



**Corner Counties Early Childhood Area  
Request for Proposal Application  
State Fiscal Year 2012**

**Funding for July 1, 2011 to June 30, 2012**

**Due  
April 27, 2011  
10:00 AM**

**Mail To:  
Corner Counties Early Childhood Area  
Pam Herzberg  
Director  
C/O The Clarinda Foundation  
P.O. Box 273  
Clarinda, IA 51632**

**Corner Counties Early Childhood Area Board Vision Statement**  
*“Every Child beginning at birth will be healthy and successful”*

**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. Contact Pam Herzberg, Early Childhood Area Director, 712-542-3123, [ccea@iowatelecom.net](mailto:ccea@iowatelecom.net).
- Applications are **due** in the Corner Counties Early Childhood Area Director’s office by **Wednesday, April 27, 2011, 10:00 AM**. **You must submit an electronic copy of your proposal to [ccea@iowatelecom.net](mailto:ccea@iowatelecom.net) in addition to one original proposal and supporting documents, plus 10 copies for the review process.**
- The Corner Counties Early Childhood Area Board gives each application thorough consideration. The Corner Counties Early Childhood Area Board is the entity who makes final funding decisions.
- Applicants may be required to respond to questions concerning their proposal during the grant review process concerning 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 June 15, 2011. 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’12.
- 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.
- All applicants wishing to submit a proposal will be **required** to attend a Bidders Conference on Tuesday, April 12, 2011 at 3:30 PM in Shenandoah at the Page County West Building located at 615 Northwest Road. The Corner Counties Early Childhood Area Board requests that applicants have no more than two (2) individuals representing their agency attend this meeting.

**APPLICATION REQUIREMENTS**

Grant applications must include the following:

- A Grant Application (Attachment A)
- A Budget & Justification Form (Attachment B)
- Assurances (Attachment C)
- Applications must be typed in a 12-point font and must have a one-inch margin, and page numbers. **No hand written applications will be reviewed.**
- One **original proposal** and supporting documents, **plus 10 copies** must be submitted for the review process. **Only one** original signed assurances document is required. **An electronic mail application must also be submitted Wednesday, April 27, 2011, 10:00 AM to [ccea@iowatelecom.net](mailto:ccea@iowatelecom.net).**  
You may request an electronic version by contacting the Corner Counties Early Childhood Director at [ccea@iowatelecom.net](mailto:ccea@iowatelecom.net).

## APPLICATION ELIGIBILITY

- Funding is made to serve families and children ages 0-5 in Fremont and Page Counties.
- Programming is to adhere to the principle that no discrimination will be practiced as to race, religion, sex or national origin.
- Proposals developed jointly by more than one agency or organization must identify a single lead organization as the official applicant. Participating agencies and organizations can be included as co-participants, sub-grantees, or subcontractors.
- Applicants shall be able to demonstrate the ability to implement programs/services that support the purpose and program goals.
- 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:
  - Are 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 administer the funding are eligible to submit a proposal.

**State Tools**

Refer to [www.empowerment.state.ia.us](http://www.empowerment.state.ia.us) 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

**EARLY CHILDHOOD FUNDING**

**School Ready Funding Information**

The Corner Counties Early Childhood Area Board anticipates that if the Governor’s proposed budget is approved there will be a \$96,092.00 reduction in funds from SFY’ 11. There could be approximately **\$202,766.00** in School Ready funding for SFY’ 12. 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. School Ready Funding is to provide 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.

**Estimated Corner Counties School Ready Funding for SFY’ 12**

<b>Total Funding</b>	<b>Allowable Admin 3%</b>	<b>Preschool Support</b>	<b>Family Support 0-5</b>	<b>Other Programming</b>	<b>Quality Improvement</b>
\$202,766.00	\$6,083.00	\$29,751.00	\$117,566.00	\$12,716.00	\$36,650.00

*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, supplies).

*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.

*Family Support* funding may be used for in-home visitation programs and group-based parent education programs.

*Other Programming* funding has the flexibility to be used for any type of service for children ages 0-5 and their families.

*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 if there are NO reductions in funding that there could be approximately **\$47,906.00** in Early Childhood funding for SFY’12. These figures are based on the Early Childhood Area’s funding for SFY’11. 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.

**Estimated Corner Counties Early Childhood Funding for 2008**

<b>Total Funding</b>	<b>Allowable 5% Admin</b>	<b>Early Childhood Programming</b>
\$47,906.00	\$2,395.30	\$45,510.70

*Early Childhood* Funding is 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.

**CONFLICT OF INTEREST**

To avoid any conflict of interest in the funding determination process, any member of the Corner Counties Early Childhood Area Board, who has a direct interest or substantial related interest in a particular funding proposal, will not participate in the evaluation of that particular proposal.

**APPEAL PROCESS**

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.

**TIMELINE AND SUBMISSION OF PROPOSALS**

RFP Release Date	Thursday, April 7, 2011
Bidders Conference	Tuesday, April 12, 2011 3:30 PM – Page Co. West Bldg.
Letter of Intent Due Date	Monday, April 18, 2011
E-mail Copy Due	Wednesday, April 27, 2011 by 10:00 AM

Hard Copies Due	Wednesday, April 27, 2011 by 10:00 AM
Copies to Board Members	Thursday, May 5, 2011 by 4:30 PM
Evaluation Meeting	<b><u>Tuesday, May 10, 2011 @ 3:00 PM</u></b>
Board Meeting	Tuesday, May 24, 2011 – determination of awards
Notice of Intent to Award	Tuesday, June 7, 2011 – No monetary award amount will be determined until the Corner Counties Early Childhood Area Board receives official notification from the Office of Management in regard to SFY'12 budget allocations.

**Directions for submitting proposal:**

Submit a signed original proposal (application, budget and justification form and assurances), plus **10** copies of the full proposal by **April 27, 2011, 10:00 AM**. An electronic copy of your proposal must also be sent to [ccea@iowatelecom.net](mailto:ccea@iowatelecom.net) by **April 27, 2011, 10:00 AM**. Only one original signed assurances document is required, no copies. You may hand deliver your application. *No email copies or fax copies will be considered as a complete proposal.*

**You may hand deliver or mail applications to:**

Early Childhood Director  
 Corner Counties Early Childhood Area  
 C/O The Clarinda Foundation  
 P.O. Box 273  
 Clarinda, IA 51632

If you mail the application, it must arrive by **April 27, 2011**. Late applications **will not** be reviewed, **there will be no exceptions.**

**EVALUATION OF PROPOSALS**

An evaluation summary will be used by the Corner Counties Early Childhood Board to evaluate each complete proposal. Each Board member will review a percentage of the received requests and will provide the entire Board with comments, suggestions and recommendations.

**AWARDING OF FUNDING**

Grant awards will be based on proposal content and quality, potential impact the program/service will have within the early childhood area based in relationship to the area's priorities and if applicable, past history of early childhood funded services. The Board will take action in regard to grant recipients for SFY'12 at the **May 24, 2011** Board meeting. As the Board will not know what their Early Childhood and School Ready allocations will be for SFY'12 until possibly the end of May, there will be no commitment made by the Board to fund any program or project awarded funds at 100% of the request.

**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.

## **REQUEST FOR PROPOSAL CHECKLIST**

All requests for proposals shall be assembled in the order below.

- \_\_\_\_\_ Attachment A – Application (completed and signed in blue ink)
- \_\_\_\_\_ Attachment B - Budget and Justification Form
- \_\_\_\_\_ Attachment C –Assurances (signed in blue ink) (*only 1 original required*)

**ATTACHMENT A - APPLICATION  
CORNER COUNTIES EARLY CHILDHOOD AREA  
SFY'12 GRANT APPLICATION**

**Bidder Information** (legal name, physical and mailing address, telephone, fax and e-mail address)

Name: Insert name of agency Phone: Insert agency phone number  
Street: Insert physical address Fax: Insert fax number if applicable  
P.O. Box Insert mailing address E-mail address: Insert e-mail address  
City: Insert name of city  
State/Zip: Insert State and Zip Code

**Contact Person** (name, phone number and e-mail address)

Name/Title: Insert contact person's name. Type of quality endorsement or  
Insert Contact person's title. accreditation in possession of or currently  
working toward:  
Phone: Insert contact person's phone #  
E-mail address Insert contact person's e-mail

**Federal Tax ID Number:**

Insert agency tax id

**Project Name:**

Insert the name of your project

**Type of Project and Purpose:**

You may type and type and this line will show up at the very bottom of your last sentence. You do not need to worry about having one ruled line under each sentence.

**Is the proposed project child and family focused?**

You may type and type and this line will show up at the very bottom of your last sentence. You do not need to worry about having one ruled line under each sentence.

**Is the proposed project research or evidence based?**

You may type and type and this line will show up at the very bottom of your last sentence. You do not need to worry about having one ruled line under each sentence.

**Check the local priority or priorities that will be addressed with this project:**

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.

**Population to be served:**

You may type and type and this line will show up at the very bottom of your last sentence. You do not need to worry about having one ruled line under each sentence.

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**Goals and Objectives of this project:**

You may type and type and this line will show up at the very bottom of your last sentence. You do not need to worry about having one ruled line under each sentence.

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**List the program/service components of this project:**

You may type and type and this line will show up at the very bottom of your last sentence. You do not need to worry about having one ruled line under each sentence.

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**Provide the action steps and time frames (initiation and completion) of this project:**

You may type and type and this line will show up at the very bottom of your last sentence. You do not need to worry about having one ruled line under each sentence.

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**What difference will this project make?**

You may type and type and this line will show up at the very bottom of your last sentence. You do not need to worry about having one ruled line under each sentence.

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**Amount of funding requested from the Corner Counties Early Childhood Area Board:**

You may type and type and this line will show up at the very bottom of your last sentence. You do not need to worry about having one ruled line under each sentence.

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**Is there other funding that will be used in conjunction with the funding from the local Early Childhood Area? If yes, please indicate source and amount.**

You may type and type and this line will show up at the very bottom of your last sentence. You do not need to worry about having one ruled line under each sentence.

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**Signature, Executive Project Director**

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**Date Signed**

**ATTACHMENT B – BUDJET & JUSTIFICATION FORM**  
**BUDGET & JUSTIFICATION FORM**

<b>Category</b>	<b>Expense Description (Justification-Narrative*)</b>	<b>Dollar Amount Requested from Corner Counties</b>	<b>Identify Other Funding Sources and/or In-kind you will utilize for this project</b>
Salaries	<i>Provide # of FTE's with salary.</i>		
Benefits	<i>Identify benefits provided.</i>		
Administrative Cost	<i>Please state the % of your admin fee,</i>		
Mileage			
Rent			
Utilities			
Cell phone			
Office Supplies			
Copying fees			
Contracted Services			
Conference registration fees			
Lodging and meals associated with conferences/trainings.			
Training fees			
<b>TOTAL</b>			

## *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-SUPLANTING 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**

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