Form C – Experience and Capacity

RFA HHS0014626 – Early Childhood Intervention Program (ECI)

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| **Legal Name of Applicant:** |  |

Applicant’s Experience and Capacity (3 pages maximum for this section)

The response should provide enough information to demonstrate that Applicant’s organization has the experience and capacity to successfully fulfill the responsibilities of this contract, is experienced with similar tasks, and is aware of issues and opportunities associated with meeting the needs of families of children with developmental delays or disabilities. The response must include the following:

1. Describe your agency’s experience, including the number of years, providing developmental services to children with developmental delays and disabilities and their families and/or related services your agency provides that demonstrate your ability to provide and manage the services requested by this RFA.
2. Describe the administrative support your agency will provide to support ECI, including office space, support staff, technology, billing, etc. to ensure administrative functions are effective for your proposed service area. Include your agency's experience in successfully providing administrative support to complex programs and your plans to scale up or sustain administrative support necessary for ECI.
3. Describe your agency’s staffing plan to support ECI services. Include the proposed staff-to-family ratio. Provide a justification or assessment for how you determined the plan is sufficient to serve the proposed caseload, including how your proposed staff to family ratio will be adequate to meet families’ needs. Include how many of each of the following types of staff, at a minimum, will provide ECI services, indicating both agency staff and contracted personnel: Early Intervention Specialists, Service Coordinators, Physical Therapists, Speech Language Pathologists, and Occupational Therapists. At times children and families served by ECI will require other services, such as nutrition, nursing, etc. Describe how you will ensure the needs for these other services are met.
4. Explain how your agency will coordinate with other programs and resources in the community, including other services your entity provides, to maximize services to children and families. Include a description of your existing community partnerships and how you use them to serve those in the community.
5. Describe how your agency will provide staff oversight and training of supervisors and staff to ensure efficient administrative operations, provision of quality services and ongoing development of ECI personnel. Include a description of processes your agency currently uses to ensure compliance and oversight of requirements.
6. Describe the methods your agency uses to attract and retain qualified service providers, staff and contracted personnel. Include tangible steps your agency will use to support recruitment and retention, and any supporting data you have on successful initiatives your agency has used in the past.

Early Childhood Intervention (ECI) Services Page 1 of 1

RFA HHS0014626