



Request for Proposals

State Fiscal Year 2016

Funding for July 1, 2015, to

June 30, 2016

Due

April 23, 2015, before 3:00 PM

Mail or deliver to:

Corner Counties Early Childhood Area

Staci L. Scroggie, Director

c/o The Clarinda Foundation

114 E. Washington St.

Clarinda, IA 51632

Corner Counties Early Childhood Area Vision Statement

"Every Child beginning at birth will be healthy and successful"

CORNER COUNTIES EARLY CHILDHOOD AREA PRIORITIES

- Health status of children
- High quality preschool environments with capacity to serve all preschool age children within the local Early Childhood area.
- High quality family support and parent education opportunities.
- High quality child care environments with adequate capacity.

APPLICATION ELIGIBILITY

Funding is made only to programs and projects that serve children ages 0-5 and their families in Fremont and Page Counties.

Proposals developed jointly by more than one agency or organization must identify a single lead organization as the official applicant. Participating agencies and organizations may be included as co-participants, sub-grantees, or subcontractors and community collaboration is encouraged.

The Early Childhood Iowa Board **strongly** encourages local Early Childhood Area Boards to fund family support programs implementing evidence-based family support and parent education practices in order to make the best investment possible with public funds. Local Early Childhood Area Boards are strongly encouraged to support programs that meet, or are diligently working toward meeting:

- A national credentialing process that aligns with the Iowa Family Support Standards.
- A state credentialing process that aligns with the Iowa Family Support Standards.
- The Iowa Family Support Credentialing process that utilizes the Iowa Family Support Standards.

The Early Childhood Iowa Board **strongly** recommends local Early Childhood Area Boards support the implementation of evidence-based, quality practices and services with proven positive outcomes for children. Local Early Childhood Area Boards are also strongly encouraged to use these funds to help families' access quality preschool services and to support preschool programs to achieve high quality program standards. Only those child care centers and/or preschool programs applying for Early Childhood Funds that are working toward or possess at a minimum one of the following quality measures will be eligible to receive funds:

- Accredited by the *National Association for the Education of Young Children (NAEYC)*.
- Meet the *Head Start Program Performance Standards*.
- Are accredited by the *National Association for Family Child Care (NAFCC)*.
- Are verified or have submitted paperwork for Self-Verification status to the Iowa Department of Education for *Iowa's Quality Preschool Program Standards (QPPS)*.
- Achieved an average score of 5 (with no subscale scores under 2) on the *Early Childhood Environmental Rating Scale – Revised (ECERS-R)* or *Family Child Care Rating Scale (FCCRS)* completed by an outside evaluator with an established 85% inter-rater reliability within six months of the observation.
- Achieved a Level 3, 4 or 5 on *Iowa's Quality Rating System (QRS)*.

Only agencies and organizations, **not individuals**, are eligible to apply under this RFP.

Only **not for profit entities**, or those as a 501(c)(3) or those that have a not for profit administrator are eligible to submit a proposal.

STATE TOOLS

Refer to www.earlychildhoodiowa.org for state tools to assist in the application process. State tools are subject to change and award winners will be required to follow these changes. Please be advised that there are statewide required performance measures for those entities receiving Early Childhood funding. The performance measures one will be required to report on are relevant to the type of service(s)/project(s) conducted and have been adopted by the Early Childhood Iowa State Board. The local Early Childhood Board reserves the right to request additional outcome data other than what is required within the statewide performance measures.

The following tools have been identified to assist in the application process and applicants are highly encouraged to review the tools before submitting a RFP application.

- Preschool services tool CC, CC(A) and CC(B)
- Family support and parent education tools FF, FF(A)
- Quality improvement tool II

SCHOOL READY FUNDING INFORMATION

The Corner Counties Early Childhood Area Board anticipates that if the Governor’s proposed budget is approved there will be approximately **\$239,830.00** in School Ready funding for SFY’16. Monetary payments will be made to the contractor upon receipt of invoice accompanied by supporting documentation, processing and approval of the Finance Committee. School Ready Funding must support comprehensive services for children and families ages birth through five years of age, including: preschool and child care, parent support, family home visitation, parent education, preschool support, quality improvement and professional development. The Board is required to allocate a minimum of 60% of all funds to programs with an evidence-based, home visiting component.

| <i>Total</i> | <i>Administrative</i> | <i>Preschool Support</i> | <i>Family Support</i> | <i>Quality Improvement</i> | <i>General Use</i> |
|--------------|-----------------------|--------------------------|-----------------------|----------------------------|--------------------|
| \$239,830.00 | \$7,187.00 | \$53,821.00 | \$122,578.00 | \$43,583.00 | \$12,661.00 |

- 1 Administrative funding may be used for, but not limited to: Fiscal Agent Fees; Board Liability Insurance; Board Expense; Support for Board Operations (i.e., rent, utilities, and supplies).
- 2 Preschool Support funding may be used for, but not limited to: Preschool Tuition Grants; Preschool Transportation Assistance; Lead Screens; Mental Health Screens; Oral Screens w/Fluoride Varnishes; Behavior Management Programs; and Family Support Services.
- 3 Family Support funding may be used for in-home visitation programs and group-based parent education programs.
- 4 Other Programming funding has the flexibility to be used for any type of service for children ages 0-5 and their families.
- 5 Quality Improvement funding may be used for: the local Early Childhood Board staff salary, benefits and related expenses; professional development, quality building within child care and/or preschool settings.

EARLY CHILDHOOD FUNDING

The Corner Counties Early Childhood Area Board anticipates that there could be approximately **\$35,048.00** in Early Childhood funding for SFY’15. These figures are based on the Early Childhood Area’s funding for SFY’15. This funding is based on total number of Family Investment Program (FIP) caseloads in Fremont and Page Counties and FIP caseloads can vary from year to year. Monetary payments will be made to the contractor upon the Early Childhood Area Director’s receipt of invoice accompanied by supporting documentation, processing and approval of the Finance Committee.

| <i>Total</i> | <i>Administration</i> | <i>Program Funds</i> |
|--------------|-----------------------|----------------------|
| \$35,048.00 | \$1,752.40 | \$33,295.60 |

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Early Childhood Funding will be allocated to enhance the quality and capacity of child care, including: regular child care which includes recruitment of providers, child care for mildly ill children, second or third shift child care, provider training, and support for registration and licensure.

APPLICATION GUIDELINES

Format and guidelines of this process/grant application must be followed to be considered for funding.

Applications may be requested by letter, phone, or E-Mail. This RFP is also available for download at <http://co.page.ia.us/offices/earlychildhood/index.htm> .

Applications are **due** in the Corner Counties Early Childhood Area office **Thursday, April 23, 2015, by 3:00 PM.** **You must submit an electronic copy of your proposal to cccadirector@gmail.com in addition to one original proposal and supporting documents, plus 3 copies for the Board review process.**

The Corner Counties Early Childhood Area Board gives each application thorough consideration. The Corner Counties Early Childhood Area Board makes all final funding decisions.

Applicants may be required to respond to questions during the grant review process for clarification of their proposal, but may in no way change their original bid.

All applicants will receive notification of the Corner Counties Early Childhood Area Board's decision. It is the intent of the Board to provide notification by May 19, 2015. However, you will not receive notification of a confirmed amount of funding until after the Corner Counties Early Childhood Area Board receives notification from the Department of Management/Office of Early Childhood Iowa of the area's funding allocation for SFY'16.

After the local early childhood area board receives approval of their Early Childhood and School Ready budgets from the Iowa Department of Human Services and the Iowa Department of Education, all contractors will be required to read and sign a contract.

PROPOSAL FORMAT AND CONTENT

The following instructions prescribe the format and content of the proposal and are designed to facilitate the submission of a proposal that is easy to understand, review and evaluate. Failure to adhere to these requirements and proposal content will result in disqualification of the proposal.

Technical Requirements

- A Proposals must be typed and follow the format indicated below. Photocopies or exact computer-generated replicas are permissible. **Electronic copies must be submitted as one document, including attachments.**
- Font size – minimum of 12 point in an easy to read style such as Times New Roman or Arial
 - Margins – minimum 1" all sides
 - Spacing – single or double-spaced
 - Page limits – Project narrative 4 page maximum.
 - Copies – **submit 1 signed original application, 3 copies and an e-mail copy on or before April 23, 2015.** Please staple all proposals in upper left corner.

MATCH REQUIREMENTS

Applicants shall provide a match in cash to the costs of activities in an amount that is not less than 5% of the costs of such activities during the project year. The applicant is responsible for ensuring the match requirement is met.

PROPOSAL CONTENT

- A Cover Page (Attachment A)

Corner Counties Early Childhood Area FY2016 RFP

- B Checklist (Attachment B)
- C Project Narrative: The program narrative should address the following items in the order listed. Answer the items in paragraph format, and limit narrative to four pages or less:
 - 1 Brief description of organization
 - 2 Purpose of request (what is the goal or expected result of your project?)
 - 3 Describe the Corner Counties Early Childhood Area Priority Area(s) with which your proposed project aligns.
 - 4 Is this an evidence-based or research-based program? If not, how will your project ensure program fidelity and effectiveness?
 - 5 Describe target population and eligibility criteria
 - 6 Provide **a minimum of three measurable outcomes** your project hopes to achieve, including the methodology and description of tools used to measure your success.
 - 7 Describe your planned collaboration with other resources in your anticipated service area
 - 8 Describe how your organization will sustain the project if Corner Counties Early Childhood Area funds are reduced, and at what amount your project would remain viable.
- D Financial Information and Budget Narrative, **including cost per service** (Attachment C)
- E Signed Assurances (Attachment D)
- F 3 Letters of Support (New projects only)

EVALUATION PROCESS AND REVIEW CRITERIA

Review of proposals submitted under this RFP will be conducted in several phases:

| Phase | Date |
|---|--|
| SFY16 RFP Released | March 19, 2015 |
| Letter of Intent to Apply Due | March 30, 2015 |
| Request for Proposals Due | April 23, 2015 |
| Complete technical review and distribute to Corner Counties Board of Directors | April 24, 2015 |
| Preliminary ranking, scoring and recommendation of selected proposals by Board during working session | April 29, 2015, 3:00 PM, Page County West Building, Shenandoah, IA |
| Email notification of awards to all submitting organizations | May 19, 2015 |

SCORING OF PROPOSALS

Proposals meeting all mandatory technical requirements will be reviewed by the Board of Directors. A scoring sheet (attachment E) will be provided to each Board member for assessment of the relative merits of each proposal and its responsiveness to the Corner Counties Early Childhood Area’s priorities and indicators.

APPEALS

Applicants have the right to appeal the funding decisions based upon a showing that the policies and procedures governing the grant selection process have not been properly applied. The appeal process begins on the postmarked date of the written notification to the applicant of the grant committee's decision. Appeals should be in writing and filed with the Chairperson of the Board within five working days of the date of written notification of funding decisions to the applicant. It is the responsibility of the applicant to assure that appeals are received by 4:30 PM on or before the fifth working day of the appeals process. Appeals received after 4:30 PM on the fifth day will not be reviewed. All appeals shall be delivered to the Chairperson of the Board.

- All appeals shall clearly state how the selection failed in following the rules of the grant process as governed by the policies and procedures outlined in the application material provided to all applicants. The request must also describe the remedy sought.
- The Corner Counties Early Childhood Area Board will review the appeal and gather information regarding any infractions of the process.
- At the next regularly scheduled meeting the Corner Counties Early Childhood Area Board, the Board will determine if there has been a violation of process and will rule on the appeal. All decisions of the Board shall be considered final.

CONFLICT OF INTEREST

To avoid any conflict of interest in the funding determination process, any member of the Board, who has a direct interest or substantial related interest in a particular funding proposal, will not participate in the scoring and evaluation of that proposal. An example of a direct interest in a proposal would be an employee or board member of an agency submitting a proposal. An example of a related interest in a proposal would be a relative of an employee or board member of an agency submitting a proposal.

PROJECT REPORTING REQUIREMENTS

All projects receiving funds through Corner Counties Early Childhood Area are required to submit quarterly progress reports. Reports allow the Board to examine the progress of funded services and programs to provide for continual planning and monitoring.

Reports shall be submitted electronically to the ccecadirector@gmail.com by the due dates indicated below.

Billing and supporting receipts and documentation for all claims shall be submitted to Corner Counties Early Childhood Area by the 12th of every month to be processed. If received after the 12th of the month, payment may not be processed until the following month.

Reports are due as follows:

| | |
|--|------------------------------|
| 1 st Quarter (July, August, September) | Due: October 8, 2015 |
| 2 nd Quarter (October, November, December) | Due: January 11, 2016 |
| 3 rd Quarter (January, February, March) | Due: April 7, 2016 |
| 4 th Quarter/Year End Report (April – June) | Due: July 11, 2016 |

The quarterly report format will include a brief narrative answering the following questions:

- 1 Describe project successes this quarter, including numbers served.
- 2 Report any programmatic changes such as target population or staff turnover. If there are no changes simply make that statement.
- 3 Describe any challenges or program barriers experienced.
- 4 Describe successful collaborative efforts and/or partnerships with other agencies or community supports.
- 5 Complete funder-provided Excel forms as dictated by the award's funding source.

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Projects shall report on performance measures included in the approved proposal, using the following language and quantitative or numerical data as mandated by the funding source:

Input – what has been invested in financial and non-financial resources? (dollars invested, number of staff, etc.)

Output – what was produced or changed as an effect of the effort put forth? (number served or trained, number of events, number meeting program outcome, etc.)

Quality – How qualified and efficiently was the activity or service delivered? (percent of qualified staff, percent of customers satisfied, cost or rate per unit, ratio of staff to children, etc)

Outcome – What was the change in conditions for the people served? (percent meeting the outcome, percent gaining knowledge, percent making change in condition, etc.)

Please contact Staci L. Scroggie, 712-246-8117 or email ccecadirector@gmail.com with any questions regarding reporting requirements.

Attachment A
GRANT APPLICATION COVER PAGE

Name of Applicant Organization: _____

Address: _____

Phone: _____ Fax: _____

Contact Person: _____ Email: _____

Board of Directors Chair: _____ Email: _____

Is your organization: _____ Public School
_____ Private Not for Profit _____ Government
_____ Private for Profit _____ Other _____

Tax Exempt Status _____ Federal TIN: _____ DUNS#: _____

Name of Project: _____

Target Population and eligibility criteria: _____

Outcome Statement: (i.e. The purpose of (strategy/program) is to provide/produce (service, activity or product) to/for (customer/stakeholder) in order to (outcome/planned benefit).

Category ___ New Project ___ Existing Project

Total amount requested from Corner Counties Early Childhood Area \$ _____

5% match from other funds \$ _____

Additional funding secured for this project \$ _____

TOTAL PROGRAM COST \$ _____

I certify that I am duly authorized to commit and assurances for the applicant, and therefore agree to comply with all the provisions of the Request for Proposal, and to the best of my knowledge, the information contained in this application is correct and complete.

Signature of Authorized Agency Representative (Name, Title)

Date

Signature of Agency Board Chair

Date

Attachment B

FY16 Request for Application

Proposal Check List

| | |
|---|--|
| Cover Page (Attachment A) | |
| Proposal Checklist (Attachment B) | |
| Project Narrative (Maximum of 4 pages) | |
| Budget | |
| Budget Detail (Attachment C) | |
| Budget Narrative | |
| Assurances (Attachment D) | |
| 3 Letters of Support (New projects only) | |

Applicant Name: _____

Project Name: _____

Attachment C

DETAILED BUDGET

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Please follow the sample budget format below. Each category must include detailed line items such as the examples in italics. **Your budget must show 5% match from other funding sources.**

| | DESCRIPTION OF EXPENSES | FUNDING REQUESTED | OTHER FUNDING | SOURCE | SUBTOTAL |
|---|-------------------------|-------------------|---------------|--|----------|
| Salaries: <i>List # FTE & titles</i> | | | | <i>i.e., Medicaid, fundraising</i> | |
| Benefits: <i>FICA IPERS/Retirement Health Dental Other</i> | | | | | |
| Training/Travel: <i>Registration fees Out of area travel In area travel</i> | | | | | |
| Office Supplies: <i>Postage Supplies</i> | | | | | |
| Program Materials: <i>Curriculum Participant materials</i> | | | | | |
| Equipment: <i>Purchase Rental Maintenance</i> | | | | | |
| Purchased Services: <i>Transportation Facility rental</i> | | | | | |
| Other: | | | | | |
| Indirect Cost <i>(Not to exceed 8%. Please describe how rate is defined and what it includes in the budget narrative.)</i> | | | | | |
| TOTALS | | | | | |

Anticipated cost per child/family/service \$ _____

Please briefly describe below, how you arrived at this cost per service estimate:

Attachment C - Assurances

A. ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS ACT OF 1964

No person shall, on the grounds of race, creed, color, national origin, gender or sexual orientation be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under agency grants awarded pursuant to P.L. 93-415 or any project or program supported by such grants. Sub grantees must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and regulations issued by the Department of Justice thereunder as a condition of award of federal funds and continued grant support.

B. THE HATCH ACT

Federal law prohibits certain partisan political activity by an officer or employee of the State or local agency if his/her principal employment is in connection with an activity that is financed in whole or part by loans or grants made by the United States or a Federal Agency. The law is enforced by the United States Civil Services Commission.

C. PROCUREMENT OF SPECIAL EQUIPMENT

The Corner Counties Early Childhood Area Board expects that the sub grantees will procure such special equipment being purchased in whole or in part with grants funds by that method, authorized by state law or local ordinance, which results in the lowest price of goods of the kinds or type required.

D. NATIONAL HISTORIC PRESERVATION ACT OF 1966

This project application either will not have an effect on a site listed on the National Register of Historic Places or the applicant has notified that such a site is or will be involved.

E. APPLICABILITY OF STATE AND FEDERAL POLICIES

All conditions, rules and regulations of federal and state governments, which relate to the administration of public funds and financial accounting, shall apply to sub grantees and contractors of the Early Childhood area.

F. NON-SUPPLANTING REQUIREMENT

Federal and state funds made available through this program may not be used to supplant federal, state and local funds that would have been available in the absence of this program's aid. In complying with this requirement, the Corner Counties Early Childhood Area Board will rely on written certification by State agencies and local government units to the effect that program funds have not been used in place of other federal, state and local funds.

G. REPORTS

The sub-grantee shall submit quarterly financial and progress reports indicating activities undertaken, expenditures, and general progress of the project for which the sub-grant was awarded. The contractor will also be required to provide one oral report to the Early Childhood board as scheduled by the Director. In addition, a final report (using the same report forms) dealing with the evaluation of the entire project will be required. This will include data needed to verify the success or failure of the project and a statement as to the effectiveness of the project.

H. BUILDING ACCESSIBILITY AND USE BY PEOPLE WITH DISABILITIES

Any construction, design or alteration of a building or facility which will be used by the public or which may result in the employment or residence of people with disabilities must comply with the regulations issued by Federal Agencies, including the Department of Justice, under the Americans with Disabilities Act of 1990.

I. AMENDMENTS TO THE APPLICATION

The Corner Counties Early Childhood Area Board reserves the right to modify this application at any time. In the event the Board amends, adds to, or deletes any portion of the application, an amendment will be provided to all applicants who received the original application.

J. COST OF PROPOSAL

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The Corner Counties Early Childhood Area Board **is not** responsible for any costs incurred by an applicant which are related to the preparation or delivery of an application or any other activities carried out by an applicant related to this application. Thus, you cannot bill the Corner Counties Early Childhood Area Board for time or materials it takes to prepare and submit the application.

K. COPYRIGHTS

By submitting an application, the applicant agrees that the Corner Counties Early Childhood Area Board may copy the application for purposes of facilitating the evaluation of the application or to respond to a request for public records. The applicant consents to such copying by submitting an application and warrants that such copying will not violate the rights of any third party.

L. PUBLIC RECORDS

All information submitted by an applicant may be treated as a public record by the Corner Counties Early Childhood Area Board unless the applicant properly requests that the information be treated as confidential information at the time the proposal is submitted. Public records will be copied as necessary to comply with Iowa’s public record law. By submitting a proposal the applicant grants the Corner Counties Early Childhood Area Board the right to make the required copies of the proposal. Any request for confidential treatment of information must enumerate the specific grounds in Iowa chapter 22, which support treatment of the material as confidential.

M. RESTRICTIONS ON GIFTS AND ACTIVITIES

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and are responsible for complying with these requirements.

N. RELEASE OF CLAIMS

With the submission of a proposal, each applicant agrees that it will not bring any claim or have any cause of action against the Corner Counties Early Childhood Area Board based on any misunderstanding concerning the information provided herein or based on the Board’s failure to provide the applicant with information.

O. OTHER CONDITIONS

The Applicant also understands and agrees: (1) that any funds received as a result of this application shall be subject to the conditions and other policies, regulations and rules issued by the Corner Counties Early Childhood Area Board; (2) that funds awarded are to be expended only for the purposes and activities covered by the Applicant’s approved application and budget; (3) that the funds may be terminated in whole or in part at any time that the Corner Counties Early Childhood Area Board finds a substantial failure to comply with contractual conditions or with regulations promulgated by the Corner Counties Early Childhood Area Board; and (4) that appropriate records and accounts will be maintained and made available for audit as prescribed by the Corner Counties Early Childhood Area Board.

CERTIFICATION AND ASSURANCE

I CERTIFY that, to the best of my knowledge, the information contained in this application is correct and complete and that the applicant agrees to comply with and uphold the above assurances.

Name of Agency

Date

Signature of Authorized Official

Attachment E

| Scoring Criteria | 1 - Low | 3 - Medium | 5 - High |
|---|---|---|---|
| Technical Review | <i>Scoring is not calculated for completeness of application. The technical review will be completed by the Director prior to release to the Board.</i> | <i>Proposals that do not meet the technical requirements will be withdrawn from consideration.</i> | |
| Cover Page | Purpose statement is vague . | Purpose statement is acceptable . | Purpose statement is outstanding and descriptive. |
| Strategies | Applicant shows some evidence of promising practice or research supported approach. | Applicant shows persuasive evidence of promising practice or research supported approach. | Applicant clearly demonstrates evidence-based programming or overwhelming evidence of research supported approach. |
| Goals | Applicant shows some evidence for which measurable data can be collected and analyzed to report progress | Applicant shows persuasive evidence for which measurable data can be collected and analyzed to report progress. | Applicant shows strong evidence for which measurable data can be collected and analyzed to report progress. |
| Performance Measures | Applicant shows some evidence for which measurable data can be collected and analyzed to report progress. | Applicant shows persuasive evidence for which measurable data can be collected and analyzed to report progress. | Applicant shows strong evidence for which measurable data can be collected and analyzed to report progress. |
| Collaboration | Applicant shows some evidence of meaningful collaboration with Corner Counties Early Childhood Area and other organizations. | Applicant shows persuasive evidence of meaningful collaboration with Corner Counties Early Childhood Area and other organizations. | Applicant shows strong evidence of meaningful collaboration with Corner Counties Early Childhood Area and other organizations. |
| Sustainability | Applicant shows some evidence of a reasonable sustainability plan. | Applicant shows persuasive evidence of a reasonable sustainability plan. | Applicant shows strong evidence of a reasonable sustainability plan. |
| Budget and Justification | Applicant shows some evidence of cost effectiveness and solid budget justification. | Applicant shows persuasive evidence of cost effectiveness and solid budget justification. | Applicant shows strong evidence of cost effectiveness and solid budget justification. |
| *Ongoing programs and requests for renewed funding | Applicant has demonstrated history of some measurable results, progress and return on investment. | Applicant has demonstrated history of persuasive measurable results, progress and return on investment. | Applicant has demonstrated history of exemplary measurable results, progress and return on investment. |
| Total | | | |
| Past Performance Considerations: ● Met deadlines ● Met performance targets | <ul style="list-style-type: none"> ● Site audit reports ● Collaboration with Corner Counties Early Childhood Area | | |

