



**CASS - MILLS - MONTGOMERY
Request for Proposal Application
2010**

Funding for July 1, 2009 to June 30, 2010

Due April 30, 2009
12:00 (Noon)

No handwritten/faxed copies of application will be
reviewed

Mail original proposal to:

Boost4Families
101 Central, Suite 124
PO Box 469
Glenwood, IA 51534

Questions should be directed to:

Amy Chastain
achasta@dhs.state.ia.us
(712) 527-1578

Boost4Families request for proposal (RFP)

PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals that enable Cass/Mills/Montgomery Boost4Families to select the most qualified applicants to provide coordinated programs at the community level to enhance child well-being, reduce the likelihood of child abuse, and promote positive family and community relationships

PROPOSAL OBLIGATIONS

The contents of the proposal and clarifications thereto submitted by the successful applicant shall become part of the contractual obligation and incorporated by the reference into the ensuing contract. All proposals shall describe in detail, and include all integral elements necessary for successful implementation and operation of the required services. Upon approval these conditions shall become binding.

Quarterly and year-end reports will be submitted in a timely manner following the report format that will be provided by the Boost4Families Coordinator.

PROPOSAL GUIDELINES

ITEMS IMPORTANT FOR ALL APPLICATIONS

- All applications must be received by April 30, 2009 (by noon). **Late proposals will not be considered.** Mail application to Boost4Families Coordinator, PO Box 469, 101 Central, Ste 124, Glenwood, IA 51534 and follow-up with an e-mailed copy to achasta@dhs.state.ia.us.
- **No handwritten/faxed grant applications will be accepted.** You may download the application as a word document from www.boost4families.org, click on the funding opportunities link. All applications must be in 12 pt font.
- Provide the information in the order requested and number and restate the headings.
- Submit one copy of your grant application followed by e-mail version. Provide ten copies to the local planning group
- Do not put them in binders, notebooks, or other presentation packages.
- Do not send additional materials (articles, brochures, letters, etc.).

Contact Amy Chastain, Boost4Families Coordinator at the Boost4Families office at 712-527-1578 if you have any questions or would like additional information regarding this process

PROPOSAL OBJECTIVES

Description of Work and Services

This funding allows Cass/Mills/Montgomery Counties to provide projects for children 0-18 that reflect the following Boost4Families principles:

- All children need to be given the best possible start in life in order to become self-reliant adults.
- Nurtured children become nurturing adults.
- Positive childhood environments create an upward cycle of health, non-violence, and responsibility that is carried forward to each new generation;
- A wide array of services must be provided in order to fully address diverse social, emotional, physical, intellectual, and spiritual needs.
- Support prevention programs which reduce the likelihood of child abuse
- Promote positive family and community relationships.

Projects may include prevention, early intervention and family well-being programs or services. Contractors will provide programs or services which reduce the likelihood of child abuse and promote positive family and community relationships.

Technical Requirements

- A. Proposals must be typewritten and follow the format indicated below. Photocopies or exact computer-generated replicas are permissible. Font size – minimum of 12; Margins – minimum 1" all sides; Spacing – single or double-spaced; Page limits – Narrative 3 page maximum. Copies – submit 1 signed original application and an e-mail copy by April 30th, & provide 10 photocopies for Local Planning Presentation; Please staple all proposals.

Match Requirements:

Applicants shall provide a match in cash or in kind form to the costs of activities in an amount that is equal to not less than 10% 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)
- B. Project Narrative: The program narrative should address the following items in the order listed. Answer the bulleted items in paragraph format, and limit narrative to three pages:
- Brief description of organization
 - Amount requested
 - Purpose of request (what is the goal your project hope to achieve?)
 - Describe project in detail

Boost4Families RFP Application

Strong Families  Iowa's Future

- Target Population
- Project Outcome
- Strategies needed to implement project
- Describe how your organization will sustain the program if Boost4Families' funding is decreased
- If not fully funded, is the project viable and at what minimum amount
- Discuss how you will know if your project is successful
- How will you measure your success

C. Checklist (Attachment B)

D. Financial Information (Attachment C)

Evaluation Process and Review Criteria

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

Phase 1- Review of the proposals by Boost4Families Coordinator to assess compliance with mandatory requirements

Phase 2- Presentations at the Cass, Mills, Montgomery Local Planning Groups:

- Montgomery County – May 4th, 2009, 1:00 p.m.– First Christian Church in Red Oak
- Cass County – May 7th, 2009, 12:00 p.m. – St. Paul's Lutheran Church in Atlantic
- Mills County- May 15th, 2009, 12:00 p.m. – Engineer's Building in Glenwood

Phase 3- Review of proposed services, programs, by Cass/Mills/Montgomery Local Planning Groups

Phase 4- Presentations of successful proposals to three county- wide subcommittee

- DECAT proposals – May 21st from 9-11 a.m.
- Empowerment proposals – May 21st from 1-4 p.m.

Phase 5- Ranking, scoring and recommendation of selected proposals by review committee

Phase 6- Final selection of successful proposals by the Boost4Families Board

Scoring of Proposals

Proposals meeting all mandatory requirements will be reviewed by the three Local Planning Groups/three county committee. A consensus voting system will be used. The recommendations from the Local Planning Group/subcommittee will be considered, along with the scoring completed by the grant review committee. A scoring sheet (attachment D) will be provided to the review committee for assessment of the relative merits of the proposals, and recommendations will be made to the Boost4Families Board based on the scores of each proposal.

The Boost4Families Board will vote on proposals based on the recommendations from the review committee. This meeting is scheduled for June 18th, 2009. Final notification and contracts will be done by June 30th, 2009

APPEALS

All applicants will be mailed written notification of the selection decision. Applicants who are denied funding may appeal to the Boost4Families Board. Appeals must be in writing and be received within five (5) working days of the date of the notification to the applicant. Appeals must be based on the contention that the process violated state or federal law, that policies or rules did not provide adequate public notice or involved a conflict of interest by board. The Boost4Families Board will review the appeal and mail a notice to the appellant within five (5) working days of review.

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.

PROPOSAL FORMAT AND CONTENT

These instructions prescribe the format and content of the bid 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 may result in disqualification of the proposal.

Explanation of Funds

Early Childhood Funds

Boost4Families use these funds for to improve the quality of childcare offered in Cass/Mills/Montgomery. See attached Tool G (A) for further information.

School Ready Funds

This funding is based on the following formula approved by the Iowa Empowerment Board who allocates the annual School Ready appropriation as follows:

- 45% is allocated based on the percent of the population that is age 0-5 and at or below 185% of the poverty level or less.
- 35% is allocated based on the percent of the population that is age 0-5.
- 20% is distributed equally among all 99 counties.

School Ready Funding are to provide comprehensive services for children and families ages birth through five years of age, including: preschool and early childhood care and education, parent support, family home visitation, parent education, preschool support, quality improvement, and professional development. See attached Tool G (B) for further information.

DECAT

“Decategorization” means an initiative established pursuant to Iowa Code Section 232.188 designed to redirect child welfare and juvenile justice funding to services that are more preventive, family centered, and community-based in order to reduce use of more restrictive approaches. These funds are state funds that are funneled through the Department of Human Services.

APPLICATION

COVER PAGE (attachment A): These items are required on the cover page

- County you are applying to serve.
- Tax ID number.
- List the fiscal agent if your organization is not a 501(c) (3), municipality, school, or church. The fiscal agent is the nonprofit that is responsible for the fund management. Examples of fiscal agents are the City, the County, or a School District.
- Name of your project.
- Complete contact information for the organization applying for funding and the person writing this grant application.
- Sign and date the cover page

PROGRAM NARRATIVE: Limited to three pages. The program narrative should address the following items in the order they are listed. Please answer the bulleted items in paragraph format.

1. FUNDING REQUEST

- A brief description of your organization.
- Amount requested.
- Purpose of your request - What is the goal your project hopes to achieve?
- Describe in detail your project.
- Target population you plan to serve.
- Effect your action will have on need, problem, or opportunity – What will be the project outcome?
- Strategies you will employ to implement the project.
- Describe how your organization will sustain this program once grant funds have been spent.
- If your project is not fully funded, is the project still viable and at what minimum amount?

2. EVALUATION

- Discuss how you will know if you are successful.
- How will you measure this?

Checklist (attachment B): These items **must be** included with your application and provided in this order.

Cover page

Program narrative limited to three pages

Budget summary. Do not handwrite in the numbers

Program budget. Do not handwrite in the numbers.

- IRS 501(c)(3) letter.

FINANCIAL INFORMATION (attachment C): Use the pages provided only. Do not substitute other formats for the budgets.

**BOOST4FAMILIES
CASS/MILLS/MONTGOMERY
Prevention, Early Intervention, and Family Well-Being Project
FY10 Request for Application**

Proposal Check List

Proposal Components	Proposal Page #
Cover Page (Attachment A)	X
Proposal Checklist (Attachment B)	X
Action Plan/Project Narrative	X
Budget	X
Budget Detail (Attachment C)	X
Budget Narrative	X

**Applicant Name: C & M Community School District
207 6th Street
Massena, IA 50853**

DETAILED BUDGET SAMPLE (Attachment C)

Please follow the budget format below. Each category must include detail line items such as the examples in italics. Must show 10% match, either from other funds or in-kind.

DESCRIPTION OF EXPENSES	PROPOSAL REQUEST	OTHER FUNDING (IDENTIFY SOURCE)	OTHER FUNDING (IDENTIFY SOURCE)	IN-KIND MATCH
Salaries: <i>List # FTE & titles</i> SUBTOTAL	\$2430			\$270
Benefits: <i>FICA IPERS/Retirement Health Dental Other</i> SUBTOTAL	\$340			\$37
Training/Travel: <i>Registration fees Out of area travel In area travel</i> SUBTOTAL				
Office Supplies: <i>Postage Printing Supplies</i> SUBTOTAL				
Program Materials: <i>Curriculum Participant materials</i> SUBTOTAL				
Equipment: <i>Purchase Rental Maintenance</i> SUBTOTAL	\$2230			\$225
Purchased Services: <i>Participant Transportation Facility rental</i> SUBTOTAL				
Subcontract Services: <i>Subcontract with other agencies</i> SUBTOTAL				
Other: SUBTOTAL	\$5000			\$532

Indirect Cost (not to exceed 8%)				\$200
TOTALS	\$5000			\$732

Attachment D Scoring Sheet

Scoring of Proposals

A maximum of 100 points may be awarded to each proposal. A minimum average score of 60 or greater is required for the proposal to be considered for funding. See chart below.

Accepted proposals will be evaluated based on the following criteria:

- Proposal includes details for all sections of the RFP
- Descriptions are clear and understandable
- Descriptions are responsive to the intent of the RFP objectives
- The overall ability of the applicant as judged by the review committee, to successfully complete the project within the proposed schedule. Budget, program plan (narrative) and result of program will be judged by review committee

5-Applicant’s proposal is exceptional and exceeds expectations of the RFP

4-Applicant’s proposal is superior or slightly exceeds expectations of the RFP

3-Applicant’s proposal is satisfactory or marginally meets expectations of the RFP

2-Applicant’s proposal is unsatisfactory and contains numerous deficiencies regarding the expectations of the RFP

1-Applicant’s proposal is not acceptable regarding the expectations of the RFP

ATTACHMENT D CONTINUED

PROPOSAL COMPONENT	WEIGHT	POSSIBLE POINTS
COVER PAGE (ATTACHMENT A)	REQUIRED	5 POINTS
CHECKLIST (ATTACHMENT B)	REQUIRED	5 POINTS
BUDGET (ATTACHMENT C)	REQUIRED	10 POINTS
PROPOSAL TO COORDINATOR BY APRIL 30TH	HIGH	10 POINTS
NARRATIVE LIMITED TO 3 PAGES	MODERATE	5 POINTS
ACTION PLAN/PURPOSE OF PROPOSAL	HIGH	25 POINTS
EVALUATION OF PROGRAM	HIGH	15 POINTS
SUSTAINABILTY	HIGH	5 POINTS
FUNDING SOURCES BEYOND BOOST4FAMILIES/10% MATCH	MODERATE	5 POINTS
DOES PROPOSAL FIT WITH BOOST4FAMILIES PRIORITIES	HIGH	15 POINTS

PROJECT REPORTING REQUIREMENTS

All projects receiving funds through Boost4Families are required to submit quarterly progress reports. Reports allow the board to examine the progress of funded services/programs and to provide for continual planning. Reports shall be given in person to the Local Planning Group for whichever county your program works with.

Reports should also be submitted electronically to the Coordinator at: achasta@dhs.state.ia.us.

Billing should be submitted to Boost4Families Coordinator by the 10th of every month to be processed. If received after the 10th of the month, you will have to wait till the following month to have your bill processed.

Reports are due as follows:

1 st Quarter (July, August, September)	Due: October
2 nd Quarter (October, November, December)	Due: January
3 rd Quarter (January, February, March)	Due: April
Year to Date Annual Report (July – June)	Due: July

Each funded project may be asked to provide an oral progress report/presentation at least annually directly to the board. The oral report will provide an opportunity to share your success but also to express challenges and may gain support in removing barriers.

The report format should include for the local board a brief one to two page narrative answering the following questions:

1. Describe project successes this quarter. This can include an antidotal “great story”.
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. Consider this an opportunity to gain support and input from the board in possibly removing barriers and/or problem solving.
4. Describe successful collaborative efforts and/or partnerships with other agencies or community supports.

Projects must complete the following performance measures matrix using the following language:

Input – what has been invested in financial and non-financial resources?
(dollars in vested, 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.)

ALL COLUMNS SHOULD HAVE QUANTITATIVE OR NUMERICAL DATA.

Please note that some of the Community Empowerment funds have required state outcome measures. You can find the tools on the Iowa Community Empowerment Website at: www.empowerment.state.ia.us under Tools – Tool Kit Tools.

Prenatal through age three funding – Refer to Tool FF

Family Support Prenatal through Age 5 – Refer to Tool FF

PreK Support for Low-Income Families – Refer to Tool CC(B)

Please contact Amy Chastain, 712-527-1578 or email achasta@dhs.state.ia.us with any questions regarding reporting requirements.

**Boost4Families
Quarterly Progress Report Form**

Reporting Period: _____

Program: _____ **Contact Person:** _____

Part I – Stories and information you would like to share with the board.

- **Describe project successes this quarter. This can include an antidotal “great story”.**
- **Report any programmatic changes such as target population or staff turnover. If there are no changes simply make that statement.**
- **Describe any challenges or program barriers experienced. Consider this an opportunity to gain support and input from the board in possibly removing barriers and/or problem solving.**
- **Describe successful collaborative efforts and/or partnerships with other agencies or community supports.**

Part II - Early Childhood, School Ready and DECAT– Progress Using Common Language Framework

Purpose Statement	How much did we put in? (Input Measures)	How much did we do? (Output Measures)	How well did we do it? (Quality/Efficiency Measures)	What difference did it make? (Outcome Measures)

Boost4Families RFP Application



OUTCOMES REPORTING REFERENCE SHEET

(REFERENCE SHEET SHARED AT RESULTS BASED ACCOUNTABILITY TRAINING)

OVERVIEW

With the Accountable Government Act (AGA) there is an increased emphasis on performance measures and the integration of performance measures into the basic elements of the governance system. This tool has been created to assist you in understanding the specific types of measures that have been identified and defined and will be applied throughout the Cass/Mills/Montgomery counties. Boost4Families will hold itself and providers accountable for outcomes. When used effectively, measures help provide a powerful means of focus within your agency. Measurement is a means to assure leaders that the program /service is on track to reach program/service goals. This tool is also designed to provide you with the basic information you will need for reporting outcomes for your project/service.

Input

The amount of resources invested, used or spent for services, products or activities. Input measures are used to monitor the amount of resources being used to develop, maintain or deliver a product or service. Typically consist of a single numeric value for a given activity. Inputs may also be referred to as activity or process measures.

Input Examples:

- Number of staff
- Number of hours provided
- Number eligible clients/customers
- Number of clients/consumers applying for service
- Number of all dollars invested (include all dollars supporting the program – identify sources)
- Number of in-kind contributions (meeting space, office supplies, etc.)

Output

The number of services, products, or activities produced or provided. Output measures are used to monitor how much was produced or provided. They also provide a number indicating how many items, referrals, actions, and products were involved. Typically consist of a single numeric value for a given activity. Outputs may also be referred to as activity or process measures.

Output Examples:

- Number of clients/consumers enrolled
- Number of clients/consumers completing activities
- Number of applications processed
- Number of arrest made
- Number of cases managed
- Number of people trained
- Number of documents processed

Quality/Efficiency

Quality measure is the mathematical expression of how well the service, product, or activity was delivered, based on characteristics to the customers. Quality measures are used to determine if we are meeting the expectations of our customers. These expectations can take many forms, such as timeliness, accuracy, meeting regulatory requirements, courtesy and meeting customer needs.

Efficiency measure is the unit cost or level of productivity associated with a given service product or activity. Efficiency measures are used to monitor the relationship between the amount produced and the resources used. Creating an efficiency measure requires knowing both input and output information. It

is typical for quality and efficiency measures to be expressed as proportions, percentages, rates, or ratios.

Quality Measures Examples:

- Busy signal rate (timeliness)
- % of applications requiring rework due to internal errors (accuracy)
- % of clients that rated themselves as successfully rehabilitated (requirements)

Efficiency Measures Examples: (unit cost & productivity)

- Cost per staff trained
- Cost per client served
- Cost per class or group
- Units produced per instructor
- Cases resolved per agent
- Calls handled per hour

Outcome Measures

Outcome measures are the mathematical expression of the effect on customers, clients, and the environment, infrastructure that reflect the purpose. Outcome measures are used to determine the extent to which a core function, goal, activity, product, or service has impacted its intended audience. An outcome measures should show if you are achieving your mission or goal.

Outcome Examples:

- Crime recidivism rate
- % of persons able to read and write after attending a remedial education course
- % of entities in compliance with requirements
- % of clients rehabilitated
- % of cases resolved
- % of change in skills knowledge (e.g. parenting skills, school readiness)
- % of change in attitude (e.g. parenting, healthy behaviors)
- % of change in behavior (e.g. increase school attendance)
- % of change in conditions (e.g. affordable care, safe families)

This outcome reference sheet was originally created by Debra Schrader, Empowerment Coordinator, with assistance from Jeff Anderson, Iowa Department of Human Services.