N/A
Other expenses	Travel: Mileage 2,500 x .65/mi	\$1,625	\$3,250
	Administrative Overhead (5%)	\$7,500	\$15,000
	Category Total	\$9,125	\$18,250
Total Project Budget			\$300,000

3.7.d. List any funds received from other County or Federal COVID-19 packages (such as the Paycheck Protection Program)

FOF received \$198,000 in 2020 during the first phase of Paycheck Protection Program loans All but \$23,000 of that loan amount was forgiven in mid-2022. The unforgiven portion was due to unanticipated staffing changes and was fully repaid in August 2022. During 2023-24 FOF received \$229,000 from Hawai'i County to plan, implement and evaluation an Early Childhood Symposium, a pilot Summer Pre-K enrichment program and an Early Childhood Conference.

3.7.e. Project Timeline

Date	Project Milestones
7.1.24	Grant awards announced
7.31.24	Program coordinator hired & initial meeting with ECRT and PATCH
Monthly thereafter	FOF/ECRT/PATCH update meeting continue
8.31.24	Task calendar, data tracking & evaluation systems established
9.30.24	Family Childcare Start-Ups provider recruitment campaign launched
10.31.24	Quarterly progress report
10.31.-12.31.24	Initial provider training begins with PATCH for 4-5 providers
12.31.24	All project funds obligated
3.31.25	First 4-5 providers licensed & open
4.30.25	Quarterly progress report
7.31.25	Year 1 evaluation & progress report
9.30.25	Successful new providers apply for infrastructure enhancement funding
10.31.25	Quarterly progress report
12.31.25	Infrastructure enhancement funding approved
1.1.26	2 nd 4-5 providers licensed & open
1.31.26	Quarterly progress report
2.28.26	Infrastructure enhancement funding approved
4.30.26	Quarterly progress report
7.31.26	Project and Expenditure Report Due
8.31.26	All funds expended and all work completed

How will Friends of the Future be able to expend all funds and complete any required work?
In collaboration with the ECRT, PATCH and other early childhood programs, Friends of the Future will move immediately to identify and secure agreements, set a specific set of action steps and leverage

partner expertise to move quickly to establish project timelines, resource requirements, and deliverables in order to meet all grant timetables for expenditures and work completion.

3.7.f. Attached financial documents

- 2A. Executive Team Leader CV
- 2B. Certificate of Good Standing
- 2C. Project Budget: Family Childcare Start-Ups
- 2D. Current Year Financial Statements
- 2E1-4. FYE 22 and FYE 23 Audits and Form 990s
- 2F. FYE23 and FYE24 Operating Budgets
- 2G. Statement Related to Use of Federal Funds